

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
WESTOWN METROPOLITAN DISTRICT
HELD APRIL 25, 2018**

A regular meeting of the Board of Directors (the “**Board**”) of the Westown Metropolitan District (the “**District**”) was held on Wednesday, April 25, 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:

Eric Dome
Lisa Evans

Directors Absent:

Ken Rabel

Also In Attendance Were:

Elisabeth A. Cortese, Esq.; McGeady Becher P.C.
Danaly Howe; Centennial Consulting Group, LLC
Cindy Myers, Century Communities
Diane Wheeler, Simmons & Wheeler, P.C.
Stephan Storinsky, Toni McMonagle and David Dickerson, 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 Dome, seconded by Director Evans and, upon vote, unanimously carried, the Board approved the Agenda as presented. The Board excused the absence of Director Rabel.

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 Dome, seconded by Director Evans, 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 Dome, seconded by Director Evans 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.

Cancelled May 8, 2018 Election: Ms. Howe presented a report on the District election which was cancelled as allowed by Statute, as there were not more candidates than open seats. It was noted that Director Evans was re-elected to a 2-year term and Director McClure was elected to a 4-year term.

Appointment of Secretary: Following discussion, upon a motion by Director Dome, seconded by Director Evans and, upon vote, unanimously approved, the Board appointed Director Evans as Secretary of the Board.

Public Comments: Members of the public presented the following concerns to the Board:

- Dog waste is consistently not being removed from District space. Ms. Howe reported that three dog waste stations are being installed to help mitigate dog waste issues.
- There is a street light and utility boxes that have been damaged and tipped over. Ms. Howe commented that a walkthrough would be conducted to identify these utility boxes and contractors will be notified.
- District sidewalks have sustained damage and are cracked. The Board commented that final walkthroughs and replacements will take place closer to full build-out.

January 24, 2018 Meeting Minutes: The Board reviewed the minutes from the January 24, 2018 regular meeting. Following discussion, upon a motion duly made by Director Dome, seconded by Director Evans and, upon vote unanimously carried, the Board approved the minutes from the January 24, 2018 meeting.

FINANCIAL
MATTERS

Ratify and Approve Payment of Claims: Ms. Wheeler distributed claims through the period ending March 30, 2018 for ratification, and the period ending April 20, 2018 for approval. Following discussion, upon a motion duly made by Director Evans, seconded by Director Dome and, upon vote, unanimously carried, the Board ratified and approved the payment of claims in the total amount of \$37,960.37.

Statement of Cash Position and Unaudited Financial Statements: The March 31, 2018 unaudited financial statements were reviewed by the Board. Following discussion, upon a motion duly made by Director Evans, seconded by Director Dome and, upon vote, unanimously carried, the Board accepted the March 31, 2018 unaudited financial statements as presented.

Bank Account Signers: Following discussion, upon a motion duly made by Director Dome, seconded by Director Evans and, upon vote, unanimously carried, the Board determined to add Director Evans to the bank account as a signer, as well as Director Robert McClure, once he takes office.

2017 Audit Status: The Board reviewed the draft 2017 Audit. The Board discussed the necessity of timely filing of the Audit and of Board involvement in final review of the Audit. Following discussion, Director Evans made a motion to appoint Director Dome to represent the Board for Audit approval in the event that there are no further meetings of the Board prior to the deadline. Director Dome seconded, and the motion was unanimously approved.

LEGAL MATTERS

Amended and Restated Resolutions regarding Fees for Potable Water Service and Fees for Provision of Trash Removal: The Board reviewed and considered approving Resolution No. 2018-04-01, Amended and Restated Resolution Establishing Fees, Rates and Charges for Potable Water Service and Resolution No. 2018-04-02, Amended and Restated Resolution for the Imposition of Fees for the Centralized Provision of Trash Removal and Recycling Services, both of which transition from quarterly to monthly billing for the named services. Following discussion, upon a motion duly made by Director Dome, seconded by Director Evans and, upon vote, unanimously approved, the Board approved Resolution Nos. 2018-04-01 and 2018-04-02.

Design and Landscape Guidelines: The Board reviewed and discussed the draft Design and Landscape Guidelines of Westown. No action was taken.

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.

Resolution Regarding Continuing Disclosure Policies and Procedures: The Board reviewed and considered adopting Resolution No. 2018-04-03 Regarding Continuing Disclosure Policies and Procedures. Following discussion, upon a motion duly made by Director Evans, seconded by Director Dome and, upon vote, unanimously approved, the Board adopted the Resolution.

OPERATIONS &
MAINTENANCE

Status of Improvements: The Board discussed the status of improvements. It was noted that the pool is planned to open on Memorial Day. The Board discussed issues with security access.

Allocation of Responsibilities between District and Owners' Association for maintenance responsibilities: The Board discussed shared maintenance responsibilities between the District and Owners' Association. The Board reviewed the Cost Sharing and Reimbursement Agreement between the District and Westown Condominium Association, Inc., regarding landscape maintenance and snow removal services. No action was taken.

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

Service Agreement with Extreme Plant Care, Inc.: The Board reviewed and considered approving the Service Agreement with Extreme Plant Care, Inc. for Dog Waste Station Installation and Maintenance. Following discussion, upon a motion duly made by Director Evans, seconded by Director Dome and, upon vote, unanimously approved, the Board approved the Agreement with Extreme Plant Care, Inc. for Dog Waste Station Installation and Maintenance.

On-Site Personnel: The Board discussed the status of the on-site personnel.

Pool Maintenance: The Board discussed maintenance and services needed for the Westown Pool. Following discussion, Director Dome made a motion to appoint Director Evans to represent the Board in

discussions with legal counsel regarding outside membership fees for the pool. Director Evans seconded, and the motion was unanimously approved.

Covenant Enforcement Update. Ms. Howe reported on the status of covenant violations.

OTHER MATTERS:

It was noted that signage and paint needs to be installed for the handicapped parking areas. It was further noted that landscaping between the curb and the street outside the condominium sales model needs to be replaced and Ms. Howe would work with Metco to reinstall.

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 APRIL 25, 2018
MINUTES OF THE WESTOWN METROPOLITAN DISTRICT BY THE
MEMBERS OF THE BOARD OF DIRECTORS SIGNING BELOW:


Eric Dome


Lisa Evans

Robert McClure

