

**WILLOW BROOK METROPOLITAN DISTRICT  
REGULAR MEETING AGENDA**

<u>Board of Directors</u>	<u>Office:</u>	<u>Term Expiration</u>
Donald Samuels	President	May 2016
John Longhill	Vice President	May 2016
Lynda Kull	Secretary/Treasurer	May 2016
Susanne Muller	Asst. Secretary/Treasurer	May 2014
Peter Grady	Asst. Secretary	May 2014

**PLEASE NOTE DATE AND TIME**

**DATE: Friday, August 16, 2013**

**TIME: 3:00 PM**

**PLACE: The Gate House  
524 Ruby Road  
Silverthorne, Colorado**

- I. CONSENT AGENDA:
- A. Call to Order
  - B. Present Disclosures of Potential Conflicts of Interest
  - C. Approve Agenda
  - D. Review and Approve Minutes of the June 21, 2013 Regular Meeting (enclosure)
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- II. PUBLIC COMMENT:
- A. Proposal Regarding Dumpsters – EJ Olbright
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- III. 2013 WATER LINE REPLACEMENT PROJECT:
- A. Review of Bids
  - B. Approval of Contractor
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IV. FINANCIAL ITEMS/MANAGER'S ITEMS:

- A. Review and Consider Approval of the July Claims and Ratification of June Claims (enclosure)
  - B. Review Cash Position Dated August 6, 2013 (enclosure)
  - C. Review Financial Statements for Period Ending July 31, 2013 Including Draft 2014 Budget (enclosure)
  - D. Schedule 2014 Budget Hearing
  - E. Foster's Request for Reimbursement Due to Leak
  - F. Dave Spencer's Request for Reduction of Trash Service Cost
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V. DIRECTORS' ITEMS:

- A. Septic Issue - Jon Anderson
  - B. Website Update
  - C. Gate – Keypad, Low, Hard to Read Names
  - D. Speeding
  - E. Discussion Regarding Annual Meeting – September 7th
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VI. OPERATOR'S ITEMS:

- A. Road Maintenance Report
  - B. Water System Report (enclosure)
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VII. BARN, STABLE, AND MEADOW ITEMS:

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VIII. STANDING COMMITTEE REPORTS:

- A. Area Development Updates
  - B. Forest Health / Management Report
  - C. Fire Mitigation Committee Report
  - D. Security Committee Report
  - E. Architectural Review Committee
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XI. OTHER BUSINESS:

- A. Look Ahead Schedule (attached)
- B. Action Items:
  - 1. HOA to Confirm Jeanne Severson's Attendance at Annual Meeting
  - 2. Tree Removal – Sawmill Ditch
  - 3. Installation of Diversion Box
  
  - 4. Anderson Home – Coordinating Efforts re Willows and Leakage on Property
  - 5. Website Conversion
  - 6. Bridge Opening Celebration
  - 7. Director Samuels – Letter to Dillon Fire re Drill
  - 8. Water Valve Casing at Agate/Emerald Exposed
  - 9. Pearl Road – Drainage
  - 10. Levy Address Post Down – Needs New Post
  - 11. Clear Growth in Front of Street Signs – Emerald/Opal, Emerald/Agate and any others
  - 12. Clean Up Below Tanks on Filing 1 Where new Valve was Installed
  - 13. Director Kull to Contact the Oppendahls with Grazing Request
  - 14. Director Samuels to Inform ARC re Utility Locate Flags Noticed at Elway Property.

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X. ADJOURNMENT

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**THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
WILLOW BROOK METROPOLITAN DISTRICT  
WILL BE HELD ON OCTOBER 18<sup>TH</sup> AT 3:00 P.M., AT THE GATE HOUSE**

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***RUBY RANCH HOMEOWNERS' ASSOCIATION***

A regular meeting of the Board of Directors of the Ruby Ranch Homeowners' Association will be held immediately following the Willow Brook Metropolitan District, assuming a quorum of the Board is obtained.

**AGENDA ITEMS:**

1. Call to Order
2. Approval of Minutes
3. Financial Matters
4. Committee Reports
5. Adjournment

# RECORD OF PROCEEDINGS

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

Held: Friday, June 21, 2013, 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; Asst. Secretary/Treasurer  
Lynda Kull; Secretary/Treasurer (via telephone)  
Peter Grady, Assistant Secretary (via telephone)

Absent was John Longhill, whose absence was excused.

Also present were:

Eric Kircher; Metro Services  
Jeanne Severson, Waste Management  
John Rovick, HOA Director  
Douglass Tormey, HOA Director  
Pat Tormey, Resident  
Jon & Christine Anderson, Residents  
Cathy Noon; 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 3:02 p.m.

### **Disclosure of Conflicts of Interest**

Director Samuels asked whether members of the Board had conflicts of interest on matters coming before the Board. Director Kull disclosed that she does, at times, board one horse at the barn.

### **Approval of Agenda**

Upon motion duly made by Director Muller, seconded by Director Kull and unanimously carried, the agenda was amended to add IV. D – Evacuation Drill on April 30 and VII. B- Request to graze on the tract Oppendahl's house.

### **Minutes**

The Board reviewed the minutes of the April 19, 2013 regular meeting. Director Kull moved that the Board approve the minutes as presented. Upon second by Director Muller, vote was taken and motion carried unanimously.

# RECORD OF PROCEEDINGS

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## **Trash & Recycling**

Jeanne Severson informed the Board that Waste Management delivered a 4yd recycle bin to be emptied on Thursday of each week. The District has 51-96 cubic yards of trash and 17-32 cubic yards of recycle material picked up each week. The goal is to have the recycle material increase and the waste material decrease. Ms. Severson reviewed what materials can be recycled and bear deterrents. She will place bear information stickers on the dumpsters. There was discussion about Ms. Severson attending the annual meeting in September. The HOA will confirm with Ms. Severson.

## **Financial Matters**

Claims - Director Muller moved that the Board ratify payment of the May 2013 claims, represented by checks numbered 5097 - 5101 in the amount of \$12,388.56. Upon second by Director Kull, vote was taken and motion carried unanimously. Director Samuels next moved that the Board approve the June 2013 claims, represented by checks numbered 5102 - 5110 in the amount of \$15284.51. Upon second by Director Grady, vote was taken and motion carried unanimously.

Cash Position - Ms. Noon reviewed the cash position with the Board and the Board accepted the cash position statement dated June 11, 2013.

Financial Statements - Ms. Noon reviewed the financial statement with the Board and the Board accepted the financial statements for the period ending May 31, 2013.

2012 Audit – Ms. Noon presented the 2012 Audit prepared by Schilling & Company. Upon a motion by Director Kull, a second by Director Muller and unanimous vote, the 2012 Audit was accepted as presented.

Public Hearing to Amend the 2012 Budget – Director Samuels opened the public hearing at 3:55 p.m. and with no one wishing to speak closed the hearing. Director Kull motioned to approve a resolution to amend the 2012 Budget of the Willow Brook Metropolitan District to reflect an increase in Water Fund Expenditures from \$162,235.00 to \$169,800.00. Upon second by Director Grady, vote was taken and motion carried unanimously.

# RECORD OF PROCEEDINGS

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## Director's Items

Septic System Approval - Mr. and Mrs. Anderson updated the Board on the issues with their new septic system. As their septic engineer and Dave Robbins could not attend to provide more detail, the Board postponed action and discussed an onsite visit to further understand the issues.

Irrigation Issues – John Rovick informed the Board that the Water Commissioner recently visited the District. Director Kull stated that Rich Alquist reported to her that he has the forms for the irrigation reports to the Commission. Mr. Rovick stated that the ditches have been cleaned and are working well. There is more water coming down the Sawmill than last year but not as much as Rich would like. The Sawmill Ditch has several fallen trees requiring removal. The half pipe stored in Anderson barn (old Spence place) was installed in Sawmill but the bog still exists. This is the biggest issue on the Sawmill. They hauled a diversion box from the Ranch barn up to Festa's pond to replace the plywood diversion box but it needs to be installed. He said they were coordinating efforts to address the willows on his property and the leakage on his property. There was discussion on the options available for lining the ditches. Director Kull reported that the seasonal worker (Joe) has been hired through Gore Range Outfitters. In order to cover the needed work hours and also employee costs (FICA, Workers Compensation, etc), Director Grady motioned to increase the budget for the seasonal worker by \$500 for a total of \$2500. Upon a second by Director Kull, vote was taken and motion carried unanimously. Director Kull reported that Rich would be out of town for much of July, with Joe covering for him rather than Mr. Morse.

Website Update - Director Muller reported that Mr. Haston was out of town, the website conversion has not been completed.

April 30<sup>th</sup> Mock Evacuation Drill - Director Samuels inquired whether permission was asked and granted for the drill as the gate was damaged and the gate code should have been used. There was also litter left onsite. Dr. Tormey stated that there was a "heads-up" email to the HOA Board. Director Samuels will contact Chief Dave Parmley, Dillon Fire District, with appreciation for the drill but asking that there be direct notice to both the District and HOA Boards so the gate can be opened to avoid damage. To raise awareness of the bridge renovation that allows emergency exiting through Willow Brook, there was discussion to hold a "Bridge Opening Celebration". No specifics were identified at this time.

# RECORD OF PROCEEDINGS

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## **Operator's Report**

Road Maintenance Report –Mr. Kircher reported that 700 yards of recycled asphalt material has been reserved and will arrive in mid-July. The price was more expensive this year. Mag Chloride has also been ordered and until it arrives and is applied, Mr. Kircher will grade the main road weekly and other roads at the end of June. Director Samuels will email Mr. Kircher a list of needed maintenance items to include:

- 1) Water valve casing at Agate/Emerald exposed
- 2) Pearl Road - drainage
- 3) Levy address post down - needs new post
- 4) Clear growth in front of street signs, Emerald/Opal, Emerald/Agate and any others
- 5) Clean up below tanks on filing 1 where new valve was put in

Water System Report - Mr. Kircher reported that the service line at Carl Oppendahl's may have a blockage noted by reduced water pressure. The line was partially replaced last year and Mr. Kircher will check the curb valve operation to determine whether the responsibility to repair is the property owner or the District.

## **Manager's Items**

Ms. Noon reported that there has been no response to the email regarding pipe storage for the water project.

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

No report as Mr. Morse was not in attendance. Director Kull reported that the haying contractor, Mr. Causland dragged and fertilized the hay meadows, dragged Tract K and repaired the harrow. Glenn worked on laterals on Tract K. Irrigation and hay parties are communicating with one another.

Request to Graze – Director Samuels has received a request to graze on Tract "K" by the Oppendahl's house. Director Kull will contact the Oppendahls with notification of the request.

## **Standing Committee Reports**

Forest Health / Management Report - Mrs. Tormey provided Ms. Noon pamphlets for enclosure with the July bills.

Architectural Review Committee - Utility locate flags were noticed at the Elway property. Director Samuels will inform the ARC.



# RECORD OF PROCEEDINGS

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## **Adjournment**

Meeting was adjourned by unanimous vote at 5:28 p.m.

The next regular meeting of the Board will be held on Friday, August 16th, 2013 at 3:00 p.m. at the Gate House followed immediately by a regular meeting of the Board of Directors of the Ruby Ranch Homeowners' Association, if a quorum is obtained.

Respectfully submitted,

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Secretary for the Meeting

**WILLOW BROOK METROPOLITAN DISTRICT**  
**CASH POSITION RECONCILED TO GENERAL LEDGER**  
 Year to Date (YTD) as of July 31, 2013  
 Adjusted as of August 6, 2013

Account Activity Item Description	CHECKING US Bank	INVESTMENT Colo Trust Plus General Yr Average - .12%	INVESTMENT Colo Trust Plus CTF & Taxes Yr Average - .12%	TOTAL ALL ACCOUNTS
<b>BEGINNING BALANCE</b>				
YTD Credits - Total Deposits, Wires and Transfers	\$ 36,648	\$ 192,720	\$ 1,546	\$ 230,914
YTD Debits - Total Vouchers, Wires and Transfers	(115,325)	(120,889)	-	(236,214)
	156,367	288,302	126	444,795
<b>YTD - Balance</b>	<b>77,690</b>	<b>360,133</b>	<b>1,672</b>	<b>439,495</b>
Deposits in Transit	-	-	-	-
Outstanding checks	(15,304)	-	-	(15,304)
<b>Adjusted Balance - ties to G/L Cash Balances</b>	<b>62,386</b>	<b>360,133</b>	<b>1,672</b>	<b>424,191</b>
Deposits	-	-	-	-
Payables	-	-	-	-
Transfers	-	-	-	-
Transfers	-	-	-	-
<b>Adjusted Balance</b>	<b>\$ 62,386</b>	<b>\$ 360,133</b>	<b>\$ 1,672</b>	<b>\$ 424,191</b>
<b>Less:</b>				
<b>Restricted Conservation Trust Funds</b>				<b>(1,672)</b>
<b>Adjusted Unrestricted Cash Balance</b>				<b>\$ 422,519</b>

**WILLOW BROOK METROPOLITAN DISTRICT  
FUND ALLOCATION OF AVAILABLE BALANCES  
Year to Date (YTD) as of July 31, 2013**

Account Activity Item Description	GENERAL			CAPITAL			WATER			TOTALS		
												ALL FUNDS
<b>2013 BEGINNING CASH AVAILABLE</b>	\$	195,967	\$	290			\$	34,657			\$	230,914
2012 - 2013 accrual changes		(4,367)		-				(2,060)				(6,427)
Adjusted beginning cash available		191,600		290				32,597				224,487
<b>YTD REVENUES per Financial Statements</b>												
Property Tax		169,484		125,903				-				295,387
Specific Ownership Taxes		4,293		3,144				-				7,437
Stable/Meadow Fees		-		-				-				-
Trash Fees		4,941		-				-				4,941
Water Charges		-		-				26,046				26,046
Weed Program (Chargebacks)		280		-				-				280
Summit County Wildfire		-		-				-				-
Resident Wildfire		-		-				-				-
Colorado Trust Fund (Lottery)		124		-				-				124
Interest Income		232		18				-				250
Miscellaneous Income		10		-				-				10
Transfer from General Fund		-		-				-				-
<b>Total YTD Revenue</b>		179,364		129,065				26,046				334,475
<b>Beginning Cash Available Plus YTD Revenue</b>		370,964		129,355				58,643				558,962
<b>Less YTD Expenditures</b>		(82,704)		(26,146)				(25,921)				(134,771)
<b>Transfer</b>		-		-				-				-
<b>Cash Available</b>	\$	288,260	\$	103,209	\$		\$	32,722	\$		\$	424,191

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**WILLOW BROOK METROPOLITAN DISTRICT**  
**GENERAL FUND**  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**Budget vs Actual - Cash Basis (Non-GAAP)**  
**FOR THE TWO MONTHS AND SEVEN MONTHS ENDED**

	Adopted 2013 Budget	June/July 2013	Seven Months Ended 7/31/2013	YTD Variance Over(Under)	Percent of Budget YTD 58%	Proposed 2014 Budget
<b>REVENUE</b>						
Property Tax	\$ 174,998	\$ 44,057	\$ 169,484	\$ (5,514)	97%	\$ 175,000
Specific Ownership Tax	6,000	1,284	4,293	(1,707)	72%	6,780
Trash Service Fees	7,000	1,758	4,941	(2,059)	71%	7,910
Conservation Trust Fund	200	55	124	(76)	62%	200
Miscellaneous	-	-	10	10	0%	-
Weed Program (Chargebacks)	1,000	-	280	(720)	28%	1,000
Stable Lease	4,000	-	-	(4,000)	0%	4,000
Interest Income	2,600	90	232	(2,368)	9%	1,274
<b>Total Revenue</b>	<u>195,798</u>	<u>47,244</u>	<u>179,364</u>	<u>(16,434)</u>	<u>92%</u>	<u>196,164</u>
<b>EXPENDITURES</b>						
<u>Operating</u>						
District Management & Accounting	28,000	4,763	16,473	(11,527)	59%	28,000
Audit	6,500	7,679	7,936	1,436	122%	7,000
County Treasurer's Fees	8,750	2,204	8,475	(275)	97%	8,750
Insurance & SDA Dues	5,300	-	437	(4,863)	8%	5,300
Legal	1,000	503	581	(419)	58%	1,000
Office supplies	500	-	-	(500)	0%	500
Maintenance						
- Gate	4,000	50	597	(3,403)	15%	4,000
- Meadow (Non-Stable)	5,000	3,500	3,500	(1,500)	70%	5,000
- Stable	4,000	674	674	(3,326)	17%	1,000
- Road	38,000	7,010	7,010	(30,990)	18%	38,000
- Weeds	7,000	-	-	(7,000)	0%	7,000
Snow Plowing	29,500	363	27,345	(2,155)	93%	30,000
Trash Removal	9,200	1,421	4,768	(4,432)	52%	9,200
Utilities	2,800	376	1,793	(1,007)	64%	2,800
Wildfire Fuel Reduction	2,000	-	-	(2,000)	0%	2,000
Miscellaneous	1,000	245	883	(117)	88%	1,000
Emergency Reserve	5,250	-	-	(5,250)	0%	5,250
<u>Capital Improvements</u>						
Road Improvements	25,000	2,127	2,232	(22,768)	9%	25,000
<b>Total Expenditures</b>	<u>182,800</u>	<u>30,915</u>	<u>82,704</u>	<u>(100,096)</u>	<u>45%</u>	<u>180,800</u>
<b>EXCESS OF REVENUE OVER (UNDER EXPENDITURES)</b>	<u>\$ 12,998</u>	<u>\$ 16,329</u>	<u>\$ 96,660</u>			<u>\$ 15,364</u>
<b>CASH AVAILABLE - BEGINNING</b>			<u>191,600</u>			
<b>CASH AVAILABLE - ENDING</b>			<u>\$ 288,260</u>			

**WILLOW BROOK METROPOLITAN DISTRICT**  
**CAPITAL PROJECTS FUND**  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**Budget vs Actual - Cash Basis (Non-GAAP)**  
**FOR THE TWO MONTHS AND SEVEN MONTHS ENDED**

	Adopted 2013 Budget	June/July 2013	Seven Months Ended 7/31/2013	YTD Variance Over(Under)	Percent of Budget YTD 58%	Proposed 2014 Budget
<b>REVENUE</b>						
Property Tax	\$ 130,000	\$ 32,728	\$ 125,903	\$ (4,097)	97%	\$ 130,000
Specific Ownership Tax	3,500	953	3,144	(356)	90%	3,500
Interest Income	40	18	18	(22)	45%	40
Transfer from General Fund	-	-	-	-	0%	-
<b>Total Revenue</b>	<u>133,540</u>	<u>33,699</u>	<u>129,065</u>	<u>(4,475)</u>	<u>97%</u>	<u>133,540</u>
<b>EXPENDITURES</b>						
Construction Management	8,000	-	-	(8,000)	0%	8,000
Water System Improvements	120,000	-	19,850	(100,150)	17%	119,000
County Treasurer Fees	6,500	1,637	6,296	(204)	97%	6,350
<b>Total Expenditures</b>	<u>134,500</u>	<u>1,637</u>	<u>26,146</u>	<u>(108,354)</u>	<u>19%</u>	<u>133,350</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<u>\$ (960)</u>	<u>\$ 32,062</u>	<u>\$ 102,919</u>			<u>\$ 190</u>
<b>CASH AVAILABLE - BEGINNING</b>			<u>290</u>			
<b>CASH AVAILABLE - ENDING</b>			<u>\$ 103,209</u>			

**WILLOW BROOK METROPOLITAN DISTRICT**  
**WATER UTILITY FUND**  
**STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**Budget vs Actual - Cash Basis (Non-GAAP)**  
**FOR THE TWO MONTHS AND SEVEN MONTHS ENDED**

	Adopted 2013 Budget	June/July 2013	Seven Months Ended 7/31/2013	YTD Variance Over(Under)	Percent of Budget YTD 58%	Proposed 2014 Budget
<b>REVENUE</b>						
Water Service Charges	\$ 38,000	\$ 11,143	\$ 26,046	\$ (11,954)	69%	\$ 38,000
Miscellaneous Income	100	-	-	(100)	0%	100
<b>Total Revenue</b>	<u>38,100</u>	<u>11,143</u>	<u>26,046</u>	<u>(12,054)</u>	<u>68%</u>	<u>38,100</u>
<b>EXPENDITURES</b>						
Maintenance Contract	21,698	3,502	12,362	(9,336)	57%	21,698
Repairs and Maintenance	1,500	309	2,828	1,328	189%	5,000
Utilities - Qwest	700	164	452	(248)	65%	749
Utilities - Xcel	5,800	734	3,705	(2,095)	64%	6,148
Utilities - Town of Silverthorne	56	-	20	(36)	36%	56
Utility Billing	2,800	144	1,413	(1,387)	50%	2,800
Water Testing	500	92	341	(159)	68%	550
Water System Improvements	5,000	-	4,800	(200)	96%	5,000
<b>Total Expenditures</b>	<u>38,054</u>	<u>4,945</u>	<u>25,921</u>	<u>(12,133)</u>	<u>68%</u>	<u>42,001</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<u>\$ 46</u>	<u>\$ 6,198</u>	<u>\$ 125</u>			<u>\$ (3,901)</u>
<b>CASH AVAILABLE - BEGINNING</b>			<u>32,597</u>			
<b>CASH AVAILABLE - ENDING</b>			<u>\$ 32,722</u>			