

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF DANCING WILLOWS METROPOLITAN DISTRICT HELD THURSDAY, DECEMBER 8, 2016

A regular meeting of the Board of Directors of the Dancing Willows Metropolitan District was held on December 8, 2016, at 6:30 p.m., at the Dancing Willows Clubhouse, 11893 W Long Circle, Littleton, CO 80127.

### ATTENDANCE

The regular meeting of the Board of Directors of the Dancing Willows Metropolitan District was called and held, as shown, in accordance with Colorado law. The following Directors were present:

Susan Root  
Nancy Carson  
Robert Faiks  
Bobby Thomas

Absent was Director Anderson, whose absence was excused.

Also present were:

Angie Kelly, Community Resource Services  
Greg Root  
Kay Jackson  
Bob Carson  
Jo Wessels  
Carol Swomley  
Renee Faiks  
Chet Miller  
Ken Kaul  
Clinton Flynn  
Brita & Jim McCall  
Richard Molenaar  
Carolyn Endecott  
Dennis Fulham  
Bob McCarrick  
Bill Clore

### CALL TO ORDER

The meeting was called to order at 6:32 p.m. There were no potential conflicts that were disclosed.

### AGENDA APPROVAL

Director Faiks moved to approve the agenda as amended, with adding a Treasurer's Report to the Committee Report section. Upon a second by Director Thomas, a vote was taken and the motion carried unanimously.

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## CONSENT AGENDA

Director Faiks noted that the check to Willowbrook Water was not signed and that they will be paid when the District receives a revised bill that fixes the previous error in charges. Also noted was that the Keesen work on the sod at 5859 S Taft needed to be coded to the street budget. Director Carson moved that the Board approve the consent agenda as amended. Upon a second by Director Faiks, vote was taken and motion carried unanimously.

- Approval of minutes from the Special Meetings held August 31, 2016 and September 8, 2016.
- Ratification and Approval of Claims for check nos. 2132-2166: with check no. 2156 not being approved.
- Financial Statements for the Period Ending October 31, 2016
- Approve Keesen Agreement for sod work at 5859 S Taft

## DIRECTOR'S ITEMS

Public Hearing to Adopt 2017 Budget/Certify Mill Levies/Appropriate Funds: Ms. Kelly noted that publication was done according to State Statute and the public hearing can proceed as noticed. A motion was made by Director Thomas to open the public hearing for the 2017 budget for Dancing Willows Metropolitan District at 6:45 p.m. Director Root asked for questions or comments regarding the budget. Hearing no comment, Director Thomas moved to close the public hearing for the Dancing Willows Metropolitan District 2017 budgets at 6:47p.m. Upon a second by Director Root, a vote was taken and the motion carried unanimously. Director Thomas moved to adopt the 2017 budget as proposed, certify the 2016 mill levy and appropriate 2017 funds as proposed. Upon a second by Director Root, a vote was taken and the motion carried unanimously.

2017 Administrative Resolution: Ms. Kelly outlined the 2017 Administrative Resolution. Director Faiks moved to approve the 2017 Administrative Resolution as presented. Upon a second by Director Thomas, a vote was taken and the motion carried unanimously.

GOCO Grant with Foothills Park & Recreation: Director Thomas reviewed the possible grant money available through the State in the GOCO Grant program. The idea was proposed that Dancing Willows work with Foothills Park & Recreation to create a grant request to improve the park area in Dancing Willows. Any ideas should be shared with Director Thomas.

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Parking Issues Discussion: Director Root outlined that a request has been submitted to the Board from a townhome resident to allow their household a variance for two weeks to park in the street during the holiday. There are 4 vehicles that would be granted this variance for the household. Upon discussion, Director Carson moved to deny the parking variance request. Upon a second by Director Thomas, a vote was taken and the motion carried unanimously. Upon request, Director Thomas will lead the development of a committee to review parking rules and offer possible changes to better control the parking concerns within the District.

Review and Approve Contract Template: Director Root outlined the proposed contract template to be used by the District. The intent is that all contractors sign this template and the scope of work be attached as an exhibit. Director Thomas asked that 'Arapahoe County' be changed to 'Jefferson County' on page 6 of the document. Director Faiks asked if the document can be modified for individual contractors, even if approved today. Ms. Kelly noted that changes would be allowed as needed for each contractor. Director Thomas moved to approve the template as amended. Upon a second by Director Faiks, a vote was taken and the motion carried unanimously.

Request from Chris Sales Regarding Curb: Director Thomas noted he had reviewed the request and had some clarification questions for Mr. Sales. Given Mr. Sales was not in attendance at the meeting, Director Thomas requested that Mr. Sales contact him to answer questions and the request will be reviewed further once the questions were addressed. Ms. Kelly will notify Mr. Sales.

Approve 2016 Audit Engagement Letter: Director Faiks moved to approve the 2016 Audit Engagement Letter presented by Haynie & Company. Upon a second by Director Thomas, a vote was taken and the motion carried unanimously.

## MANAGER'S REPORT

Apollo Payment Update: Ms. Kelly reported that the final payment had been sent to Apollo. A release was issued with said payment and had not been returned at that time. However, deposit of this check indicates agreement that payment satisfies the responsibility from Dancing Willows.

Update on Construction Specialties Claim: Director Thomas

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was scheduled to meet with Brown Brothers to finalize a price associated with the work having to be redone given the poor workmanship of Construction Specialties. Since this meeting had not taken place yet, the final bill for Construction Specialties is on hold.

### LANDSCAPE COMMITTEE

The Board reviewed the landscape committee report prepared by Carol Swomley. Ms. Swomley noted her thanks to all the volunteers on Metro Day and reiterated that the work would be impossible to complete without so many great volunteers. Director Root thanked Ms. Swomley for all of the time and work this past year.

### FENCE/MONUMENT

No report from this committee.

### POOL COMMITTEE

Director Thomas noted that he would like to see a high intensity motion light placed at the pool to help deter kids from jumping the fence at night.

### STREETS, SIDEWALKS, UNDERDRAINS COMMITTEE

Director Thomas noted that 2017 will follow the same evaluation procedure as 2016 regarding the work to be done on the streets. Also noted was that a seal coat was approved for Gould, Long, and Union streets.

### CLUBHOUSE COMMITTEE

Director Carson reported that 120 rentals took place at the clubhouse in 2016 and 91 of these were community events; there were 32 private events as part of these rentals; the carpet was cleaned 3 times this year; and that the committee hopes to replace the carpet in 2017. Director Carson also thanked Bob Carson and Robert Faiks for their work on the clubhouse with maintenance projects. Mr. Carson noted that the HOA accidentally had the clubhouse roof inspected during their hail inspection and damage was noted. The District will have the roof inspected for hail.

### TREASURER'S REPORT

Director Faiks presented a report to the Board. Items of note from Director Faiks is regarding the refinancing of the bonds and that he would like to have the banker picked by the end of 2017. Also, Director Faiks noted he would like more detailed line items in the budget for the coming years; this will help keep track of exactly where the money is being spent within the more general categories.

### HOA REPORTS

The Townhomes HOA noted that a specialist has been hired to address the hail damage to the roofs. Also, the backflows to

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each building is still being investigated as to what the responsibility of the HOA will be.

## PUBLIC COMMENT

Jo Wessels addressed the Board about road swales. She noted that the Bridge-It option was too heavy for her to lift and she is asking the Board to meet with herself and her husband again about the issue. The Board noted that the Bridge-It was simply an example of a solution and not the only solution that could be used. The Board reminded Ms. Wessels of the request form that can be completed by the homeowner which will present their solution to the swale issue at their particular home.

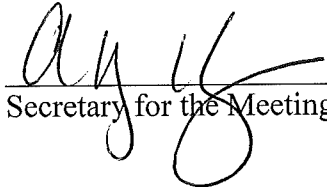
## FURTHER DIRECTOR ITEMS

Director Thomas noted he had an item he wanted to discuss. He would like to investigate the option for new legal counsel. The Board agreed to allow Director Thomas and Director Faiks to explore options for new legal counsel. Director Thomas asked Ms. Kelly for recommendations also.

## ADJOURNMENT

There being no further business to come before the Board, upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

Respectfully submitted,

  
Secretary for the Meeting