

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

OF

WILLOW TRACE METROPOLITAN DISTRICT

Held: Tuesday, April 2, 2024 at 4:30 p.m. via teleconference

Attendance

The regular meeting of the Board of Directors of the Willow Trace Metropolitan District (“District”) was called and held as shown above and in accordance with the applicable statutes of the State of Colorado. The following directors were in attendance:

Joe Blethen
Tim Shively
Perry Richardson
Andrew Hayden
Mike Johnson

Also present were: Heather L. Hartung, Esq. (for a portion of the meeting), Scott A. Goodstein, Esq. and Ashley B. Frisbie, White Bear Ankele Tanaka & Waldron, District General Counsel; Kimberly Johanns, Simmons & Wheeler, PC, District Accountant; and Carlos Witt, American Galvanized Ironworks LLC (“AGI”).

Call to Order

It was noted that a quorum of the Board was present and that the directors had confirmed their qualification to serve, and therefore the meeting was called to order.

Conflict of Interest Disclosures

Mr. Goodstein advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Mr. Goodstein reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State’s Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. Goodstein inquired as to whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Approval of Agenda The agenda was presented to the Board for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the agenda as presented.

Public Comment None.

Consent Agenda The consent agenda was presented to the Board. Any item can be removed from the consent agenda and added to the regular agenda upon a request from any director. No items were requested to be moved from the consent agenda. Upon a motion duly made and seconded, the Board unanimously approved and/or ratified the following items:

- Minutes from February 6, 2024, Regular Meeting

Operational Matters

Consider Approval of Proposal from American Galvanized Ironworks LLC for Pillar and Signage Cap Replacement Mr. Witt presented the proposal from AGI for the Pillar and Signage Cap Replacement to the Board and engaged in a general discussion regarding the scope of the pillar cap replacement project. Following discussion, the Board determined to defer this matter until the next meeting so the Board can consider both this proposal and a proposal from Mr. Witt regarding the staining and repair of split rail fencing.

Discuss Powerline Trail Grant Application and Consider Adoption of Resolution in Support of and Authorizing Submission of a 2024 Arapahoe County Open Space Grant Application for Willow Trace Trail Improvement Mr. Goodstein reported that the grant application for the Willow Trace Trail Improvement project was submitted for review to the Arapahoe County Open Spaces Grant Committee on March 22, 2024, noting that the application will be finalized for the submittal deadline of April 12, 2024. No action was needed by the Board at this time.

Mr. Goodstein presented the Resolution In Support of and Authorizing Submission of a 2024 Arapahoe County Open Space Grant Application for a Grant for Willow Trace Trail Improvement to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the resolution.

Discuss Staining and Repair of Split Rail Fence The Board and Mr. Witt engaged in a general discussion regarding the staining and repair of the split rail fencing. Mr. Witt noted that he and Director Johnson inspected the entire fence line. Approximately 4,000 feet is repairable; however, some of the fencing will need to be replaced. It was noted that AGI and the District will coordinate to provide notice to all affected homeowners in advance of the work. The Board requested that Mr. Witt provide a proposal for the staining and repair of the split rail fence.

Discuss Decommissioning of The Board engaged in a general discussion regarding the decommissioning of the East Cherry Creek Valley Water & Sanitation District (“ECCV”) well. Mr. Goodstein noted that ECCV is planning to decommission the A-

ECCV Well and
Repairing Turf Area

13 wellhead this summer, and that the repair of the turf area is being postponed until the A-13 wellhead is removed. No action was needed by the Board.

Consider Approval of
Proposal from
BrightView Landscape
Services, Inc. for the
Addition of Boulders
and Trees to
Landscaping Area off
of South Jebel Street
near East Layton
Avenue

Ms. Frisbie presented the proposal from BrightView Landscape Services, Inc. (“BrightView”) for the addition of landscaping materials on the cul-de-sacs off of South Jebel Street to the Board. Director Johnson noted that it doesn’t appear that vehicles have been encroaching on the area recently and he will continue to monitor the area. Following discussion, the Board determined not to proceed with the work at this time.

Discuss the Addition
of a Street Lamp to
East Chenango
Avenue and South
Jebel Street and
Consider Approval of
CORE Electric
Cooperative Contract
Authorization Form

The Board engaged in general discussion regarding the addition of a streetlamp at East Chenango Avenue and South Jebel Street. Following discussion, the Board directed Mr. Goodstein to contact CORE to inquire as to what the estimated cost of this project would be. The matter is tabled until the next meeting.

Discuss Fence Repair
Near South Liverpool
Way and South
Malaya Way

The Board engaged in a general discussion regarding the fence repair near South Liverpool Way and South Malaya Way. It was noted that the fence is only adjacent to District property and is not part of the District itself. Following discussion, the Board determined that the District does not have an obligation to repair the fence at this location and directed staff to notify the applicable HOA.

Discuss Snow
Removal Operations

The Board engaged in a general discussion regarding snow removal operations. It was noted that there are some areas within the District that were neglected regarding snow removal. Following discussion, the Board determined to continue monitoring snow events and notify BrightView immediately about any missed areas.

Legal Matters

Discuss Website
Accessibility and
Document
Remediation
Requirements

Ms. Hartung discussed website accessibility and document remediation requirements with the Board, noting that the District was created prior to January 1, 2000, so it is not required to maintain a website; however, it is recommended for transparency purposes. If the District does maintain a website, it is required to comply with the new accessibility requirements. The matter is tabled until the next meeting.

Financial Matters

Payment of Claims

Ms. Johanns presented the claims to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously ratified claims, in the amount of \$15,694.65.

Following discussion, upon a motion duly made and seconded, the Board unanimously approved claims, in the amount of \$1,271.00.

Review Financials

Ms. Johanns noted that the December 31, 2023 unaudited financial statements were accepted at the last meeting.

Ms. Johanns reported that the draft 2023 Audit has been sent to legal counsel for review.

Other Business

The Board engaged in a general discussion regarding additional fencing in the community that requires staining. Following discussion, the Board directed Ms. Frisbie to obtain a proposal from AGI for this work.

Adjournment

There being no further business to come before the Board and following discussion and upon a motion duly made, seconded and unanimously carried, the Board determined to adjourn the meeting.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.


Perry Richardson (Jun 6, 2024 13:38 MDT)

Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 4th day of June, 2024.