

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE VISTA RIDGE METROPOLITAN DISTRICT HELD MARCH 31, 2016

A special meeting of the Board of Directors of the Vista Ridge Metropolitan District (referred to hereafter as the "Board") was convened on Thursday, the 31<sup>st</sup> day of March, 2016, at 6:00 P.M., at the Vista Ridge Community Center, 2750 Vista Parkway, Erie, Colorado. The meeting was open to the public.

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**Directors In Attendance Were:**

Christopher Koch  
Michael Lund  
Brian Laird

Following discussion, upon motion duly made by Director Lund, seconded by Director Koch and, upon vote, unanimously carried, the absences of James R. Spehalski and Scott Wood were excused.

**Also In Attendance Were:**

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

Alex Brown; Alex Brown Consulting (for a portion of the meeting)

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

Jeremiah Stumpff; Colorado National Golf Club

**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 Directors Lund and Spehalski and that said 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.

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

**Minutes:** The Board reviewed the Minutes of the January 21, 2016 Regular Meeting and the February 8, 2016 Special Meeting/work session.

Following discussion, upon motion duly made by Director Koch, seconded by Director Laird and, upon vote, unanimously carried, the Minutes of the January 21, 2016 Regular Meeting and the February 8, 2016 Special Meeting/work session were approved, as presented.

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### **CONSENT AGENDA**

**Consent Agenda:** The Board considered ratification of approval of the following actions:

- Ratify approval of a proposal from Aquatic Associates, Inc. for 2016 Pond Water Quality Management Services.
- Ratify approval of a proposal from Critter Gitterz for 2016 rodent Control Services.
- Ratify approval of a Water Lease Agreement with Lucille D. Mullen.
- Ratify approval of a Water Lease Agreement with Vista Ridge Development Corp.
- Ratify approval of a partial payment in the amount of \$60,223.06 to Xylem, Inc. for Coal Creek Pump Station.

Following discussion, upon motion duly made by Director Lund, seconded by Director Koch and, upon vote, unanimously carried, the Board ratified approval of the actions on the Consent Agenda.

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### **FINANCIAL MATTERS**

**Claims:** The Board considered ratifying the approval of the payment of claims for the period ending February 23, 2016, as follows:

General Fund:	\$ 22,882.36
Debt Service Fund:	\$ 1,800.00
Capital Projects Fund:	\$ 60,520.06
<b>Total:</b>	<b><u>\$ 85,202.42</u></b>

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Following discussion, upon motion duly made by Director Lund, seconded by Director Koch and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period ending February 23, 2016 as presented above.

The Board then considered the approval of the payment of claims through the period ending March 31, 2016, as follows:

General Fund:	\$ 51,855.30
Debt Service:	\$ -0-
Capital Projects Fund	<u>\$ -0-</u>
<b>Total:</b>	<b><u>\$ 51,855.30</u></b>

Following discussion, upon motion duly made by Director Lund, seconded by Director Laird and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending March 31, 2016 as noted above.

**Financial Statements:** Ms. Mortimeyer presented the unaudited financial statements and the schedule of cash position for the period ending February 29, 2016.

Following review, upon motion duly made by Director Koch, seconded by Director Laird and, upon vote, unanimously carried, the Board accepted the unaudited financial statements and cash position for the period ending February 29, 2016, as presented.

**Potential Debt Refunding:** Mr. Brown presented a summary of the responses received from the four underwriting firms which were D.A. Davidson & Co., George K. Baum & Company, RBC Capital Markets, LLC and MBS Capital Markets, LLC. The Board determined to appoint a committee consisting of staff along with Directors Lund and Spehalski to interview with the responders at the offices of Special District Management Services. Any additional Board members interested in the process were encouraged to attend the meeting.

**Addendum to Engagement Letter from Alex Brown Consulting:** The Board discussed the Addendum to the Engagement Letter of Alex Brown Consulting for Phase 2 services in the estimated amount of \$19,075.

Following discussion, upon motion duly made by Director Koch, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the Addendum to the Engagement Letter of Alex Brown Consulting for Phase 2 services in the estimated amount of \$19,075.

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### LEGAL MATTERS

**Status of May 3, 2016 Directors' Election:** Ms. Johnson updated the Board on the status of the May 3, 2016 Directors' Election by informing them the election was cancelled, as allowed under Colorado law, by the Designated Election Official because there were no more candidates than positions open.

### **Non-Potable Water Service to Commercial Users**

**Consent from Colorado National Golf Club LLC (formerly known as Vista Ridge Golf Club Venture, LLC)(the "Golf Club"):** Ms. Johnson informed the Board that consent was granted by the Golf Club for additional users of the non-potable water system pursuant to Section 10 of the Irrigation Water Facilities Common Use Agreement between the Golf Club and the District.

The Board acknowledged receipt of the consent to allow additional users of the non-potable water system.

**Non-Potable Water Service Agreement:** Ms. Johnson reviewed the Non-Potable Water Service Agreement between the District and The Village at Vista Ridge Owner's Association.

Following discussion, upon motion duly made by Director Lund, seconded by Director Laird and, upon vote, unanimously carried, the Board approved the Non-Potable Water Service Agreement between the District and The Village at Vista Ridge Owner's Association as revised.

### **OPERATION AND MAINTENANCE MATTERS**

**Project Manager's Report:** Mr. Cordova presented the Project Manger's Report to the Board which is attached hereto and incorporated herein.

**Pet Pick-Up Station Proposal:** Mr. Cordova reviewed with the Board a proposal to purchase and install pet pick-up stations with disposal receptacles.

Following discussion, upon motion duly made by Director Koch, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the purchase and installation of the pet pick-up stations with disposal receptacles in an amount not to exceed \$984.00.

**Proposal from CoCal Landscape Services Inc. ("CoCal Landscape") for Weekly Disposal of Pet-Pickup Receptacles:** Mr. Cordova reviewed with the Board a proposal from CoCal Landscape for the weekly disposal of the pet pick-up receptacles.

Following discussion, upon motion duly made by Director Koch, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the

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proposal from CoCal Landscape for the weekly disposal of the pet pick-up receptacles in an amount not to exceed \$3,165.

Proposal from BioTree, LLC for annual Tree Care Services: Mr. Cordova reviewed with the Board a proposal from BioTree, LLC for annual Tree Care Services.

Following discussion, upon motion duly made by Director Lund, seconded by Director Laird and, upon vote, unanimously carried, the Board approved the proposal from BioTree, LLC for annual Tree Care Services in an amount not to exceed \$16,416.00.

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

Entry Monument Sign on Mountain View Blvd.: Mr. Cordova informed the Board he contacted the Town of Erie to inquire about the costs of permits and total costs for the Monument Sign project. Mr. Cordova was told through the Town Attorney the District's proposed signage would be placed in the Town's right-of-way violating Town ordinances. To remedy the violation, the Town would be required to vacate its right-of-way and deed property to the District. To accomplish this, a ballot measure would need to be approved by the Town's voters which could not occur until the next election in 2018.

Monument Sign Contributions: Due to the requirement of a ballot measure in the 2018 election, no further discussion was required by the Board.

Status of Stone Column Engineer's Study: Mr. Cordova presented to the Board a summary of the Engineer's Study of the privacy fence masonry piers. The Board directed Mr. Cordova to solicit proposals for each of the options outlined in the Study to be presented at the May meeting.

Status of Request from Commercial Property Owner to Connect and Utilize Non-Potable Water System: There was no update with regard to this matter.

Proposal For Fence Repairs: Mr. Cordova presented a proposal from CoCal Landscape for fence repair services.

Following discussion, upon motion duly made by Director Lund, seconded by Director Koch and, upon vote, unanimously carried, the Board approved the proposal from CoCal Landscape for fence repair services,054054 in an amount not to exceed \$6,950.

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**Proposal For Fence Staining:** Mr. Cordova presented a proposal from Olson Painting, Inc. for fence staining services.

Following discussion, upon motion duly made by Director Koch, seconded by Director Laird and, upon vote, unanimously carried, the Board approved the proposal from Olson Painting, Inc. for fence staining services, in an amount not to exceed \$9,985.

**Request from Homeowner at 1274 Links Court:** The Board considered the request from the Homeowner at 1274 Links Court regarding landscaping upgrades. The Board directed staff to prepare cost options for a variety of landscape improvements to be presented at the next Board meeting for consideration.

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**COAL CREEK PUMP  
STATION  
IMPROVEMENTS  
PROJECT  
DEVELOPER  
UPDATE**

**Status of the Project:** Ms. Johnson reported to the Board that there are no new updates.

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**Developer Update:** No new updates.

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**OTHER MATTERS**

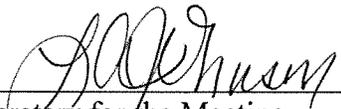
**Communication with the HOA:** Mr. Hedahl reported that the HOA met with representatives of the Fairways Development to discuss the use of the community center and the pools by residents. Mr. Hedahl also reported that due to continued vandalism, the HOA is in the process of upgrading their video and surveillance equipment.

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**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

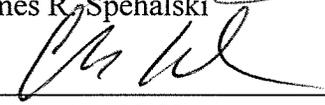
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THESE MINUTES APPROVED AS THE OFFICIAL MARCH 31, 2016  
MINUTES OF THE VISTA RIDGE METROPOLITAN DISTRICT BY THE  
BOARD OF DIRECTORS SIGNING BELOW:

  
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James R. Spehalski

  
\_\_\_\_\_

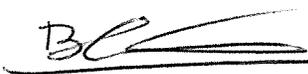
Christopher H. Koch

  
\_\_\_\_\_

Michael Lund

\_\_\_\_\_

Scott Wood

  
\_\_\_\_\_

Brian Laird

# Project Manager Report

Vista Ridge Metropolitan District

1/13/16 – 3/23/16

## ***General Landscaping***

- ❖ The irrigation system is tentatively scheduled for activation the week of March 28<sup>th</sup>, pending favorable weather conditions.
- ❖ Ornamental grass and shrub pruning was completed in March.

## ***Fence Repair & Maintenance***

- ❖ CoCal completed multiple fence repairs caused by both normal wear and tear, as well as wind damages, in February and March.
- ❖ CoCal has identified an additional 40 fence posts which are in need of replacement throughout the District, and submitted a proposal for their repair. The not-to-exceed amount of the proposal is \$6,950.00
- ❖ A proposal for staining of all 6-foot privacy fences adjacent Sheridan Parkway, Weld County Road 4, and Sunset Drive (approximately 3,997 linear feet) was requested by the Project Manager. Olson Painting, who has completed previous phases of fence staining in the District, submitted a proposal to complete the fence staining for \$9,985.00.

## ***Proposed Mountain View Blvd Entry Monument Sign***

- ❖ In February and March, the Project Manager had multiple discussions and correspondence with the Town of Erie's Community Development Director regarding the District's request to install a new monument sign on the median at the community entrance at Mountain View Boulevard and Colorado Highway 7. The Community Development Director took the District's request to a meeting with the Public Works Department and the Town's attorney, where it was concluded that the District's request could not be obliged at this time, as the Town has an ordinance against allowing for the construction of any signage in the Town's right-of-way, which applies to the District's proposed sign location. Construction of the proposed sign would require the Town to vacate its right-of-way and deed property to the District, which per Town statutes, requires a ballot measure to be approved by the Town's voters. As 2016's ballot has already been finalized, the next opportunity for this question to be presented to the Town's voters will be in 2018.

## ***Snow Removal***

- ❖ CoCal responded to 3 snowfall events between January 13, 2016 and March 23, 2016.

## ***Other***

- ❖ Three emails and five phone calls from residents were responded to, as well as 3 emails from the VRHOA Community Manager.

# Integrated Water System Update

Colorado National Golf Club

March 31, 2016

## Coal Creek Station:

- Still shut off as of 3/23/16
- As soon as weather cooperates the pumps will be turned on and pumping will begin.
- Yearly servicing is in the process of being scheduled. Should have a date by meeting.

## VRMD Pump 17:

- Yearly servicing is in the process of being scheduled and will be ready to go for the irrigation season.

## Community Ditch:

- The community ditch is off for the season.
- The pump needed for the farmer's pump is in the process of being rebuilt so that it can be put back in place.