

# RECORD OF PROCEEDINGS

---

**MINUTES OF THE SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
WILLOW BROOK METROPOLITAN DISTRICT  
HELD  
JULY 19, 2019**

**ATTENDANCE:** The special meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, July 19, 2019 at 3:30 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:

Randy Lewis, President  
EJ Olbright, Vice President  
Mat Sherwood, Vice President  
Michael Good, Secretary  
Steve Johnson, Treasurer

Also in attendance were:

Sue Blair and Marcos Pacheco: Community Resource Services of Colorado, LLC  
Joe Maglicic, Ten Mile Engineering  
David Robbins, Esq; property owner and President of HOA  
Cathy Wingate; property owner  
John Drake, property owner  
Ken and Jane Cremer; property owner  
Rebekah Barrington, property owner  
Carl and Erica Oppedhal; property owner  
David Radlauer; property owner  
Marlene Nadeau; property owner

**CALL TO ORDER:** Director Lewis called the meeting to order, noting that a quorum of the Board was present and the meeting was called to order at 3:39 p.m.

**DISCLOSURE OF CONFLICTS OF INTEREST:** President Lewis inquired whether members of the Board had any conflicts of interest on matters coming before the Board. There were no disclosures presented.

**PUBLIC COMMENT** David Radlauer asked the Board if they would address the issue with the water line project at Rovick's road.

**APPROVAL OF AGENDA:** The Board reviewed the agenda. Director Olbright moved that the Board approve the agenda as amended. Upon second by Director Good and vote, the motion carried unanimously.

## RECORD OF PROCEEDINGS

---

**MINUTES:** The Board reviewed the Minutes of the June 21, 2019 regular meeting and the July 2, 2019 special meeting. Following discussion, and upon motion duly made by Director Good and seconded by Director Sherwood, vote was taken and motion carried unanimously and the June 21, 2019 and July 2, 2019 Minutes were approved.

**VOIP PHONE FOR CONFERENCING** Discussion ensued. Marcos will oversee/coordinate the VOIP conference network installation at the gatehouse with some input/help of Director Olbright and Carl Oppedahl with a target date for completion of our next scheduled Board meeting on August 16, 2019.

**MEETING PROTOCOL** Director Good asked to add a protocol that he creates an action item list after every meeting. The action item list will be available by Sunday morning after the meeting. Also, there was a discussion on timing of gathering information for the purpose of presenting it to the Board for action.

**CAPTIAL PROJECTS** Waterline Project: Joe Maglicic reported to the Board that Topaz and Chickadee are finished. Lots 2, 3 and 4 are complete and they are starting 22, 23, and 24. They will start bursting by Tuesday morning of next week. The water will be tested a week from today for Rovick's Road. Pearl is next. Lot 23 - they have not found a curb stop yet. Lot 22 and 23 will have one put in. On Lot 22, they have been asked to install a leach field and then revegetate as soon as possible. Also, the builder for Lot 22 will not touch the road until the waterline is complete. Once that is done, they will install the sewer line and the contractor/owner will be responsible for finishing the road. Director Olbright stated to the Board that there is still a punch list of items that need to be completed. He wants to make sure that if there is an issue; owners will be contacted by Carl Oppedhal. Right before completion, Mr. Oppedhal will solicit a punch list of items from owners with a deadline for completion noted. President Lewis asked Mr. Oppedhal and Mr. Drake if they will coordinate communication moving forward. Mr. Maglicic added that he will be updating the schedule next week. Also, it has been requested that Mr. Maglicic track savings and overspending in a spreadsheet and email that spreadsheet to the Board. Director Olbright talked about the proposed barn and regrading improvements project.

Review Project Budget and Report: Ms. Blair reviewed the project budget and reported that CDPHE is currently reviewing the

## RECORD OF PROCEEDINGS

---

District's first pay requisition.

Locking the Gate: President Lewis noted that there was a discussion about the gate at their last special meeting. There have been pros and cons about this topic. Director Good told the Board he is indifferent whether the gate is closed or not. With the Steer wedding happening soon, they will leave the gate open for the next 2 weeks. If the Board changes their mind, the soonest would be July 29<sup>th</sup>. Director Olbright told the Board he would like to close the gate other than for the wedding. President Lewis would like to delegate the decisions on this matter to Director Good. The Board concurred.

### OPERATIONS

Recycled Asphalt: Mr. Maglicic reviewed his email to the Board regarding recycled asphalt and road base. Director Olbright noted that they are currently laying road base as part of the current plan.

Traffic Calming: Director Olbright reported to the Board that the number one issue that came up during the Ranch survey was speeding. Mr. Maglicic reviewed his email with the Board regarding his recommendations for traffic calming. Director Olbright suggested to the Board that Mr. Kircher should put in stop signs once the waterline project is complete. Director Olbright moved that the Board approve Mr. Kircher to install stop signs at the intersections as the project is complete. Mr. Maglicic will coordinate this effort. Upon a second by Director Good, a vote was taken and the motion carried unanimously. Mr. Drake asked the Board when this would be implemented and suggested he could communicate this. Mr. Robbins suggested that there should be orange flags placed on the top of the signs when they are first installed to draw attention. After discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the Board approved installing additional stop signs.

Engineering Services Contract: Director Olbright summarized the need for moving forward with the commencement of the paving project. In order to do so, they need to start the engineering now. Director Olbright moved that the Board approve the engineering services contract with Ten Mile Engineering, to include the replacement of the culvert outside of the Gatehouse. Upon a second by Director Good, a vote was taken and the motion carried unanimously.

### FINANCIAL/ ADMINISTRATIVE ITEMS:

Ratification and Approval of Claims: Ms. Blair reviewed the claims presented for ratification and approval. Director Johnson moved that the Board approve the current claims of Ck. Nos 5667 - 5672

## RECORD OF PROCEEDINGS

---

totaling in \$27,780.56 and auto payments totaling \$1,473.47. Upon a second by Director Sherwood, a vote was taken and the motion carried unanimously.

Review Cash Position Dated July 12, 2019: Ms. Blair reviewed with the Board.

Review of the Unaudited Financial Statement for Periods Ending June 30, 2019: Ms. Blair reviewed with the Board.

### OPERATOR'S ITEMS

Water System Report: President Lewis reviewed the reports with the Board.

### OTHER BUSINESS

Gate House Remodel Update: Director Olbright suggested that the Board set a deadline for August 16 to obtain an answer from Jon Rovick on whether he will be able to timely complete the remodel. If not, other options will be explored.

Look Ahead Schedule: Ms. Blair discussed the schedule, noting that she will have a very preliminary budget available for Board review at the August meeting. Board members were encouraged to email items that they want discussed/included in the preliminary budget. CRS will circulate the preliminary budget and wish list to the Board prior to the meeting.

Barn Committee: Ms. Barrington told the Board they are selling the hay elevator for \$250.00 and she is looking for a lead on the stable committee project. The irrigation numbers will be sent to Ms. Blair for filing with the State.

Snow Removal: President Lewis spoke to the Board about the proposed policy. Mr. Cremer suggested that each individual resident have their own snow contractor read and understand this policy. Director Good added his thought on the driveway snow and potentially doing a once or twice a year push back. Mr. Radlauer noted they can do a push back but it does not need to go into the policy. Director Olbright moved that the Board approve the snow removal policy. Upon a second by Director Johnson, a vote was taken and the motion carried unanimously.

November Election: President Lewis stated that he doesn't believe they are ready for an election in November for a mill levy increase. He would like to wait until May. Director Olbright would like to table this item until the August 16<sup>th</sup> meeting.

## RECORD OF PROCEEDINGS

---

Weed Management: Director Good spoke about his thoughts and beliefs on the lots that have big weed problems. President Lewis suggested that they continue to evaluate and work on solutions.

Cisterns: Mr. Drake updated the Board on the status on the project. He needs 3 bids for the work that need to go along with some administrative work. He can help with getting the bids and reminded the Board there needs to be a letter that needs to be completed by August 5<sup>th</sup>. Mr. Cremer added that the Board needs to approve their amount of money. Director Olbright requested a summary of project and proper documentation of request for the Board to take over this project. Mr. Radlauer would like CRS to take over the process and then contact those needed to inform them on the current year budgetary restrictions. Mr. Radlauer thanked the committee and specifically John Drake and Ken Cremer for the amazing job they have been doing.

Mag Chloride: Director Olbright updated the Board on the mag chloride application. Mr. Robbins would like to cost share the mag chloride application on his road since the road base is gone due to the waterline project. Mr. Radlauer added that excessive application of mag chloride will result in the death of trees.

RFP Water Operations, Summer and Winter Road Maintenance: Director Olbright and Ms. Blair reviewed the RFP with the Board. The Notice of RFP has been published. A walk-through is scheduled for July 31<sup>st</sup> at 10:00 a.m.

### ADJOURNMENT

There being no other business to come before the Board, Director Sherwood moved to adjourn the meeting. Upon second by Director Olbright, a vote was taken and the motion carried unanimously. The meeting was adjourned.

Respectfully submitted,

---

Secretary for the Meeting