

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 Tuesday, September 21, 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
Mat Sherwood, Secretary/Treasurer
Michael Good, Asst. Secretary

Absent was Director EJ Olbright, Asst. Secretary, whose absence was excused.

Also in attendance were:

David W. Robbins
Sue Blair; CRS
Marcos Pacheco; CRS
Rebekah Barrington
John Rovick
Tom Festa
Jane Peterson
Eric Kircher; Metro Services II, Inc

CALL TO ORDER: President Samuels noted that a quorum of the Board was present and the meeting was called to order at 3:05 p.m. Director Olbright was absent; his absence was excused.

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: The Board requested that the order of items IV-C and IV-D be reversed. Director Good moved approve the agenda as amended. Upon second by Director Sherwood, a vote was taken and the motion carried unanimously.

DIRECTORS ITEMS Review 2019 Budget – General Fund/Schedule Public Hearing: Director Samuels discussed the specifics of the 2019 proposed general fund budget. He outlined how much revenue will be expected based on the

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current mill levy and preliminary assessed valuation. Ms. Blair noted neither SA Miro's or Spencer Fane's fees have been included in this draft. Discussion continued and the Board directed CRS to make revisions to the draft budget before the next meeting. President Samuels also noted that there will be an increase in trash service fees of 20%. The Board requested that CRS notify all customers that there will be an increase in water fees. The Board will discuss fee increases in more detail at the next meeting of the Board.

Election Update: Ms. Blair updated the Board on the status of the upcoming election that will be held on November 6, 2018. The District will conduct an independent, mail ballot election. Ms. Blair will serve as the Designated Election Official. There will be three questions on the ballot. Director Lewis discussed each question and what each one would mean to the District.

Review and Consider Approval of License Agreement for Festa's Driveway: Mr. Festa addressed the Board regarding his request to pave his driveway. He noted that he received a letter from the Board stating that he would need a professional Engineer and Survey study performed. Mr. Rovick noted that the Architectural Review Committee had reviewed the request for the paving with their only concern being the encroachment on current easements. President Samuels noted that he will work with the Board's legal counsel to draft a letter that is more agreeable to both the Board and Mr. Festa. Further discussion on this matter will be tabled until the next Board meeting.

Discussion by Stable Committee Regarding Stable Manager: Mr. Rovick updated the Board on the current status of searching for a new Barn Manager. There is one individual that is interested in the position but would operate as an independent contractor to the District. Director Lewis and Director Good outlined their concerns with this scenario due to IRS code that would not allow for the District to rent certain supplies without them being employed as a District employee. Mr. Rovick made mention that there are additional candidates to fill this position, but they would have to be evaluated by the Board. Director Lewis recommended a triple net lease for any potential candidates that would fill the position. Further discussion will take place on this matter.

Scheduling Next Board Meeting: Upon motion duly made, seconded and unanimously carried, the Board scheduled the next Board meeting for November 16, 2018. The public hearing to adopt the budget will be held at said meeting.

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ADJOURNMENT There being no other business items to discuss, Director Lewis moved that the meeting be adjourned. Upon a second by Director Sherwood, a vote was taken and the motion carried unanimously. The meeting was adjourned at 5:17p.m.

Respectfully submitted,

Secretary for the Meeting

DRAFT