

**MINUTES OF A SPECIAL MEETING OF THE  
BOARD OF DIRECTORS OF THE  
WESTOWN METROPOLITAN DISTRICT  
HELD MARCH 22, 2017**

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A special meeting of the Board of Directors (the “**Board**”) of the Westown Metropolitan District (the “**District**”) was held on Wednesday, March 22, 2017, at 10:00 a.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  
Ken Rabel

Also In Attendance Were:

Elisabeth A. Cortese, Esq.; McGeady Becher P.C.  
Diane Wheeler; Simmons & Wheeler, P.C.  
Tisha Higgins, Allen Roberts and Danaly Howe; Centennial Consulting Group, LLC

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 Rabel and, upon vote, unanimously carried, the Board approved the Agenda as amended.

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 Rabel, upon vote, unanimously carried, the Board determined to conduct the meeting at the above-stated date, time and location. Mr. Roberts 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 Rabel 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: NW Corner of 64<sup>th</sup> Avenue and Loveland Street, Arvada.

Board Appointments: The Board discussed the vacancies on the Board. It was noted that pursuant to Section 32-1-808(2)(a)(I), C.R.S., publication of a Notice of Vacancy on the Board was published in a newspaper having general circulation in the District and that no Letters of Interest from qualified eligible electors were received within ten (10) days of the date of such publication. As such, qualified individuals, Lisa Evans and Matt Wilkinson, had submitted their interest in serving on the Board. Following discussion and, upon motion duly made by Director Powles, seconded by Director Rabel, Lisa Evans and Matt Wilkinson were nominated to fill the vacancies on the Board. Upon vote, unanimously carried, the Board appointed Lisa Evans and Matt Wilkinson to fill the vacancies on the Board. Ms. Cortese noted that Oaths of Office must be administered within thirty (30) days.

Appointment of Officers: The Board considered the appointment of officers. Following discussion, upon a motion duly made by Director Powles, seconded by Director Rabel and, upon vote, unanimously carried, the Board appointed the following slate of officers:

President: Eric Dome  
Secretary / Treasurer: Jeff Powles  
Assistant Secretary: Ken Rabel, Lisa Evans and Matt Wilkinson

October 17, 2016 Meeting Minutes: The Board reviewed the minutes from the October 17, 2016 special meeting. 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 17, 2016 special meeting.

Public Comment: There was no public comment.

FINANCIAL  
MATTERS

Ratify and Approve Payment of Claims: Ms. Wheeler distributed claims through the period ending February 15, 2017 for ratification, and the period ending March 22, 2017 for approval. Following discussion, upon a motion duly made by Director Powles, seconded by Director Dome and, upon vote, unanimously carried, the Board ratified and approved the payment of claims in the total amount of \$17,251.62.

Statement of Cash Position and Unaudited Financial Statements: The December 31, 2016 unaudited financial statements were presented to the Board by the District Accountant.

Following discussion, upon a motion duly made by Director Powles, seconded by Director Dome and, upon vote, unanimously carried, the Board accepted the December 31, 2016 unaudited financial statements, as presented.

Application for 2016 Audit Exemption: Following discussion, upon a motion duly made by Director Powles, seconded by Director Dome and, upon vote, unanimously carried, the Board ratified approval of the 2016 Application for Audit Exemption.

LEGAL MATTERS

Service Plan Amendment: Attorney Cortese discussed the status of the Service Plan Amendment. The Board directed legal counsel to prepare a notice to the current homeowners regarding the proposed Service Plan Amendment.

CONSTRUCTION  
MATTERS:

Status of Improvements: The Board discussed the status of improvements. No action was taken.

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 an agreement is not necessary at this time.

OPERATIONS &  
MAINTENANCE

Ratify Service Agreement with Metco Landscape, Inc. for Snow Removal Services: Following discussion, upon motion duly made by Director Powles, seconded by Director Rabel and upon vote, unanimously carried, the Board ratified the Service Agreement with Metco Landscape, Inc. for Snow Removal Services.

Service Agreement with Metco Landscape, Inc. for Landscape Maintenance Services: Following discussion, upon motion duly made by Director Powles, seconded by Director Rabel and upon vote, unanimously carried, the Board approved the Service Agreement with

Metco Landscape, Inc. for Landscape Maintenance Services, subject to final legal review.

Discussion of Pool Maintenance and Services needed: The Board discussed future pool maintenance and services needed. The Board directed the District Manager to obtain proposals for pool maintenance and services.

Covenant Enforcement Update. Mr. Roberts reported on the status of covenant violations. No action was taken.

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 MARCH 22, 2017 MINUTES OF THE WESTOWN METROPOLITAN DISTRICT BY THE MEMBERS OF THE BOARD OF DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Eric Dome

\_\_\_\_\_  
Jeff Powles

\_\_\_\_\_  
Ken Rabel

\_\_\_\_\_  
Lisa Evans

\_\_\_\_\_  
Matt Wilkinson