

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF DANCING WILLOWS METROPOLITAN DISTRICT HELD MARCH 26, 2015

A special meeting of the Board of Directors of the Dancing Willows Metropolitan District was held on March 26, 2015 at 6:30 p.m., at Dancing Willows Club House, 11893 West Long Circle, Littleton, CO. 80127

### ATTENDANCE

The special meeting of the Board of Directors of the Dancing Willows Metropolitan District was called and held, as shown, in accordance with Colorado law. The following directors were present:

Robert E. Vaninger Jr.  
Susan Root  
Nancy Carson  
William Anderson  
Bobby Thomas

Also present :

Sue Blair; Community Resource Services,  
District Residents Noted on Attachment

### CALL TO ORDER

Meeting called to order at 6:31 p.m. Introductions of the Board and community members were made.

### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

None.

### ADMINISTRATIVE ITEMS

Agenda: Director Anderson moved that the Board approve the agenda as amended. Upon second by Director Root, vote was taken and motion carried unanimously.

Minutes: Director Root moved that the Board approve the minutes as presented. Upon second by Director Thomas, vote was taken and motion carried unanimously. Director Anderson questioned voiding check #1873 reimbursing him for his attendance at the SDA Leadership Academy. He asked Ms. Blair to summarize the Leadership Academy. Ms. Blair stated that the Academy was intended to educate Board members and consultants to be more informed of special district issues and

# RECORD OF PROCEEDINGS

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compliance in order to benefit districts they are involved with.

## RULES AND REGULATIONS – PARKING AND CLUBHOUSE

Approval of the Rules and Regulations was tabled to the June meeting, pending Director review and input as well as review by legal counsel.

## PARKING ITEMS

Director Anderson noted that the parking flyers placed on cars has resolved 90-95% of parking problems and has been a tremendous success and thanked the community for their support. Access must be provided to Xcel, Century Link, and the Fire Department in the event of an emergency.

Director Thomas stated that a 48-hour notice will need to be given to homeowners affected by the street repairs that they will need to park off their streets. The affected homeowners will receive a notice on their door by the contractor 48 hours in advance. Also, if feasible, a notice will be posted on the District's website.

"No Parking" signs will be posted all over the District. Discussion ensued regarding purchasing and installing "No Skateboarding".

## MONUMENT REPLACEMENT

The Signarama proposals from 2014 were discussed. Ms. Blair reported that the proposals were still good. Ms. Blair reported that the representative from Signarama rated the full replacement of the monuments as the best option for the Board to consider. Repairing the monuments was not recommended due to the fact that the original monuments were not constructed properly and cracks would continue to occur. Discussion ensued. Director Anderson moved that the Board approve the quote from Signarama in the amount of \$32,846 for the replacement of the monuments. Upon second by Director Thomas, discussion ensued. The following points were made:

- Remington will reduce the amount of the \$50,000 loan by \$10,000 if replacement is complete by the end of 2015.
- Director Anderson noted that in 2013 the Board approved one-half of the replacement cost; and in 2014 approved the second-half of the replacement cost. The monies for replacement have been appropriated.
- Director Carlson stated that she is not against the monuments; however, she would rather spend the money on roads.
- Director Root stated that she didn't understand why there

# RECORD OF PROCEEDINGS

---

was discussion on replacement when it had previously been voted down.

- Carol Swomley stated that if someone owned a home and the stucco was deteriorating, the HOA and Metro Board would be riding that person to repair their home.
- A one-year guarantee was included in the \$32,000 replacement cost.
- The repair cost did not include any guarantee.
- The proposed future refunding was briefly discussed.
- Mr. Root stated that construction of alternative monuments should be considered if they were most cost-effective.
- Director Carson stated that this was not a rich district and it had a very high mill levy.
- A homeowner in attendance stated that all monuments should look the same – alternatives are not a good choice.

Chairman Vaninger asked for a straw vote from those in attendance. A majority of those present voted in favor of replacing the monuments.

The Chairman called for the vote. Directors Anderson and Thomas, and Vaninger voted in favor of the motion, with Directors Root and Carson voting against the motion. Director Vaninger then stated that he had made a mistake and voted against the motion to replace the monuments. The motion failed with a vote of 2 in favor and 3 against replacing the monuments.

## REFINANCING

The discussion regarding the proposed refinancing of the District's debt was tabled to the June 11, 2015 meeting. An engagement letter from George K. Baum will be presented to the Board for consideration.

## 20-YEAR PLAN

The Board discussed the proposed 20-year plan. Director Anderson reported that he contacted Apollo and is awaiting their proposal for pool maintenance. The Board approved \$3,000 toward obtaining maintenance proposals for the clubhouse, streets, and pool in accordance with the 20-year plan. Director Anderson was working with Jim McGrady to obtain a proposal from Merrick Engineering to prepare the plan for the streets. A consultant for the clubhouse has not been contacted. For transparency purposes, Director Anderson will work with CRS to obtain proposals for Board consideration at the June meeting.

# RECORD OF PROCEEDINGS

---

## EMAIL ACCOUNT

Sharon Vaninger addressed the Board regarding the establishment of an official Dancing Willows Metro District email account, which would allow the Board to separate personal and District-related emails. Through Go Daddy, the first year is \$10.00; thereafter, \$17.95/year. Ms. Blair stated that it adds another level of complexity to community communication. After discussion, no action was taken by the Board.

## LOWER AREA 3 ACCEPTANCE

Director Anderson reported that he and Director Thomas had actively negotiated with Remington in the past and that Areas 1 and 2 had been previously completed, approved and acceptance. Area 3 is split into lower and upper areas. The lower area has been completed and approved. The District needs to accept the lower Area 3. Director Anderson provided a second copy of the acceptance letter to Chairman Vaninger for signature. Director Carson asked if CTL Thompson, who Remington uses for their engineering work, was impartial and fair, and whether they had been involved in Area 1 and 2 acceptances. Director Thomas stated that it was not the same process as the lawyers fought it out. Director Anderson moved that the Board approve the acceptance of the lower Area 3. Upon second by Director Root, vote was taken and motion carried unanimously. The signed acceptance letter was given to Ms. Blair to distribute.

## ELECTION OF OFFICERS

Chairman Vaninger reported that he will be resigning from the Board at the end of tonight's meeting. He nominated Susan Root to serve as President and Bobby Thomas to serve as Vice-President. Upon second by Director Carlson, vote was taken and motion carried unanimously. Nancy Carson will continue to serve as Treasurer, and Director Anderson will continue to serve as Secretary.

## FINANCIAL ITEMS

Financial Statements: Ms. Blair reviewed the financial statements for the period ending February 28, 2015. Director Carson moved that the Board accept the financial statements as presented. Upon second by Director Root, vote was taken and motion carried unanimously.

Claims: Director Carson stated that she has reviewed all the invoices presented for payment. Director Carson moved that the Board ratify the payment of claims, represented by check nos. 1882-1890 totaling \$5,047.30; and, further, that the Board approve payment of the claims, represented by check nos. 1891-1897 and the auto payment to Xcel, all totaling

# RECORD OF PROCEEDINGS

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\$11,926.80. Upon second by Director Root, vote was taken and motion carried unanimously. A copy of all invoices will be sent to the Board for review prior to checks being cut. Any comments on the invoices should be directed to Sue Blair.

CRS Contract: Ms. Blair will be presenting a revised scope of services and cost estimate to the Board for consideration.

## COMMITTEE REPORTS

Landscape: Carol Swomley presented a report for Board consideration. She indicated that she had not received direction from the Board regarding Beautification Day projects. The 2015 landscaping budget is \$13,000. After discussion, the Board increased the remaining balance to \$4,000 for spring plantings. It was requested that nothing be done in front of the monuments, or removal of the spruce tree. Regarding Beautification Day, the Board approved the projects listed in Carol's report. Director Root moved that the Board approve \$500 toward Beautification Day. Upon second by Director Thomas, vote was taken and motion carried unanimously. Water will be turned on May 1<sup>st</sup>.

Streets and Sidewalks: Discussion ensued regarding the consolidation of the HOA and Metro District snow removal contract. Director Thomas will coordinate meetings with the HOAs regarding preparation of a single snow removal contract with each entity paying a percentage of the cost. Director Thomas was invited to attend the Townhome HOA meeting on April 11<sup>th</sup> at 9:00 a.m. In addition, Director Thomas will discuss maintenance of the fences with the HOA representatives.

Director Root noted that a pot hole in the roundabout is developing. Director Thomas will contact a contractor to repair.

Directors Vaninger and Thomas met with the homeowners relating to parking violations. The homeowners were not happy about not being allowed to park at the end of the cul-de-sac; however, they understand the reasoning. They are asking that the Board allow them to continue to park at the end of the street. Director Anderson stated that there are several reasons the Board's answer should be 'no': (1) access issues to utility equipment and contractors; (2) interfere with snow removal – as a large lump of snow accumulated on Ida because of parking issues on their street; (3) violates fires and safety regulations.

# RECORD OF PROCEEDINGS

---

Director Root will draft a letter to the homeowners who are in violation of the District's parking regulations.

Pool and Clubhouse: Chairman Vaninger stated that the Board is looking for volunteers for Clubhouse event scheduling and management of the pool keys. Director Anderson volunteered to manage the pool keys. If no volunteers come forward, CRS can manage the event scheduling.

The Board directed that Ms. Blair obtain proposals for staining of the pergolas at the clubhouse, pool and entryway.

Director Anderson moved that the Board authorize Director Root to sign a contract up to \$2,000 for pool plastering repairs. Upon second by Director Carson, vote was taken and motion carried unanimously.

The Board discussed the installation of a combination lock box attached to the wall to hold the keys to the club house. Directors Anderson and Thomas will research this option.

## COMMITTEE VOLUNTEERS

Board Member Committee Volunteers are as follows:

Audit, Budget, Planning: Directors Anderson and Carson  
Street, Sidewalks, Underdrain, Snow Removal: Directors Thomas and Anderson  
Fence, Monuments: Director Carson  
Landscape, Water Use: Directors Root and Thomas  
Pool, Clubhouse: Directors Anderson and Root

## PUBLIC COMMENTS

Carol Swomley asked two questions: (1) What will the \$50,000 budgeted for monuments be used for if it isn't spent replacing the monuments? Director Root stated that perhaps it will be used to lower debt service. (2) What projects are being done this year? Director Thomas has a list of projects that he will be obtaining bids for.

## RESIGNATION

Chairman Vaninger read his resignation letter to the Board. Director Root moved that the Board accept his resignation, thanking him and Sharon for their hard work and dedication to the District. Upon second by Director Carson, vote was taken and motion carried unanimously.

The Board will post a notice on the District's website regarding the vacancy and asking for resumes from interested

# RECORD OF PROCEEDINGS

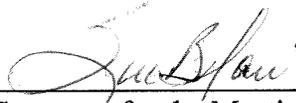
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homeowners. The Board will then interview the candidates. In addition, a message will be sent through the Fun Squad.

## ADJOURNMENT

There being no further business to come before the Board, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 8:32 p.m.

Respectfully submitted,



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Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL  
MARCH 26, 2015 SPECIAL MEETING MINUTES OF THE DANCING  
WILLOWS METROPOLITAN DISTRICT BY THE BOARD OF  
DIRECTORS.