

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
WESTOWN METROPOLITAN DISTRICT
HELD OCTOBER 25, 2017**

A special meeting of the Board of Directors (the “**Board**”) of the Westown Metropolitan District (the “**District**”) was held on Monday, October 25, 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
Matt Wilkinson

Directors Absent and Excused:

Ken Rabel
Lisa Evans

Also In Attendance Were:

Elisabeth A. Cortese, Esq.; McGeady Becher P.C.
Cathy Hamilton; Simmons & Hamilton, P.C.
Danaly Howe and Tisha Higgins; 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 acknowledged the corrected Agenda for the meeting and following discussion, upon a motion duly made by Director Powles, seconded by Director Dome and, upon vote, unanimously carried, the Board approved the corrected Agenda.

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, 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.

July 5, 2017 Meeting Minutes: The Board reviewed the minutes from the July 5, 2017 special meeting. Following discussion, upon motion duly made by Director Powles, seconded by Director Dome and, upon vote unanimously carried, the Board approved the minutes from the July 5, 2017 special meeting.

Public Comment: There was no public comment.

Resolution No. 2017-10-01 Establishing 2018 Regular Meeting Dates, Time and Location, and Designating the Locations for Posting of 72-Hour and 24-Hour Notices: The Board discussed holding quarterly meetings on January 24, April 25, July 25 and October 24, 2018 at 6:00 p.m. at the West Woods Community Police Station located at 6644 Kendrick Drive, Arvada, CO 80007. Following discussion, upon motion duly made by Director Powles, seconded by Director Dome and, upon vote, unanimously carried, the Board adopted Resolution No. 2017-10-01, subject to availability of the West Woods Community Police Station.

Insurance Renewal: The Board discussed the insurance renewal, insurance schedules and renewal of SDA membership. The board directed the District Manager to consult with Mr. Powles to obtain a listing of assets, and to renew the insurance and obtain coverage for any District owner property.

FINANCIAL MATTERS

Ratify and Approve Payment of Claims: Ms. Hamilton distributed claims through the period ending September 30, 2017 for ratification, and the period ending October 24, 2017 for approval. Following discussion, upon 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 amount of \$21,253.00.

Statement of Cash Position and Unaudited Financial Statements: Ms. Hamilton distributed unaudited financial statements for the period ending September 30, 2017. Following discussion, upon motion duly made by Director Powles, seconded by Director Dome and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending September 30, 2017.

2017 Budget Amendment Hearing: Director Dome opened the public hearing to consider amending the 2017 Budget.

It was noted that notice stating that the Board would consider amending the 2017 Budget, and the date, time and place of the public hearing was published in a newspaper having general circulation within the District, in accordance with statutory requirements. No written objections were received prior to the public hearing.

No public comments were received and the public hearing was closed. It was determined at this time that no amendment to the 2017 Budget was necessary.

2018 Budget Hearing: Director Dome opened the public hearing to consider the proposed 2018 Budget and discuss related issues.

It was noted that notice stating that the Board would consider adopting the 2018 Budget, and the date, time and place of the public hearing was published in a newspaper having general circulation within the District, in accordance with statutory requirements. No written objections were received prior to the public hearing.

No public comments were received and the public hearing was closed.

Ms. Hamilton reviewed the proposed 2018 Budget with the Board. Following discussion, the Board considered the adoption of Resolution No. 2017-10-02 to Adopt the 2018 Budget and Appropriate Sums of Money, Resolution No. 2017-10-03 to Set Mill Levies, a General Fund Mill Levy at 41.170 mills and a Debt Service Mill Levy at 51.538 mills, for a total mill levy of 97.708 mills, and Resolution No. 2017-10-04 Authorizing Adjustment of the District Mill Levy in Accordance with the Colorado Constitution, Article X, Section 3. Upon motion duly made by Director Powles, seconded by Director Dome and, upon vote, unanimously carried, Resolution Nos. 2017-10-02, 2017-10-03 and 2017-10-04 were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2017. The District Manager was authorized to prepare and sign the DLG-70 Mill Levy Certification and to transmit the same to the Board of County Commissioners of Jefferson County, no later than December 15, 2017. The District Manager was authorized to transmit the Certification of Budget to the Division of Local Government no later than January 30, 2018.

2017 Audit Proposals: It was noted that an audit would be required for 2017, if the District closed on the bonds prior to year-end. The District directed the District Accountant and District Manager to obtain proposals for engagement of an independent auditor to perform the 2017 audit.

LEGAL MATTERS

2017 Bond Issuance schedule: Attorney Cortese noted that the Bond Issuance schedule was distributed by email prior to the meeting and it is anticipated to close on December 7, 2017.

Design and Landscape Guidelines: Action deferred.

First Amendment to 2017 Operation Funding Agreement between the District and Park 5th Avenue Development Co., LLC: Attorney Cortese presented the First Amendment to 2017 Operation Funding Agreement between the District and Park 5th Avenue Development Co., LLC. Following discussion, upon motion duly made by Director Powles, seconded by Director Dome and, upon vote unanimously carried, the Board approved the First Amendment to 2017 Operation Funding Agreement between the District and Park 5th Avenue Development Co. LLC.

Resolution No. 2017-10-05 Calling May 8, 2018 Election, appointing Designated Election Official (“DEO”) and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election: Attorney Cortese presented Resolution No. 2017-10-05. Following discussion, upon motion duly made by Director Powles, seconded by Director Dome and, upon vote, unanimously carried, the Board adopted Resolution No. 2017-10-05 Calling May 8, 2018 Election, appointed Jennifer Henry as the Designated Election Official (“DEO”) and authorized the DEO to perform all tasks required for the conduct of a mail ballot election. It was noted that Self-Nomination Forms are due by March 2, 2018.

Transparency Notice: The Board acknowledged filing of the annual Transparency Notice will be posted on the Special District Association’s website. No action was taken.

OPERATIONS AND MAINTENANCE:

Status of Conveyance of Monument Sign: The Board discussed the status of conveyance of the monument sign. No action was taken.

Status of Water Billing: The Board discussed the procedure for separation of water expenses between the District and the Westtown Condominium Association. No action was taken.

2018 services to be contracted out (landscape, trash, snow removal, etc.): The Board discussed 2018 services to be contracted out. Action deferred.

Covenant Enforcement Update: Ms. Howe gave a report on recent covenant enforcement items. No action was taken.

CONSTRUCTION MATTERS:

Status of Improvements: The Board discussed the status of improvements. No action was taken. It was noted that Mr. Powles would work with CCG to create a map showing all improvements and ownership of same.

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 OCTOBER 25, 2017 MINUTES OF THE WESTTOWN METROPOLITAN DISTRICT BY THE MEMBERS OF THE BOARD OF DIRECTORS SIGNING BELOW:


Eric Dome


Jeff Powles

Ken Rabel

Lisa Evans


Matt Wilkinson