

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE VISTA RIDGE METROPOLITAN DISTRICT HELD JULY 19, 2018

A regular meeting of the Board of Directors of the Vista Ridge Metropolitan District (referred to hereafter as the "Board") was convened on Thursday, the 19<sup>th</sup> day of July, 2018, at 6:00 P.M., at the Vista Ridge Community Center, 2750 Vista Parkway, Erie, Colorado. The meeting was open to the public.

#### ATTENDENCE

##### Directors In Attendance Were:

James R. Spehalski  
Michael Lund

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

##### Also In Attendance Were:

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

Tony Whiteley, Resident

#### 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 regular meeting.

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

May 2018 Election: Ms. Johnson advised for the Board that the May 8, 2018 election was cancelled, as allowed under Colorado law, by the Designated Election Official because there were no more candidates than positions available on the Board of Directors.

## RECORD OF PROCEEDINGS

**Board Vacancies:** Mr. Whiteley attended the meeting and expressed an interest in serving on the Board of Directors. Discussion ensued regarding the reasons for his interest in serving on the Board. Consider appointment of Mr. Whiteley to the Board at the next meeting.

**Appointment of Officers:** The Board entered into discussion regarding the appointment of officers.

Following discussion, upon motion duly made by Director Spehalski, seconded by Director Lund and, upon vote, unanimously carried, the following slate of officers was appointed:

President	James R. Spehalski
Treasurer	Michael Lund
Assistant Secretary	Brian Laird
Secretary	Lisa Johnson

**Minutes:** The Board reviewed the Minutes of the November 28, 2017 Special meeting.

Following discussion, upon motion duly made by Director Spehalski, seconded by Director Lund and, upon vote, unanimously carried, the Minutes from the November 28, 2017 Special meeting were approved as presented.

### **FINANCIAL MATTERS**

**Claims:** The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending Dec. 12, 2017	Period Ending Jan. 11, 2018	Period Ending Feb. 12, 2018	Period Ending March 15, 2018
General	\$ 47,379.23	\$ 16,014.93	\$ 9,040.14	\$ 32,231.35
Debt	\$ -0-	\$ 1,200.00	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total</b>	<b>\$ 47,379.23</b>	<b>\$ 17,214.93</b>	<b>\$ 9,040.14</b>	<b>\$ 32,231.35</b>

Fund	Period Ending April 17, 2018	Period Ending May 16, 2018	Period Ending June 22, 2018
General	\$ 25,273.38	\$ 24,989.24	\$ 160,252.72
Debt	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-
<b>Total</b>	<b>\$ 25,273.38</b>	<b>\$ 24,989.24</b>	<b>\$ 160,252.72</b>

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

## RECORD OF PROCEEDINGS

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The Board then considered the approval of the payment of claims through the period ending July 19, 2018, as follows:

General Fund:	\$ 50,810.92
Debt Service Fund:	\$ -0-
Capital Projects Fund:	\$ -0-
<b>Total:</b>	<b><u>\$ 50,810.92</u></b>

Following discussion, upon motion duly made by Director Spehalski, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending July 19, 2018.

**Financial Statements:** Ms. Johnson presented the unaudited financial statements, schedule of cash position and budget to actual summary for the period ending May 31, 2018.

Following review, upon motion duly made by Director Spehalski, seconded by Director Lund and, upon vote, unanimously carried, the Board accepted the unaudited financial statements, schedule of cash position and budget to actual summary for the period ending May 31, 2018.

**2017 Audit:** The Board reviewed 2017 Audit.

Following discussion, upon motion duly made by Director Spehalski, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the 2017 Audit and authorized execution of the Representations Letter, subject to final review by counsel.

**Reuse Water Increase:** The Board acknowledged the Town of Erie reuse water rate increase effective January 1, 2019.

**2019 Budget Preparation:** The Board discussed preparation of the 2019 Budget.

Following discussion, upon motion duly made by Director Spehalski, seconded by Director Lund and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2019 Budget. The Board determined to hold the public hearing to consider adoption of the 2019 Budget on Thursday, October 18, 2018 at 6:00 p.m. at the regular meeting location.

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### **LEGAL MATTERS**

**Legal Matters:** There were no legal matters to discuss.

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## RECORD OF PROCEEDINGS

### OPERATION AND MAINTENANCE MATTERS

**Integrated Water System Update:** No report was provided.

**Auditors Determination of 2015 and 2016 Audit Related to the Golf Course Water Distribution Expenses:** The Board reviewed the Auditors determination of 2015 and 2016 Audit related to Golf Course Water Distribution System Expenses.

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

**Cost to Maintain Town Park:** Mr. Cordova presented a proposal from CoCal Landscape Services, Inc. for Landscape Maintenance Services at Columbine Park.

The Board discussed the proposal. The Board directed Mr. Cordova to contact the Vista Ridge Homeowners Association ("HOA") to determine if they have received complaints regarding the maintenance at the park prior to taking any further action.

**Retrofit Entry Monument Lighting:** Mr. Cordova presented a proposal from Colorado Lighting to the Board. The Board directed Mr. Cordova to request the contractor to install a sample LED light at the entry monument for the Board to inspect prior to deciding to do a full lighting replacement.

**Fence Replacement:** Mr. Cordova presented privacy fence replacement bids which included options for vinyl and Trex fencing. The Board requested that Mr. Cordova solicit references from the vendors to contact regarding the pros and cons of vinyl and Trex fencing. The Board will discuss this matter further during the 2019 Budget season.

**2018 Median Landscaping Renovations:** Mr. Cordova presented Change Order No. 01-2018 to the Service Agreement with CoCal Landscape Services, Inc. for median landscaping renovations in the amount of \$36,099.

Following discussion, upon motion duly made by Director Spehalski, seconded by Director Lund and, upon vote, unanimously carried, the Board ratified the approval of Change Order No. 01-2018 to the Service Agreement with CoCal Landscape Services, Inc. in the amount of \$36,099.

**Proposal from Bio Tree for 2018 Tree Care Program:** Mr. Cordova presented to the Board a proposal from Bio Tree for the 2018 Tree Care Program.

Following review, upon motion duly made by Director Spehalski, seconded by Director Lund and, upon vote, unanimously carried, the Board ratified approval of the proposal from Bio Tree for the 2018 Tree Care Program, in the amount of \$16,575.

## RECORD OF PROCEEDINGS

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### **Proposals for installation of Electric Service at Mountain View Boulevard:**

The Board reviewed two proposals for installation of electric service at Mountain View Boulevard.

Following discussion, upon motion duly made by Director Lund, seconded by Director Spehalski and, upon vote, unanimously carried, the Board approved the proposal from Sturgeon Electric Company, Inc., for installation of electric service at the Mountain View Boulevard community entrance, in the amount of \$12,190.

**2018 Pond Maintenance Services:** The Board reviewed a Change Order to the Aquatics Associates, Inc. Service Agreement for 2018 Pond Maintenance Services.

Following discussion, upon motion duly made by Director Lund, seconded by Director Spehalski and, upon vote, unanimously carried, the Board ratified approval of the Change Order to Aquatics Associates, Inc. Service Agreement for 2018 Pond Maintenance Service, in the amount not-to-exceed \$ 7,800.

**Master Landscape Plan Update:** The Board entered into discussion regarding engagement of a landscape architect to prepare a Master Landscape Plan Update and ongoing services. Mr. Cordova will work with President Spehalski to draft a request for proposals.

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### **WATER RIGHTS**

**Water Rights:** The Board reviewed the water lease agreements with the following:

1. Gary Hobbs
2. Vista Ridge Development Corp.
3. Town of Erie
4. Jeannette Riggans
5. Margaret Webber
6. Lucille Mullen

Following discussion, upon motion duly made by Director Spehalski, seconded by Director Lund and, upon vote, unanimously carried, the Board ratified approval of the water lease agreements as presented above.

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### **DEVELOPER UPDATE**

**Update on Recent Development in the District:** Director Spehalski gave an update on the status of recent development in the District.

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## RECORD OF PROCEEDINGS

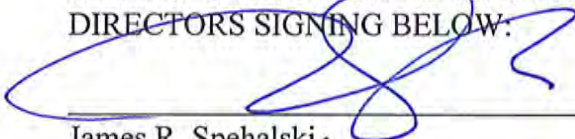
**OTHER MATTERS** **Recent Communications with the HOA:** No HOA representative attended the meeting.

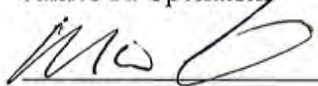
**ADJOURNMENT** There being no further business to come before the Board at this time, upon motion duly made, seconded and, upon vote, unanimously carried, the meeting was adjourned.


Respectfully submitted,

By  Secretary for the Meeting

THESE MINUTES APPROVED AS THE OFFICIAL JULY 19, 2018 MINUTES OF THE VISTA RIDGE METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
James R. Spehalski

  
Michael Lund

  
Brian Laird



# Project Manager's Report

Vista Ridge Metropolitan District

3/8/18 – 7/10/18

## ***General Landscaping***

- ❖ Activation of the District's irrigation system occurred at the beginning of April.
- ❖ Native area weed spraying and mowing was completed the week of May 21st.
- ❖ All ash trees were treated with systemic injections to protect against boring insects and aphids, and 100 pines throughout the District were treated for fungus and insects in May and June.

## ***2018 Landscape Enhancements***

- ❖ Entry medians on Vista Parkway and Mountain View Boulevard were renovated in June. Corner planting beds at the intersection of Mountain View Boulevard and Vale Way were also renovated.
- ❖ Replacement of 2017 warrantied landscape enhancements was completed in June.

## ***Fence Repair and Replacement***

- ❖ A storm occurring on April 17<sup>th</sup> brought down sections of District fencing at 36 locations throughout the community. Repairs were completed by CoCal and a claim for damages was submitted and approved by the District's insurance provider.
- ❖ Nine repairs of District fencing also occurred in March, May, and June that were not caused by storm damage.

## ***Other***

- ❖ Fourteen emails and five phone calls from residents were responded to, as well as twenty emails from the VRHOA Community Managers.