

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD MAY 15, 2020

ATTENDANCE: The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, May 15, 2020 at 3:30 p.m.. Due to the COVID-19 Pandemic, this meeting was held via teleconference only, in accordance with Colorado law. The following Directors were present and confirmed their qualification to serve on the Board:

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

Absent was Director EJ Olbright, whose absence was excused.

Other attendees identified in attendance:

Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC
David Robbins, Esq; property owner and President of HOA
John Drake, property owner
Joe Maglicic, Ten Mile Engineering
Ken Guckenberger, Kutak Rock
Rebekah Barrington, property owner
Mark Nadeau, property owner
David Radlauer, property owner
Dave Wingate, property owner
Debbie Carfagno, property owner
Don Samuels, property owner
Matt Willits, WSI
Tom Festa, property owner
Rob Berghammer, Mountain Peaks Control
Chris McGadden, property owner

CALL TO ORDER: Director Lewis noted that a quorum of the Board was present, and the meeting was called to order at 3:33 p.m.

DISCLOSURE OF CONFLICTS OF INTEREST: Director Lewis inquired whether members of the Board had any conflicts of interest on matters coming before the Board. Director Good noted that he may have a potential conflict in relation to the arena fencing as he may be donating funds toward the project.

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PUBLIC COMMENT: There were none.

APPROVAL OF AGENDA: The Board reviewed the agenda. Director Sherwood moved to approve the agenda as presented. Upon second by Director Johnson, and vote, the motion carried unanimously.

MINUTES: The Board reviewed the Minutes of the March 20, 2020 meeting. Following discussion, and upon motion duly made to approve the minutes as presented by Director Good and seconded by Director Sherwood, vote was taken and motion carried unanimously.

CAPITAL PROJECTS: Update on Interconnect and Telemetry Project: Mr. Willits reviewed the proposed telemetry system. Mr. Berghammer with Mountain Peaks Control met onsite to get an overlay of the land. Previously there was a budget number provided by Mountain Peaks. There were some complications but they are now recommending a SCADA system. Mr. Berghammer told the Board about the radio test that will be performed. Each site was toured to see what the initial thoughts were on a radio system. It was determined that they can obtain communication. Mr. Berghammer is recommending installation of a system that has cell phone connections at different areas that would monitor and push information to one common area on a webpage built for the District.

Next, Mr. Maglicic reported on the interconnect project and reported that he wants to use Pipestone. Pipestone will create a packaged deal that would include all pumps and everything else needed. Once all components are received, the interconnect would be ready to drop in the ground and connect to the telemetry system. They do have a 12-week lead time, but Mr. Maglicic has placed the District on the list for delivery. Mr. Maglicic will give a verbal approval for production but will need a Board member to sign an official document. Then, as soon as possible, there will need to be a contract executed with Mountain Peaks Control. Ms. Blair reminded the group that this needs to be a change order to the original contract with RKR. The change order will then be filed with CDPHE for approval. Director Sherwood moved the Board authorize Mr. Willits and Mr. Berghammer to provide documentation to Mr. Maglicic to prepare a packaged change order, and provide that change order to Ms. Blair in order to maintain compliance with SRF Loan; in addition, authorize an officer of the Board to sign any necessary documents which would be ratified at the next meeting of the Board. Upon a second by Director Johnson, a vote was taken, and the motion carried unanimously.

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2020 Paving Project - Loan Agreement - Inbank: Mr. Guckenberger with Kutak Rock summarized the proposed loan and suggested a closing date of May 28. He noted that original signatures will be required so Ms. Blair will assist with obtaining necessary signatures. Documents will be prepared next week, then return to Denver on the 26th - thus providing funding on the 28th. Director Sherwood moved that the Board approve the Loan Agreement and Resolution presented by Mr. Guckenberger. Upon a second by Director Johnson, a vote was taken, and the motion carried unanimously.

Paving Feeder Roads: Mr. Maglicic told the Board that he has had a few homeowners reach out to have their own driveways paved. He will be measuring these areas next week. At that point, Columbine will provide a quote to each individual homeowner. He will coordinate further action with Ms. Blair. The goal is to be paved by the 4th of July. Mid-June would be ideal, but the new gate is the only obstacle at this point. As for paving feeder roads, there were 4 roads where homeowners were contacted - Pearl Lane and Topaz have declined, he is waiting to hear from others. Mr. Robbins asked Mr. Maglicic to send a list of the individuals that have reached out to him so that he can have them go through the proper ARC steps for approval. President Lewis reported to the Board that he has discussed several options with Mr. Dalton. Subdistricts are no longer an option as each subdistrict would have to be organized at a November election. The same would need to occur for a Special Improvement District. Mr. Dalton has provided an agreement that needs some work. In summary, homeowners will agree to finance the portion of paving they require and would pay a reserve fee for future maintenance and/or repairs. Ideally there would be a per-home price put on the project, but this will continue to be evaluated if there is still interest in moving forward.

Update Regarding Hydrants Projects: Mr. Maglicic reported to the Board that the project is only missing hydrants right now. They have not shipped yet. Supposedly they will begin placing hydrants next week. He went toured the District with Travis Davis, who will be the new fire chief, and reviewed the locations of all of the hydrants. RKR has called in locates. They are starting in the south end of Filing 1 and then moving north and west thereafter. Over the next 4-6 weeks, they anticipate having all hydrants installed. If there is an inconvenience to a homeowner, Mr. Maglicic will be contacting them. Because of COVID, the fire departments ISO rating review has been rescheduled. If the ISO rating improves, people should be able to contact their insurance provider to inquire about lower rates. As

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for the Interconnect, it will most likely be installed in August due to the lead time of the pumps. Mr. Drake asked if all houses in the Ranch would be within 1000 feet of a hydrant? Mr. Maglicic noted that was exactly what was in the project bid. There is a map available that shows this coverage and he can provide that if/when needed. Mr. Drake asked if there was a possibility to get a .pdf of the map to get on the website for homeowners to obtain a copy. Mr. Maglicic will provide that map to Ms. Blair to have posted on the website.

Gate Replacement and Funding: Director Sherwood reported to the Board that they are in a holding pattern. They need numbers in order to move forward. If numbers come back and are way too high, they will start over. He anticipates it will be within our budget. There was a monetary savings by redirecting the drainage culvert. Director Sherwood will be following up with Director Olbright in order to find out when we will get numbers. As for rerouting the drainage, it is anticipated that the savings is about \$20k.

New Roof on Gate House: President Lewis told the Board it will be done by next week.

FINANCIALS:

Consider Approval and Ratification: Ms. Blair reviewed the claims with the Board. Director Sherwood moved that the Board ratify claims represented by check nos. 5766 - 5770 totaling \$ 16,622.96 and approve current claims represented by check nos. 5771 - 5776 totaling \$17,712.32. Upon a second by Director Johnson, a vote was taken, and the motion carried unanimously.

Review Financial Statements for the Period Ending April 30, 2020 and Cash Position Dated May 13, 2020: Ms. Blair reviewed the financial statements with the Board. There were no questions.

Ms. Blair stated that she has reviewed the draft Reserve Study and there are revisions that need to be made. She will work with Steve Bennington to revise the study and a copy will be available to the Board at its June meeting.

OPERATOR ITEMS: Water System Reports: Mr. Willits reported to the Board that training started back in March and that WSI is working with Mr. Maglicic to get a SCADA system up. He would like to go through the system classification with a well knowledgeable individual to make sure we are properly classified, with a goal of having the report completed before the next sanitary survey. There are plans that need to be in place that are not currently there. He would like to

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start working on these plans and implementing them. He has several ideas and will provide a written report to Ms. Blair for inclusion in the minutes. He will also provide extra sets of keys and CRS will coordinate distribution of them. CRS will provide any dive inspections to Mr. Willits. Ms. Blair noted that two tanks were inspected and cleaned in 2019. Also, Mr. Willits will look to see when the last Sanitary Survey was performed and then report back. He also reached out to Ms. Blair with emergency contact information for when a water emergency occurs, after hours. The list of emergency contacts will be provided to the CRS 24-hour answering service. CRS will start to have all locate requests sent to Mr. Willits and his staff will clear tickets. He would also like to get access to the gatehouse so that he can find a good plan set. Ms. Blair will coordinate obtaining a code.

Transition Update: Director Olbright will become the reporter on this item or RKR needs to be on each call.

OTHER BUSINESS

Administer Oaths of Office to Newly Elected Board Members: Ms. Blair noted that Oaths were emailed to each newly elected director.

Election of Officers: President Lewis stated to the Board that he needs to step down from President as his job asks more of him in the changing economy. Director Sherwood nominated Director Olbright as President. Upon second by Director Johnson, vote was taken and motion carried unanimously. Next, President Lewis nominated Director Sherwood as Vice President. Upon second by Director Johnson, vote was taken and motion carried unanimously. Director Johnson will remain Treasurer and Director Good will remain Secretary.

ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 5:45p.m.

Respectfully submitted,

Secretary for the Meeting