

# RECORD OF PROCEEDINGS

---

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

Held: Friday, June 15, 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  
Susanne Muller, Assistant Secretary/Treasurer  
John Longhill, Vice President

Absent were Directors Kull and Grady, whose absences were excused.

Also present were:

David W. Robbins, Esq.; President, HOA  
Marina Larson; HOA Representative  
Mike Good; Resident  
Randall Seegers; Resident  
Eric Kircher; Metro Services  
Joe Maglicic, P.E.; Ten Mile Engineering  
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. There were no other perceived conflicts to disclose.

### **Approval of Agenda**

Upon motion duly made, seconded and unanimously carried, "Grazing" was added to the agenda and the agenda was approved as amended.

# RECORD OF PROCEEDINGS

---

## Minutes

The Board reviewed the minutes of the April 20, 2012 Regular meeting. Director Muller moved that the Board approve the minutes as presented. Upon second by Director Samuels, vote was taken and motion carried unanimously.

## Capital Improvements

2012 Water Line Replacement Project – Mr. Maglicic reported that five contractors were contacted and a total of three bids received. The Board reviewed the following bids:

RKR – Base Bid - \$91,423.96 (CL-52 DIP)

- ALT A (\$12,581.25) or adjusted price of \$78,842.71 (C900)
- ALT B - \$2,650 additional to keep one lane open

SMI – Base Bid \$114,014.35 (CL-52 DIP)

- ALT A (\$10,357.80) or adjusted price of \$103,656.55 (C900)
- ALT B - \$13,307 additional to keep one lane open

CHC – Base Bid - \$111,973.80 (CL-52 DIP)

- ALT A (\$10,339.50) or adjusted price of \$101,634 (C900)
- ALT B - \$3,408 additional to keep one lane open

After discussion, Director Longhill moved that the Board award the contract to RKR for the base bid price plus Alt B to keep the road open, and adding an additional 120 feet to the project length. Upon second by Director Muller, Vote was taken and motion carried unanimously. Tentatively, construction will begin the week of September 17<sup>th</sup>.

Bridge Replacement Project – Mr. Maglicic reported that he has had several meetings with the Fire Department, and the bridge requirements have been reduced to a 12-foot wide, single lane bridge with 6” curbs. Geotech studies and utility locates were performed and there were no issues. The Board requested that Mr. Maglicic begin looking for a bridge supplier, with the hope that someone will have a bridge in their yard that will work for this project.

## Financial Matters

A. Claims – Director Longhill moved that the Board ratify the May claims, represented by checks numbered 4936 - 4942 in the amount of \$10,550.84. Upon second by Director Muller, vote was taken and motion carried. Director Longhill moved the Board approve the June claims, represented by checks numbered 5001 – 5009 in the amount of \$19,224.07. Upon second by Director Muller, vote was taken and motion carried. The gap in the check numbers is due to the new checks with the

# RECORD OF PROCEEDINGS

---

new CRS address beginning with check #5001.

B. Cash Position - The Board reviewed and accepted the cash position statement dated June 10, 2012.

C. Financial Statements - The Board reviewed and accepted the financial statements for the period ending May 31, 2012.

2011 Audit – This item will be on the August agenda for approval. Ms. Blair will file a request for extension.

## **Director's Report**

None was given.

## **Operator's Report**

Mr. Kircher reviewed the operations report with the Board, noting that summer grading and road maintenance continue. He stated the main road is graded once per week. He further noted that the recycle material price will be better in July and that both Director Longhill's road and Agate to the S-curve need to be built up. Mr. Kircher stated that mag chloride will be applied to the main roads on June 27<sup>th</sup>. He further briefed the Board that twelve new sign posts and fifteen new address signs were installed. Well #2 production levels are better and that water usage is up. Director Samuels will send a note to residents to conserve.

## **Manager's Items**

A. Grazing: Mr. Good presented to the Board an additional grazing request for the Good property (Lot 17B). The request is for an additional 20' of grazing out from the drainage ditch. The current arrangement is to graze 58' out from the ditch, of which the first 28' was not being harvested. Reduction in bales from this request of an additional 20' is approximately 6 – 10 bales based on condition of the grass. Mr. Good stated that due to the lack of rain, he does not have enough grazing to support his two horses. After discussion, the Board indicated they will review the request to ascertain it is not in violation of the agreement with Leo Causland. The homeowners do have first right to the hay. The Board will respond to Mr. Good's request after further review of the haying contract.

## **Barn, Stable, Meadow Items**

It was noted that a horse was lost at the barn after getting its head tangled in the fence.

The Board was further briefed that the Ruth Ditch is running well; however, the Saw Mill is currently in bad shape. Mr. Alquist has been working on cleaning it up. Director Longhill stated that the willows are inhibiting the water flow. It was noted that the ditch is in the District's right-of-way and that the ditch by

# RECORD OF PROCEEDINGS

---

Rovicks should be lined, but the willows need to be ripped out first and then a half pipe installed.

Mr. Samuels reported that the Youth Corps will be working on the Mesa Cortina trail on Sunday.

Ms. Larson reported that the Summit County Animal Rescue Team, currently at twenty members, evacuates both small and large animal groups. Forms are available to request the rescue of an animal, which request will allow a team member to enter and remove animals in the event of an emergency. A request may also be called in.

## **Standing Committee Reports**

A. Area Development: No report was given.

B. Forest Health/Management: No report was given.

C. Fire Mitigation Committee Report: No report was given.

D. Security Committee Report: No report was given.

E. Architectural Review Committee: Director Longhill reported that the Barrington Addition is approved. It was noted that A. J. Weaver is due a refund from his deposit. Mr. Robbins will process this refund.

## **Other Business**


Look Ahead Schedule: The Look Ahead Schedule was reviewed.

## **Adjournment**

Meeting was adjourned by unanimous vote.

The next regular meeting of the Board will be held on Friday, August 17, 2012 at 3:00 p.m. at the Gate House.

Respectfully submitted,

  
\_\_\_\_\_  
Secretary for the Meeting