

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
WESTOWN METROPOLITAN DISTRICT
HELD JANUARY 24, 2018**

A regular meeting of the Board of Directors (the “**Board**”) of the Westown Metropolitan District (the “**District**”) was held on Wednesday, January 24, 2018, at 6:00 p.m. at the West Woods Community Police Station, 6644 Kendrick Drive, Arvada, Colorado. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Jeff Powles
Eric Dome
Matt Wilkinson

Directors Absent:

Ken Rabel
Lisa Evans

Also In Attendance Were:

Elisabeth A. Cortese, Esq.; McGeady Becher P.C.
Tisha Higgins, and Danaly Howe; Centennial Consulting Group, LLC
Brad Graves and Scott Plumer, District residents

ADMINISTRATIVE
MATTERS

Disclosures of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Attorney Cortese noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. Attorney Cortese noted that all Directors’ Disclosure Statements had been filed by the statutory deadline.

Agenda: The Board reviewed the Agenda for the meeting and following discussion, upon a motion duly made by Director Powles, seconded by Director Dome and, upon vote, unanimously carried, the Board approved the Agenda as amended. The Board excused the absences of Directors Rabel and Evans.

Meeting Location: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. Following discussion, and upon motion duly made by Director Powles, seconded by Director Dome, upon vote, unanimously carried, the Board determined to conduct the meeting at the above-stated date, time and location. Ms. Howe reported that notices were duly posted and that no objections to the locations or any requests that the meeting place be changed by taxpaying electors within its boundaries have been received.

Designation of 24-Hour Posting Location: Following discussion, upon a motion duly made by Director Powles, seconded by Director Dome and, upon vote, unanimously carried, the Board determined that notices of meetings of the District Board required pursuant to Section 24-6-402(2)(c), C.R.S., shall be posted within the boundaries of the District at least 24-hours prior to each meeting at the following location: at the mail kiosk near the park on the Southeast corner of W. 64th Loop.

October 25, November 29 and December 18, 2017 Meeting Minutes: The Board reviewed the minutes from the October 25, 2017 regular meeting, and the November 29 and December 18, 2017 special meetings. Following discussion, upon a motion duly made by Director Powles, seconded by Director Dome and, upon vote unanimously carried, the Board approved the minutes from the October 25, November 29, and December 18, 2017 meetings.

Public Comment: Mr. Graves expressed concern regarding construction vehicles and materials in parking spaces. Director Powles and Ms. Howe assured Mr. Graves that these items would be taken care of.

Mr. Graves and Mr. Plumer expressed concerns about the snow removal service and ice buildup in the community. Ms. Howe noted that much of the ice buildup is due to required stormwater controls for construction, and the problem should cease as construction finishes in the area.

FINANCIAL
MATTERS

Ratify and Approve Payment of Claims: Attorney Cortese, on behalf of Simmons Wheeler, P.C., distributed claims through the period ending December 31, 2017 for ratification, and the period ending January 1, 2018 for approval. Following discussion, upon a motion duly made by Director Powles, seconded by Director Wilkinson and, upon vote, unanimously carried, the Board ratified and approved the payment of claims in the total amount of \$25,462.30.

Statement of Cash Position and Unaudited Financial Statements: The December 31, 2017 unaudited financial statements were reviewed by the Board.

Following discussion, upon a motion duly made by Director Powles, seconded by Director Wilkinson and, upon vote, unanimously carried, the Board accepted the December 31, 2017 unaudited financial statements, as presented.

2017 Audit Engagement: Following review and discussion, upon a motion duly made by Director Powles, seconded by Director Wilkinson and, upon vote, unanimously carried, the Board approved the engagement of Crady, Puca & Associates to perform the 2017 Audit.

LEGAL MATTERS

Design and Landscape Guidelines: Deferred.

Status of Infrastructure Acquisition Report and acquisition of certain public improvements: Attorney Cortese discussed the status of the Infrastructure Acquisition Report. No action was taken.

CONSTRUCTION MATTERS:

Status of Improvements: The Board discussed the status of improvements. The Board reported that the pool is planned to open on Memorial Day in 2018. No action was taken. It was noted that Ms. Howe and Director Powles did a walk-through in early January which triggered certain warranties on the landscaping. The District will not accept the landscaping until after the warranty period. There will be another walkthrough in August or September.

Allocation of Responsibilities between District and Owners' Association for maintenance responsibilities: The Board discussed shared maintenance responsibilities between the District and Owners' Association. It was determined that Metco Landscape, Inc. would itemize landscaping and snow removal work between the District and Owners' Association ("OA") on invoices. It was noted the District could enter into a cost sharing agreement with the OA.

OPERATIONS & MAINTENANCE

Conveyance of Monument: The conveyance of the monument sign is pending.

Change Order No. 2 to Service Agreement with Metco Landscape, Inc. for Landscape Maintenance Services: Following discussion, upon motion duly made by Director Wilkinson, seconded by Director Powles and upon vote, unanimously carried, the Board approved Change Order No. 2 to Service Agreement with Metco Landscape, Inc. for Landscape Maintenance Services to extend the term through 2018.

Change Order No. 1 to Service Agreement with Republic Services, Inc. for Trash and Recycling Services: Following discussion, upon motion duly made by Director Wilkinson, seconded by Director Powles and upon vote, unanimously carried, the Board approved Change Order No. 1 to Service Agreement with Republic Services, Inc. for Trash and Recycling Services to recognize a 2% fee increase.

Discussion of Pool Maintenance and Services needed: The Board discussed future pool maintenance and services needed. The on-site manager to be hired will assume pool chemical and cleaning duties. No lifeguards are required at this time.

Covenant Enforcement Update. Ms. Howe reported on the status of covenant violations. No action was taken.

Snow Removal: It was noted that snow removal has not been acceptable. Ms. Howe and Director Powles will contact Metco Landscape, Inc. to meet on site and discuss improved snow removal services.

OTHER MATTERS: None.


ADJOURNMENT There being no further business to come before the meeting was adjourned.

Respectfully submitted,

By 
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 24, 2018 MINUTES OF THE WESTOWN METROPOLITAN DISTRICT BY THE MEMBERS OF THE BOARD OF DIRECTORS SIGNING BELOW:


Eric Dome

Ken Rabel

Lisa Evans

