

VENTANA METROPOLITAN DISTRICT

Regular Board Meeting

8605 Explorer Dr.

Colorado Springs, Colorado 80920

Tuesday, July 12, 2017 – 10:00 a.m.

Brian Bahr, President - Term to May 2018

Bruce Peele, Secretary/ Treasurer – Term May 2018

Richard Vorwaller - Term to May 2018

Patrick Jarrett- Term to May 2020

Todd Anderson - Term to May 2020

AGENDA

1. Call to order
2. Declaration of Quorum/Director Qualifications/ Disclosure Matters
3. Approval of Agenda
4. Public Comment and Public Sign-In Attendance Sheet
(Limited to 3 minutes and only for items not on the agenda)
5. Consent Agenda Items (These items are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless requested, in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda)
 - a. Acknowledge Manager's Report (enclosure)
 - b. Approval of Board Meeting Minutes from the April 11, 2017 Meeting (enclosure)
6. Market Update/Construction/Operations
7. District Management Matters
 - a. Neighborhood concerns – See attached Q & A from website
 - a. Landscape replacement and maintenance
 - b. Timing of Rec Center and the pool
 - c. Completion of mailboxes and trails
 - d. Maintenance and design guidelines
 - e. Rec Center fees – monthly and room rental
 - f. Hours of operations
8. Legal Matters

9. Financial Matters
 - a. Approval of Payables for the Period ending July 10, 2017 (enclosure)
 - b. Acceptance/Approval of Financial Statements (enclosure)

11. Other Business:
Next Regular Meeting Date – TBD

12. Adjourn

The Board has determined to meet at the location stated above because there is no convenient location to meet within the Districts' boundaries. Such meeting location shall remain applicable for all future meetings until otherwise determined.

Ventana Metropolitan District

July 12, 2017 Board Meeting

Agenda Item 5.a

Manager's Report

Enclosure



WALKER SCHOOLER
DISTRICT MANAGERS

MEMORANDUM

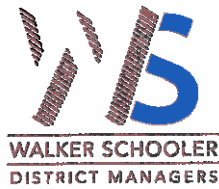
TO: VENTANA METROPOLITAN DISTRICT BOARD OF DIRECTORS
FROM: KEVIN WALKER, DISTRICT MANAGER
SUBJECT: MANAGER'S REPORT – 7-12-17 BOARD MEETING
DATE: JULY 10, 2017
CC: PETE SUSEMIHL

Activities in 2017

- Website
 - Updated when needed
 - Payment system operational and functioning
- Bond Anticipation Notes
 - Coordinated with Challenger accounting staff for updates
- Neighborhood discussions
 - Communication with neighborhood interested parties
 - Participated in Memorial Day picnic with contribution of games
 - Communicated answers to questions and meeting dates
 - Reviewed questions and comments
 - Listed questions, contacted City and developer for assistance with questions
- Books and financial
 - Invoices reviewed and developed for mailing
 - Mailed
 - Collections – 3 of 45 billings for trash service charged late fees
- Re-submittal of the Service Plan
 - Developed new financial plan
 - Reviewed and met with Fountain staff on changes
 - Changes drafted
- Rec Center Planning
 - Reviewed plans for security and operations for the Rec Center
 - Discussed preliminary budgets for security and janitorial
- City of Fountain reviews
 - Reviewed plans and commented to City
- Updates and reporting

- Updated state and SDA websites with required documentation including budgets, etc.
 - Posted all on website
- Closings and fee collections
 - Coordinated with closings
- Landscaping bid program
 - Selected Land Management, LLC for maintenance
- Continued coordination with the trash service provider
- Accounts payable support
- Sales support - calls for information

VENTANA METROPOLITAN DISTRICT



Q&A from March 14, 2017 Ventana Metropolitan Community Meeting:

The following questions were asked during the March 14, 2017 special community meeting, as we do not have all answers, we are currently working towards getting these questions answered.

- Why was the building of the Recreation Center and Pool delayed, when it was promised before Filing 2?
 - Per the approved ODP (Overall Development Plan) the rec center must be complete with pool, prior to permits for Filing 4. However, the current schedule is for the club house to be completed in 2017 and the pool in 2018.
- What are the zoning requirements?
- How can the City of Fountain help with the solicitation in the area?
 - This question is being researched with the City Clerk.
- Cars speeding through the neighborhood is a concern, can there be speedbumps placed throughout, either temporary or permanent?
 - No. The City of Fountain will not allow for this construction.
- What are the plans on developing a secondary access point for the neighborhood, and if there are none can we get a secondary access point?
 - This issue has been brought to the attention of the developer and builder.
- What time constraint is there on the park construction to eliminate traffic by the mailbox?
- Will the mailbox access be more accessible, with a parking lot, and when can that be expected?
 - When the Park construction is completed and the need for heavy equipment is reduced, the developer will be completing a new parking lot adjacent to the mailboxes in the upcoming months.
- Is the park area made public to all Fountain Residents?
 - Yes, the park will be made for Public use
- Is the park going to be available to have soccer games?
 - The primary issue for games would be parking for events. Sport practice would not pose a problem, it would just be based on first come first serve basis.

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- **What is the fee for the Fountain Residents versus the Ventana Metropolitan District Residents?**
 - The fee is to be determined by the District with Notification to the City Council. Current ideas are to have the fee twice that of the VMD residents.
 - **When will the next Board Elections occur?**
 - The next election is May 8, 2018. All election cycles are on even numbered years.
 - **Are the trails gravel or concrete?**
 - In the park there will be a combination of concrete and soft surface trails, the concrete will provide Handicap accessibility as required.
 - **How will pot holes in the streets be maintained? Like the hole currently near 7367 Benecia Dr.**
 - The developer is responsible for the street maintenance at this time and is informed of this issue.
 - **What is the cost for Renting out the Great Room for the Ventana Residents versus the Fountain Residents?**
 - At the April 11, 2017 meeting of the Board, the Manager was instructed to have develop a fee structure that covers the cost of administration, utilities and other costs for the use of the great room including a cleaning and security deposit. This will be developed and posted by the Manager on the website in the near future.
 - **Why is the cost of the Recreation Center \$30 when there will be no pool until 2018?**
 - At the April 11, 2017 meeting of the Board, the fee was dropped to \$25.00 per month until the pool is open and will be raised at that time.
 - **Can the Fitness Center be accessible 24/7?**
 - The Manager was instructed to open the fitness center as a 24 hour facility.
 - **What type of security will be used for the Rec Center and Pool area to make sure there is no miss use of the facilities?**
 - Each property owner will be given a key card or access device and will need to use it to access the facility and this will be tracked. There will be numerous cameras with 24 hour surveillance. We will also use a security company to check on it on a schedule that will be determined by the manager.
 - **When the park is done being built, is there a rest period where no one can use the park? (i.e., sod has to set in before play on the park.)**
 - There is. This will be monitored closely by the manager and decisions made regarding opening the park to uses will be made based on this data.
 - **Can home owners change the flowers planted in the flower beds?**

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- Approval from the District Managers needs to be granted based on a plan or a complaint. If there is a problem, the District will take care of it themselves based on the Manager's assessment
 - **Can a home owner have a flag pole placed in their yard?**
 - Yes, but there needs to be a plan submitted and sent to the District Managers for approval and the flag has to meet City regulations.
 - **When will trails be completed?**
 - The trails related to the filings will be completed on a per filing bases. District Management will be checking with Developer because it is their responsibility and a planned schedule will be put on the Ventana website for future information.
 - **When will the Recreation Center be completed, does not seem to be on schedule for completion?**
 - The Recreation Center is scheduled to be completed the first week of July but a more definitive date will be determined at the closer to completion.
 - **Will there be a different set time frame for the Fountain residents to use the Recreation Center rather than the 24 hour access that the Ventana Residents have?**
 - **What payment schedule or agreement do the fountain residents have to pay in order to have access to the Recreation Center?**
 - They will have to pay for a full year membership as an annual fee, like the Ventana Residents.
 - **What do home owners do when the Trash Service is not picked up?**
 - The District Managers will talk with the company to make sure they will comply with the Ventana Residents when they call about their trash being missed, otherwise call the District Management office to resolve this problem at (719) 447-1777.
 - **Can anything be done to have a "No Horn" zone for when the Train passes by the neighborhood?**
 - No, because the law requires Trains to use their horn when they come to a crossing. This is a safety concern.
 - **The Recreation center charge should be less than the \$25/ month if there is no pool, is there a way we can lower the monthly charge to \$20/ month until the pool is completed?**
 - This is a Board decision and will be brought to the Board's attention during the next meeting.
 - **Who holds responsibility for the landscaping between the street and sidewalk on the corner house lots?**
 - The adjacent property owner holds the responsibility for the landscaping/upkeep.

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- **What type of charge will be in place for renting out the Recreation Center?**
 - There will be a refundable security/cleaning deposit that will be returned on inspection by the Manager. The return is based on how the condition and cleanliness of the Recreation Center is left after the event. The proposal from the Manager is to have a nominal charge for the rental (i.e.\$5/hour for residents, a different charge for non-residents) and this will be discussed with the Board at their next meeting.

 - **Next Board meeting**
 - The next Board meeting is scheduled for the second Wednesday of July.

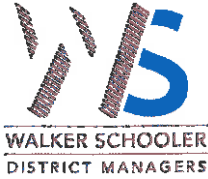
Ventana Metropolitan District

July 12, 2017 Board Meeting

Agenda Item 5.b.

Minutes of Board Meeting April 11, 2017

Enclosure



MINUTES
VENTANA METROPOLITAN DISTRICT
Regular Board Meeting
8605 Explorer Dr.
Colorado Springs, Colorado 80920
Tuesday, April 11, 2017 – 2:00 p.m.

Brian Bahr, President - Term to May 2018
Bruce Peele, Secretary/ Treasurer – Term May 2018
Richard Vorwaller - Term to May 2018
Patrick Jarrett- Term to May 2020
Todd Anderson - Term to May 2020

1. Call to order – Meeting called to Order at 10:00. All Board in attendance: also in attendance is Kevin Walker, District Manager and Pete Susemihl, District Counsel.
2. Declaration of Quorum/Director Qualifications/ Disclosure Matters – All disclosures properly filed and no additional disclosures required
3. Board of Directors – removed from the agenda
4. Approval of Agenda – It was moved and seconded to approve the agenda. Motion passed unanimously
5. Public Comment - None
6. Consent Agenda Items (These items are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless requested, in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda)
 - a. Acknowledge Manager’s Report
 - b. Approval of Board Meeting Minutes from the November 10, 2016 Meeting

It was moved by Director Peele and seconded by Director Anderson to accept the Consent Calendar items. Motion passed unanimously.

7. Market Update/Construction/Operations – A brief report on the current status of the market was given. The market remains strong and active.
8. District Management Matters
 - a. Neighborhood meeting issues – A list of questions that resulted from a neighborhood meeting was presented by Mr. Walker in the Board Packet
 - a. Amend the fee for 2017 Rec Center to reflect the pool not being completed? Currently \$30 per month. Motion and second to reduce to \$25 per month when the Rec Center opens, motion passed unanimously
 - b. Open the Center 24 hours for residents to reflect odd military hours - approved
 - c. Free Great Room rental for residents? Recommended to have Manager develop a fee and security deposit policy.
 - d. Discussion around speeding of contractors, secondary access and additional signage. Development contractors will be notified of concerns.
 - b. Amend and extend Managers contract – Moved and seconded to approve the Contract at \$4,500 per quarter, motion passed unanimously
 - c. Recreation Center – Expected Date July 2017
 - d. Landscape maintenance – bid for 2017 services received.
 - e. Trash service – Fees have been mailed out and will be
9. Legal Matters
 - a. Amended Reimbursement Agreement distributed and discussed. District Counsel instructed to revise and distribute for additional review.
10. Financial Matters
11. Other Business:
Next Regular Meeting Date – July 12, 2017 at 2:00 PM
12. Adjourn – Motion and second to adjourn was passed unanimously at 11:10.

Respectfully Submitted by,
Walker Schooler District Managers, Inc.

By: Kevin Walker, District Manager

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 11, 2017, MINUTES OF THE VENTANA METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Brian Bahr, President of the Board

Bruce Peele, Secretary/Treasurer

Todd Anderson, Director

Richard Vorwaller, Director

Patrick Jarrett, Director

Ventana Metropolitan District

July 12, 2017 Board Meeting

Agenda Item 9.a

Payable Spreadsheet

Enclosure

Ventana Metropolitan District
PAYMENT REQUEST
 7/12/2017
GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Retainage	Amount this Draw	Comments
Springs Waste Systems	1457993	4/30/2017	\$ 445.36		445.36	
Springs Waste Systems	1492481	5/31/2017	\$ 457.08		457.08	
Susermihl, McDermott & Cowan, P.C.	29172	4/30/2017	\$ 3,105.00		3,105.00	
Walker Schooler District Managers	6050	6/30/2017	\$ 4,500.00		4,500.00	
TOTAL			\$ 8,507.44	\$ -	8,507.44	

BOND FUND ACCOUNT

Description	Date	Amount	Comments
TOTAL		\$ -	

CAPITAL FUND ACCOUNT

Company	Invoice	Date	Amount	Retainage	Amount this Draw	Comments
TOTAL			\$ -	\$ -	-	

TOTAL FOR ALL FUNDS

\$ 8,507.44

_____, President

Ventana Metropolitan District

July 12, 2017 Board Meeting

Agenda Item 9.b

Unaudited Financial Statements as of 6/30/2017

Enclosure

Ventana Metropolitan District
Profit & Loss
 January through June 2017

	<u>Jan - Jun 17</u>
Ordinary Income/Expense	
Income	
Fees	
Taxes	
Current	20,059.28
Specific	1,287.23
Total Taxes	<u>21,346.51</u>
Total Fees	21,346.51
Late Fee	50.00
Park Permit Fee	38,592.00
Recreation Center Dues	3,305.59
Trash Service	3,218.44
Total Income	<u>66,512.54</u>
Gross Profit	66,512.54
Expense	
Bank Service Charges	-1.00
Bond Expense	
Legal	8,330.00
Total Bond Expense	8,330.00
Insurance	402.47
Professional Fees	
District Management	10,500.00
Legal Fees	6,629.75
Total Professional Fees	17,129.75
Services	
Trash Service	2,143.04
Total Services	2,143.04
Treasurer's Collection Fee	300.88
Total Expense	<u>28,305.14</u>
Net Ordinary Income	<u>38,207.40</u>
Net Income	<u><u>38,207.40</u></u>

Ventana Metropolitan District Profit & Loss Budget Performance June 2017

	Jun 17	Budget	Jan - Jun 17	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Fees					
Taxes					
Current	129.60	458.07	20,059.28	2,748.36	5,496.80
Specific	251.90	32.07	1,287.23	192.36	384.78
Total Taxes	381.50	490.14	21,346.51	2,940.74	5,881.58
Total Fees	381.50	490.14	21,346.51	2,940.74	5,881.58
Late Fee	50.00		50.00		
Park Permit Fee	12,060.00	10,250.00	38,592.00	61,500.00	123,000.00
Recreation Center Dues	900.00	994.17	3,305.59	5,964.98	11,930.00
Trash Service	466.47	727.50	3,218.44	4,365.00	8,730.00
Total Income	13,857.97	12,461.81	66,512.54	74,770.72	149,541.58
Gross Profit	13,857.97	12,461.81	66,512.54	74,770.72	149,541.58
Expense					
Audit	0.00	166.67	0.00	999.98	2,000.00
Bank Service Charges	0.00	8.33	-1.00	50.02	100.00
Bond Expense					
Legal	0.00		8,330.00		
Total Bond Expense	0.00		8,330.00		
Insurance	0.00	333.33	402.47	2,000.02	4,000.00
Professional Fees					
District Management	4,500.00	2,000.00	10,500.00	12,000.00	24,000.00
Legal Fees	0.00	833.33	6,629.75	5,000.02	10,000.00
Total Professional Fees	4,500.00	2,833.33	17,129.75	17,000.02	34,000.00
Recreation Center Management/ Operations	0.00	1,033.33	0.00	6,200.02	12,400.00
Utilities	0.00	250.00	0.00	1,500.00	3,000.00
Total Recreation Center	0.00	1,283.33	0.00	7,700.02	15,400.00
Services					
Landscape Maintenance	0.00	7,075.36	0.00	42,452.18	84,904.34
Trash Service	0.00	662.50	2,143.04	3,975.00	7,950.00
Total Services	0.00	7,737.86	2,143.04	46,427.18	92,854.34
Treasurer's Collection Fee	1.94	16.67	300.88	99.98	200.00
Total Expense	4,501.94	12,379.52	28,305.14	74,277.22	148,554.34
Net Ordinary Income	9,356.03	82.29	38,207.40	493.50	987.24
Net Income	9,356.03	82.29	38,207.40	493.50	987.24