

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE WESTOWN METROPOLITAN DISTRICT (THE “DISTRICT”) HELD MARCH 30, 2020

A special meeting of the Board of Directors of the Westown Metropolitan District (referred to hereafter as the “Board”) was convened on Monday, March 30, 2020, at 1:00 p.m. Due to concerns regarding the spread of the coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, this District Board Meeting was held by conference call without any individuals (neither district representatives nor the general public) attending in person.

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**Directors in Attendance Were:**

Cindy Baldwin  
Debra McCartan  
Hunter Owen  
Chris Keddie

**Also, In Attendance Were:**

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

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

Diane Wheeler; Simmons & Wheeler, PC

Kyle Thomas, D.A. Davidson & Co.

Homeowners in attendance:

Patty Brown, Don Clemons, Natalia Blackie, Chris Weyer, Dave Weiss, and Shirley Smith

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**DISCLOSURE OF  
POTENTIAL  
CONFLICTS OF  
INTEREST**

Ms. Ripko 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.

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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 special meeting.

Following discussion, upon motion duly made by Director Baldwin seconded by Director Own and, upon vote, unanimously carried, the Agenda was approved, as amended.

**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, due to restrictions regarding COVID-19, the Board further noted that notice of the date and time and telephonic manner of the meeting was duly posted and no objections to the telephonic manner of the meeting or any requests that the telephonic manner of the meeting be changed were received prior to the meeting.

**Minutes:** The Board reviewed the Minutes of the February 26, 2020 Regular Meeting.

Following discussion, upon motion duly made by Director Baldwin, seconded by Director Keddie and, upon vote, unanimously carried, the Minutes of the February 26, 2020 Regular Meeting were approved.

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### **PUBLIC COMMENTS**

**Comments:** Ms. Ripko provided each homeowners present the opportunity to address the Board. Topics discussed included:

- Garage sale on hold;
  - Ownership map in process;
  - Parking issues;
  - Grass in front of Building No. 4;
  - Repainting of ADA spaces- requests for proposals have been sent out;
  - Street sweeping;
  - Landscaping clean-up;
  - Parking signs between Building Nos. 4 and 5;
  - Dog waste;
  - Status of bike racks.
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### FINANCIAL MATTERS

**Claims:** There were no claims presented for approval or ratification.

**Unaudited Financial Statements and Schedule of Cash Position:** The unaudited financials statements and schedule of cash position were not present as they are prepared quarterly.

**Discussion Regarding Refunding of the District's General Obligation (Limited Tax Convertible to Unlimited Tax) Bonds, Series 2017A and Subordinate General Obligation Limited Tax Bonds, Series 2017B:** Mr. Thomas from D.A. Davidson & Co., presented on the potential refinancing of the District's 2017A and 2017B Bonds with a bank loan. The board directed Mr. Thomas to proceed with the request for proposal process.

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### LEGAL MATTERS

There were no Legal Matters for discussion at this time.

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### CONSTRUCTION MATTERS

The Board discussed the bike racks in the community and whether there were any remaining bike racks to be installed. Ms. Ripko noted that she will contact Century Communities to discuss.

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### OPERATION AND MAINTENANCE MATTERS

**Pool Maintenance Contract for 2020 Season:** Ms. Ripko reviewed the Pool Maintenance with Rocky Mountain Community Maintenance.

Following review and discussion, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried, the Board approved the proposal for Pool Maintenance with Rocky Mountain Community Maintenance.

Ms. Ripko indicated that she will send an update to the residents regarding the pool opening in light of COVID-19 restrictions.

**Pet Waste Removal Service Agreement:** Ms. Ripko reviewed the Service Agreement with Doody Calls, Inc. for Pet Waste Removal Services.

Following review and discussion, upon motion duly made by Director Keddie, seconded by Director McCartan and, upon vote, unanimously carried, the Board ratified approval of the Service Agreement with Doody Calls, Inc. for Pet Waste Removal Services.

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*Dog Waste Stations:* Following discussion, upon motion duly made by Director Keddie, seconded by Director McCartan and, upon vote, unanimously carried, the Board authorized the installation of two dog waste stations by Doody Calls, Inc. in the amount of \$640.00.

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**COVENANT  
ENFORCEMENT  
MATTERS**

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

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**OTHER BUSINESS**

There was no other Business Matters before the Board at this time.

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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