

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WESTOWN METROPOLITAN DISTRICT (THE “DISTRICT”) HELD FEBRUARY 26, 2020

A regular meeting of the Board of Directors of the Westown Metropolitan District (referred to hereafter as the “Board”) was convened on Wednesday, February 26, 2020, at 6:00 p.m., at the West Woods Community Police Station, 6644 Kendrick Drive, Arvada, Colorado 80007. The meeting was open to the public.

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**Directors in Attendance Were:**

Cindy Baldwin  
Debra McCartan  
Hunter Owen

**Also, In Attendance Were:**

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Elisabeth A. Cortese, Esq.; McGeady Becher P.C.

Diane Wheeler; Simmons & Wheeler, P.C.

Brenda Owings, Century Communities

See attached list for other attendees

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**DISCLOSURE OF  
POTENTIAL  
CONFLICTS OF  
INTEREST**

Attorney Cortese noted a quorum was present and discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting.

Attorney Cortese further explained the process for conflicts with the residents in attendance.

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**ADMINISTRATIVE  
MATTERS**

**Agenda:** Ms. Ripko distributed for the Board’s review and approval a proposed Agenda for the District’s regular meeting.

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Following discussion, upon motion duly made by Director Baldwin seconded by Director McCartan and, upon vote, unanimously carried, the Agenda was approved, as amended, and noted that the absence of Director Keddie was unexcused.

**Approval of 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, upon motion duly made by Director Baldwin seconded by Director McCartan and, upon vote, unanimously carried, the Board determined that because there was not a suitable or convenient location within the District's boundaries to conduct this meeting, it was determined to conduct the meeting at the above-stated location. The Board further noted that notice of this location was duly posted and that it had not received any objections to the location or any requests that the meeting place be changed by taxpaying electors within the District's boundaries.

**Minutes:** The Board reviewed the Minutes of the October 23, 2019 Regular Meeting.

Following discussion, upon motion duly made by Director Owen, seconded by Director McCartan and, upon vote, unanimously carried, the Minutes of the October 23, 2019 Regular Meeting were approved.

**District Management and Community Management Services:** Ms. Ripko provided an update to the Board.

### **PUBLIC COMMENTS**

**Comments:** Homeowners present asked questions and the Board and management provided answers as needed. Topics discussed included dog waste, snow removal, parking, the differences between the condominium HOA and the District, ice melt buckets, lights on the monuments and speed limit signs in the community.

### **FINANCIAL MATTERS**

**Claims:** Ms. Wheeler reviewed with the Board the payment of claims represented by check nos. 1281 - 1318, in the amount of \$118,879.96.

Following discussion, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried, the Board ratified approval of the payment of claims represented by check nos. 1281 - 1318, in the amount of \$118,879.96.

**Claims:** There were no further claims for discussion and/or approval by the Board.

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**Unaudited Financial Statements and Schedule of Cash Position:** Ms. Wheeler presented to the Board the Unaudited Financial Statements and Schedule of Cash Position for the period ending December 31, 2019.

Following discussion, upon motion duly made by Director Owen, seconded by Director Baldwin and, upon vote, unanimously carried, the Board accepted the Unaudited Financial Statements and Schedule of Cash Position for the period ending December 31, 2019. It was noted that these will change regarding water.

**2020 Bond Issuance:** The Board determined to remove this agenda item as it was inadvertently included on the agenda. No future Bond Issuances are anticipated at this time.

### **LEGAL MATTERS**

**Anticipated Acquisition of Public Infrastructure:** Attorney Cortese discussed with the Board the anticipated acquisition of public infrastructure.

### **CONSTRUCTION MATTERS**

**Landscape Warranty Replacements:** Ms. Owings with Century Communities provided the Board with an update. She noted that all replacements had been completed with the exception of the Park Warranty Replacements.

**Park Improvements:** It was noted that the Park Improvements are complete.

### **OPERATION AND MAINTENANCE MATTERS**

**Operations and Maintenance Map:** The Board discussed the preparation of Operations and Maintenance Map.

Following discussion, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried, the Board approved the preparation of the Operations and Maintenance Map in an amount not to exceed \$2,000.00.

**Proposals for Pool Maintenance for 2020 Season:** Ms. Ripko noted that proposals are currently being obtained.

**Proposals for Xeriscape and Service Agreement for the Same:** Ms. Ripko noted that a meeting will be scheduled with Keesen Landscape Management, Inc. in the Spring.

**Trash Services:** The Board discussed trash services. This was addressed at a previous meeting and no action is needed.

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**Pavers/Concrete:** The Board discussed pavers and concrete work.

Following discussion, upon motion duly made by Director Owen, seconded by Director Baldwin and, upon vote, unanimously carried, the Board authorized Century Communities to do the work subject to final approval of the proposal.

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### **COVENANT ENFORCEMENT MATTERS**

**Community Manager's Report:** Ms. Ripko provided the Community Manager's Update to the Board.

**Pet Waste Contract:** The Board discussed a Pet Waste Contract.

Following discussion, upon motion duly made by Director Baldwin, seconded by Director McCartan and, upon vote, unanimously carried, the Board approved the Pet Waste Contract with Doody Calls.

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### **OTHER BUSINESS**

**Community Garage Sale:** The Board discussed a Community Garage Sale. It was noted that Ms. Blackie and Director Owen would assist with the Community Garage Sale.

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### **ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made by Director Baldwin, seconded by Director McCartan and upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By Signature on file  
Secretary for the Meeting