

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF DANCING WILLOWS METROPOLITAN DISTRICT HELD JANUARY 14, 2014

A regular meeting of the Board of Directors of the Dancing Willows Metropolitan District was held on January 14, 2014 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:

William Anderson
William Bristol
Thomas Nolan
Bobby Thomas

Absent was R. Lee Jennings, whose absence was excused.

Also present were:

James McGrady, of Community Resource Services District Manager and Secretary.

CALL TO ORDER

Director Anderson called the meeting to order at 6:35 p.m. Introductions of the Board and community members were made.

DISCLOSURE OF POTENTIAL CONFLCTS OF INTEREST

There were none.

ADMINISTRATIVE ITEMS

Agenda: Amend agenda to move item 8 up to the top of the agenda naming James C. McGrady as Secretary of the Board. Upon a motion by Director Nolan and a second by Director Thomas, the board approved the amended agenda.

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Minutes: The minutes of November 13, 2013 Regular Meeting were presented to the Board. Upon a motion by Director Thomas and a second by Director Nolan, the Board voted unanimously to approved said minutes as presented.

Item 2: Review Responses to the request for proposal for General Legal Services and award of contract.

Director Nolan is considering Hayes Phillips and Carberry for the General Legal Services. Director Anderson felt the physical location of Lyons Gaddis Kahn Hall Jefferson Dworak & Grant maybe too far of a distance; also a concern was raised regarding Mr. Dickhoner's experience, even though Richard Lyons would oversee the Mr. Dickhoner's work. Director Nolan offered his office for the meeting and the Board agreed that Director Nolan and Director Jennings will participate in the interview process of the two firms. Upon a motion by Director Thomas and second by Director Nolan the committee will interview the law firms of Hayes, Phillips, Hoffmann Carberry and Lyons Gaddis Kahn Hall Jefferson Dworak & Grant.

Item 3: Review Responses to the request for proposal for Pool Maintenance and award of contract.

Three Pool responses were submitted for labor. Apollo Aquatics, Inc., was the low bidder and has been involved with the District for 5 years. Director Anderson motioned to approve the selection of Apollo Aquatics and was seconded by Director Nolan. Vote 3 yes, and 1 against by Director Bristol.

Item 4: Ratification of a Work Order with Keesen Land Management Company for deep root fertilization of district trees and shrubs in the amount of \$380.00.

A Motion to accept the Deep Root Fertilization work order by Keesen Land Management Company in the amount of \$380.00, was made by Director Thomas and seconded by Director Anderson the board ratified the work order unanimously.

Item 5: Approval of shrub replacement purchase agreement between Dancing Willows Metropolitan District and Keesen Landscape Management in the amount of \$2,847.00.

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Motion to accept the new plants and irrigation contract with Keesen Landscape Management Company in the amount \$2,847.00. Upon a motion by Director Thomas and a second by Director Nolan the board approved the replacement purchase agreement unanimously.

A discussion by Director Anderson was placed on the table for the replacement expense of the monuments. It was agreed that this is a future project to be undertaken in the third or fourth quarter of 2014.

Item 6: Approve audit engagement letter with Simmons & Wheeler P.C. for preparation of the 2013 audit in the amount of \$3,800.00.

The board reviewed the audit engagement letter with Simmon & Wheeler P.C. for the preparation of the 2013 audit in the amount of \$3,800.00. Upon a motion by Director Thomas and a second by Director Nolan the board approved unanimously.

Item 7: Approve Resolution 2014-01 Election Resolution for the Dancing Willows Metropolitan District and designating an election official.

Sue Blair's name was brought to the table with CRS as a potential Election Official. I was noted that there are 4 Board positions available. A discussion regarding self-nomination, and the deadline of February 28 was presented. If more than 4 candidates run and election will be necessary. Director Anderson will publish the necessary information for the self-nominations form. It is noted Mr. Dansforth has a mailing list and Linda Sterns will do the mailing if CRS can provide a list of register voters. Director Anderson agreed to work with CRS regarding the election. Upon a motion by Director Nolan and second by Director Thomas approved Sue Blair as the Designated Election Official.

Item 9: Approval of Resolution 2014-02 regarding the Custodian of Open Record Act.

Upon a motion by Director Nolan and a second by Director Thomas the board approved the Resolution 2014-02 unanimously.

Item 10: Approval for work order to develop a website for

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Dancing Willows Metropolitan District.

Ms. Jan Walker discussed the SIPA Dancing Willows Grant. Ms. Linda Sterns stated she will assist Ms. Walker as project manager, and will telephone Jonathan regarding the schedule. Colorado State regulations are very strict in regards to district websites, these website are for resident use only and no advertisements are allowed. Ms. Walker and Ms. Sterns will sign the security agreements in regard to the Website regulations. Motion to approve the Work order and Security Policy Agreement were duly made, Director Nolan and a second by Director Thomas. Motion passed unanimously.

FINANCIAL ITEMS

Ratify and Approve Payment of Claims: Upon a motion by Director Nolan and a second by Director Thomas, the Board voted unanimously to approve payment of payable subject to review of McGrady's invoice.

Review Cash Position: Manager McGrady reviewed the cash position with the Board for the period ending January 31, 2014 and the Board accepted the cash position as presented.

Financial Statements: Manager McGrady reviewed the financial statements dated January 31, 2014. After review, the Board accepted the financial statements as presented.

In the event of a shortfall in the checking account Director Thomas motioned to have Cathy Fromm of CRS transfer money from saving to checking to cover payables. The motion was seconded by Director Nolan, motion passed unanimously.

MANAGEMENT ITEMS

A discussion ensued regarding a sewer service line repair in the District. Board feels comfortable that Remington is doing the work but suggested a letter be sent to confirmation that the work is being done by a qualified contractor. Director Thomas will draft the letter for review by the Board.

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ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Anderson seconded by Director Thomas, and passed unanimously, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 14, 2014 MINUTES OF THE DANCING WILLOWS METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

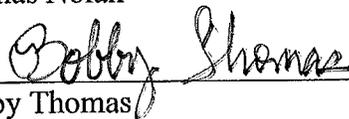


William Anderson

William Bristol

R. Lee Jennings

Thomas Nolan



Bobby Thomas