

RECORD OF PROCEEDINGS
OF THE REGULAR MEETING OF THE
VILLAS METROPOLITAN DISTRICT

HELD: Tuesday, June 7, 2022, at 11:00 a.m., via teleconferencing

ATTENDANCE:

A regular meeting of the Board of Directors of Villas Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Rodney Elmore (by videoconference/phone)
Fred Blackmon (by videoconference/phone)
Kathryn Witt (by videoconference/phone)
Andrea Etchell (by videoconference/phone)
Cynthia Vinarski (by videoconference/phone)

Also, present: Diane Wheeler, Simmons and Wheeler, District Accountant (by videoconference/phone); Lisa Mayers, Spencer Fane, District Counsel (by videoconference/phone); Angela Elliott, Don Cullen and Heidi Brown, Teleos Management Group, District Managers (by videoconference/phone); and members of the public (by videoconference/phone).

ADMINISTRATIVE MATTERS:

CALL TO ORDER:

On behalf of the Board, District Counsel Mayers noted that a quorum was present, and the meeting was called to order at 11:07 a.m. due to connectivity issue.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:

The Board noted that disclosure statements had been filed on behalf of the members of the Board of Directors with the Office of the Colorado Secretary of State and with the Board of Directors of the District. Upon motion duly made, seconded, and upon vote, the Board directed that said disclosures be incorporated herein.

APPROVAL OF MINUTES:

The Board reviewed the minutes of the November 2, 2021, regular meeting held by the Board of Directors of Villas Metropolitan District. Following discussion and upon motion duly made by Director Blackmon, seconded by Director Elmore, upon vote and unanimously carried, the Board approved the minutes as presented and authorized Director Elmore to execute the minutes as constituting a true and correct record of the proceedings of the meeting.

The Board reviewed the minutes of the November 23, 2021, special meeting held by the Board of Directors of Villas Metropolitan District. Following discussion and upon motion duly made by Director Blackmon to approve with two items in question to be addressed at this meeting figure, seconded by Director Elmore, upon vote and unanimously carried,

the Board approved the minutes as presented and authorized Director Elmore to execute the minutes as constituting a true and correct record of the proceedings of the meeting.

Director Etchell inquired if this meeting was being recorded and if not, could it be recorded for verification purposes if needed. District Counsel Mayers shared it was not being currently recorded, that typically Districts do not record meetings as once you start you need to continue. Director Etchell would impress upon all the need of the meeting to be recorded with the technology that is available to all today, and for the accuracy of the minutes, should a question come up in the future.

Following discussion, upon motion duly made by Director Etchell, seconded by Director Blackmon, that all Board meetings be recorded, starting with today's, upon vote and unanimously carried, the Board approved recording meetings as of today.

Direct Elmore stated as of today at 11:21am, June 07, 2022, all board meetings will be recorded.

ELECTION OF OFFICERS:

The Board discussed the offices and duties of the board of directors. Following discussion, upon motion duly made by Director Witt, seconded by Director Blackmon, upon vote and unanimously carried, the following directors were elected to the following offices:

President - Rodney Elmore
Treasurer - Katryn Witt
Secretary – Fred Blackmon
Secretary – Andrea Etchell
Secretary – Cynthia Vinarski

FINANCIAL MATTERS:

Review and ratification of payment of claims. The Board received the ratification of Claims: totaling \$53,773.24 for the period July 2021 through mid-May 2022. Director Elmore requested a column be added to the claims spreadsheet that lists when that claim was paid by the bank.

District Manager Elliot will send the board a copy of current vendor contracts and their terms.

Following discussion, upon motion duly made by Director Blackmon, seconded by Director Witt, and upon vote unanimously carried, the Board ratified the payment of claims in the amount \$53,773.24 for the above referenced period.

March 2022 Financial Statements. District Accountant Wheeler distributed the financials as of March 31, 2022. The General fund as of March 31, 2022, had a deficit balance; \$4,415 in the Capital Fund and \$318,082 in the Debt Service Fund.

2021 draft audit will be available shortly, District Accountant Wheeler will send to District Counsel Mayers for her approval and then will share with all board members.

Following discussion, upon motion duly made by Director Blackmon, seconded by Director Witt, and upon vote unanimously carried, the Board to accepted the March 2022 financial statements.

LEGAL ITEMS:

New Member Questions/Orientation

District Counsel Mayers discussed that all board members received the SDA publication of the Board Manual for serving on a special district board. To highlight some items such as: the district is a quasi-municipal entity, meetings are open to the public. Restrictions on board members meeting and discussing district business without posting a meeting notice. Posting of Meetings requires 24-hour notice and minutes required.

Discussion followed on why the board only meets twice annually. Due to resources and costs to hold more meetings. District Accountant Wheeler will send out the June financials mid-July. Quarterly financials are sent out first week of the ending month.

Budget work sessions can be conducted by posting notice but no action or approvals can take place during working sessions. Budget committee should have no more than two board members in attendance. The 2021 audit should be available to board members for review by the end of June.

DIRECTOR ITEMS:

Douglas County School District Obligation.

Director Elmore – Lincoln Creek District mentioned to him that Douglas County discussed the Villas Metropolitan District owes the County about \$32,000.00. The reason was unclear.

District Counsel Mayers reached out to the prior counsel and there was no agreement made between the district and school district and that agreement may be between Cardel Homes and Douglas County. District Counsel Mayers will verify.

New Development.

Development will be north of Phase 1, on corner of Pine and Lincoln. Developer is looking to develop that area with retail; therefore traffic mitigation should be a concern for all. Director Elmore will continue to monitor the proposed development.

2022 Election discussed through email to Legal

Following discussion, the Board would like the DEO not to send out emails directly to candidates without board approval for future elections. District Counsel Mayers will update the Administrative Resolution for 2023.

Further discussion followed the budget should reflect approximate amounts for an election between \$20,000.00-\$25,000.00 in future budgets. Director Blackmon and Director Etchell volunteered to chair the budget committee for 2023.

District Violations and enforcement process

Upon discussion, the Board has requested management company to follow the violations process in place and send out a warning notice immediately rather than courtesy contact the homeowner of the violation.

Teleos District walkthroughs

Discussion followed on the board previously requesting Management to limit visits to assist with the board in cost. Management discussed that it follows that process.

Director Elmore and Manager Brown continue to work with CoCal on the to do list to the point of letting them know we are looking to other landscapers for bid.

Director Vinarski has volunteered to chair the landscape committee along with Director Elmore.

Commercial Vehicle parking (Barrentine Loop) Policy

Discussion followed on the proposed parking resolution.

Upon motion duly made by Director Blackmon seconded by Director Etchell, upon vote with one opposed, the Board adopted the parking resolution with the added paragraph that more clearly defines a commercial vehicle.

Painting white lines on Northeast side of Barrentine Loop

Upon motion duly made and seconded, and upon vote unanimously carried, the Board approved for yellow lines to be placed for both the fire hydrants, 15 ft out, in all areas within the community. Director Elmore will paint the curbs yellow, 15 ft from all hydrants in both phase one and two.

Sidewalk repair of Michaela Way discussed previously.

Director Blackmon was appointed on behalf of the District Board, to contact Cardel Homes for discussion on this subject.

Dip on Barrentine Loop adjacent to 11824 and 11819

Management will continue to work with the engineer and Cardel to resolve the issue.

MANAGERS ITEMS:

2022 Posting Place

District Manager Elliott discussed that at the first meeting of the year for special districts, the official posting place is designated. As designated in the annual report for Administrative Matters the official 24-hour posting location is the website: www.villasmetrodistrict.com.

Management Report

District Manager Brown discussed the vehicle registration, and the Board was not in favor of pursuing this process.

Discussion followed on dog stations and topic is tabled.

The Board discussed the fuel surcharge and Management to negotiate with CoCal on a 2% and not include the labor costs.

Committees:

Following discussion, the Board asked that they be aware of the AR requests that were approved. Director Elmore will contact Lisa and get clarity on who has access to these requests.

Director Blackmon shared his wish to be on the ARC.

Bids on common area landscaping

Manager Brown shared the landscape bids presented in the board packet. Currently the funds are not available. As each item or any action on these items come up, the Board will want to meet and review at that time.

OTHER BUSINESS: None

PUBLIC COMMENT:

Lincoln Creek District President shared their experience on making sure the drainage areas are clean periodically to avoid the high cost to clean out. Also, a reminder that Cardel still needs to cut the weeds in the creek top area. .

ADJOURNMENT:

There being no further business to come before the Board of Directors at this time, upon motion duly made, by Director Witt, seconded by Director Blackmon and unanimously carried, the meeting was adjourned at 2:02 p.m.

The foregoing record constitutes a true and correct copy of the minutes of the meeting held on June 7, 2022 and was approved by the Board of Directors of the Villas Metropolitan District.

Respectfully Submitted,

President

Secretary for the Meeting