

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE VISTA RIDGE METROPOLITAN DISTRICT HELD OCTOBER 27, 2015

A special meeting of the Board of Directors of the Vista Ridge Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, the 27th day of October, 2015, at 6:00 P.M., at the Vista Ridge Community Center, 2750 Vista Parkway, Erie, Colorado. The meeting was open to the public.

Directors In Attendance Were:

James R. Spehalski (for a portion of the meeting)
Michael Lund
Scott Wood

Following discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried, the absence of Christopher Koch was excused.

Also In Attendance Were:

Lisa A. Johnson, Lisa Jacoby, Divena Mortimeyer, and Dan Cordova; Special District Management Services, Inc.

Tim Hedahl; Vista Ridge Master Homeowner's Association ("HOA") Board Member

Brian Laird; Board Candidate (for a portion of the meeting)

Ivan Widom; Board Candidate (for a portion of the meeting)

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: The Board noted it was in receipt of disclosures of potential conflict of interest statements for each of the Directors and that statements had been filed with the Secretary of State at least seventy-two hours in advance of the meeting in accordance with the statute. Ms. Johnson requested that the Directors consider whether they had any new conflicts of interest which had not been previously disclosed. There were no additional disclosures made.

**ADMINISTRATIVE
MATTERS**

Agenda: Ms. Johnson requested that the Board review and approve the proposed Agenda for the District's Special Board meeting.

Following discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried, the Agenda was approved as

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amended.

Acknowledge Board Vacancy: The Board acknowledged the vacancy created by the death of Richard Cori.

Board Candidate Interviews: The Board interviewed Brian Laird and Ivan Widom for appointment to fill the vacancy on the Board of Directors. Ms. Johnson advised the Board that each candidate had submitted a letter of interest by the deadline.

Both candidates left the meeting at this time.

The Board discussed the information shared by each candidate and determined to defer a decision until the end of the meeting.

Consent Agenda: The Board considered the following actions:

- Ratify approval of the July Agenda
- Ratify approval of May 21, 2015 Regular Meeting Minutes
- Ratify approval of the payment of claims for June 12, 2015 and July 16, 2015
- Ratify approval of May 31, 2015 unaudited financial statements
- Ratify acceptance of 2014 Audit, board communication letter and execution of representations letter.

Following discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried, the Board approved the Consent Agenda items.

Minutes: The Board reviewed the Minutes of the July 16, 2015 Regular meeting.

Following discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried, the Minutes from the July 16, 2015 Regular Meeting were approved, as presented.

FINANCIAL MATTERS

Claims: The Board considered ratifying the approval of the payment of claims for the period ending August 31, 2015, as follows:

General Fund:	\$ 35,718.98
Debt:	\$ 1,800.00
Capital:	\$ -0-
Total:	<u>\$ 37,518.98</u>

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Following discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried, the Board ratified approval of the payment of claims as presented above.

The Board then considered ratifying the approval of the payment of claims through the period ending September 15, 2015, as follows:

General Fund:	\$ 52,399.10
Capital:	<u>\$ 1,048.43</u>
Total:	<u>\$ 53,447.53</u>

Following discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period ending September 15, 2015.

Financial Statements: Ms. Mortimeyer presented the unaudited financial statements and the schedule of cash position for the period ending September 30, 2015.

Following review, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried, the Board accepted the unaudited financial statements and cash position for the period ending September 30, 2015, as presented.

Acknowledge Banking Relationship between the District, FirstBank and Special District Management Services, Inc. (“SDMS”): Ms. Johnson presented a document prepared by FirstBank which acknowledges the banking relationship between the District, FirstBank and SDMS.

Following review and discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried, the Board acknowledged the banking relationship between the District, FirstBank and SDMS and executed the document.

OPERATION AND MAINTENANCE MATTERS

Project Manager’s Report: Mr. Cordova presented the Project Manger’s Report with the Board which is attached hereto and incorporated herein.

Request from Dean and Vicki Grasser Regarding Landscape Improvements: Mr. Cordova presented a letter received from Dean and Vicki Grasser regarding a request to install landscape improvements on property located in front of a District maintained privacy fence near their property.

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The Board discussed the request and determined not to take any action at this time and to possibly re-consider the request in the Spring of 2016.

Integrated Water System Update: The Board reviewed the Integrated Water System Update Report which is attached hereto and incorporated herein.

Entry Monument Sign on Mountain View Blvd.: Mr. Cordova updated the Board on the status of soliciting a proposal from Adcon, advising that Adcon has elected not to provide a proposal for the work. Mr. Cordova was directed to solicit proposals from other qualified contractors for presentation at a future meeting.

Mr. Hedahl commented that the HOA would like to review the proposals received and is interested in potentially sharing in the funding of this project.

Privacy Fence Stone Column Repairs: Mr. Cordova advised the Board of the need to repair some privacy fence stone columns in the community, he was unsuccessful in soliciting a revised proposal from Total Masonry and Tile for the work. Mr. Cordova was directed to solicit proposals from other qualified contractors to do the work.

Following discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried, the Board authorized a budget of \$7,500 to engage a contractor to repair the privacy fence stone columns.

Mr. Cordova then presented two proposals for an engineering study to determine the issue causing the leaning stone pillars.

Following review and discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried, the Board approved a proposal from Martin/Martin Inc. for Phase 1 Services, in an amount not to exceed \$2,000.

2016 Landscape Maintenance and Snow Removal Services: Mr. Cordova presented a proposal from CoCal Landscape Services, Inc. for 2016 landscape maintenance and snow removal services in the amount of \$95,356.00

Following review and discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried the Board approved the proposal from CoCal Landscape Services, Inc. in the amount of \$95,356.00 and directed Mr. Cordova to draft a service agreement for execution by both parties.

2015 Holiday Lighting Services: Mr. Cordova presented a proposal from DTM,

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Inc. in the amount of \$3,833.00 to perform holiday lighting services for 2015.

Following review and discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried the Board approved the proposal from DTM, Inc. in the amount of \$3,833.00 and directed Mr. Cordova to draft a service agreement for execution by both parties.

Request from Town of Erie (the "Town") for Snow Removal Services: Mr. Cordova presented correspondence from the Town requesting to establish an arrangement with the District under which the District provides snow removal services for the newly constructed, town-maintained sidewalk along CO Highway 7.

The Board reviewed the request and determined they would consider it in more detail once the Town has provided a draft agreement which includes liability responsibility born by the Town and snow removal expectations. Mr. Cordova will communicate the information to the Town.

COAL CREEK PUMP STATION IMPROVEMENTS PROJECT

Status of the Project: Ms. Johnson updated the Board on the status of the Coal Creek Pump Station Improvement Project. The pump station continues to perform below the design specifications. Mr. Simons and Mr. Humpf are working with the pump manufacturer on the issues.

Service Agreement with Ramey Environmental Compliance, Inc.: Ms. Johnson presented a Service Agreement with Ramey Environmental Compliance, Inc. for jetting of the intake line from the settling well to Coal Creek and from the wet well to the settling well. This service was necessary due to the rains that the District experienced earlier in the year which caused sediment in the line.

Following review and discussion, upon motion duly made by Director Lund, seconded by Director Wood and, upon vote, unanimously carried the Board ratified the approval of the Service Agreement with Ramey Environmental Compliance, Inc.

DEVELOPER UPDATE

Developer Update: There was no update

OTHER MATTERS

Communication with the HOA: Mr. Hedahl informed the Board that the HOA plans to plant new trees between November 2015 and April 2016.

He also commented that he feels the stone column repairs are needed and supports

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the Board's decision to begin repairs.

Mr. Hedahl advised the Board that he will provide Ms. Johnson with the expiration date of the landscape maintenance contract with the HOA contractor, in the hopes that when this occurs the District and the HOA will consider soliciting proposals for maintenance of the entire community by one contractor.

Discuss November Board Meeting Date: The Board determined to cancel their regular meeting scheduled for November 19, 2015 at 8 am and hold a special meeting on November 12, 2015 at 6 pm.

2016 BUDGET WORKSHOP

2016 Budget Workshop: Staff presented the draft 2016 budget and cash projections. The Board reviewed the information and provided comments and revisions. The public hearing to adopt the 2016 budget will be held on Thursday, November 12, 2015 at 6 pm.

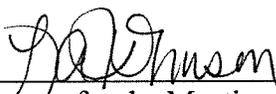
ADMINISTRATIVE MATTER CONT'D

Appointment to Fill Vacancy: Following review and discussion, upon motion duly made by Director Wood, seconded by Director Lund and, upon vote, unanimously carried, the Board appointed Brian Laird to fill the vacant seat on the Board of Directors. Ms. Johnson was directed to contact Mr. Laird with the decision and schedule a time within the next 30 days to meet with him and administer the Oath of Office.

ADJOURNMENT

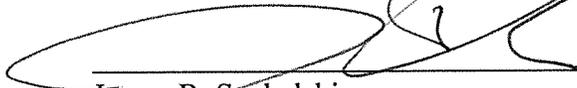
There being no further business to come before the Board at this time, upon motion duly made, seconded and, upon vote, unanimously carried, the meeting adjourned.

Respectfully submitted,

By 
Secretary for the Meeting

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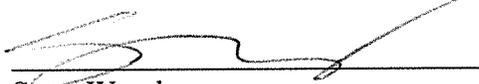
THESE MINUTES APPROVED AS THE OFFICIAL OCTOBER 27, 2015
MINUTES OF THE VISTA RIDGE METROPOLITAN DISTRICT BY THE
BOARD OF DIRECTORS SIGNING BELOW:



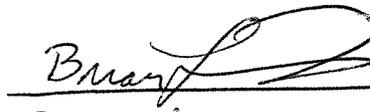
James R. Spehalski

Christopher H. Koch

Michael Lund



Scott Wood



BRIAN LUND

Project Manager Report

Vista Ridge Metropolitan District

7/9/15 – 10/20/15

General Landscaping

- ❖ The final native area mowing was completed the week of October 12th.
- ❖ Winterization of the irrigation system was started the week of October 19th.
- ❖ Fall aeration is scheduled for the week of October 26th.
- ❖ Fall clean-up is scheduled to begin the week of October 26th.
- ❖ Removal of three large dead spruces on the Vista Parkway entry median is scheduled for the week of October 26th. Grinding of several large stumps on Vista Parkway and Mountain View Blvd is scheduled to occur at this time also. Replacements will be scheduled in spring 2016.

Fence Staining and Maintenance

- ❖ Fence staining in filings 1B-a and 1B-b was completed the week of August 17th.
- ❖ The District was contacted by the resident at 1274 Links Court in July regarding a 76' section of privacy fence along her property-line which was not constructed during the initial development of the community. As this section was detailed on the original fencing plan for Phase IIIA of the District, the Project Manager initiated construction of this section of fencing as requested by the homeowner, which was completed in August.

Hole #2 Detention Pond Water Quality Management

- ❖ An atypically low volume of water in the regional detention pond located on hole #2 of the Colorado National Golf Club in July and August led to increased water temperatures, causing an algae bloom which became a concern of residents in the community. As a detention pond facility, this basin collects storm-water runoff from various streets in the Vista Ridge community and total volume of the water held is a function of the runoff collected at a given time. EcoResource Solutions, the contractor currently monitoring water quality on hole #17, was engaged to respond to the issue to assess and apply algae treatments accordingly and the issue has since been corrected. Monitoring of the situation on an ongoing basis has also been scheduled.

Drainage and Irrigation Run-off concern at 1889 Lodgepole Drive

- ❖ On October 5th, the Project Manager was contacted by the resident at 1889 Lodgepole Drive via email correspondence with a concern that drainage and irrigation run-off from the District-maintained tract (1Q/A) adjacent to her residence was causing structural damages to her home, namely recent cracking experienced in her basement. Irrigation of the tract was discontinued for the season on October 6th and the Project Manager met onsite with the resident on October 13th regarding the matter. No formal claim against the District for damages has been made at this time.

Other

- ❖ Eight emails and four phone calls from residents were responded to, as well as 7 emails from the VRHOA Community Manager.

Integrated Water System Update

Colorado National Golf Club

September 17, 2015

Coal Creek Station:

- Have been using the pump station regularly this month averaging about twice a week running it overnight.
 - Settling well and intake pipe were pumped out and jetted on 9-2-15
 - Ventilation system has been installed
 - Freedom pump will be out next week to assess pump data.
- Generator Update.
 - Was serviced on 9-1-15, not complete though, still waiting on a P.O. and information on a required return visit to make completely operational
 - It did start and run, I was told that a sensor was malfunctioning and needed to be replaced.

Community Ditch:

- Still receiving water to supplement the use of Coal Creek Station when possible.
- Haven't had to pump water to our irrigation pond due to the availability of ditch water.
- Got a hold of freedom pump, but still trying to track down the other pump. I should have updated information for the meeting.