

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

STERLING HILLS WEST METROPOLITAN DISTRICT

Held: Thursday, May 10, 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
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

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

RECORD OF PROCEEDINGS

3. Approval of/Additions to/Deletions from Agenda: After review and discussion, upon the motion of Director Matthews and second of Director Duncan, the Board unanimously approved the agenda with the order of Items 8 and 9 switched.
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 April 12, 2018 regular meeting minutes as presented.
6. Financial Matters: Ms. Sedgeley reviewed the financial ledgers, including the, cash requirement report, schedule of cash position, and claims represented by Check Numbers 1031 through 1039 which total \$25,513.56.
- After review and discussion and upon the motion of Director Matthews and second of Director Ransom, the Board unanimously directed that the money from the CD with First Western Trust that is coming up for renewal be invested in ColoTrust or CSafe, whichever has the higher rate at that time.
- After review and discussion and upon the motion of Director Duncan and second of Director Ransom, the Board unanimously accepted the financial report and approved the claims as presented.
7. District Manager Report: The Board directed Mr. Laves to review the Pond Maintenance Contract and follow-up regarding the maintenance required after major storm events as the work was not done after the last storm.
- Mr. Laves discussed with the Board items detailed in his District Manager's Report, including, status of completing updates to the District insurance policy's property schedule, playground maintenance, issues related to the basketball hoops and courts, signage for the District's parks, maintenance of the sidewalk in the Xcel easement, detention pond work, landscaping proposals and District website and email addresses.
- The Board discussed the damage to the basketball hoops and possible ways to prevent future damage. Director Lenz

RECORD OF PROCEEDINGS

suggested welding the basketball hoops, so it is permanently at 10-feet high or alternatively to replace the current adjustable hoops with standard basketball hoops that are not adjustable. Mr. Laves will investigate the options and report back to the Board. Mr. Laves reported that he is working with Sport Courts of the Rockies to complete the warranty repair work.

Director Lenz expressed concerns with the multitude of proposals for additional work from Keesen Landscape and the proposed costs. Mr. Laves stated that he likewise had concerns and has started a dialogue with them regarding these issues and has already been working with them regarding timing issues with their invoices. The Board requested additional details for the included services. Director Matthews will prepare a list of the exact specifications of the work they want completed at the parks including size specifications for review. Proposal #8407 and #8416 were tabled.

After review and discussion and upon the motion of Director Matthews and second of Director Lenz, the Board unanimously approved the proposal #8431 from Keesen Landscape for the Tree Replacement in an amount not-to-exceed \$1,075.

After review and discussion and upon the motion of Director Uhlott and second of Director Matthews, the Board unanimously approved the oak tree and artic willow installation from proposal #8437 provided that the warranty oak tree is installed with no additional cost.

After review and discussion and upon the motion of Director Uhlott and second of Director Matthews, the Board unanimously approved Mr. Laves contracting to have phone number signs added to the Park Signs in an amount not-to-exceed \$300.00.

The Board directed Mr. Laves to price out and present a concept at the June meeting for a “park reserved” sign.

After review and discussion and upon the motion of Director Lenz and second of Director Duncan, the Board unanimously approved the contract with Dahl Environmental Services, LLC in an amount not-to-exceed \$3,000.00.

RECORD OF PROCEEDINGS

After review and discussion and upon the motion of Director Matthews and second of Director Duncan, the Board unanimously approved delegating up to \$500.00 a month in contracting authority for repairs and incidentals in the District with a report to the Board regarding expenditures at the next meeting.

Mr. Laves and Ms. Ivey reported on investigations related to the Detention Pond remediation work.

After review and discussion and upon the motion of Director Uhlott and second of Director Matthews, the Board unanimously approved entering into an agreement with the State Internet Portal Authority for website and other technical services, 2 district g-mail accounts and a dedicated URL with an approximate cost of \$500.00.

After review and discussion and upon the motion of Director Matthews and second of Director Ransom, the Board unanimously approved purchasing new meeting notice signs with sliders on both sides in an amount not-to-exceed \$800.00.

The Board directed Mr. Laves to look into installing a camera in the parks to try to prevent vandalism.

After review and discussion and upon the motion of Director Matthews and second of Director Uhlott, the Board unanimously an amendment to Colorado District Management and Operations contract to change the excess liability coverage to \$1,000,000 and increase his general liability insurance limits to \$2,000,000.00 per occurrence; \$4,000,000.00 annual aggregate.

8. Legal Matters:

The Board discussed potential revisions to the Rules and Regulations for the District's Parks and directed Board members to prepare ideas for revisions, but not limited to, adding a permit fee and mechanism for reserving the gazebo at the Red Park.

Ms. Ivey reviewed with the Board the proposed Second Amendment to the Contract with Wright Water Engineering. After review and discussion and upon the motion of Director Matthews and second of Director Ransom, the Board unanimously approved the Second Amendment.

RECORD OF PROCEEDINGS

9. Strategy Discussion:

The Board discussed District strategic planning topics that were submitted by Board members, including, potential sale of a park (which would require input from bond counsel), xeriscaping, detention pond remediation, installing a fence to keep trash and children out of the detention pond, discontinuing future improvements to the parks but ensuring that the park designs are owned by the District, posting billboards with proposed improvements to the parks to inform the public of potential future project, geocaching in the parks, signage, possibly using the parks for arts and craft sales, and the non-uniform fencing issue.

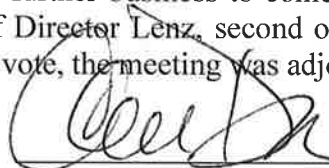
The Board directed Mr. Laves to inform Brightview to proceed with the work under the November 16, 2017 contract.

10. Other Business:

None.

11. Adjourn:

There being no further business to come before the Board, upon motion of Director Lenz, second of Director Ransom and unanimous vote, the meeting was adjourned at 9:11 p.m.



Secretary of the Meeting