

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD JULY 16, 2021

ATTENDANCE:

The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, July 16, 2021 at 3:30 p.m. Due to the COVID-19 Pandemic, this meeting was held via teleconference only, in accordance with Colorado law. The following Directors were present and confirmed their qualification to serve on the Board:

EJ Olbright, President
Mat Sherwood, Vice President
Michael Good, Secretary
Randy Lewis, Director
Des Hague, Director

Others identified in attendance:

Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC
Patrick O'Flynn; Ranch Manager
Dave and Cathi Wingate; Property Owners

CALL TO ORDER:

Director Olbright noted that a quorum of the Board was present, and the meeting was called to order at 3:32 p.m.

DISCLOSURE OF CONFLICTS OF INTEREST:

Director Olbright inquired whether members of the Board had any conflicts of interest on matters coming before the Board. Director Olbright noted that his company, CFC, performed the background checks for the Ranch Manager position. The District will reimburse CFC for their efforts. This has been recorded as a potential conflict.

APPROVAL OF AGENDA:

Director Lewis moved to approve the agenda as presented. Upon second by Director Olbright, vote was taken and the motion carried unanimously.

MINUTES:

Director Good asked questions about the content of the minutes from the last meeting. After discussion, Director Lewis moved that the Board approve the minutes of the June 18, 2021, as presented. Upon second by Director Sherwood, vote was taken, and the motion carried unanimously.

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FINANCIALS:

Consider Approval of Payment of Claims: Ms. Blair reviewed the claims with the Board totaling \$28,552.62 as well as auto-payments totaling \$270.88. The Board also reviewed an invoice from Jon Rovick Construction, Inc., in the amount of \$4,030.48, for work performed to complete workspace renovations for the Ranch Manager in the barn. Director Lewis moved that the Board approve the claims as presented, along with the added invoice. Upon a second by Director Olbright, a vote was taken, and the motion carried unanimously.

Financial Statements for the Period Ended June 30, 2021, and Cash Position for the Period Ended July 12, 2021: Ms. Blair reviewed the financial statements with the Board. There were no questions or comments on the financials.

Review and Accept 2020 Audit: Ms. Blair presented the 2020 audit to the Board. With no questions or comments, Director Sherwood moved that the Board accept the 2020 audit. Upon a second by director Lewis, a vote was taken, and the motion carried unanimously.

FIRE MITIGATION UPDATE:

Director Olbright reported that all special inspections by our consultant, SE Group, have been completed. The next step will be for SE Group to draft a letter of approval, to be reviewed by the Board, and then sent to the Forest Service by the end of month. Signed approval from the Forest Service is expected by the end of September. Funding will be the next discussion. Director Olbright noted that he has walked the area with a logger from Oregon in order to get an idea of potential costs. There are also grant opportunities for the District from the Federal level. If the Federal grants are not available, other funding avenues will be evaluated. Director Lewis stated that if the District needs to raise money, there will need to be a clear understanding of allocation as all monies are subject to wildfire reallocation. There needs to be a method to secure funds.

WATER OPERATORS REPORT:

Operator's Report: Director Olbright reported that Mr. O'Flynn has shadowed WSI in an effort to learn how to read the District's water meters. This will be a cost-savings to the District as Mr. O'Flynn will complete this process moving forward. The SCADA system will also be completed within a week. There are a few high meter reads and the owners will be informed after a re-read.

ROAD MAINTENANCE UPDATE:

Road Maintenance: Director Olbright reported that there were several comments received about whether to apply mag chloride to the roads,

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or not. Under previous contractors, the mag chloride was not properly applied. A proper application would require a road grader and then water application on the roads. At that point, the mag chloride is absorbed to the road base properly. The new operator will confirm that his application will not affect trees in a negative way. The issues in the past were due to operator error. Discussion took place amongst the board as to whether the application should take place. After discussion, the Board determined that the District would move forward with the application for this year. CRS will draft a communication to the community and Director Olbright will review before distribution.

RANCH MANAGER'S REPORT:

Equipment Purchase Discussion and Approval: Mr. O'Flynn reported that he began his work on the Ranch focusing primarily on the ditches and irrigation. He then reviewed his enclosed report with the Board. He also presented a truck equipment proposal for consideration. The truck should be ready to work by November. Director Hague moved that the Board approve the \$15,600 for truck outfitting, in addition to what was already budgeted for the purchase of a truck. Upon a second by Director Sherwood, a vote was taken. Director Lewis abstained from the vote. The motion carried by majority as all other Directors voted in favor of the motion.

DIRECTORS ITEMS:

By-Laws and Policies Procedures and Rules of Conduct: The Board is comfortable sending the drafted by-laws, policies and procedures, and rules of conduct to the community for final comment and feedback. Further discussion will take place at a future meeting.

Signage Update: Director Olbright has contacted Nan Anderson who has helped with signage designs. She has a contact that will help with the design process. They will come back with a proposal for the Board to consider soon. No action required at this time.

OTHER BUSINESS:

HOA Matters: There was nothing to report

Recommendations to Metro Board: There was nothing to report

Discussion Regarding Committees: Director Olbright reported on committees within the District. Some of the committees are functioning, some are obsolete and not functioning. Previously, some committees would make recommendations and then carry out the work. The HOA needs to look at committees to see which make sense and which do not. This should be done before the annual meeting.

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The general community can then decide how to move forward. After the annual meeting, the Metro Board can make decisions based on any recommendations from the RROA. Director Lewis commented that if there is a committee that is District oriented, we should inform the RROA that we no longer need the committee; that is why we have Mr. O'Flynn. The only committee that we would need moving forward would be barn, stables, horses. Moving forward, Director Lewis believes that the District should no longer have committees with the exception noted above. The Ranch Manager will handle all items of committees that are no longer needed. Director Olbright will communicate this to David Robbins.

Future Capital Projects: Director Olbright pointed out large projects that should be considered as we move into the start of the 2022 budget planning process. The water meters in the District are due to be replaced because of their age. He is also concerned with drought conditions that the District has experienced this year. He also noted his concerns with the wells. There currently is no monitoring of the District's wells. There is potential to monitor them through the SCADA system. Well number 3 should be evaluated for use as a backup. Director Hague recommended that a list be compiled of priority projects. His list was discussed. With the budget process and annual meeting, discussion took place about how, and when, to present the details of this process.

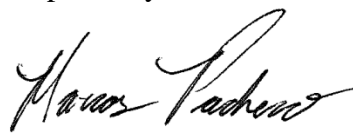
Website Update: Ms. Blair reported that Ashley Johnson is putting together cost estimates now for a new RROA website. She is looking for a more user-friendly platform. Ms. Blair also noted that David Robbins would like for CRS to maintain the RROA website. As for the District website, the SIPA site is being built now. Director Lewis stated that because the District website is required and the RROA website is not, they should be budgeted separately.

Legislative Update: Ms. Blair reported on several bills that were passed and could potentially affect special districts.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 5:27 p.m.

Respectfully submitted,



Secretary for the Meeting