RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF DANCING WILLOWS METROPOLITAN DISTRICT HELD SEPTEMBER 10, 2015

A regular meeting of the Board of Directors of the Dancing Willows Metropolitan District was held on Thursday, September 10, 2015 at 6:30 p.m., at Dancing Willows Club House, 11893 West Long Circle, Littleton, CO. 80127.

ATTENDANCE

The regular 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:

Susan Root
Nancy Carson
William Anderson
Bobby Thomas
Robert Faiks

Also present :

Sue Blair; Community Resource Services,
Greg Root
Bob Carson
Carol Swomley
Donna Thomas

CALL TO ORDER

Meeting called to order at 6:30 p.m.

DISCLOSURE OF POTENTIAL CONFLCTS OF INTEREST

None.

CONSENT AGENDA

Agenda: Ms. Blair requested that an agenda item (f) under Action Items be added regarding Conservation Trust Funds.

Minutes: Review and Approve Minutes of the Regular Meeting held July 11, 2015 and Work Session held July 27, 2015.

Financial Items: Ratification/Approval of Payment of Claims and approval of Financial Statements for Period Ending August 31, 2015.

2016 Budget: Schedule Public Hearing to Adopt Budget for December 10, 2015 Regular Meeting.

Director Anderson moved that the Board approve all actions on the Consent Agenda. Upon second by Director Faiks, vote was taken and motion carried unanimously.

PROMISSORY NOTES

Ms. Blair distributed a summary sheet of the District's outstanding promissory notes.

2016 BUDGET

A work session to draft the 2016 budget was scheduled for September 30th at 5:30 p.m. at the offices of Community Resource Services.

REFUNDING

Ms. Blair reviewed a "Debt Refunding Scenarios" spreadsheet with the Board. Due to a substantial shortfall in 2016 if the bonds were to be refunded, the Board determined it best to revisit the refunding of the District bonds in 2016.

CONTRACT APPROVAL PROCESS

Director Anderson moved that the Board adopt the following contract approval process:

The Board approved the budgeted line items in its annual budget.
The Committee obtains proposals for work to be done in accordance with the budget.
The proposal is sent to Sue Blair, and she will circulate to the Board for approval
Once approval is obtained, the President or designated Board Members will sign the contract.
The contract approval will be ratified at the next Board meeting.

Upon second by Director Thomas, vote was taken and motion carried unanimously.

WEBSITE POSTINGS

The Board requested that minutes as they are approved be posted to the website, as well as quarterly financial statements.

Ms. Blair reported that it can be difficult to get the packet out the week prior to the meeting with meetings scheduled in the

early month. After discussion, the Board approved receiving the packets a couple days ahead of the meeting instead of the week prior, if necessary.

2015 ROAD/SIDEWALK WORK

Director Faiks will identify needed concrete work to be done on roads, curbs and gutters in 2015. In addition, Mr. Faiks will obtain bids for the identified work. Director Thomas moved that the Board approve the expenditure subject to a final project cost. Upon second by Director Anderson, vote was taken and motion carried unanimously. Ms. Blair will poll the Board for approval to proceed with the repairs once estimates are received.

Director Thomas recommended that in 2016 the Board consider hiring an engineer to design a repair to the ongoing problem concrete swale/drainage system.

ASPHALT WORK

Director Anderson obtained a bid from Brown Brothers Asphalt & Concrete for asphalt repair work on South Union Lane in the amount of $11,705.00 and moved that the Board approve the contract. Upon second by Director Faiks, vote was taken and motion carried unanimously.

SIGNAGE RESOLUTION

Discussion ensued regarding a proposed Resolution to address signs within the District. After discussion, Director Anderson moved to approve the following Resolution:

No signs will be permitted on Dancing Willows Metropolitan District property without approval from the District Board. This includes but is not limited to political, realtor, garage sale, contractor/construction and personal such as birthday, graduation, etc. Any violation of this resolution will result in immediate removal of signs and loss thereof.

Hearing no second, the motion failed. The Board requested that the Resolution be brought back after the November election, to determine whether signage is an issue within the District.

SNOW REMOVAL

The HOA representatives present reported that they are looking at Sabell's for snow removal but no final decisions have been made to date. Under the agreement between the HOAs and the District, Holly Bristol will obtain bids for snow removal on sidewalks. The District has agreed to pay 13.6% of the total cost of snow removal on the sidewalks. The contractor will bill the District directly for its share. The condominium HOA is not a party to the agreement. Ms. Blair stated that it makes more sense to have the

same contractor plowing the streets and clearing the sidewalks. The Board requested that Ms. Blair obtain bids from both Keesen and Sabell's for street snow removal for consideration at the next meeting of the Board.

RETAINING WALLS

The Board thanked Director Thomas for all of his work regarding the retaining walls and WBCC. Director Faiks moved that the drafted letter to Jefferson County Commissioners be finalized and sent. Upon second by Director Thomas, vote was taken and motion carried unanimously. The Board requested that Ms. Blair contact Mr. Dickhoner and ask him to confirm with the HOAs attorney that they are in agreement with sending the letter.

SDA CONFERENCE

Directors Root, Carson, Anderson and Faiks confirmed their attendance at the SDA Conference.

2014 AUDIT

Ms. Blair reviewed the 2014 Audit with the Board. Director Carson moved that the Board approve the audit as presented. Upon second by Director Faiks, vote was taken and motion carried unanimously. Ms. Blair will file the final audit with the Office of the State Auditor.

CONSERVATION TRUST FUNDS

Ms. Blair requested that the Board consider approval of a Resolution establishing a Conservation Trust Fund for the District. The District will receive a portion of lottery funds based on population. Said funds can be used toward public park and recreation maintenance or capital projects. Ms. Blair estimates that the District will receive a few thousand dollars annually – probably beginning in 2017. Director Carson moved that the Board approve the Resolution as presented. Upon second by Director Faiks, vote was taken and motion carried unanimously.

LANDSCAPING COMMITTEE

Carol Swomley distributed a Landscape Committee report.

Replacement of Irrigation System – Bowles: Keesen submitted a bid in the amount of $9,122 to install a sprinkler system adaptable to the narrow strips of grass on either side of the main entrance. Six valves and spray zones, sleeves bored under the sidewalk to connect to the water supply, and new irrigation system would be installed. Director Anderson moved that $10,000 for this expense be included in the 2016 budget. Upon second by Director Root, vote was taken and motion carried unanimously.

Monument Landscaping – Keesen submitted a bid to landscape the areas at the front entrance for fall. The Committee recommends that the Board approve the proposal in the amount of $9,826. Director Root moved that the proposal be approved. Upon second by Director Carson, vote was taken and motion carried unanimously.

Ms. Swomley requested that the Board approve the following additional expenditures relating to the monument replacement project. Keesen's original bid came in at $18,475. However, after some negotiation with Keesen and deciding to do the following work by Committee members, the Keesen bid was reduced to $9,826.

$2,000 for boulders, delivery and placement
$500 for mulch and delivery
$20 for landscape fabric
$200 to seal all capstones, Metro and condo monuments
$300 to reinstall the lighting including four additional lights.

Director Anderson moved that the Board approve the expenditures. Upon second by Director Thomas, vote was taken and motion carried unanimously.

2016 Landscape Maintenance Contract – Ms. Blair has asked Keesen for a 2016 Landscape Maintenance Contract. The term of the contract will be for 7 months beginning in April through October 2016.

The Board thanked Ms. Swomley for all of her efforts on behalf of the District.

FENCE AND MONUMENT COMMITTEE

Capstones – Ms. Swomley presented a proposal from Precision Signs in the amount of $4,120 for 4 rock walls and 8 columns on either side of each main entrance monument. In additional there are an additional 12 caps along Bowles Avenue and a 23' long monument at Taft. The estimated cost is $7,734. Director Root moved that an $8,000 expense be budgeted in 2016, and that this be identified as a "Beautification Day" project.

POOL COMMITTEE

Director Anderson reported that it was a very successful year. There is an issue with the trash receptacles being over filled. Director Anderson has provided Holly Bristol with an article asking residents to take trash home from the pool to help the overflow situation. It will be in the newsletter next spring. The

Apollo contract was a two-year contract and will cover the 2016 season. There are no recommended repairs. Director Anderson will check with the manufacturer of the chairs to see how to clean them.

CLUBHOUSE COMMITTEE

Director Carson reported that there are eight active members on the Clubhouse Committee. The Committee is taking over the rental process and Director Carson is the point person.

The Committee recommends that the Board budget flooring replacement in 2016 and quarterly professional cleaning. Director Anderson will supply the name of a company previously used who did an excellent job and are bonded and insured. Director Carson reported that he Committee is working on a solution with the County regarding a "commercial kitchen".

Director Carlson requested that the Board approve a proposal from A Solar Solution in the amount of $556 to install film on the windows in the Clubhouse. Director Root moved that the Board approve the expenditure. Upon second by Director Faiks, vote was taken and motion carried unanimously.

ROADS COMMITTEE

Director Anderson reported that the parking signs and enfocement have significantly improved the parking violations within the Districts.

PUBLIC COMMENT

There was none.

ADJOURNMENT

There being no further business to come before the Board, Director Anderson moved that the meeting be adjourned. Upon second by Director Faiks, vote was taken and motion carried unanimously.

Respectfully submitted,

Sue Blair

Secretary for the Meeting