

## **DANCING WILLOWS METROPOLITAN DISTRICT Special Board Meeting Minutes**

Meeting Date: Wednesday January 28, 2026

Meeting Time: 1:09pm to 4:17pm

Meeting Location: <https://meet.goto.com/jbrink/districtboardmeetingroom6>

### **I. Roll Call (1:09pm)**

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:

<b>Directors</b>	<b>Office</b>	<b>Attendance</b>
Susan Robitaille	President	Present
Fayre Ruszczyk	Vice President	Present
Linda Rohlman	Treasurer	Present
Bill Kaseman	Secretary	Present
Vacancy		Present

Also, in attendance was Jennifer Brink (District Manager) with Wolfersberger LLC; Morgan Flenthrope with CMS; and the following homeowners: (1) Gloria Stemetz (5707 S Urban Ct), Linda Davis, Mary Tuite, Don Meyer and Bob Knick

### **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 Ruszczyk moved to approve the agenda as amended adding status update on

website and Apex. Director Robitaille seconded the motion and the Board voted 4-0 to approve the agenda as amended.

**V. Public Comments –None**

**VI. Director Matters – None**

**VII. Financial/Contractual Matters:**

- 1) Status update- Checking account Vectra Bank: The District Manager reported that the checking account has been set up and we are waiting for CRS to complete transfer of funds to the Vectra account. The board discussed and agreed that Director Robitaille will need a credit card not to exceed \$2,000.00
- 2) Status update -account with CSAFE: The District Manager reported that the CSafe account has been set up and all funds from taxes will be deposited in the CSafe account in February
- 3) Status update- Website: The District Manager reported that the website is about ready, Mr. Wolfersberger will be sending it out for review in the next few days. The board would like information on trash day to be put on the front page of the website.

**VIII. Landscape Maintenance**

- 1) Status update on Snow removal: Mary Tuite discussed that the snow is not getting done behind Vivian Way. The board discussed the triggers of 3' for the condos and 5' for the rest of the units. Mr. Kaseman will get with the snow captain and discuss Vivian Way as well as Long Circle.
- 2) Review and consider Donovan Arborists Bid: The Board reviewed the Arborist Bid. Director Kaseman motioned to approve the bid as presented. Director Ruszczyk seconded the motion and the Board voted 4-0 to approve the motion.
- 3) Review and consider Winter watering Bid: The Board reviewed winter water bid. Director Kaseman motioned to approve the bid as presented. Director Ruszczyk seconded the motion and the Board voted 4-0 to approve the motion.
- 4) Review and consider Holiday Lights bid: The Board reviewed the holiday lights bid. Director Kaseman motioned to approve the bid as presented. Director Ruszczyk seconded the motion and the Board voted 4-0 to approve the motion

**IX. Pool/ Clubhouse**

- 1) Review and consider Key fob Bids: The board reviewed the bids for the key fobs. Director Robitaille motioned to approve the E-Tek bid as revised to include 300 key fobs for all units. Director Ruszczyk seconded the motion and the board voted 4-0 to approve the bid.
- 2) Review and consider Security Bids: Director Robitaille discussed that they already have simplisafe set up for security for the hours of 9:30 to 5:30 daily.

- 3) Review and consider pool maintenance bids: The District manager will work on getting one more bid. Director Robitaille will work with Lacy at pool xx so she can get us a bid
- 4) Clubhouse Rentals: The board discussed the process of submitting a check for renting the clubhouse, we will tear up the check if no damage.
- 5) Clubhouse supplies: Directo Robitaille will order through amazon business and will charge the credit card for any supplies needed for the clubhouse.

**X. Capital Projects**

- 1) Review and discuss Drain Cover on W Ida Street: Director Rohlman will check with Kirk to see how things were handled last time.
- 2) Status update- Apex company Scope: The board would like to get that started as soon as possible.

**XI. Adjournment (4:17pm)**

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:  <small>D4F1F83484A6402...</small>	3/17/2026
Secretary	Date