

**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, February 15, 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 November 16, 2012 Special Meeting (enclosure)
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- II. CAPITAL IMPROVEMENTS:
- A. Review of 2013 Water Line Replacement Project
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- III. FINANCIAL ITEMS:
- A. Consider Approval of the December and January Claims
 - B. Review Cash Position Dated February 11, 2013
 - C. Review Financial Statements
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- IV. DIRECTORS' ITEMS:
A. Discussion Regarding Irrigation Issues
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- V. OPERATOR'S ITEMS:
A. Road Maintenance Report
B. Water System Report (enclosure)
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- VI. MANAGER'S ITEMS:
A. 2012 Audit Update
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- VII. BARN, STABLE, AND MEADOW ITEMS:
A. Discussion of 2013 Haying Contract
B. Discussion of 2013 Lease with Gore Range Outfitters
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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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- IX. OTHER BUSINESS:
A. Look Ahead Schedule (attached)
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X. ADJOURNMENT

**THE NEXT REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
WILLOW BROOK METROPOLITAN DISTRICT
WILL BE HELD ON APRIL 19TH AT 3:00 P.M., AT THE GATE HOUSE**

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

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

Held: Friday, November 16, 2012, at 3:00 p.m. at
The Gate House, 524 Ruby Road,
Silverthorne, Colorado

Attendance

The special 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
Lynda Kull, Secretary/Treasurer (via telephone)
Peter Grady, Assistant Secretary (via telephone)

Absent was John Longhill, whose absence was excused.

Also present were:

Dr. Doug Tormey; 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. Director Kull disclosed that she does, at times, board one horse at the barn.

Approval of Agenda

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

Minutes

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

RECORD OF PROCEEDINGS

Capital Improvements

Water Line Replacement Project. Mr. Maglicic reported that the water line project was complete. Replacement of roadside ditch culverts will be discussed in the future. Regarding Lot 10 (Ahlquist), there was a leak above the curb stop. The service line is 5 or 6 feet deep. The cost to repair the leak was \$935.00 and was billed to the Ahlquists. Several homes complained regarding the chlorine as it was heavily concentrated when the valve was opened. In the future, better communication will be made with the homeowners regarding the concentration of chlorine. Several leaks were repaired in the main line.

Mr. Seegers reported that no seed had been planted in the area that was affected by the 2011 water line project. Mr. Kircher stated that 26 lbs. of seed were hand-seeded and raked in. Mr. Seegers submitted a bill to the Board for seed he purchased as he did not think it had been done. Director Samuels moved to approve payment to Mr. Seegers. Upon second by Director Muller, vote was taken and motion carried unanimously.

Mr. Maglicic proposed that the 2013 water line project will go to Well #2 so that the interconnect is not paid for twice. The Board agreed.

Bridge Replacement Project. Mr. Maglicic reported that the bridge installation went very well. The Board congratulated Mr. Maglicic on a great job. Signage on the bridge was discussed. Ms. Blair was asked to contact legal counsel regarding any liability issues.

Financial Matters

Claims. Director Kull moved that the Board ratify payment of the September and October claims, represented by checks numbered 5029-5046 in the amount of \$52,178.06. Upon second by Director Muller, vote was taken and motion carried. Director Kull next moved that the Board approve the November claims, represented by checks numbered 5047-5063 in the amount of \$176,224.76. Upon second by Director Muller, vote was taken and motion carried.

Cash Position. The Board reviewed and accepted the cash position statement dated November 8, 2012.

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

Public Hearing – 2013 Budget. Ms. Blair reported that proper publication had been made to allow the Board to conduct a public hearing to adopt the District's 2013 budget. Director

RECORD OF PROCEEDINGS

Samuels opened the public hearing. No public comment on the budget was received. The public hearing was closed. Ms. Blair reviewed three budget options with the Board. Discussion ensued. Director Samuels moved that the Board adopt Option B, certifying a mill levy in the General Fund sufficient to generate approximately \$175,000 in the General Fund and \$130,000 in the Capital Fund. In addition, Director Samuels moved that the Board authorize Ms. Blair to certify those mill levies to Summit County, and that the Board appropriate the 2013 expenditures as shown in Option B. Upon second by Director Kull, vote was taken and motion carried unanimously.

2012 Budget Amendment. Ms. Blair reported that the Board will need to amend its 2012 budget due to the transfer required from the General Fund to the Capital Fund. The public hearing to amend will be held at a future meeting of the Board after year-end numbers have been compiled to complete the 2012 audit.

Operator's Report

Mr. Kircher stated that the roads are a mess due to the lack of moisture. The water system is running well. A probe was lost at the booster pump station. AmWest repaired it today.

Mr. Kircher presented Metro Services' three-year Operations and Maintenance Contract. Director Kull moved to approve the contract as presented. Upon second by Director Grady, vote was taken and motion carried unanimously.

Manager's Items

Director Muller moved to approve the Annual Administrative Resolution. Upon second by Director Kull, vote was taken and motion carried unanimously.

Standing Committee Reports

None given.

Other Business

Cancellation of December Meeting. Director Muller moved to cancel the December Board meeting. Upon second by Director Kull, vote was taken and motion carried unanimously.

Look Ahead Schedule. The Look Ahead Schedule was reviewed.

Adjournment

Meeting was adjourned by unanimous vote at 4:35 p.m.

RECORD OF PROCEEDINGS

The next regular meeting of the Board will be held on Friday, February 15th at 3:00 p.m. at the Gate House.

Respectfully submitted,

Secretary for the Meeting

DRAFT

WILLOW BROOK METROPOLITAN DISTRICT
CASH POSITION RECONCILED TO GENERAL LEDGER
Year to Date (YTD) as of January 31, 2013
Adjusted as of February 8, 2013

Account Activity Item Description	CHECKING US Bank	INVESTMENT ColoTrust Plus General Yr Average - .18%	INVESTMENT ColoTrust Plus CTF & Taxes Yr Average - .18%	TOTAL ALL ACCOUNTS
BEGINNING BALANCE	\$ 36,648	\$ 192,720	\$ 1,546	\$ 470,914
YTD Credits - Total Deposits, Wires and Transfers	(19,201)	(24,000)	-	(285,594)
YTD Debits - Total Vouchers, Wires and Transfers	32,328	790	-	35,511
YTD - Balance	49,775	169,510	1,546	220,831
Deposits in Transit	-	-	-	-
Outstanding checks	(11,254)	-	-	(11,254)
Adjusted Balance - ties to G/L Cash Balances	38,521	169,510	1,546	209,577
Deposits	-	-	-	-
Payables	-	-	-	-
Transfers	-	-	-	-
Transfers	-	-	-	-
Adjusted Balance	\$ 38,521	\$ 169,510	\$ 1,546	\$ 209,577
Less:				
Restricted Conservation Trust Funds				(1,546)
Adjusted Unrestricted Cash Balance				\$ 208,031

**WILLOW BROOK METROPOLITAN DISTRICT
FUND ALLOCATION OF AVAILABLE BALANCES
Year to Date (YTD) as of November 30, 2012**

Account Activity Item Description	GENERAL			CAPITAL	WATER	TOTALS
						ALL FUNDS
2012 BEGINNING FUNDS AVAILABLE	\$ 297,382	\$ -	\$ -	\$ 27,483	\$ 324,865	
2011 - 2012 accrual changes	(20,521)	-	-	-	(20,521)	
Adjusted beginning funds available	276,861	-	-	27,483	304,344	
YTD REVENUES per Financial Statements						
Property Tax	158,490	101,786	-	-	260,276	
Specific Ownership Taxes	5,579	3,595	-	-	9,174	
Stable/Meadow Fees	6,290	-	-	-	6,290	
Trash Fees	6,867	-	-	-	6,867	
Water Charges	-	-	-	34,000	34,000	
Weed Program (Chargebacks)	2,352	-	-	-	2,352	
Summit County Wildfire	-	-	-	-	-	
Resident Wildfire	-	-	-	-	-	
Colorado Trust Fund (Lottery)	95	-	-	-	95	
Interest Income	1,855	73	-	-	1,928	
Miscellaneous Income	4,750	-	-	1,228	5,978	
Transfer from General Fund	-	20,279	-	-	20,279	
Total YTD Revenue	186,278	125,733	35,228	35,228	347,239	
Beginning Funds Available Plus YTD Revenue	463,139	125,733	62,711	62,711	651,583	
Less YTD Expenditures	(257,287)	(125,733)	(27,774)	-	(410,794)	
Transfer	-	-	-	-	-	
Funds Available	\$ 205,852	\$ -	\$ 34,937	\$ 34,937	\$ 240,789	

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WILLOW BROOK METROPOLITAN DISTRICT
GENERAL FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
Budget vs Actual - Cash Basis
FOR THE TWO MONTHS AND ELEVEN MONTHS ENDED

	Adopted 2012 Budget	Oct/Nov 2012	Eleven Months Ended 11/30/2012	YTD Variance Over(Under)	Percent of Budget YTD 92%
REVENUE					
Property Tax	\$ 158,488	\$ 1,163	\$ 158,490	\$ 2	100%
Specific Ownership Tax	6,000	1,110	5,579	(421)	93%
Stable/Meadow Fees	54,206	-	6,290	(47,916)	12%
Trash Service Fees	6,752	1,788	6,867	115	102%
Conservation Trust Fund	300	-	95	(205)	32%
Miscellaneous	500	1,000	4,750	4,250	950%
Weed Program (Chargebacks)	2,250	2,352	2,352	102	105%
Interest Income	-	179	1,855	1,855	0%
Total Revenue	228,496	7,592	186,278	(42,218)	82%
EXPENDITURES					
Operating					
District Management & Accounting	24,300	5,190	29,801	5,501	123%
Elections	5,000	-	6,774	1,774	135%
Audit	7,900	474	8,762	862	111%
County Treasurer's Fees	7,533	60	7,929	396	105%
Insurance & SDA Dues	5,500	-	5,286	(214)	96%
Legal	5,000	62	871	(4,129)	17%
Office supplies	1,550	-	230	(1,320)	15%
Maintenance					
- Gate	4,000	-	5,547	1,547	139%
- Meadow (Stable Related)	7,000	1,217	4,037	(2,963)	58%
- Meadow (Non-Stable)	9,000	-	3,180	(5,820)	35%
- Stable	33,020	-	7,255	(25,765)	22%
- Road	38,000	-	9,092	(28,908)	24%
- Weeds	7,000	750	6,590	(410)	94%
Snow Plowing	28,000	-	14,729	(13,271)	53%
Trash Removal	6,300	1,216	7,589	1,289	120%
Utilities	1,949	373	2,314	365	119%
Wildfire Fuel Reduction	2,000	-	-	(2,000)	0%
Miscellaneous	-	230	1,279	1,279	0%
Contingency	10,000	-	-	(10,000)	0%
Emergency Reserve	8,492	-	-	(8,492)	0%
Transfer to Capital Projects	-	20,279	20,279	20,279	0%
Capital Improvements					
Road Improvements	25,000	605	38,269	13,269	153%
Bridge Project	50,000	60,579	77,474	27,474	155%
Common Area Improvements	5,000	-	-	(5,000)	0%
Total Expenditures	291,544	91,035	257,287	(34,257)	88%
EXCESS OF REVENUE OVER (UNDER EXPENDITURES)	\$ (63,048)	\$ (83,443)	(71,009)		
FUND BALANCE - BEGINNING			276,861		
FUND BALANCE - ENDING			\$ 205,852		

WILLOW BROOK METROPOLITAN DISTRICT
CAPITAL PROJECTS FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
Budget vs Actual - Cash Basis
FOR THE TWO MONTHS AND ELEVEN MONTHS ENDED

	Adopted 2012 Budget	Oct/Nov 2012	Eleven Months Ended 11/30/2012	YTD Variance Over(Under)	Percent of Budget YTD 92%
REVENUE					
Property Tax	\$ 101,786	\$ 747	\$ 101,786	\$ -	100%
Specific Ownership Tax	4,000	714	3,595	(405)	90%
Interest Income	400	30	73	(327)	18%
Transfer from General Fund	-	20,279	20,279	20,279	0%
Total Revenue	<u>106,186</u>	<u>21,770</u>	<u>125,733</u>	<u>19,547</u>	<u>118%</u>
EXPENDITURES					
Construction Management	5,600	-	-	(5,600)	0%
Engineering - Final Design	10,000	-	-	(10,000)	0%
Water System Improvements	80,000	115,023	120,639	40,639	151%
County Treasurer Fees	4,383	39	5,094	711	116%
Contingency	9,998	-	-	(9,998)	0%
Total Expenditures	<u>109,981</u>	<u>115,062</u>	<u>125,733</u>	<u>15,752</u>	<u>114%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ (3,795)</u>	<u>\$ (93,292)</u>	<u>\$ -</u>		
FUND BALANCE - BEGINNING			<u>-</u>		
FUND BALANCE - ENDING			<u>\$ -</u>		

WILLOW BROOK METROPOLITAN DISTRICT
WATER UTILITY FUND
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
Budget vs Actual - Cash Basis
FOR THE TWO MONTHS AND ELEVEN MONTHS ENDED

	Adopted 2012 Budget	Oct/Nov 2012	Eleven Months Ended 11/30/2012	YTD Variance Over(Under)	Percent of Budget YTD 92%
REVENUE					
Water Service Charges	\$ 40,000	\$ 10,234	\$ 34,000	\$ (6,000)	85%
Tap Fee Agreement	6,400	-	-	(6,400)	0%
Meter Sales	600	-	-	(600)	0%
Miscellaneous Income	-	-	1,228	1,228	0%
Interest Income	100	-	-	(100)	0%
Total Revenue	<u>47,100</u>	<u>10,234</u>	<u>35,228</u>	<u>(11,872)</u>	<u>75%</u>
EXPENDITURES					
Maintenance Contract	21,698	5,298	17,660	(4,038)	81%
Repairs and Maintenance	7,500	-	1,614	(5,886)	22%
Tap Fee Agreement	6,400	-	-	(6,400)	0%
Utilities - Qwest	600	114	627	27	105%
Utilities - Xcel	3,800	743	4,707	907	124%
Utilities - Town of Silverthorne	56	-	38	(18)	68%
Utility Billing	9,600	498	2,301	(7,299)	24%
Water Testing	600	117	735	135	123%
Water System Improvements	2,000	-	92	(1,908)	5%
Total Expenditures	<u>52,254</u>	<u>6,770</u>	<u>27,774</u>	<u>(24,480)</u>	<u>53%</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>\$ (5,154)</u>	<u>\$ 3,464</u>	<u>\$ 7,454</u>		
FUND BALANCE - BEGINNING			<u>27,483</u>		
FUND BALANCE - ENDING			<u>\$ 34,937</u>		

