

DANCING WILLOWS METROPOLITAN DISTRICT Special Board Meeting Minutes

Meeting Date: Thursday December 04, 2025

Meeting Time: 6:54pm to 8:49pm

Meeting Location: Dancing Willows Clubhouse (11893 West Long Circle Littleton, CO 80127)

I. Roll Call (6:54pm)

A special meeting of the Board of Directors of the Dancing Willows Metro District (District) was called and held as shown above and in accordance with the statutes of the State of Colorado. The following directors were in attendance:

Directors	Office	Attendance
Susan Robitaille	President	Present
Fayre Ruszczuk	Vice President	Present
Linda Rohlman	Treasurer	Present
Bill Kaseman	Secretary	Present
Vacancy		Present

Also, in attendance was Charles Wolfersberger and Jennifer Brink (District Manager) with Wolfersberger LLC; Ashly Dorey and Marcos Pacheco (Colorado resource Services); and the following homeowners: (1) Karen Kaseman (12311 W Ida Pl), (2) Bob Wessels (5774 S Vivian St), (3) Carol Swomley (5811 S Union terrace), (4) Alan Kennedy (5837 S Vivian Way, (5) Mary Coyle (11962 W Long Cir #204), (6) Marcia Garcia (11923 W Long Cir #104), (7) Gloria Steinmetz(5707 S Urban Ct), (8) Carol and Clint Flynn (5735 S Union Ln) (9) Thane Weigel (11932 W Long Cir #103), (10) Doug Cox (11923 W Long Cir #203), (11) John Guthmann (5781 S Union Ter), (12) Jocelyn Shaughnessy (11972 W Long Cir #102) (13) Kay Jackson 11952 W Long Cir and (14) Richard Molenaar (5735 S Union Ct).

II. Call to Order

The meeting was called to order by Director Robitaille. Director Robitaille noted that a quorum of the Board was present and the Directors confirmed their qualification to serve, the meeting notice was duly posted on the District’s website and, therefore, called the special meeting of the Board of Directors of the District to order.

III. Disclosure Matters

The District Manager reminded the Board that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board reviewed the agenda for the meeting, following which four Board members disclosed no conflicts of interest. Director Rohlman disclosed that her niece serves in an executive position at Vectra Bank and the Board is considering at this meeting opening a checking account at Vectra Bank.

IV. Administrative Matters

- 1) Meeting Agenda: The Board reviewed the agenda as presented by the District Manager. Director Robataille moved to approve the agenda as presented. Director Ruszczyk seconded the motion and the Board voted 4-0 to approve the agenda.
- 2) Review and consider September 11, 2025 meeting minutes: The Board reviewed the draft of the minutes as drafted by Ms. Dorey. Director Robataille motioned to approve the minutes as presented. Director Ruszczyk seconded the motion and the Board voted 4-0 to approve the motion.
- 3) Review and consider October 06, 2025 meeting minutes: The Board reviewed the draft of the minutes as drafted by Ms. Dorey. Director Robataille motioned to approve the minutes as presented. Director Ruszczyk seconded the motion and the Board voted 4-0 to approve the motion.
- 4) Review and consider October 28, 2025 meeting minutes: The Board reviewed the draft of the minutes as drafted by Ms. Dorey. Director Robataille motioned to approve the minutes as presented. Director Ruszczyk seconded the motion and the Board voted 4-0 to approve the motion.
- 5) Review and consider 2026 Administrative Resolution: The District Manager presented and the Board reviewed and discussed the 2026 administrative resolution. The Board agreed to keep officer positions the same among the directors. Director Robataille motioned to approve the 2026 Administrative Resolution as presented. Director Kaseman seconded the motion and the Board voted 4-0 to approve the motion.

Action Item #1: The District Manager will post the 2026 administrative resolution on the District's website.

V. Public Comments – None

VI. Director Matters – None

VII. Financial/Contractual Matters:

- 1) Review and consider payment of claims: The Board reviewed the schedule of check payments (checks #0115 to #132 & EFT0153 to EFT0179) totaling \$387,030.23. Director Rohlman motioned to approve the payment of claims as presented and Director Ruszczyk seconded the motion. The Board voted 4-0 to approve the motion.
- 2) Review and discuss November 30, 2025 financial reports: Ashley Dorey briefly reviewed the November 30, 2025 financial statements with the board.
- 3) Public hearing on District's proposed 2026 budget: Director Robataille motioned to open the public hearing at 7:26pm regarding the proposed 2026 Budget. Director Rohlman seconded

the motion and the Board voted 4-0 to approve. Highlights from the review included the following:

- The 2026 budget reflects total tax revenue at \$630,900, which is the same level of tax revenue assessed on homeowners for 2025.
- The 2026 budget reflects property tax revenue funding District operations at \$403,800. The taxable value of property within the District increased in 2025 compared to 2024. The General Mill Levy for the 2026 collection year will be 35.119 (net) – a 3.899 mill decrease over the 39.018 mill levy for 2025.
- Tax funds for operations in 2026 will be \$403,800 – a \$24,000 decrease compared to 2025. Tax funds for debt service will conversely be \$24,000 higher in 2026 at \$227,100 compared to 2025.
- The 2026 Budget reflects moving \$470,700 from the General Fund to the Capital Project Fund. The District Manager notes that the District owns and maintains various capital assets within the community including (1) clubhouse and pool, (2) streets and street lights, (3) underdrains, (4) detention pond inlet structures and (5) sidewalks.
- General Fund expenditures are budgeted at \$368,300 which is comprised of (1) general and administrative expenses (24.5% of total expenditures), (2) landscape maintenance expenses (23.6% of total expenditures), (3) capital asset maintenance expenses (10.6% of total expenditures), (4) pool and clubhouse operations (18.4% of total expenditures) and (5) snow removal and other expenditures (22.8% of total expenditures).
- The District's bond debt totaling \$3.2 million is projected to be paid off by December 2046. The 2026 Budget reflects an annual payment on the bonds totaling \$196,700.
- The largest three expense line items in the District's \$368,300 operating budget are (1) snow removal (\$80,000), (2) management and accounting fees (\$49,500) and (3) water for the open spaces (\$44,300).
- Capital projects funded from the District's Capital Project Fund is budgeted at \$306,000, which would cause the year-end balance in the Capital Project Fund to be \$663,000.

Director Robitaille closed the 2026 Budget public hearing at 8:01pm.

- 4) Consider resolution to adopt 2026 budget, appropriate funds, set mill levies: The District Manager presented the resolution to adopt the 2026 budget, set mill levies and appropriate funds. Director Rohlman motioned to approve the resolution as presented. Director Ruszczky seconded the motion and the Board voted 4-0 to approve the motion.

Action Item #2: District Manager will file the 2026 budget with the State of Colorado and the mill levy certification with the County Treasurer.

- 5) Review and consider proposal to open a checking account with Vectra Bank: Mr. Wolfersberger recommended the Board consider opening a checking account with Vectra Bank. Director Robitaille motioned for the District to open a checking account with Vectra Bank. Director Kaseman seconded the motion and the Board voted 3-0 to approve the motion. Director Rohlman abstained from voting on this matter.

Action Item #3: Mr. Wolfersberger will work on opening a checking account with Vectra Bank and adding the directors as the sole signors on the account.

- 6) Review and consider resolution to open an investment account with CSAFE: Mr. Wolfersberger recommended the Board consider opening an investment account with CSAFE. Director Ruszczyk motioned for the District to open an investment account with CSAFE. Director Kaseman seconded the motion and the Board voted 4-0 to approve the motion.

VIII. Capital Asset Matters

- 1) Review and Consider Underdrain System Assessment & Evaluations: Ashly Dorey with CRS discussed that Hydro could not complete the assessment. Director Robitaille motioned to work with Apex starting the first of next year.
- 2) Review and consider key FOB system install bids: The Board agreed to defer this discussion to the next board meeting.

IX. HOA Reports

- Patio Homes: Bob McKenry – Very close to completing policies, rules & regs. Finished the budget. Design guidelines are the last, in progress.
- Townhomes no one to report.
- Condos, Marcia reported that they have finished the budget, substantial increase due to fire rooms and drainage.
One building is settling, have had their engineer out.

X. Committee Reports

- Communications, Fayre reminder of the Metro class coming up.
- Carol, xmas lights are up, winter watering was done. 67 trees had deep root watering, soil is beginning to freeze. Annuals have been order for front beds. Irrigation system has been renovated in that front section. Happy to see money in the budget for monuments.
- Nothing for streets
- Clubhouse, looking to replace flooring. It's been budgeted for.
- Snow – Bill and Fayre are the committee. Bill has been in touch with Josh to discuss a plan and his thoughts. Bill gave good feedback about this last snow.
- Linds moved to purchase snow stakes if needed, Susan second. Unan.

- Pool – budget for key fobs and potentially a camera system. Fayre spoke a bit about why they're looking into getting a new system. Also going to take a look at the pool deck for safety reasons.

XI. Adjournment (8:49pm)

There being no further business to come before the Board, and upon motion duly made by Director Robitaille and unanimously carried, the meeting was adjourned. The next regularly scheduled board meeting will be held at 6:30pm on Thursday March 12, 2026 at the Dancing Willows Clubhouse (11893 West Long Circle Littleton, CO 80127)

Signed by: <i>William K Kaseman</i>	3/17/2026
<small>D4F4F88484A6493...</small> Secretary	Date