

RECORD OF PROCEEDINGS

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

ATTENDANCE:

The special meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, April 27, 2018 at 3:00 p.m., at The Gate House, 524 Ruby Road, Silverthorne, Colorado, in accordance with Colorado law. The following Directors were present and confirmed their qualification to serve on the Board:

Donald Samuels, President
Randy Lewis, Vice President
EJ Olbright, Asst. Secretary
Matt Sherwood, Secretary/Treasurer (via teleconference)
Peter Grady, Asst. Secretary/Absent

Also in attendance were:

Eric Kircher; Metro Services II, Inc
Joe Maglicic; Ten Mile Engineering, Inc.
Michael Good
Brian Pappas
Chris McGrady
Ken David
Ms. Shaddock
Desmond Hague
Sue Blair, Angie Kelly and Marcos Pacheco; CRS

CALL TO ORDER:

President Samuels noted that a quorum of the Board was present and the meeting was called to order at 3:04 p.m.

DISCLOSURE OF CONFLICTS OF INTEREST:

President Samuels asked whether members of the Board had any conflicts of interest on matters coming before the Board. Director Samuels noted he has in the past purchased hay from the District contractor.

APPROVAL OF AGENDA:

Director Olbright moved to approve the agenda as presented. Upon second by Director Lewis, a vote was taken and the motion carried unanimously

PREVIOUS MEETING MINUTES:

The minutes from the February 23, 2018 Board of Directors meeting were reviewed. Director Sherwood moved to approve the minutes with the amendment that Director Sherwood attended via telephone and Director Grady whose absence was excused. Upon second by Director Lewis, a vote was taken and the motion carried unanimously.

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ENGINEERING REPORT:

Update Regarding 2018 Waterline Improvements Project:

The waterline bid from RKR provided is \$132,000 with a contingency of 5% up to 10%. The Directors agreed to start the work excluding holidays. Director Lewis moved to approve the waterline improvements bid as presented. Upon second by Director Sherwood, a vote was taken and the motion carried unanimously.

Mr. Kircher reviewed the overall projection to finish the waterline project and estimated \$60,000 in costs for reconstruction of Wells 1 and 2 and to place Well 3 online. The actual 2018 unit pricing is estimated at \$1,975,000 with no contingency included.

FINANCIAL/ADMINISTRATIVE ITEMS:

Ratification/Approval of Payments Made Between Meetings: Ms. Blair reviewed the list of payments to be ratified which were processed between Board meetings as well as the current claims to be approved at today's meeting. After review, Director Samuels moved to ratify the payment of the claims presented and approve the claims presented for payment. Upon a second by Director Lewis, a vote was taken and the motion passed unanimously.

Cash Position and Financial Statements: Ms. Blair reviewed with the Directors the District's Cash Position dated April 17, 2018 and Financial Statements dated March 31, 2018.

DIRECTOR'S ITEMS:

Smith Development Update: Director Olbright continues to be the liaison with the developer and the Town during the development and reports to the Board periodically on its progress. Director Olbright reported they are starting on the extension on Adams Avenue for the new development. The Board discussed how the new development may change the prior discussions regarding the new trails, fencing and relocation of the gate for Ruby Ranch.

Discuss Neils Lunceford 2018 Maintenance Proposal:

Ms. Lewis and Director Samuels signed the 2018 Maintenance Proposal with no new changes from the prior 2017 proposal. Director Olbright moved to approve the 2018 Maintenance Proposal from Neils Lunceford. Upon a second by Director Lewis, a vote was taken and the motion passed unanimously.

Discussion Regarding Board Vacancy:

The Notice of Vacancy will be published in accordance with statute prior to the June regular meeting date. Michael Good has indicated his willingness to serve on the Board.

Update on 2018 Haying Contract:

Director Samuels is negotiating the details of the contract with

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Mr. Bore. Director Olbright noted that the Board should review the entire barn operation in the future.

MANAGER ITEMS:

Discussion Regarding 2018 Budget Amendment/Proposed Strategic Plan:

Ms. Blair outlined conversations with Rebekah Barrington regarding the strategic planning endeavor and the request to move budgeted line items into a capital reserve fund. Director Samuels noted that Ms. Barrington is creating a Ruby Ranch wish list to provide to the Boards at the September Annual meeting to discuss with HOA members, which plan will also outline the budget and economics of each request to determine if the Board will need to request raising the mil levy at a special election to be held in November.

OPERATORS ITEMS

Water System Report:

The water system is running well and the system is tight. No action needed by the Board at this time.

BARN, STABLE, AND MEADOW ITEMS:

Mr. Pappas reported to the Board the high winds in April took down the hay elevator. Ms. Blair reported that she has reported it to the insurance carrier. They are requesting a cost estimate and pictures of the damage.

STANDING COMMITTEE REPORTS:

Area Development Updates:

Many lots have sold in the community. Homeowners are requesting dumpsters that can be propped open.

Architectural Control Committee:

The Reitz's submitted to roof their home in a dark red color. The Johnson's project is moving along. The Fosters are finished with the construction.

OTHER BUSINESS

None presented.

ADJOURNMENT

There being no other business items to discuss, Director Lewis moved that the meeting be adjourned. Upon a second by Director Olbright, a vote was taken and the motion carried unanimously. The meeting was adjourned at 4:56 p.m.

Respectfully submitted,

Secretary for the Meeting

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DRAFT