

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

STERLING HILLS WEST METROPOLITAN DISTRICT

Held: Thursday, April 12, 2018, at 6:30 p.m. at the Balterra Clubhouse, 2654 South Danube Place, Aurora, Colorado 80013.

Attendance:

A regular meeting of the Board of Directors of the Sterling Hills West Metropolitan District was scheduled in compliance with the laws of the State of Colorado, with the following directors in attendance:

Juliet Uhlott, President  
Michael Lenz, Treasurer  
CJ Matthews, Assistant Secretary  
Alberteen Ransom, Assistant Secretary

The following directors were absent (absence excused):

Alan Duncan, Secretary

Also present were:

Jennifer L. Ivey, Icenogle Seaver Pogue, P.C.  
Debra Sedgeley, CliftonLarsonAllen, LLP  
Ted Laves, Colorado Special District Management  
and Operations  
Bjorn Dahl, The Dahl Group, Certified Forester

1. Call to Order/ Declaration of  
Quorum:

Director Uhlott, noting the presence of a quorum, called to order the regular meeting of the Board of Directors (the "Board") of the Sterling Hills West Metropolitan District (the "District") at approximately 6:30 p.m.

2. Directors Matters/Disclosure  
Matters:

Ms. Ivey advised the Board that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member confirmed the contents of any written disclosure previously made, stating the fact and summary

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nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting.

Upon the motion of Director Matthews and second of Director Ransom, the Board unanimously excused Director Duncan's absence.

### 3. Approval of/Additions to/Deletions from Agenda:

After review and discussion, upon the motion of Director Matthews and second of Director Ransom, the Board unanimously approved the agenda as presented.

The Board discussed the meeting packet and directed that for future meetings the conflict of interest disclosure filings and the invoices not be included in the meeting packet. The conflict of interest filings will continue to be sent to the Board members and Mr. Laves in advance of the meetings. Mr. Laves will send a copy of the invoices to the Board with the meeting packet transmittal but will not include them in the meeting packet or print copies for the meetings.

### 4. Public Comment for Matters Not on Agenda:

None.

### 5. Approval of Meeting Minutes:

After review and discussion and upon the motion of Director Matthews and second of Director Ransom, the Board unanimously approved the March 8, 2018 regular meeting minutes with a correction to remove the reference to the quarterly financial statements which were not presented at the March 8, 2018 meeting.

### 6. Landscaping:

Mr. Dahl, a forester, addressed the Board with proposals for services that he could provide the District related to tree maintenance and planting. Upon inquiry from Director Matthews, Mr. Dahl stated that he would anticipate \$2,000.00 per quarter for his services; he provided Mr. Laves an hourly rate and some terms and conditions which were not included in the meeting packet.

Mr. Dahl will complete a walk-thru of the District property with Mr. Laves and then prepare a proposal of services and costs for the District to consider at its May meeting.

*Mr. Dahl departed the meeting at this time.*

### 7. Financial Matters:

Ms. Sedgeley reviewed the financial ledgers, including the quarterly financial statements, cash requirement report,

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schedule of cash position, and claims represented by Check Numbers 1023 through 1030 which total \$14,949.75.

After review and discussion and upon the motion of Director Matthews and second of Director Lenz, the Board unanimously accepted the quarterly financial statements and approved the claims as presented.

Ms. Sedgeley reviewed the draft 2017 audit report with the Board and reported that field work will begin next. After review and discussion and upon the motion of Director Matthews and second of Director Lenz, the Board unanimously approved the draft 2017 audit report subject to any major revisions.

## 8. District Manager Report:

The Board directed Mr. Laves to contact the City of Aurora Public Works Department to confirm that they are responsible for the maintenance of the sidewalk in the Xcel Easement.

Mr. Laves discussed with the Board items detailed in his District Manager's Report, including, an update on the claim for the lightning damaged tree, a review and updates to the District insurance policy's property schedule, the status of parks maintenance, status of remediating the basketball hoop height issues, the status of procuring additional signage at the parks, basketball tiles, and an update on the detention pond.

After review and discussion, the Board tabled the proposal from Keesen Landscape to remove and replace the damaged tree because they would like to remove the damaged tree and replace it in a different location.

After review and discussion and upon the motion of Director Uhlott and second of Director Matthews, the Board unanimously approved contracting with Playground Safety Consultants to perform playground maintenance in an amount not-to-exceed \$1,200.00 annually for quarterly inspections and not-to-exceed \$800.00 in additional services billed on a time and materials basis, with a delegation to Mr. Laves to authorize additional services, as needed, with a report to the Board regarding expenditures at the next meeting, subject to legal review and satisfaction of the form of contract.

After review and discussion and upon the motion of Director

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Uhlott and second of Director Matthews, the Board unanimously approved contracting for an electrician to inspect the lighted bollards in an amount not-to-exceed \$250.00.

After review and discussion and upon the motion of Director Matthews and second of Director Uhlott, the Board unanimously approved monitoring of water levels in the monitoring wells located near the stormwater quality pond as Additional Services to be performed by Wright Water Engineers, Inc. in an amount not-to-exceed \$7,300.00, with the opportunity to stop the monthly monitoring at any point and subject to confirmation by legal counsel that this work is not already included in a District approved contract.

After review and discussion and upon the motion of Director Matthews and second of Director Uhlott, the Board unanimously approved entering into an annually renewable contract for a 5-year period for a District domain name and email in an amount not-to-exceed \$160.00.

## 9. Strategy Discussion:

Director Matthews addressed the Board related to developing a District strategy/project plan and requested that each director send a list to Mr. Laves of projects that they would like to see on this list and Mr. Laves will compile a master list for presentation to the Board at the next meeting. Director Matthews mentioned completion of pond remediation, development of the "dirt pile", and a comparison with Sterling Hills East and how they dissolved their special district.

## 10. Legal Matters:

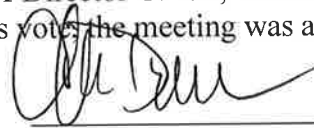
Ms. Ivey reported that she has received all public records from the City of Aurora related to the Detention Pond and is in the process of reviewing.

## 11. Other Business:

Directors Matthews and Uhlott noted an idea that the undeveloped land in the District might be used for retail development.

## 12. Adjourn:

There being no further business to come before the Board, upon motion of Director Uhlott, second of Director Ransom and unanimous vote, the meeting was adjourned at 8:32 p.m.



Secretary of the Meeting