

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT

Held: Friday, February 17, 2012, at 3:00 p.m. at
The Gate House, 524 Ruby Road,
Silverthorne, Colorado.

Attendance

The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held, as shown, in accordance with Colorado law. The following directors confirmed their qualification to serve on the Board:

Donald Samuels, President
John Longhill, Vice President
Lynda Kull, Secretary/Treasurer
Susanne Muller, Assistant Secretary/Treasurer
Peter Grady, Assistant Secretary (via telephone)

Also present were:

David W. Robbins, Esq.; President, HOA
Marina Larson; HOA Representative
Dr. Douglass Tormey; Resident
Mike Good; Resident
Glenn Morse; Stable Manager
Eric Kircher; Metro Services
Sue Blair; Community Resource Services LLC (CRS)

Call to Order

Director Samuels noted that a quorum of the Board was present and the meeting was called to order at 3:00 p.m.

Disclosure of Conflicts of Interest

Director Samuels asked whether or not members of the Board had conflicts of interest on matters coming before the Board. Director Kull disclosed that she is or has been a boarder at the stable. There were no other perceived conflicts to disclose.

Approval of Agenda

Upon motion duly made, seconded, and unanimously carried, the agenda was approved.

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Minutes

The Board reviewed the minutes of the December 9, 2011 Special Meeting. Upon motion duly made, seconded, and unanimously carried, the minutes were approved.

Financial Matters

A. Claims – Director Muller moved that the Board ratify the December claims, represented by checks numbered 4895 - 4903 in the amount of \$119,893.49 and the January claims represented by checks numbered 4904 – 4912 in the amount of \$19,472.56. Upon second by Director Kull, vote was taken and motion carried. Director Muller next moved that the Board approve the February claims, represented by checks numbered 4913 – 4921 in the amount of \$15,701.33. Upon second by Director Kull, vote was taken and motion carried.

B. Cash Position - The Board reviewed and accepted the cash position statement dated January 31, 2012.

C. Financial Statements - The Board reviewed and accepted the financial statements for the period ending December 31, 2011.

Director's Items

A. Phase II Waterline Project – Cost Estimate – The Phase II Waterline project cost estimate was reviewed by the Board, and is incorporated herein by this reference. The Board discussed whether the Topaz line should be replaced due to its location to the project. Ms. Blair will have the engineer bid this as an alternative for the Board to consider once bids are received.

B. Ten Mile Engineering Proposal – The Board reviewed the proposal from Ten Mile Engineering for engineering, design, and construction management services. Upon motion duly made, seconded and unanimously carried, the Board accepted the proposal subject to the following conditions: 1) five dirt contractors will be contacted regarding the bid; 2) authorized Ms. Blair to negotiate contract and work on bid documents; 3) design and build services separate.

C. Gate Controller Replacement – Ms. Blair reported that the Gate Controller is not working properly and there is no way to delete codes at this time. Door King believes that the circuit board is not functioning and that the District should consider upgrading to a new model which can be accessed by telephone or on site, and one which will allow the old codes to be removed. There are two recommended upgrades at estimated costs of \$2,830 and \$2,370. Fez from Strategic Fence & Wall is also looking into the problems with the gate. No action was taken and the staff will continue to explore options.

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D. Signs – As time allows, Mr. Kircher will address the half dozen or so signs that are down or missing. The Board directed Mr. Kircher to use pressure treated wood as it lasts a long time and is easy to install.

Operator's Items

A. Road Maintenance Report – Mr. Kircher reported that snow removal costs are down. The estimated snowfall amount for December is 11 inches.

B. Water System Report – Mr. Kircher reported that Well #3 is currently off line.

Manager's Items

A. May 8, 2012 Election

1. Review Election Question – The Board reviewed the election question and wanted to change some of the verbiage. Ms. Blair stated that such changes are not allowed under TABOR and that TABOR questions are specifically written. Ms. Blair will pursue other options and will email them to the Board. Ms. Blair stated that the TABOR notice is being prepared. Ballots will be mailed April 16th through 20th.

2. Self-Nomination and Acceptance Forms – Ms. Blair reported that self-nomination forms were distributed to Board members whose terms expire in May. Ms. Blair has not received any requests from constituents wanting to serve on the Board.

B. Trash Service Policy – Ms. Blair reported that owner, Dave Spencer, does not want to pay for trash service for his home on the Ranch since he no longer lives there. After discussion, the Board established a policy that any home that is accessed by Ruby Ranch roads will be assessed the trash service fee. Chairman Samuels moved to adopt the trash service policy. Upon second by Director Longhill, adding that trash service is a benefit to the entire Ranch, vote was taken and motion passed unanimously.

Barn, Stable, Meadow Items

A. Barn and Stable Manager Report – No report was given.

B. Barn and Stable Committee Report – Director Kull reported that there are currently 3 horses at the barn. The Stable Committee has been reviewing cost-saving measures and has been looking at various options. Several proposals were reviewed with the Board and HOA members present: 1.) Ride out current lack of boarders and hope for improvement in May, increasing rates \$20 or \$30; 2.) Use the barn for homeowners only; 3.) Lease the barn to Glenn Morse for a year and see how

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it works. After discussion, Director Kull moved that the Board lease the stable to Glenn Morse for a one-year period. Mr. Morse will pay \$4,000 annually to the District. Upon second by Director Muller, vote was taken and motion carried unanimously.

C. Lease Agreement – Ms. Blair will work with Mr. Dalton to draft the Lease Agreement. The District will be a named-insured on Mr. Morse’s insurance policy. The Board agreed to allow Mr. Morse to make the \$4,000 payment on August 1, 2012.

D. Barn Painting on the West Side – Mr. Robbins will see if his son is interested in painting the barn.

Standing Committee Reports None.

Other Business None.

Adjournment Meeting was adjourned by unanimous vote.

A regular meeting of the Board will be held on Friday, April 20, 2012 at 3:00 p.m. at the Gate House.

Respectfully submitted,

Secretary for the Meeting