

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
WESTOWN METROPOLITAN DISTRICT
HELD JULY 25, 2019**

A regular meeting of the Board of Directors (the “**Board**”) of the Westown Metropolitan District (the “**District**”) was held on Thursday, July 25, 2019, 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:

Cindy Baldwin
Rob Simpson
Debra McCartan

Directors Absent and Excused:

Chris Keddie

Also In Attendance Were:

Elisabeth A. Cortese, Esq.; McGeady Becher P.C.
Danaly Howe and Anne Ilgenfritz; Centennial Consulting Group, LLC
Cathy Hamilton, Simmons & Wheeler, P.C.
Brenda Owings, Century Communities
Hunter Owen, District Resident
12 District residents, as referenced in the attached attendance sheet

ADMINISTRATIVE
MATTERS

Call to Order: Director Baldwin called the Regular Meeting of the Westown Metropolitan District Board of Directors to order, noting that a quorum was present. Attorney Cortese presented information regarding District meetings and public comments.

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. There were no disclosures of potential conflicts of interest to note.

Agenda: The Board reviewed the Agenda for the meeting and, following discussion, upon a motion duly made by Director Baldwin, seconded by Director Simpson and, upon vote, unanimously carried, the Board approved the Agenda.

Acknowledge Director Resignation: The Board acknowledged the resignation of Robert McClure effective June 28, 2019.

Consider Appointment of Eligible Electors to fill Board Vacancies:

The Board discussed the vacancy on the Board and invited eligible electors of the District interested in serving on the Board to address the Board. Residents and eligible electors, Chris Weyer and Hunter Owen expressed interest in serving on the Board. Following discussion, upon a motion made by Director Baldwin, seconded by Director Rob Simpson and, upon vote, unanimously carried, the Board appointed Hunter Owen to the Board to fill the vacancy. Director Baldwin administered Director Owen's Oath of Office.

Consider Appointment of Officers: Following discussion, upon a motion duly made by Director Simpson, seconded by Director Baldwin and, upon vote, unanimously carried, the Board appointed Director Baldwin as President, Director Keddie as Secretary / Treasurer, and Directors Simpson, Owen and McCartan as Assistant Secretaries.

May 1, 2019 Meeting Minutes: The Board reviewed the minutes from the May 1, 2019 special meeting. Following discussion, upon a motion duly made by Director Baldwin, seconded by Director Simpson and, upon vote unanimously carried, the Board approved the minutes from the May 1, 2019 special meeting as presented.

New Legislation Regarding Meeting Notices: Attorney Cortese reviewed with the Board the recent change in legislation that authorizes the posting of meeting notices on the District's website as opposed to posting in three physical locations within the boundaries of the District. Attorney Cortese noted the statute does require designating one physical location for the posting of notices in the event the District's website is not functioning and posting on the website cannot occur.

Consider Adoption of Resolution No. 2019-07-01 Establishing District Website and Designating Location for Posting of 24-Hour Notice: Following discussion, upon a motion duly made by Director Baldwin, seconded by Director Simpson and upon vote unanimously carried, the Board approved the pool clubhouse as the designated location for posting of 24-hour notices.

Consider Adoption of First Amendment to Resolution No. 2018-10-01 Establishing Regular Meeting Dates, Times, and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices: Following discussion, upon a motion duly made by Director Baldwin, seconded by Director Simpson and upon vote unanimously carried, the Board adopted the First Amendment to Resolution No. 2018-10-01.

Public Comments: Members of the public addressed the Board on the following topics:

- A bulletin board is requested at the pool.
- Request for Republic Service to return trash cans to original placement in the alley after service.
- Status of construction dumpster at unfinished pocket park at Loveland St. and 65th Ave. Century will clean-up area as the installation for the gazebo was delayed.
- Continued parking issues and request for speed limit signs. City of Arvada scheduled to conduct a traffic study.
- Residents use of garages for storage vs. parking.

FINANCIAL
MATTERS

Approve Payment of Claims: Ms. Hamilton distributed claims through the period ending June 30, 2019 for ratification and claims for approval for July 1, 2019 through July 25, 2019. Following review and discussion, upon a motion duly made by Director McCartan, seconded by Director Simpson and, upon vote, unanimously carried, the Board ratified and approved the payment of claims as presented.

Statement of Cash Position and Unaudited Financial Statements: Ms. Hamilton presented the unaudited June 30, 2019 financial statements. Following discussion, upon a motion duly made by Director Simpson, seconded by Director Baldwin and, upon vote, unanimously carried, the Board accepted the June 30, 2019 unaudited financial statements.

Status of Snow Removal Invoices with Metco Landscaping, Inc.: Director Owen and Ms. Ilgenfritz will schedule a meeting with Metco Landscaping, Inc. (“Metco”) to negotiate snow removal invoices due to snow removal performed outside of the scope of the District’s Service Agreement with Metco.

Ratify 2018 Audit:

Ms. Hamilton reviewed the 2018 Audit with the Board. Following discussion, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried the Board ratified approval of the 2018 Audit.

Update Bank Account Signers: Following discussion, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried the Board authorized the current directors to be updated as signers on District bank accounts.

Set 2020 Budget Hearing for October 23, 2019 at 6:00 p.m.: After discussion, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried the Board set the 2020 Budget Hearing for October 23, 2019 at 6:00 p.m.

LEGAL MATTERS Infrastructure Acquisition Report from IDES and the District's Acquisition of Public Improvements: Attorney Cortese reported that IDES is working on the Infrastructure Acquisition Report.

Assignment and Assumption Agreement of Revocable Encroachment License from Park 5th Avenue Development Co., LLC: Discussion deferred.

Conveyance of monument sign and Bill of Sale from Park 5th Avenue Development Co, LLC: Discussion deferred.

CONSTRUCTION Landscape Warranty Replacements: Ms. Owings addressed the Board and the public regarding the status of the pocket park on W. 65th Ave. and Loveland and reported it is scheduled to be completed as soon as the gazebo has been installed. Ms. Owings reported that Century Communities will honor a 1-year warranty replacement for the newly installed landscaping on W. 65th Ave. and at the pocket park.

OPERATIONS & MAINTENANCE Fence Damage: Century Communities repaired the fence by the detention easement that was damaged during construction. Custom Fence lowered their proposal to repair the fence by the Westtown monument sign on Loveland St. to \$800.00. The Board had approved the proposal and the fence has been repaired.

Proposals for Pool Maintenance: The Board discussed obtaining proposals for pool maintenance for 2020.

Proposals for Towing Services: The Board reviewed the proposals for towing services. Following discussion, upon a motion duly made by Director Baldwin, seconded by Director Owen and upon vote unanimously carried, the Board approved the proposal from Connolly Towing, Inc. and authorized execution of a Service Agreement with Connolly Towing, Inc. for Towing Services.

Proposals for Landscaping Maintenance Services: The Board reviewed the proposals for landscape maintenance services. Following discussion, upon a motion duly made by Director McCartan, seconded by Director Simpson and upon vote unanimously carried, the Board approved the proposal from Keesen Enterprises, Inc. and authorized execution of a Service Agreement with Keesen Enterprises, Inc. for Landscape Maintenance Services.

COVENANT ENFORCEMENT Manager's Report: Ms. Ilgenfritz presented the management report to the Board, including:

- The three non-working streetlights on Loveland St. were reported to Xcel.
- Improvement with dog waste being picked-up at the townhomes.

- Republic Services audit for the townhomes resulted in a credit of \$1,192.80.
- Manager attended Crime Free Multi-Family Class provided by the City of Arvada.
- The Board discussed a parking policy to be considered at the October meeting.
- Residents would like to hold a garage sale in June 2020.
- Director Baldwin will obtain xeriscape proposals for areas by the Condos for consideration at the October meeting.


Short Term Rentals: The Board noted that short term rentals are not allowed in the City of Arvada. Ms. Ilgenfritz reported that two short term rental violation letters were sent to homeowners per the recommendation of Attorney Firman.

Dog Waste DNA Testing: The Board determined not to pursue DNA testing on dog waste at this time.

OTHER MATTERS Schedule Special Meetings for August and September: The Board determined not to schedule special meetings for August and September.

ADJOURNMENT There being no further business to come before the Board, upon a motion by Director Simpson, seconded by Director Baldwin and unanimously approved, the meeting was adjourned.

Respectfully submitted,

By  _____
Secretary for the Meeting