

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

STERLING HILLS WEST METROPOLITAN DISTRICT

Held: Thursday, July 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
Alberteen Ransom, Assistant Secretary
Alan Duncan, Secretary

The following director was absent (*absence not excused*):

CJ Matthews, Assistant Secretary

Also present were:

Jennifer L. Ivey, Icenogle Seaver Pogue, P.C.
Debra Sedgeley, CliftonLarsonAllen, LLP
Ted Laves, Colorado Special District Management
and Operations
Roger Velte, Urban Forest Management
Ken Stanley, Playground Safety Consultants
Roger Quintana, District Resident
Betam Truong, District Resident
Tourey Tam, District Resident

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

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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.

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

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

4. Public Comment for Matters Not on Agenda:

Mr. Quintana had questions about the HOA and the size of the sign boards.

Mr. Quintana departed the meeting at this time.

5. Approval of Meeting Minutes:

After review and discussion and upon the motion of Director Duncan and second of Director Lenz, the Board unanimously approved the June 14, 2018 regular meeting minutes as presented.

6. Discussion with Mr. Velte:

Mr. Velte, Urban Forest Management, discussed his tree inventory and general recommendations included in the meeting packet with the Board. Ms. Ivey advised what services are being provided related to trees under the Keesen Landscape Maintenance Contract. Mr. Velte advised that the next steps would be to get estimates for the work that is recommended and, if desired, engage Urban Forest Management for ongoing recommendations for planting and maintenance and yearly inspection and inventory of new trees. Mr. Velte also recommended:

- Conducting another tree survey on an annual basis with more accurate GPS readings
- Staged work on trees.
- Using a different method to treat Ash borer than the spray method being used by Keesen.
- Combining treatments to lower costs.

The Board discussed having Keesen only handle landscaping and hiring a tree company to care for the trees. Mr. Laves will investigate vendors and the costs of this approach.

Ms. Truong and Ms. Tam joined and also departed the meeting during the preceding item.

Mr. Velte departed the meeting at this time.

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7. Discussion with Ken Stanley: Mr. Stanley, Playground Safety Consultants, introduced himself to the Board and briefly explained the services that they will be providing to the District. Director Lenz stated that once the basketball hoops are back up the nets will need to be changed regularly. Mr. Stanley advised that the playground equipment is in good shape for its age and that minor repairs have been made for missing hardware. Additional mulch is not required at this time. Director Lenz inquired regarding installation of swings. Mr. Stanley advised that the installation would likely require modifications in order to provide the space needed for a swing and the required safety area.

Mr. Stanley departed the meeting at this time.

8. Financial Matters: Ms. Sedgeley reviewed the financial ledgers, including the, cash requirement report, schedule of cash position, and claims represented by Check Numbers 1048 through 1055 which total \$19,025.09.

Ms. Sedgeley reviewed the June 30, 2018 quarterly financial statements.

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

9. Legal Matters: Ms. Ivey reviewed with the Board her memorandum dated June 28, 2018 regarding Regulation and Permitting of Activities in District Parks.

Director Lenz noted that if a permitting system is going to be put in place that a fee and deposit will need to be required in the event there is damage or cleaning needed. The Board also discussed how the events would be reserved, how conflicts would be handled, and who would monitor to ensure that no damage has occurred at an event.

Director Uhlott will begin a draft policy for review at the next regular meeting.

10. District Manager Report: Mr. Laves discussed with the Board items detailed in his District Manager's Report, including, the District's new email and a possible website, signage for District meetings and pavilion reservations, the basketball hoop and damage to the basketball court tiles, playground maintenance,

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upgrading the lighted bollards in Blue Park, status of the detention pond remediation, status of development in the District, trimming back of bushes and trees for the HOA, irrigation issues, status of the additional work by Keesen, updates to the insurance assets list, prairie dog migration, and attendance at the SDA Conference.

The Board agreed that the District's email address could be added to the three wooden sign boards and noted that Mr. Laves already has spending authority to make this purchase.

Mr. Laves reported on his phone discussions with Brightview regarding renegotiation of the Detention Pond Remediation Agreement. Ms. Ivey reported that they have contracted to do the work and suggested inquiry be made regarding whether they were intending to breach that contract.

Director Lenz noted that Keesen Landscape needs to be advised of the two dead trees to be removed; one in Red Park and one on Villanova.

The Board directed that Mr. Laves get a proposal from Pioneer for installation of the 2-ton boulders and that Keesen not install the boulders for the new flower bed in Blue Park.

The Board discussed Work Order #14694 from Keesen for Native Weed Control in an amount not to exceed \$2,216.00. Director Lenz directed that Mr. Laves inquire whether this is something that should be completed early next year when it may be more effective.

Director Uhlott advised that she needs to be registered for the SDA Conference but stated that she has already made hotel reservations. Directors Ransom, Lenz and Duncan stated that they would not be attending the SDA Conference this year. Mr. Laves will take care of the conference reservation for Director Uhlott.

After review and discussion and upon the motion of Director Uhlott and second of Director Duncan, the Board unanimously determined to cancel the September 13, 2018 regular meeting since it conflicts with the SDA Conference.

11. Other Business:

None.

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12. Adjourn:

There being no further business to come before the Board, upon motion of Director Duncan, second of Director Lenz and unanimous vote, the meeting was adjourned at 8:37 p.m.



Secretary of the Meeting