

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

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

Robert McClure

Also In Attendance Were:

Elisabeth A. Cortese, Esq.; McGeady Becher P.C.  
Danaly Howe and Anne Ilgenfritz; Centennial Consulting Group, LLC  
Brenda Owings, Century Communities  
Diane Wheeler, Simmons & Wheeler, P.C.  
Stephan Storinsky, Toni McMonagle and David Dickerson, District residents

ADMINISTRATIVE  
MATTERS

Call to Order: Attorney Cortese called the Regular Meeting of the Westown Metropolitan District Board of Directors to order. Ms. Howe noted that a quorum was present.

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 Directors Evans and Dome 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 Evans, seconded by Director Dome and, upon vote, unanimously carried, the

Board approved the Agenda as amended. The Board excused the absence of Director McClure.

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.

Board Vacancies: The Board discussed current vacancies and inquired of the residents present if there was interest in serving on the Board. Ms. Weyer expressed her interest and would like to be appointed at the next meeting. Ms. Baldwin expressed potential interest.

Appointment of Officers: Following discussion, upon motion duly made by Director Dome, seconded by Director Evans and, upon vote, unanimously carried, the Board appointed Director Dome as President, Director Evans as Secretary / Treasurer, and Director McClure as Assistant Secretary.

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

- Extended pool hours were requested.
- Dog waste continues to be a concern in the District.
- Visible window-mounted A/C units not in keeping with the Governing Documents have been noted.
- There are multiple apparent short-term rental units in the District.
- Problems with dead trees and landscaping maintenance have been noted.

April 25, 2018 Meeting Minutes: The Board reviewed the minutes from the April 25, 2018 regular meeting. Following discussion, upon a motion duly made by Director Evans, seconded by Director Dome and, upon vote unanimously carried, the Board approved the minutes from the April 25, 2018 meeting.

## FINANCIAL MATTERS

Ratify and Approve Payment of Claims: Ms. Wheeler distributed claims through the period ending June 29, 2018 for ratification, and the period ending July 23, 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 \$41,501.35.

Statement of Cash Position and Unaudited Financial Statements: The June 30, 2018 unaudited financial statements were reviewed by the Board. Following discussion, upon a motion duly made by Director Dome, seconded by Director Evans and, upon vote, unanimously carried, the Board accepted the June 30, 2018 unaudited financial statements as presented.

2017 Audit: The Board reviewed and considered approving the 2017 Audit. Following discussion, Director Evans made a motion to approve the 2017 Audit, subject to final review and possible changes to be approved by Director Dome as representative of the Board, and authorize execution of the Representations Letter. Director Dome seconded, and the motion was unanimously approved. The Board approved filing of an extension of 2017 Audit.

#### LEGAL MATTERS

Design and Landscape Guidelines: The Board reviewed and discussed the status of the draft Design and Landscape Guidelines of Westown. The Board directed Ms. Howe to send the draft Design and Landscape Guidelines to Ms. Brenda Ownings for further review.

Status of Infrastructure Acquisition Report and acquisition of certain public improvements: Attorney Cortese presented the status of the Infrastructure Acquisition Report to the Board. The Board discussed the status of warranty items regarding the public improvements.

#### OPERATIONS & MAINTENANCE

Status of Improvements: The Board discussed the City of Arvada's initial acceptance of streets in the District and the warranty period.

Allocation of Responsibilities between District and Owners' Association for maintenance responsibilities: The Board reviewed the Cost Sharing and Reimbursement Agreement between the District and Westown Condominium Association, Inc., regarding landscape maintenance and snow removal services. Upon a motion by Director Evans, seconded by Director Dome and, upon vote, unanimously carried, the Board approved the Cost Sharing and Reimbursement Agreement, subject to final revision.

Conveyance of Monument: The conveyance of the monument sign is pending. The Board deferred action to a future meeting.

Change Order No. 2 to Service Agreement with Metco, Inc.: The Board reviewed and considered approving Change Order No. 2 with Metco Inc. for playground and trash management. Following discussion, upon a motion duly made by Director Evans, seconded by Director Dome and,

upon vote, unanimously carried, the Board approved Change Order No. 2 with Metco, Inc.

Resolution Regarding the Imposition of Fees for the District Pool: The Board reviewed and considered approving Resolution No. 2018-07-01 Regarding the Imposition of Fees for the District Pool. Following discussion, upon a motion by Director Evans, seconded by Director Dome and, upon vote, unanimously carried, the Board adopted Resolution No. 2018-07-01.

Pool Rules and Regulations: The Board reviewed and considered approving the District Pool Rules and Regulations. Following discussion, upon a motion by Director Evans, seconded by Director Dome and, upon vote, unanimously carried, the Board approved the Pool Rules and Regulations.

Management Report. Ms. Ilgenfritz presented the management report to the Board.

OTHER MATTERS: The Board discussed insurance claims on townhome units in the District.

The Board discussed reserved pool area use by townhome residents or members of the public.

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

  
Eric Dome

  
Lisa Evans

  
Robert McClure

