

**VENTANA METROPOLITAN DISTRICT**  
 Regular Board Meeting  
**Monday, March 18, 2024 – 6:00 p.m.**  
 11007 Hidden Prairie Parkway, Fountain, CO 80817

**\*\* Please join the meeting from your computer, tablet or smartphone\*\***

<https://video.cloudoffice.avaya.com/join/516109091>

You can also dial in using your phone.

United States: +1 (213) 463-4500    Access Code: 516109091

Board of Director	Title	Term
Eric Farrar	President	May 2025
Christina Sparks	Vice President	May 2025
Michael Laurencelle	Treasurer/ Secretary	May 2025
Mick Schuhmacher	Assistant Secretary	May 2027
Rich Vorwaller	Assistant Secretary	May 2027

**Public invited to attend**

**AGENDA**

1. Call to Order
2. Declaration of Quorum/Director Qualifications/ Disclosure Matters
3. Approval of Agenda
4. Public Comment (Limit to 3 minutes and for items not on the agenda)
5. Regular Business Items (These items are routine and may be approved by one motion. There will be no separate discussion of these items unless requested, in which event the item will be heard immediately)
  - a. Approval of the Board Meeting Minutes from January 15, 2024 (enclosure)
  - b. Approval of Payables for the Period ending March 18, 2024 (enclosure)
    - General Fund –       \$     22,488.38
    - Bond Fund –           \$           0.00
    - **TOTAL –             \$     22,488.38**
  - c. Acceptance of Unaudited Financial Statements as of February 29, 2024, and the Schedule of Cash Position Updated as of February 29, 2024 (enclosure)
6. Market Update/Construction/Operations
7. District Management Matters & Report
  - a. Review Managers Report (enclosure)
  - b. Update on Recreation Center Operations – Kevin Whatley
8. VCC Matters
  - a. Discuss VCC entity, ARC Controls, and ARC Committee
  - b. Review and Consider Recommendation of Amendments to Design Guidelines of the Ventana Community (enclosure)

9. General Business
  - a. Review and Consider Approval of Pool Equipment Repair Proposals (enclosure)
    - i. Skimmer Grate Replacement
    - ii. Return Replumb
    - iii. Pump Motor Replacement
    - iv. LED Lights on Pool & Spa
    - v. Pool Filter Replacement
    - vi. Pool Heater Diverting Valve
    - vii. Handi-Lift Replacements
    - viii. Chemical Controller Repairs
  - b. Review and Consider Approval of Facilities Manager Job Description (enclosure)
10. Executive Session
  - a. Employee Compensation Discussion (under separate cover)
11. Adjourn
  - a. Next regularly scheduled Board Meeting is April 15, 2024 at 6:00 p.m..





## VENTANA METROPOLITAN DISTRICT

Regular Board Meeting

Monday, January 15, 2024 – 6:00 p.m.

The meeting was held virtually only due to weather:

<https://video.cloudoffice.avaya.com/join/728897121>

Eric Farrar, President - Term to May 2025

Christina Sparks, Vice President - Term to May 2025

Michael Laurencelle, Treasurer / Secretary - Term to May 2025

Mick Schuhmacher, Assistant Secretary - Term to May 2027

Rich Vorwaller, Assistant Secretary - Term to May 2027

### MINUTES

1. Call to Order: President Farrar called the meeting to order at 6:00 p.m.
2. Declaration of Quorum/Director Qualifications/ Disclosure Matters: President Farrar confirmed a quorum was present with Director Schumacher excused. All disclosures were properly filed with the Department of Local Affairs, State of Colorado by Mr. Susemihl.

Directors in attendance were:

Eric Farrar

Michael Laurencelle

Christina Sparks

Rich Vorwaller

Mick Schuhmacher (Excused)

Also in attendance were:

Heather Smith, WSDM – District Managers

Kevin Whatley, Rec Center

Clint, Resident

Wyatt, Resident

3. Approval of Agenda: President Farrar moved to approve the Agenda as written; seconded by Director Vorwaller. Motion passed unanimously.
4. Public Comment: The meeting was opened for public comment.
5. Regular Business Items: The Board discussed the Century Link invoice and requested Ms. Smith investigate why the tv service is still being charged. The Board discussed that it had been decided about a year ago to remove the tv service. After review, President Farrar moved to approve the Regular Business Items as presented; seconded by Director Sparks. Motion passed unanimously.
  - a. Approval of the Board Meeting Minutes from December 18, 2023

- b. Approval of Payables for the Period ending January 15, 2024
    - General Fund – \$ 23,688.96
    - Bond Fund – \$ 0.00
    - **TOTAL – \$ 23,688.96**
  - c. Acceptance of Unaudited Financial Statements as of December 31, 2023, and the Schedule of Cash Position Updated as of December 31, 2023
6. Market Update/Construction/Operations: Director Vorwaller provided an update on Ventana South and noted buyers are still interested and they are working with the City of Fountain on additional permits for new construction to meet the demand. They are closing on an estimated three homes per month.
  7. District Management Matters & Report
    - a. Review Managers Report: Ms. Smith presented the monthly Managers Report for January.
    - b. Update on Recreation Center Operations: Ms. Smith provided an update on Rec Center operations.
  8. General Business
    - a. Review and Consider Approval of 2024 Landscape Maintenance Proposal: Ms. Smith presented the 2024 landscape maintenance proposal from Weisburg. After review, Director Laurencelle moved to approve the 2024 landscape maintenance proposal from Weisburg; seconded by Director Sparks. Motion passed unanimously.
    - b. Review and Consider Approval of Pool Equipment Repair Proposal: Ms. Smith presented the pool equipment repair proposal from Front Range Aquatech. President Farrar noted an error on the proposal price. The Board tabled this item until the February meeting.
    - c. Review and Consider Approval of Rec Center Computer Upgrade Proposal: Ms. Smith presented the Rec Center computer upgrade proposal from Data Voice Options. After review, Director Laurencelle moved to authorize President Farrar to evaluate the system and make the determination to what is needed; seconded by Director Sparks. Motion passed unanimously.
  9. Adjourn: President Farrar moved to adjourn the meeting at 6:45 p.m.; seconded by Director Sparks. Motion passed unanimously.
    - a. Next regularly scheduled Board Meeting is February 19, 2024 at 6:00 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 15, 2024 MINUTES OF THE VENTANA METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Eric Farrar, President

\_\_\_\_\_  
Christina Sparks, Vice President

\_\_\_\_\_  
Michael Laurencelle, Treasurer

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Mick Schuhmacher, Assistant Secretary

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Rich Vorwaller, Assistant Secretary



**Ventana Metropolitan District**  
**PAYMENT REQUEST**  
3/11/2024  
**GENERAL FUND ACCOUNT**

<b>Company</b>	<b>Invoice</b>	<b>Date</b>		<b>Comments</b>
Black Hills Energy	5322274450	3/1/2024	378.34	Auto Pay
Colorado Springs Cleaning Supplies	93684	3/8/2024	364.38	
Comcast	849790010058248	1/2/2024	399.25	Auto Pay
Data Voice Options	9967	2/15/2024	412.50	
HBS	FR3962181	2/29/2024	7,939.11	
Weisburg Landscape Maintenance	53191	12/20/2023	365.00	
Weisburg Landscape Maintenance	54605	3/4/2024	65.00	
Weisburg Landscape Maintenance	54314	2/29/2024	4,750.00	
WSDM District Managers	7915	2/29/2024	7,814.80	
<b>TOTAL</b>			<b>\$ 22,488.38</b>	

**TOTAL FOR ALL FUNDS**

\$ 22,488.38

\_\_\_\_\_, Director





**Ventana Metropolitan District**  
**Balance Sheet**  
As of February 29, 2024

	Feb 29, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1105 · Eastern Colorado Bank -Checking	174,324.03
1106 · Eastern Colorado Bank - Savings	448,020.98
2002 · UMB - Bond Fund	347,768.64
2003 · UMB - Debt Service Reserve Fund	493,688.86
2004 · UMB - Cost of Issuance	29,416.89
<b>Total Checking/Savings</b>	1,493,219.40
<b>Other Current Assets</b>	
1310 · Due from Developer	32,741.59
1390 · Undeposited Funds	896.36
<b>Total Other Current Assets</b>	33,637.95
<b>Total Current Assets</b>	1,526,857.35
<b>Fixed Assets</b>	
<b>Property and Equipment</b>	
Community Improvements	7,368,932.95
<b>Total Property and Equipment</b>	7,368,932.95
1505 · Parks	1,500,000.00
1510 · Pool	732,344.00
1540 · Accumulated Depreciation	-246,780.00
<b>Total Fixed Assets</b>	9,354,496.95
<b>TOTAL ASSETS</b>	<b>10,881,354.30</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010 · Accounts Payable	55,308.95
<b>Total Accounts Payable</b>	55,308.95
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	1,138.80
<b>Total Other Current Liabilities</b>	1,138.80
<b>Total Current Liabilities</b>	56,447.75
<b>Long Term Liabilities</b>	
2700 · Series 2023A Bonds	10,550,000.00
2702 · Series 2023B Bonds	2,828,000.00
<b>Total Long Term Liabilities</b>	13,378,000.00
<b>Total Liabilities</b>	13,434,447.75
<b>Equity</b>	
3000 · Opening Balance Equity	24,298.52
3910 · Retained Earnings	-2,614,312.28
Net Income	36,920.31
<b>Total Equity</b>	-2,553,093.45
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,881,354.30</b>

# Ventana Metropolitan District

## Profit & Loss Budget vs. Actual

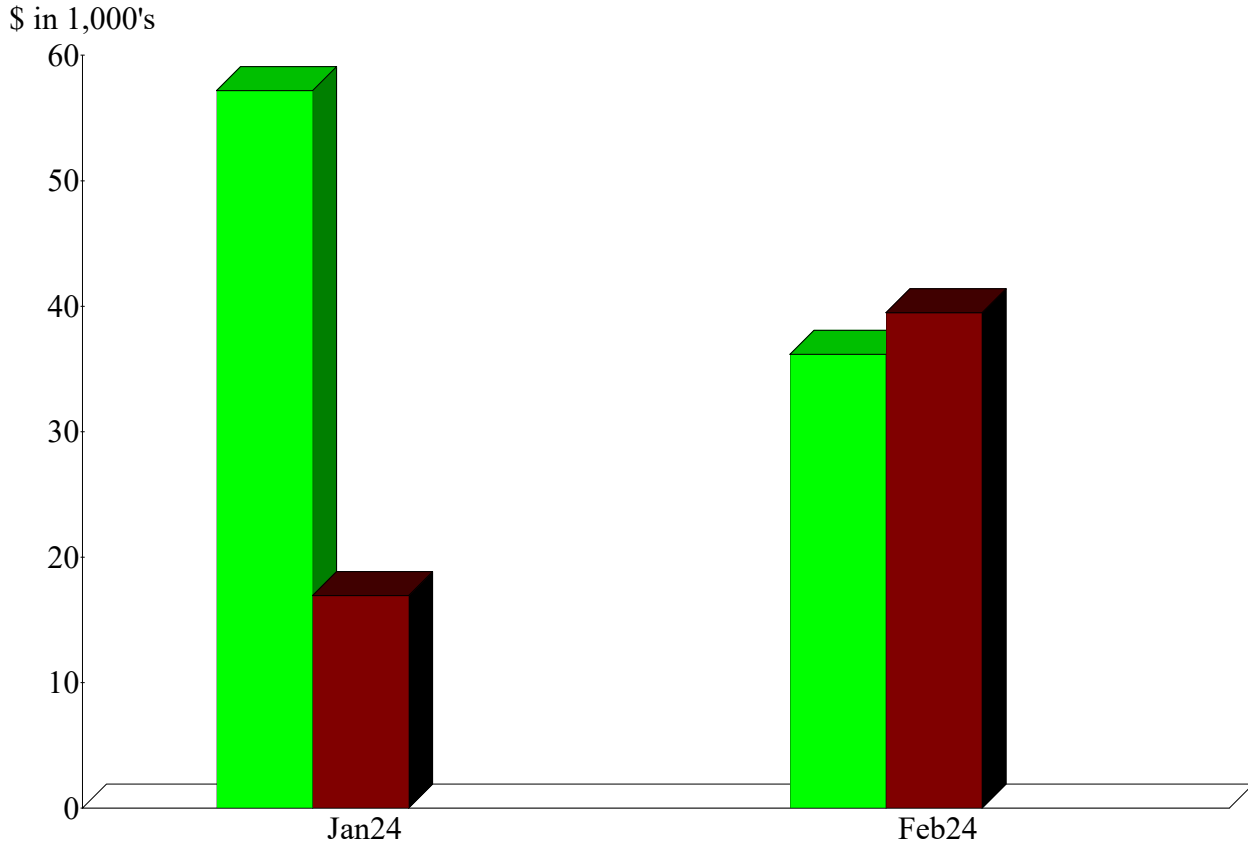
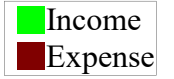
### January through February 2024

	TOTAL				
	Feb 24	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>1-100 · General Fund Income</b>					
1-1000 · Late Fee	576.10	779.70			
1-1100 · Recreation Center Dues					
1-1105 · Ventana Residents	20,224.34	60,150.50	210,672.00	-150,521.50	28.55%
<b>Total 1-1100 · Recreation Center Dues</b>	20,224.34	60,150.50	210,672.00	-150,521.50	28.55%
1-1200 · Trash Service	6,152.36	19,453.12	93,416.00	-73,962.88	20.82%
1-1300 · Rental Security Deposit	0.00	0.00	4,000.00	-4,000.00	0.0%
1-1401 · Treasurer Tax Income					
1-1400 · Current - O&M	0.00	0.00	145,424.00	-145,424.00	0.0%
1-1500 · Specific Ownership - O&M	1,089.09	1,089.09	10,180.00	-9,090.91	10.7%
<b>Total 1-1401 · Treasurer Tax Income</b>	1,089.09	1,089.09	155,604.00	-154,514.91	0.7%
1-1600 · Park Fee Advance	0.00	0.00	72,360.00	-72,360.00	0.0%
<b>Total 1-100 · General Fund Income</b>	28,041.89	81,472.41	536,052.00	-454,579.59	15.2%
<b>2-100 · Debt Service Fund Income</b>					
<b>Treasurer Taxes</b>					
2-1000 · Current- Debt	0.00	0.00	589,824.00	-589,824.00	0.0%
2-1200 · Specific Ownership - Debt	4,417.23	4,417.23	41,288.00	-36,870.77	10.7%
<b>Total Treasurer Taxes</b>	4,417.23	4,417.23	631,112.00	-626,694.77	0.7%
<b>Total 2-100 · Debt Service Fund Income</b>	4,417.23	4,417.23	631,112.00	-626,694.77	0.7%
<b>Total Income</b>	32,459.12	85,889.64	1,167,164.00	-1,081,274.36	7.36%
<b>Gross Profit</b>	32,459.12	85,889.64	1,167,164.00	-1,081,274.36	7.36%
<b>Expense</b>					
<b>1-200 · General Fund Expense</b>					
1-1700 · Audit	0.00	0.00	9,500.00	-9,500.00	0.0%
1-1705 · Bank Fees	0.00	0.00	10.00	-10.00	0.0%
1-1900 · Copies & Postage	442.24	818.48			
1-2000 · Recreation Center					
1-2300 · Utilities	856.11	1,582.14	45,000.00	-43,417.86	3.52%
1-2306 · Maintenance/ Repairs	0.00	345.97	7,000.00	-6,654.03	4.94%
1-2307 · Fitness Equipment Maintenance	0.00	0.00	4,000.00	-4,000.00	0.0%
1-2310 · Supplies	-140.00	0.00	4,500.00	-4,500.00	0.0%
1-2000 · Recreation Center - Other	50.57	50.57	0.00	50.57	100.0%
<b>Total 1-2000 · Recreation Center</b>	766.68	1,978.68	60,500.00	-58,521.32	3.27%
1-2001 · Pool Expense					
1-2020 · Chemicals	0.00	0.00	10,000.00	-10,000.00	0.0%
1-2040 · Water	0.00	0.00	295.00	-295.00	0.0%
1-2050 · Repair/ Maintenance	0.00	0.00	32,000.00	-32,000.00	0.0%
<b>Total 1-2001 · Pool Expense</b>	0.00	0.00	42,295.00	-42,295.00	0.0%
1-6160 · Dues and Subscriptions	915.53	915.53	1,500.00	-584.47	61.04%
1-6180 · Insurance	0.00	-13,285.00	15,000.00	-28,285.00	-88.57%

## Ventana Metropolitan District Profit & Loss Budget vs. Actual January through February 2024

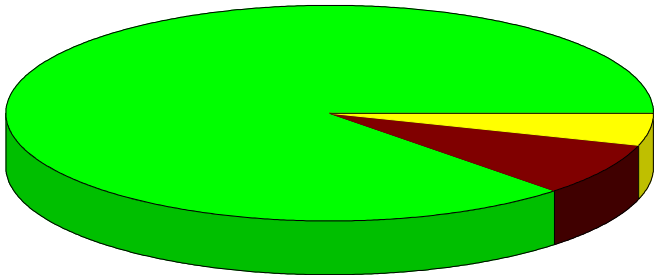
	TOTAL				
	Feb 24	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
<b>1-6200 · Park/ Landscape</b>					
1-603 · Landscape Repair/ Replace	0.00	0.00	31,700.00	-31,700.00	0.0%
1-6205 · Maintenance	10,947.50	16,614.50	60,000.00	-43,385.50	27.69%
1-6210 · Utilities	1,781.44	1,781.44	70,000.00	-68,218.56	2.55%
1-6200 · Park/ Landscape - Other	0.00	0.00	0.00	0.00	0.0%
<b>Total 1-6200 · Park/ Landscape</b>	<b>12,728.94</b>	<b>18,395.94</b>	<b>161,700.00</b>	<b>-143,304.06</b>	<b>11.38%</b>
1-6240 · Miscellaneous	0.00	0.00	10,000.00	-10,000.00	0.0%
1-6490 · Office Supplies	723.31	723.31	8,000.00	-7,276.69	9.04%
<b>1-6570 · Professional Fees</b>					
1-2500 · Trash Service	7,939.11	15,786.19	94,429.00	-78,642.81	16.72%
1-2701 · District Management	7,500.00	15,000.00	50,400.00	-35,400.00	29.76%
1-2705 · VCC - Covenant Enforcement	0.00	0.00	39,600.00	-39,600.00	0.0%
1-6572 · Legal Fees	0.00	562.50	15,000.00	-14,437.50	3.75%
3-2704 · Legal - Capital	0.00	0.00	0.00	0.00	0.0%
<b>Total 1-6570 · Professional Fees</b>	<b>15,439.11</b>	<b>31,348.69</b>	<b>199,429.00</b>	<b>-168,080.31</b>	<b>15.72%</b>
1-6620 · Rental Security Deposit Refund	0.00	0.00	4,000.00	-4,000.00	0.0%
6560 · Payroll Expenses	6,966.09	13,838.45	92,622.00	-78,783.55	14.94%
<b>Total 1-200 · General Fund Expense</b>	<b>37,981.90</b>	<b>54,734.08</b>	<b>604,556.00</b>	<b>-549,821.92</b>	<b>9.05%</b>
<b>2-200 · Debt Service Expense</b>					
Treasurer's Fee	0.00	0.00	8,847.00	-8,847.00	0.0%
<b>2-6075 · Bond Expense</b>					
Cost of Issuance	1,500.00	1,500.00			
Paying Agent Fee	0.00	0.00	4,000.00	-4,000.00	0.0%
2-6083 · Trustee Fee	0.00	0.00	2,181.00	-2,181.00	0.0%
<b>Total 2-6075 · Bond Expense</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>6,181.00</b>	<b>-4,681.00</b>	<b>24.27%</b>
2-6200 · Interest Expense	0.00	0.00	685,750.00	-685,750.00	0.0%
<b>Total 2-200 · Debt Service Expense</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>700,778.00</b>	<b>-699,278.00</b>	<b>0.21%</b>
<b>3-200 · Capital Project Fund Expense</b>					
2-6000 · Capital Improvements	0.00	200.00			
<b>Total 3-200 · Capital Project Fund Expense</b>	<b>0.00</b>	<b>200.00</b>			
<b>Total Expense</b>	<b>39,481.90</b>	<b>56,434.08</b>	<b>1,305,334.00</b>	<b>-1,248,899.92</b>	<b>4.32%</b>
<b>Net Ordinary Income</b>	<b>-7,022.78</b>	<b>29,455.56</b>	<b>-138,170.00</b>	<b>167,625.56</b>	<b>-21.32%</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
1-7010 · Interest Income	0.00	0.00	750.00	-750.00	0.0%
2-7010 · Interest Income - Debt	3,717.07	7,464.75			
<b>Total Other Income</b>	<b>3,717.07</b>	<b>7,464.75</b>	<b>750.00</b>	<b>6,714.75</b>	<b>995.3%</b>
<b>Net Other Income</b>	<b>3,717.07</b>	<b>7,464.75</b>	<b>750.00</b>	<b>6,714.75</b>	<b>995.3%</b>
<b>Net Income</b>	<b>-3,305.71</b>	<b>36,920.31</b>	<b>-137,420.00</b>	<b>174,340.31</b>	<b>-26.87%</b>

Income and Expense by Month  
January through February 2024



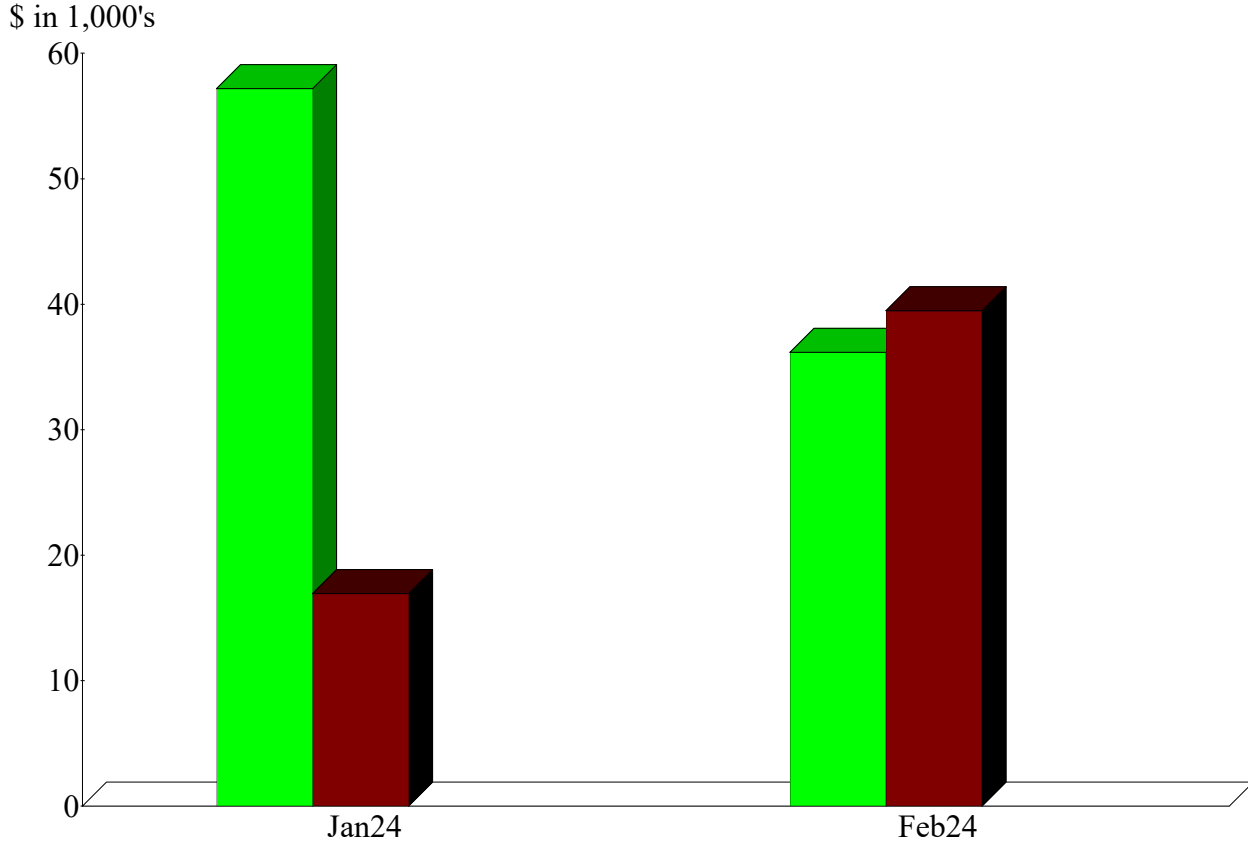
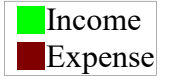
Income Summary  
January through February 2024

1-100 · General Fund Income	87.27%
2-7010 · Interest Income - Debt	8.00
2-100 · Debt Service Fund Income	4.73
<b>Total</b>	<b>\$93,354.39</b>



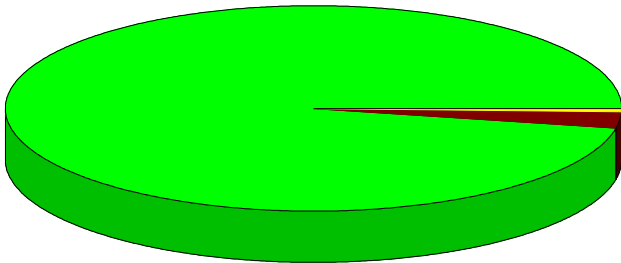
By Account

Income and Expense by Month  
January through February 2024



Expense Summary  
January through February 2024

1-200 · General Fund Expense	96.99%
2-200 · Debt Service Expense	2.66
3-200 · Capital Project Fund Expense	0.35
<b>Total</b>	<b>\$56,434.08</b>



By Account





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**MEMORANDUM**

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**TO:** VENTANA METROPOLITAN DISTRICT BOARD OF DIRECTORS  
**FROM:** HEATHER SMITH  
**SUBJECT:** MANAGERS REPORT FOR MARCH 18, 2024, MEETING  
**DATE:** MARCH 12, 2024  
**CC:** KEVIN WALKER  
BOARD PACKET

Management Matters:

- Billing Review:
  - All 1<sup>st</sup> Quarter Billing sent out (1/6/2024)
  - 83 Reminder Letters sent out (2/6/2024)
  - 48 Second Reminder Letters sent out (3/6/2024)
  - 0 Payment arrangement(s)
  - 8 Liens current to date
- Monthly newsletter went out 3/4/2024

Recreation Center Update:

- Leaking occurred in the ceiling in the Rec Center on 1/4/2024. Bassett was called out to investigate and repaired a broken pipe. Drywall patching is needed to repair the stained ceiling area.
- A deposit has been paid to Data Voice Options (camera and fob installer) for set-up of the new computer in the Rec Center, which is anticipated to happen in the next week.
- We have looked into upgrading the internet at the Rec Center.
- Management has updated the staff job descriptions to better reflect our expectation.

Landscape Maintenance Status/ Review:

- Spring clean-up is quickly approaching.
- Revisions to the Landscape Plan are still in the process of being reviewed by the City.

VCC Matters:

- Violation Highlights:
  - 106 Violations Issued (2024 in to-date)
    - 54% Weeds & Trimming
    - 15% Holiday Lighting
    - 8% Storage of Equipment or Tools
    - 8% Parking of Recreational Vehicles
    - 7% Storage of Play Equipment
    - 8% Other
- Architectural Submission Highlights:
  - 10 Applications Received (2024 in to-date)

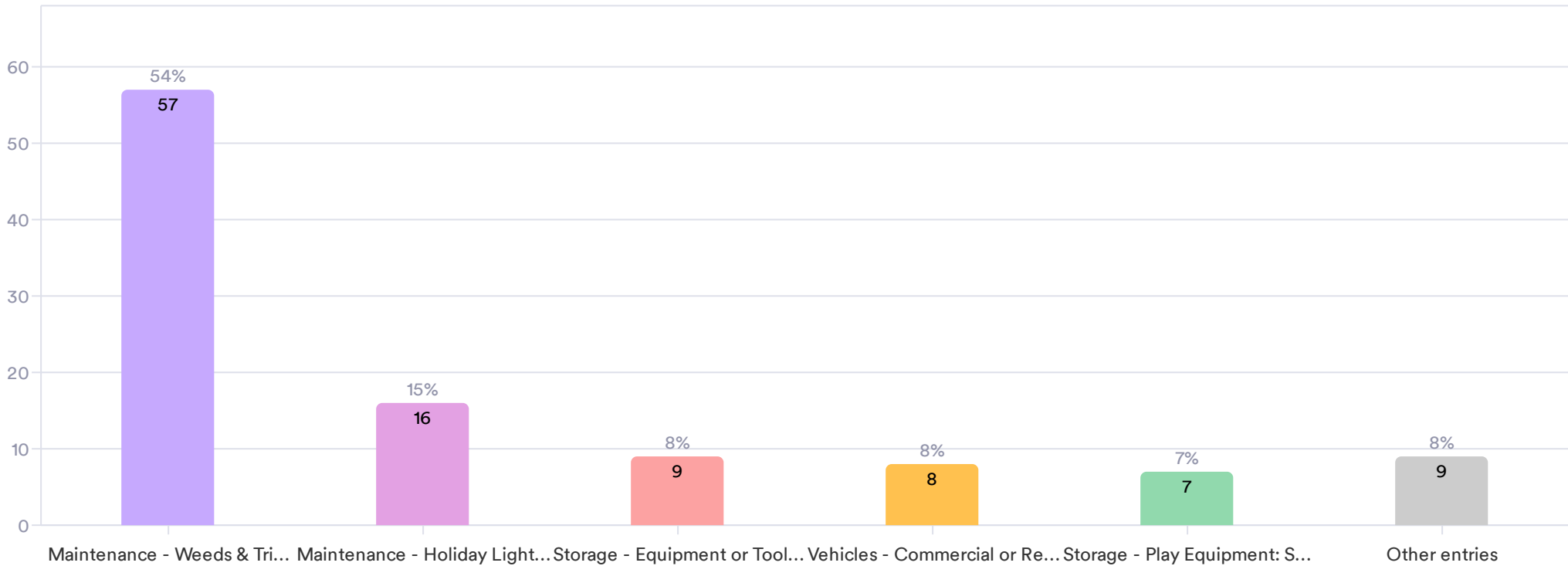


- 20% Solar Panels
- 20% Shed
- 10% Paint
- 10% Landscaping
- 10% Exterior Modification
- 30% Other
- 7 approved as submitted
- 1 approved with stipulations
- 1 denied

# VMD Violation Tracker

## Cited Violation:

106 Responses



Data	Response	%
Maintenance - Weeds & Trim: Section 4.08 of the Covenants states, "The...	57	54%
Maintenance - Holiday Lighting: Section 15.04.070, Chapter 6, subsection...	16	15%
Storage - Equipment or Tools: Section 4.03 of the Covenants states, "Out...	9	8%
Vehicles - Commercial or Recreational: Section 4.11(a) of the Covenants st...	8	8%
Storage - Play Equipment: Section 3.17 of the Design Guidelines states, "A...	7	7%
Other entries	9	8%

# VMD Violation Tracker

## Date Violation Issued:

106 Responses

Data	Responses
01-03-2024	1
01-30-2024	22
01-31-2024	21
02-01-2024	40
02-13-2024	9
03-07-2024	13

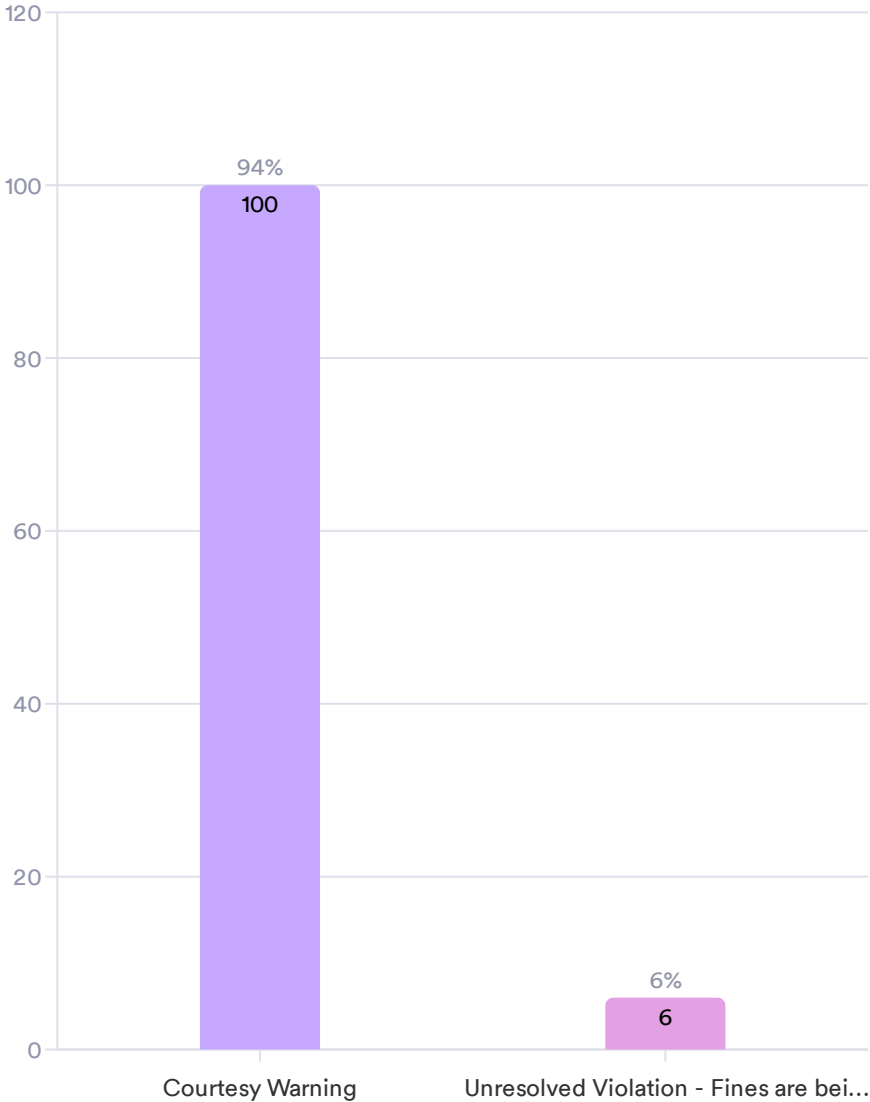
## Fine to be Applied:

44 Responses

Data	Responses
\$10/ week until resolved	20
\$20/ month until resolved	13
\$20/ week until resolved	5
\$50/ month until resolved	3

## Level of Warning

106 Responses

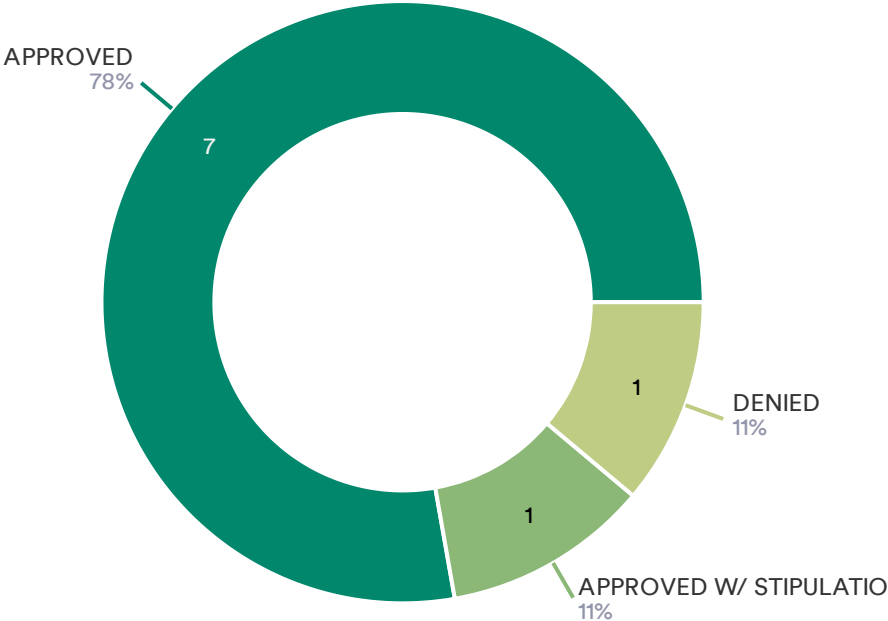


# Ventana Metropolitan Architectural Submission/ Application Form

## Approval / Denial

9 Responses

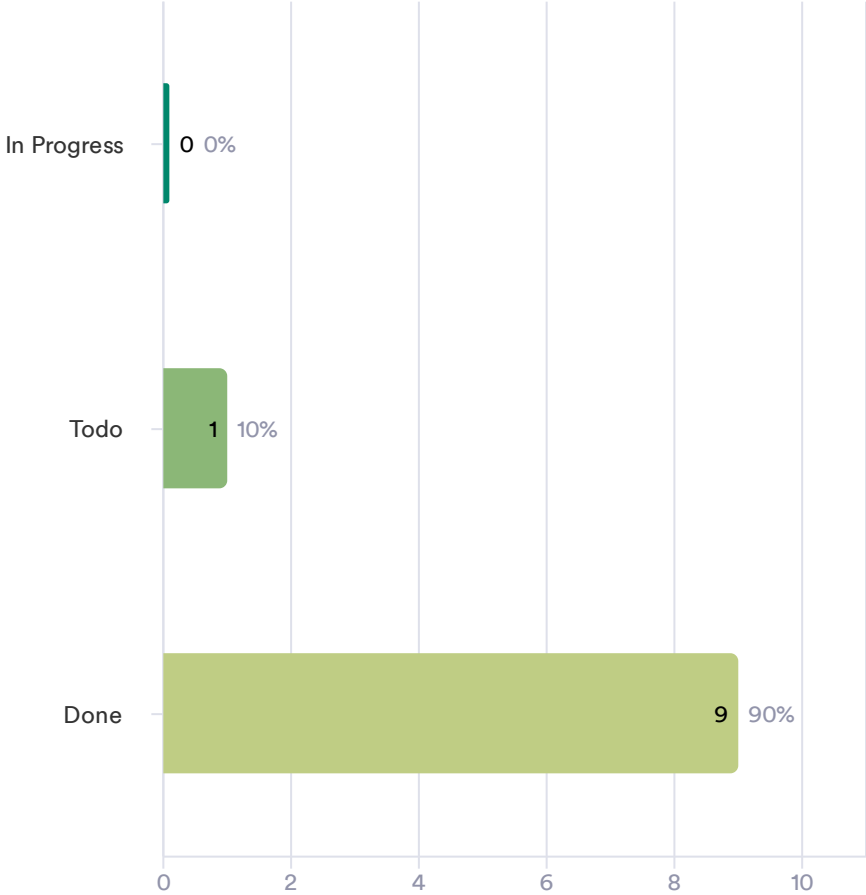
Data	Response	%
APPROVED	7	78%
APPROVED W/ STIPULATIONS	1	11%
DENIED	1	11%
DENIED W/ STIPUTLATIONS	0	0%



## Current Status of Submissions

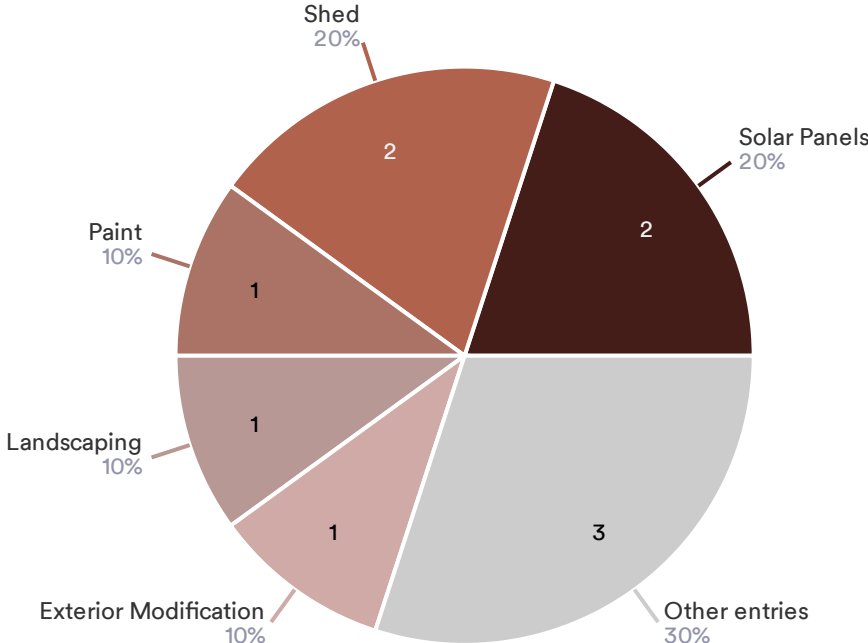
10 Responses

Data	Response	%
In Progress	0	0%
Todo	1	10%
Done	9	90%



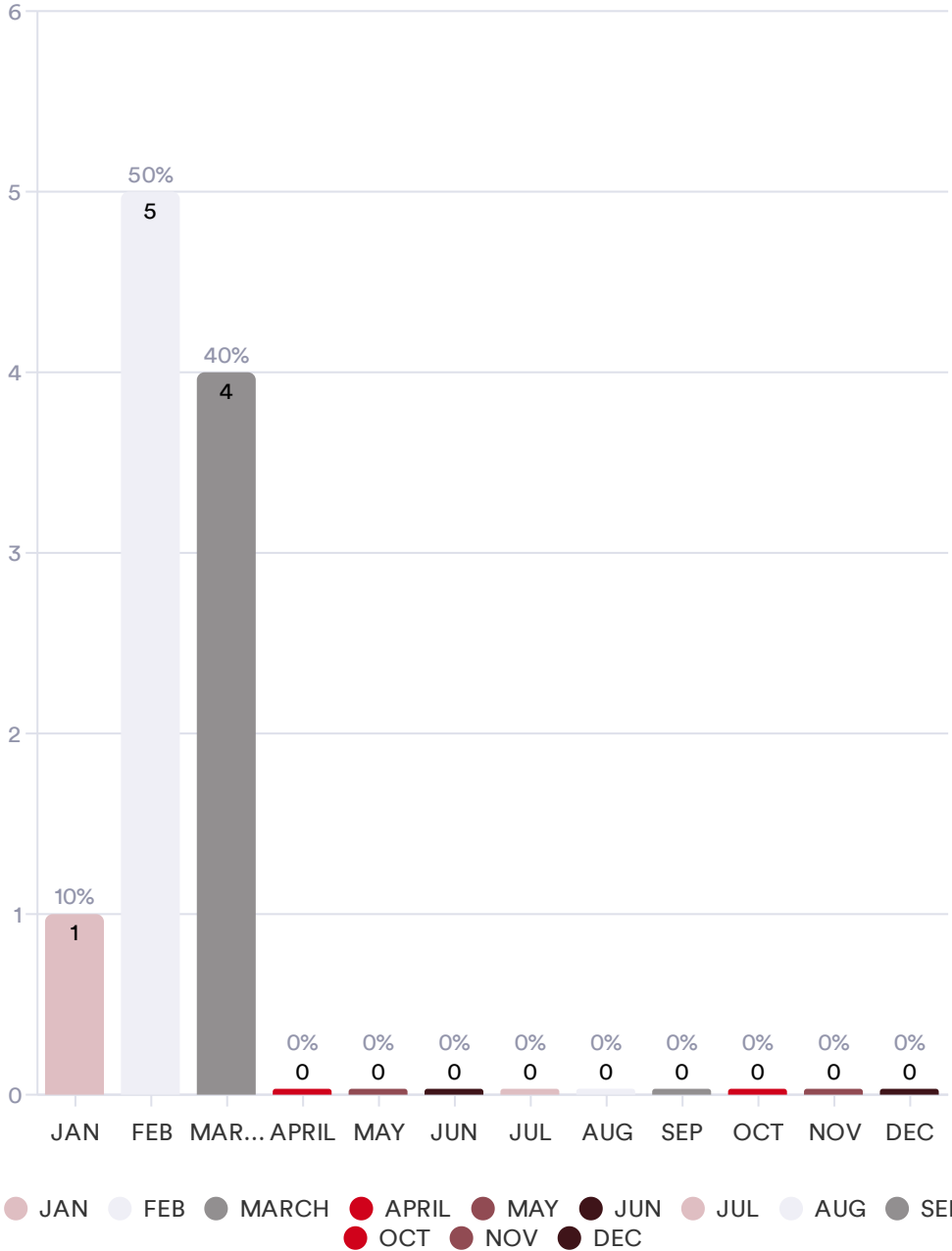
# Ventana Metropolitan Architectural Submission/ Application Form

Type of Improvement



When submissions have been reviewed

10 Responses



Data	Response	%
Solar Panels	2	20%
Shed	2	20%
Paint	1	10%
Landscaping	1	10%
Exterior Modification	1	10%
Other entries	3	30%



## Basketball Hoops:

### Existing Rule:

Section 3.17 of the Design Guidelines states, "All play structures and equipment, both permanent and portable, are required to be approved by the AC for design, size, and placement prior to installation. All play/sports equipment (i.e., trampolines, swing sets, basketball hoop and backboards, etc.) is to be placed to minimize its visual impact from adjacent properties. Play equipment should typically be located in rear yard areas and set back a minimum of ten (10) feet from property lines unless otherwise approved."

### Suggested Amendment:

Section 3.17 of the Design Guidelines states, "All play structures and equipment, both permanent and portable, are required to be approved by the AC for design, size, and placement prior to installation. All play/sports equipment (i.e., trampolines, swing sets, ~~basketball hoop~~ and ~~backboards~~ jungle gyms, etc.) ~~is~~ are to be placed to minimize its visual impact from adjacent properties. Play equipment should typically be located in rear yard areas and set back a minimum of ten (10) feet from property lines unless otherwise approved.

### Basketball Standards:

PORTABLE HOOPS: Portable hoops must be collapsible and incorporate a significantly weighted base. Portable hoops may be wheeled into the driveway or sidewalk/right-of-way directly out front of the home for play but may not be placed in the street for any period of time. All portable hoops must be collapsed and stored out of view of the street and neighboring properties when not actively in use.

PERMANANT HOOPS: All requests will be evaluated on placement and circumstances, as well as driveway/court area surface, visual screening, and proximity to neighbors.

Basketball backboards must be PERMANENTLY mounted on a pole and centered at the top or side of the driveway. Backboards may not be attached to the home nor poles installed along any sidewalk or street.

Basketball backboards must be clear or white. Poles and supports must be black. All basketball equipment must consist of new materials and must be maintained in like-new condition. Damaged or frayed netting must be replaced immediately upon notification. Should any portion of the equipment become damaged or ill maintained, replacement or removal will be required within thirty (30) days of notice."

## Trash Can Storage:

### Exitng Rule (Covenants):

Section 4.05 of the Covenants states, "Unsightly objects or materials, including but not limited to ashes, trash, garbage, grass or shrub clippings, scrap material or other refuse, or containers for such items, must not be stored, accumulated or deposited outside or so as to be visible from any neighboring property or adjoining street, except during hours of refuse collection."

**Existing Rule (Design Guidelines):**

Section 3.23 of the Design Guidelines states, "Owners are to store their trash containers in the garage, or secured and screened behind privacy fencing, except for the day of collection services. All containers are to have attached lid and be secured to prevent them from blowing away. Recycling containers must be maintained in a likewise manner."

**Suggested Amendment (Design Guidelines):**

3.23 of the Design Guidelines states, "Owners are to store their trash containers in the garage, ~~or~~ secured and screened behind privacy fencing, or at the top corner of the driveway, flush against the home and abutting any existing walkway or path on the side of the home, except for the day of collection services. All containers are to have attached lid and be secured to prevent them from blowing away. Recycling containers must be maintained in a likewise manner."

**Trailer & RV Parking**

**Existing Rule (Covenants):**

Section 4.11(a) of the Covenants states, "A boat, trailer, camper (on or off supporting vehicles), tractor, commercial vehicle (including any vehicle with signage and/or ladder racks), mobile home, motor homes, any towed trailer unit, motorcycle, all-terrain vehicle, recreational vehicle or truck shall not be parked on any street or within any Lot for an extended period of time."

**Existing Rule (Design Guidelines):**

Section 3.8 of the Design Guidelines states, "Driveways shall be paved. Materials and colors other than grey concrete will require AC approval before installation."

The recorded plat for some filings may restrict access from some lots onto certain specified streets. These are called "Restricted Lots". All persons or entities having any interest in any of the Restricted Lots are required to and shall arrange and maintain any drives, dwelling or other structures so that ingress and egress to and from their Lot(s) is in compliance with the restrictions shown on the recorded plat and the approved Development Plan. Extension or expansion of driveways requires AC approval. Any approved driveway expansion shall not be intended to promote the parking or storage of any vehicle off the driveway on a side yard. The AC will review requests for circular driveways on a case-by-case basis with consideration given to, but not necessarily limited to, the setback of the home from the street, and the size of the lot and distance of street frontage. On corner lots, the driveways should be set back from the corner a minimum of 30 feet from the intersection of the corner street. The width of the driveway shall not exceed 24 feet at the curb."

**Suggested ADDITION (Design Guidelines):**

Recreational Vehicles (boat, trailer, camper, tractor, commercial vehicle, mobile home, motor homes, any towed trailer unit, motorcycle, all-terrain vehicle) may be parked on a driveway, provided it fits "head-in", on the paved surface, with a minimum of 10' between the rear bumper and the sidewalk. Parking of Recreational Vehicles on the public streets shall be limited



to 72-hours for loading and unloading with a valid Recreation Vehicle and Trailer Parking Permit from the City of Fountain Police Department.

**Holiday Décor:**

There are no existing rules to govern the placement of holiday décor. The City of Fountain restricts holiday lighting to a total of 45 days.

**Suggested ADDITION (Design Guidelines):**

Holiday décor may be placed or erected on the Lot temporarily during the period forty-five (45) days before and fifteen (15) days after each generally observed holiday. Holiday décor must be securely anchored with electrical components sheathed for safety. The illumination of temporary holiday lighting shall be restricted between the hours of 10:00 p.m. to 6:00 a.m. each night. These restrictions shall not apply to seasonal décor, depicting imagery of wildlife or nature generally accepted as applicable to the season, which may be temporarily placed or erected for the duration of the season.

**Ventana Metropolitan District  
Amended and Restated - Article V of the  
Design Guidelines of the Ventana Community**

**Establishment of Schedule for Fines, Penalties and Charges**

**Section 5.1 – Establishment of Fines, Penalties and Charges**

To facilitate compliance with the Declaration and these Design Guidelines, the AC establishes the following list of Fines, Penalties and Charges that they may apply and collect to Owners who are in violation of the Declaration and Design Guidelines:

**Schedule of Notices**

The VCC and Board of Directors has established the following enforcement process applicable to Property Owners whose property or persons (residents, tenants, or guest) are found to be in violation of the Ventana Metropolitan District Declaration or Design Guidelines at any time.

- 1) **1st Notice of Violation (*Courtesy Notice*):** Written notice to the Property Owner advising the nature of the alleged violation and requesting confirmation of compliance within fourteen (14) days.
- 2) **2nd Notice of Violation (*First Fine*):** Written notice to the Property Owner advising that the previously alleged violation has not been corrected, advising of the commencement of fines, and requesting confirmation of compliance within fourteen (14) days.
- 3) **Notice of Continued Violation (*Continued Fines*):** Written notice to the Property Owner advising that the previously alleged violation has not been corrected, advising of the imposition of automatically reoccurring fines every thirty (30) days until the Property Owner has provided verification of correction of the violation to Management.
- 4) **Perpetual Fines:** No additional notices are required, beyond the Notice of Continued Violation. The sole responsibility for confirmation of compliance is borne by the Property Owner, who must correct the violation and provide timely proof of the corrected violation to the District Manager to halt additional fines. The Board of Directors, the VCC, and the District Manager share no responsibility for pursuit of proof of correction. Additional fines will not be waived for reported delays in delivery of proof of correction, which result in additional fines.

**Schedule of Fines, Penalties and Charges**

The AC and Board of Directors has established the following schedule of Fines, Penalties and Charges applicable to the aforementioned Schedule of Notices.

- 1) **1st Notice of Violation (*Courtesy Notice*):** No Fine
- 2) **2nd Notice of Violation (*First Fine*):** \$25
- 3) **Notice of Continued Violation (*Continued Fines*):** \$50
- 4) **Perpetual Fines:** \$100 every 30-days perpetually

All fines imposed in accordance with this Fine Schedule shall be considered due and payable within thirty (30) days from the date of each Notice and shall be subject to a late fees for each subsequent thirty (30) day period in which any portion of the fine remains unpaid; in addition to interest at the established per annum rate.

ARTICLE V  
Establishment of Schedule for Fines, Penalties and Charges

**Section 5.1 – Establishment of Fines, Penalties and Charges**

To facilitate compliance with the Declaration and these Design Guidelines, the AC establishes the following list of Fines, Penalties and Charges that they may apply and collect to Owners who are in violation of the Declaration and Design Guidelines:

<b>CCR / DG Code Section</b>	<b>Violation</b>	<b>Fee</b>
DG 4.4	Excavation	\$20/ week until resolved
DG 4.2	Construction Hours 7am - 7pm	\$10/ incident
DG 3.41	Pet Waste	\$20/ incident
CCR 4.10 / DG 3.39	Leashed Pets	\$20/ incident
CCR 4.06	Nuisance	\$50/ Month until resolved
CCR 4.05	Trash Receptacles/ Refuse	\$5/ Day until resolved
DG 2.2	Unapproved Architectural Projects	\$50/ Month until resolved
CCR 4.01, 4.08 / DG 3.36	Landscape Maintenance	\$10/ Week until resolved
CCR 4.07	Lights, Sounds, and Odors	\$20/ Month until resolved
CCR 4.11 / DG 4.6	Vehicles	\$20/ week until resolved
CCR 4.12	Signs	\$10/ Month until resolved

**Section 5.2 – Update and Publication**

The Ac may from time to time update, modify, change, add to, or eliminate this list and will publish and advertise this list for general distribution to all Owners.



<b>Work</b>	<b>Cost</b>	<b>Budgeted Funds</b>	<b>Notes</b>
Skimmer Grate Replacement	2,058.69		This need was not previously known
Return Replumb	2,555.22		
Pump Motor Replacement	1,144.91	1,000.00	
LED Lights on Pool & Spa	9,021.22	500.00	
Pool Filter Replacement	3,815.25		This need was not previously known
Pool Heater Diverting Valve	3,610.87		This need was not previously known
Handi-Lift Replacements	15,142.18	6,000.00	Manual options are available but may create alternative issues
Chemical Controller Repairs	5,221.21	700.00	This need expanded as the chlorine pellets can no longer be used and the feeder system therefor must be brought up to par
<b>Total</b>	<b>42,569.55</b>	<b>8,200.00</b>	

# Proposal



1539 Dustry Drive  
 Colorado Springs, CO 80905  
 Bus: (719) 226-5014 Ext 202  
 Fax: (719) 226-5015  
 droenneburg@fraquatech.com

PROPOSAL SUBMITTED TO: Vantana Rec Center	PHONE 719-447-1777	DATE 2/27/2024
STREET 11007 Hidden Dr Pkwy	FAX	
CITY, STATE, ZIP CODE Fountain, Co 80817	JOB NAME same	
CONTACT PERSON Heather / Rylie	JOB LOCATION same	

We hereby submit specifications and estimates for: New VGB Grate.

Quantity	Description:	Per Unit	Amount
	<b>Labor</b>		\$ -
	No Labor If Operater Installs.		
	<b>Materials:</b>		
	18"x18" Pool Main Drain Grates	\$	787.48
	6" Hockey Bucks	\$	471.33
	32" Trench Grates For Spa	\$	524.76
	This Proposal Doesn't Include Any Other Issues	\$	-
		\$	-
	<b>SubTotal (materials only)</b>	<b>\$</b>	<b>1,783.57</b>
	<b>Shipping</b>	\$	125.00
	<b>Shipping Tax @ 3.12%</b>	\$	3.90
	<b>50% Down And 50% When Completed</b>		
	<b>This bid is based solely on visual inspection.</b>		
8.20%	<b>SALES TAX</b>		
	<b>TOTAL AMOUNT</b>	<b>\$</b>	<b>146.25</b>

**We Propose** hereby to furnish material and labor--complete according to above specifications, for the sum of:

Two Thousand Fifty Eight 69/100 \_\_\_\_\_ dollars **\$ 2,058.69**

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the original estimate cost. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized  
 Signature Doug Roenneburg

Written cancellation needed Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Interest in the amount of 1.5% per month will be charged on past due accounts. If any action at law arises hereunder and we are successful, Owner shall pay attorney's fees.

Note: This proposal may be  
 withdrawn by us if not accepted  
 within:

**30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Should cancellation be required mid-production, a written cancellation must be provided and there will be a 30% restock fee on materials.

Acceptance Date: \_\_\_\_\_



# Proposal



1539 Dustry Drive  
 Colorado Springs, CO 80905  
 Bus: (719) 226-5014 Ext 202  
 Fax: (719) 226-5015  
 droenneburg@fraquatech.com

PROPOSAL SUBMITTED TO: Vantana Rec Center	PHONE 719-447-1777	DATE 2/27/2024
STREET 11007 Hidden Dr Pkwy	FAX	
CITY, STATE, ZIP CODE Fountain, Co 80817	JOB NAME same	
CONTACT PERSON Heather / Rylie	JOB LOCATION same	

We hereby submit specifications and estimates for: **Repair PVC Line On Pool Return.**

Quantity	Description:	Per Unit	Amount
	<b>Labor</b>		\$ 1,505.00
	<b>Materials:</b>		
	PVC Pipe And Fittings		\$ 901.80
	Extra Materials Glue, Cleaner, Blades.		\$ 45.00
			\$ -
			\$ -
	<b>SubTotal (materials only)</b>		<b>\$ 946.80</b>
	<b>Shipping</b>		\$ 25.00
	<b>Shipping Tax @ 3.12%</b>		\$ 0.78
	<b>50% Down And 50% when Completed</b>		
	<b>This bid is based solely on visual inspection.</b>		
8.20%	<b>SALES TAX</b>	<b>TOTAL AMOUNT</b>	<b>\$ 77.64</b>

**We Propose** hereby to furnish material and labor--complete according to above specifications, for the sum of:

Two Thousand Five Hundred Fifty Five 22/100 dollars **\$ 2,555.22**

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the original estimate cost. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized  
 Signature Doug Roenneburg

Written cancellation needed Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Interest in the amount of 1.5% per month will be charged on past due accounts. If any action at law arises hereunder and we are successful, Owner shall pay attorney's fees.

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 within:**

**30 Days**

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Signature \_\_\_\_\_

Signature \_\_\_\_\_

Should cancellation be required mid-production, a written cancellation must be provided and there will be a 30% restock fee on materials.

Acceptance Date: \_\_\_\_\_



# Proposal



1539 Dusty Drive  
 Colorado Springs, CO 80905  
 Bus: (719) 226-5014 Ext 202  
 Fax: (719) 226-5015  
 droenneburg@fraquatech.com

PROPOSAL SUBMITTED TO: Vantana Rec Center	PHONE 719-447-1777	DATE 2/27/2024
STREET 11007 Hidden Dr Pkwy	FAX	
CITY, STATE, ZIP CODE Fountain, Co 80817	JOB NAME same	
CONTACT PERSON Heather / Rylie	JOB LOCATION same	

We hereby submit specifications and estimates for: Install New Motor On Jet Pump.

Quantity	Description:	Per Unit	Amount
	<b>Labor</b>		\$ 240.00
	Have Electrition Check Power Out First.		
	<b>Materials:</b>		
	3Hp Motor		\$ 749.99
	Go - Kit 32		\$ 52.99
	This Proposal Doesn't Include Any Other Issues		\$ -
			\$ -
	<b>SubTotal (materials only)</b>		<b>\$ 802.98</b>
	<b>Shipping</b>		\$ 35.00
	<b>Shipping Tax @ 3.12%</b>		\$ 1.09
	<b>This bid is based solely on visual inspection.</b>		
8.20%	<b>SALES TAX</b>	<b>TOTAL AMOUNT</b>	<b>\$ 65.84</b>

**We Propose** hereby to furnish material and labor--complete according to above specifications, for the sum of:

One Thousand One Hundred Forty Four 91/100 \_\_\_\_\_ dollars **\$ 1,144.91**

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the original estimate cost. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized  
 Signature Doug Roenneburg

Written cancellation needed Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Interest in the amount of 1.5% per month will be charged on past due accounts. If any action at law arises hereunder and we are successful, Owner shall pay attorney's fees.

**Note: This proposal may be  
 withdrawn by us if not accepted  
 within:**

**30 Days**

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Signature \_\_\_\_\_

Signature \_\_\_\_\_

Should cancellation be required mid-production, a written cancellation must be provided and there will be a 30% restock fee on materials.

Acceptance Date: \_\_\_\_\_



# Proposal



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 Colorado Springs, CO 80905  
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 droenneburg@fraquatech.com

PROPOSAL SUBMITTED TO: Vantana Rec Center	PHONE 719-447-1777	DATE 2/27/2024
STREET 11007 Hidden Dr Pkwy	FAX	
CITY, STATE, ZIP CODE Fountain, Co 80817	JOB NAME same	
CONTACT PERSON Heather / Rylie	JOB LOCATION same	

We hereby submit specifications and estimates for: Install New Led Lights On Pool / Spa.

Quantity	Description:	Per Unit	Amount
	<b>Labor</b>		\$ 1,720.00
	<b>Materials:</b>		
	Led Light Fixture Pool. ( White )		\$ 5,826.80
	Led Light Fixture Spa. ( White )		\$ 754.31
	This Proposal Doesn't Include Any Other Issues		\$ -
	May Need Help From Electrition.		\$ -
	<b>SubTotal (materials only)</b>		<b>\$ 6,581.11</b>
	<b>Shipping</b>		\$ 175.00
	<b>Shipping Tax @ 3.12%</b>		\$ 5.46
	<b>50% Down And 50% When Completed</b>		
	<b>This bid is based solely on visual inspection.</b>		
8.20%	<b>SALES TAX</b>	<b>TOTAL AMOUNT</b>	<b>\$ 539.65</b>

## We Propose

hereby to furnish material and labor--complete according to above specifications, for the sum of:

Nine Thousand Twenty One 22/100 dollars **\$ 9,021.22**

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the original estimate cost. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized  
 Signature Doug Roenneburg

Written cancellation needed Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Interest in the amount of 1.5% per month will be charged on past due accounts. If any action at law arises hereunder and we are successful, Owner shall pay attorney's fees.

Note: This proposal may be  
 withdrawn by us if not accepted  
 within:

**30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Should cancellation be required mid-production, a written cancellation must be provided and there will be a 30% restock fee on materials.

Acceptance Date: \_\_\_\_\_



# Proposal



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STREET 11007 Hidden Dr Pkwy	FAX	
CITY, STATE, ZIP CODE Fountain, Co 80817	JOB NAME same	
CONTACT PERSON Heather / Rylie	JOB LOCATION same	

We hereby submit specifications and estimates for: Install New Filter On Pool.

Quantity	Description:	Per Unit	Amount
	<b>Labor</b>		\$ 860.00
	Extra Cost If Sand Needs To Be Hauled Off.		
	<b>Materials:</b>		
	TR 140 Filter		\$ 2,216.35
	#20 Silica Sand		\$ 395.82
	This Proposal Doesn't Include Any Other Issues		\$ -
			\$ -
	<b>SubTotal (materials only)</b>		<b>\$ 2,612.17</b>
	<b>Shipping</b>		\$ 125.00
	<b>Shipping Tax @ 3.12%</b>		\$ 3.90
	<b>50% Down And 50% When Completed</b>		
	<b>This bid is based solely on visual inspection.</b>		
8.20%	<b>SALES TAX</b>	<b>TOTAL AMOUNT</b>	<b>\$ 214.20</b>

**We Propose** hereby to furnish material and labor--complete according to above specifications, for the sum of:

Three Thousand Eight Hundred Fifteen 25/100 \_\_\_\_\_ dollars **\$ 3,815.25**

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the original estimate cost. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized  
 Signature Doug Roenneburg

Written cancellation needed Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Interest in the amount of 1.5% per month will be charged on past due accounts. If any action at law arises hereunder and we are successful, Owner shall pay attorney's fees.

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 withdrawn by us if not accepted  
 within:**

**30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

Should cancellation be required mid-production, a written cancellation must be provided and there will be a 30% restock fee on materials.

Acceptance Date: \_\_\_\_\_



# Proposal



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STREET 11007 Hidden Dr Pkwy	FAX	
CITY, STATE, ZIP CODE Fountain, Co 80817	JOB NAME same	
CONTACT PERSON Heather / Rylie	JOB LOCATION same	

We hereby submit specifications and estimates for: **Install New Diverting Value On Pool Heater.**

Quantity	Description:	Per Unit	Amount
	<b>Labor</b>		\$ 1,290.00
	<b>Materials:</b>		
	Powermax Diverting Value.		\$ 1,992.10
	Extra Materials		\$ 110.00
	This Proposal Doesn't Include Any Other Issues		\$ -
			\$ -
	<b>SubTotal (materials only)</b>		<b>\$ 2,102.10</b>
	<b>Shipping</b>		\$ 45.00
	<b>Shipping Tax @ 3.12%</b>		\$ 1.40
	<b>50% Down And 50% When Completed</b>		
	<b>This bid is based solely on visual inspection.</b>		
8.20%	<b>SALES TAX</b>	<b>TOTAL AMOUNT</b>	<b>\$ 172.37</b>

**We Propose** hereby to furnish material and labor--complete according to above specifications, for the sum of:

Three Thousand Six Hundred Ten 87/100 dollars **\$ 3,610.87**

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the original estimate cost. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized  
 Signature Doug Roenneburg

Written cancellation needed Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Interest in the amount of 1.5% per month will be charged on past due accounts. If any action at law arises hereunder and we are successful, Owner shall pay attorney's fees.

**Note: This proposal may be  
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 within:**

**30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Should cancellation be required mid-production, a written cancellation must be provided and there will be a 30% restock fee on materials.

Acceptance Date: \_\_\_\_\_



# Proposal



1539 Dustry Drive  
 Colorado Springs, CO 80905  
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STREET 11007 Hidden Dr Pkwy	FAX	
CITY, STATE, ZIP CODE Fountain, Co 80817	JOB NAME same	
CONTACT PERSON Heather / Rylie	JOB LOCATION same	

We hereby submit specifications and estimates for: **Install New Handi - Cap Lifts On Pool And Spa.**

Quantity	Description:	Per Unit	Amount
	<b>Labor</b>		\$ 645.00
	<b>Materials:</b>		
	Axs 2 Lifts		\$ 13,064.94
			\$ -
			\$ -
	This Proposal Doesn't Include Any Other Issues		\$ -
			\$ -
	<b>SubTotal (materials only)</b>		<b>\$ 13,064.94</b>
	<b>Shipping</b>		\$ 350.00
	<b>Shipping Tax @ 3.12%</b>		\$ 10.92
	<b>50% Down And 50% When Completed</b>		
	<b>This bid is based solely on visual inspection.</b>		
8.20%	<b>SALES TAX</b>	<b>TOTAL AMOUNT</b>	<b>\$ 1,071.33</b>

## We Propose

hereby to furnish material and labor--complete according to above specifications, for the sum of:

Fifteen Thousand One Hundred Forty Two 18/100 dollars **\$ 15,142.18**

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the original estimate cost. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized  
 Signature Doug Roenneburg

Written cancellation needed Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Interest in the amount of 1.5% per month will be charged on past due accounts. If any action at law arises hereunder and we are successful, Owner shall pay attorney's fees.

Note: This proposal may be  
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**30 Days**

**Acceptance of Proposal** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Should cancellation be required mid-production, a written cancellation must be provided and there will be a 30% restock fee on materials.

Acceptance Date: \_\_\_\_\_



# Proposal



1539 Dustry Drive  
 Colorado Springs, CO 80905  
 Bus: ( 719) 226-5014 Ext 202  
 Fax: (719) 226-5015  
 droenneburg@fraquatech.com

PROPOSAL SUBMITTED TO: Vantana Rec Center	PHONE 719-447-1777	DATE 2/27/2024
STREET 11007 Hidden Dr Pkwy	FAX	
CITY, STATE, ZIP CODE Fountain, Co 80817	JOB NAME same	
CONTACT PERSON Heather / Rylie	JOB LOCATION same	

We hereby submit specifications and estimates for: **Get Chemical Controllers Up And Running.**

Quantity	Description:	Per Unit	Amount
	<b>Labor</b>		\$ 860.00
	<b>Materials:</b>		
	Stenner Pump Head & Tubes		\$ 1,632.79
	Cat Orp / Ph Probes.		\$ 2,291.79
	Check Value		\$ 61.80
	This Proposal Doesn't Include Any Other Issues		\$ -
			\$ -
	<b>SubTotal (materials only)</b>		<b>\$ 3,986.38</b>
	<b>Shipping</b>		\$ 46.50
	<b>Shipping Tax @ 3.12%</b>		\$ 1.45
	<b>50% Down And 50% When Completed</b>		
	<b>This bid is based solely on visual inspection.</b>		
8.20%	<b>SALES TAX</b>		
	<b>TOTAL AMOUNT</b>	<b>\$ 326.88</b>	

## We Propose

hereby to furnish material and labor--complete according to above specifications, for the sum of:

Five Thousand Two Hundred Twenty One 21/100 dollars **\$ 5,221.21**

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the original estimate cost. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized  
 Signature Doug Roenneburg

Written cancellation needed Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Interest in the amount of 1.5% per month will be charged on past due accounts. If any action at law arises hereunder and we are successful, Owner shall pay attorney's fees.

Note: This proposal may be  
 withdrawn by us if not accepted  
 within:

**30 Days**

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Should cancellation be required mid-production, a written cancellation must be provided and there will be a 30% restock fee on materials.

Acceptance Date: \_\_\_\_\_



Club House Facility Manager  
Ventana Metropolitan District

JOB TITLE: Full-Time Recreation Center Facility Manager

SUPERVISOR: Ventana Metropolitan District Manager

SALLERY: Starting at \$ \_\_\_\_\_ annually

SCHEDULE: **Wednesday – Saturday 9am to 7pm**

ABOUT THE DISRTICT: Ventana Metropolitan District is a Title 32 Special Metropolitan District quasi-governmental entity located in Fountain, Colorado. WSDM, LLC is the contracted District Management company ("District Manager"), responsible for oversight of the District business, Community functions, Recreation Center operations, covenant enforcement, architectural review, and public landscape, trails, and park maintenance. The Ventana Recreation Center is a facility available to residents of the Ventana Metropolitan District and City of Fountain. The facility provides a community gathering space (Great Room), fitness center, pool, spa, and splash pad. The Great Room space located within the Recreation Center is also available by reservation for residents to host parties and events.

#### BASIC FUNCTIONS:

The Facilities Manager is responsible for keeping the building properly maintained, fully operational, up-to code, clean, safe, and appropriately staffed. The role combines management tasks such as hiring and supervising staff, managing contractors, training employees, and working with third-party vendors; with more strategic responsibilities such as ensuring expenses do not exceed the adopted budget; and advising on long-term planning and efficiency.

#### REPORTING RELATIONSHIP:

The Facilities Manager is an employee of the Ventana Metropolitan District, working at the direction of and reporting to the District Manager on behalf of the Board of Directors.

#### RESPONSIBILITY & PRINCIPAL DUTIES:

- Staffing:
  - Facilitate employment ads, review applicants, coordinate interviews, and make recommendations to District Manager for new employees, as needed.
  - Train and instruct employees on their duties.
  - Maintain and distribute employee schedule, ensuring part-time employment status is maintained and established staffing goals are met.
  - Track and report absences and time off to the District Manager in real-time; submitting timely payroll reports to the Management office in conjunction with the established payroll cycle and noting any applicable sick-time or paid time off usage occurring during the period.
  - Ensure tasks assigned to employees are within each employee's range of capabilities.
  - Facilitate periodic oversight and annual evaluations of employee performance to each employee. Provide the District Manager with a completed Employee Performance Review Form, within 3-days following each annual evaluation.
  - Document employee performance issues through "write-ups" and facilitate one-on-one advisement or mentoring as needed. Provide the District Manager a copy of the Employee Write-Up Form on the day the advisement occurs.
  - Ensure staff remains active and engaged throughout each shift through detailed task lists and clear expectations, making every effort to ensure staff does not become sedentary in the staff office for any significant period of time.

- Ensure proper safety procedures, protective gear, and security measures are implemented for all aspects of the workplace. Contact the District Manager immediately if safety concerns arise.
- Recreation Center Operations:
  - Provide outstanding customer service to all residents and guests of the facility.
  - Assist with direction to the District website for forms and payments and to the District Manager for other inquiries.
  - Maintain and keep stocked cleaning and toiletry supplies, track supply use, and order supplies as needed.
  - Manage day-to-day operations of facilities, such as delegating or completing cleaning, maintenance, and repairs.
  - Delegate regular cleaning of all facilities including but not limited to fitness area, restrooms, locker areas, kitchen appliances, floors, counters, blinds, windows, door handles, and seating areas.
  - Maintain guest logs and sign-in sheets, ensuring all guests sign-in, and all sign-in sheets are forwarded to the District Manager for billing no less than weekly.
  - Monitor guests to ensure compliance with the Rules and immediately report violations or other such incidents to the District Manager using the designated Incident Report Form.
  - Monitor camera system to ensure all cameras remain fully operational, reporting issues with the system to the District Manager so repairs are scheduled as needed.
  - Manage and monitor the key fob entry system, including inventory; issuing new and replacement fobs in accordance with policy, and deactivating fobs as needed.
  - Identify maintenance and repair needs throughout the facility including the exterior and parking-lot, facilitating general maintenance and repairs to the extent of the Facility Manager's abilities, and contacting the District Manager at any point in which a repair identified exceeds the Facility Manager's ability.
  - Coordinate and meet with external vendors, overseeing scope and quality of workmanship.
  - Oversee posting on the community bulletin board located in the Great Room, ensuring all notices posted contain age appropriate, non-objectional, unbiased material only.
  - Maintain a clean and orderly environment including a secure recordkeeping system for all Recreation Center forms.
  - Preparing facilities for changing weather conditions. Shoveling walkways and spreading ice-melt as needed to prevent the development of ice as needed, in between service by the snow removal vendor.
- Fitness Center Operations:
  - Perform frequent cleaning and sanitation of equipment and vacuuming of floor.
  - Ensure consistent emptying of waste bins and refilling of sanitizing wipes.
  - Provide behavioral supervision and equipment oversight, to ensure proper use and safety within the facility.
  - Periodically test equipment, ensuring all pieces remain fully operational.
  - Evaluate maintenance and repair needs of equipment. Post notice and disable use of equipment when in need of repair. Facilitate repairs as needed or contact District Manager when repairs exceed your expertise.
- Pool and Spa Operations:
  - Conduct daily inspections of pool, spa, and associated equipment.
  - Clean pool surfaces, tiles, and filters regularly to maintain water clarity and quality.
  - Test and balance pool water chemistry using appropriate testing kits, per state requirements.



- Adjust chemicals as needed to ensure proper pH, alkalinity, and chlorine levels, per state requirements.
- Perform repairs or replacements as needed to ensure efficient operation.
- Identify and diagnose issues with pool systems and equipment; implementing corrective measures to address malfunctions or defects.
- Ensure compliance with safety regulations and standards for pool operations; implementing safety measures, such as installing and maintaining safety signs and equipment as needed and/or required.
- Maintain daily records of all pool maintenance activities, water test results, and equipment repairs, providing reports to the District Manager no less than weekly.
- Facilitate placement and securing of the pool and spa cover nightly.
- Facilitate installation of ADA compliant lifts for both the pool and spa, ensuring all components are functional and batteries are fully charged when needed.
- Perform season-end pool closing and winterization procedures to protect pools from freezing temperatures at the direction of the District Manager.
- Conduct season-beginning pool opening procedures, including cleaning, refilling, and preparing equipment for use in anticipation of Memorial Day weekend opening each year.
- Maintain Certified Pool Operator (CPO) in accordance with the Pool and Hot Tub Alliance.
- Reservations and Events:
  - Reservation requests, once approved by the District Manager, will be relayed to the Facility Manager. Facility Manager will contact the Owner to confirm the reservation and review the Rules of use.
  - On the day of a reservation, the Facility Manager will coordinate access to the facility and will assist in providing tables and chairs as needed.
  - Following a reservation, the Facility Manager will inspect the Great Room and test all appliances to ensure the facility was left in same condition and will advise the District Manager of the condition immediately. If cleaning or repairs are needed, the Facility Manager will coordinate or facilitate the cleaning and repairs, and will forward an invoice for the same to the District Manager within 72-hours of the event.
  - The Facility Manager may periodically coordinate, with the District Manager, food trucks in the Recreation Center parking lot for the benefit of the community, so long a valid permit is kept. All Food Trucks must have a valid license with the City of Fountain and State of Colorado.
  - Miscellaneous community events may be hosted at the Recreation Center from time to time, which will require the Facility Manager to be involved with the same involvement and process as a facility reservation.
- Planning:
  - Manage all scheduling of inspections and repairs with contractors at the direction of the District Manger.
  - Managing all contractor communications, work, and contracts.
  - Ensuring the efficiency of all building systems and reporting the same to the District Manager.
  - Preparing operating reports and budgeting figures, including but not limited to supplies and cost estimates for equipment quarterly.
  - Maintaining a safe work environment for all employees and guests, ensuring all processes and compliance programs are met.
  - Ensuring all equipment and utility systems are inspected and utilized in accordance with regulations.
  - Creating reports on maintenance, repairs, safety or other occurrences and providing to the District Manager in a timely manner.

- Collaborating with the District Manager on budgeting for the facilities needs. Providing recommendations and oversight regarding upcoming projects, renovations, and refurbishments.

#### AUTHORITY:

The Facilities Manager is a valued member of the District's Management Team, who's skills and input are valued. As such, the Facilities Manager is granted the full authority necessary to oversee those tasks assigned to them as general duties or as may be assigned from time to time. All tasks and authority granted shall be subject to both the funds allocated within annual budget for the District and as approval from the Board of Directors for the District. The Facilities Manager shall have no authority to approve contracts or expenses on behalf of the District unless otherwise pre-approved in writing by the District Manager, on behalf of the Board of Directors. Tasks associated with any contractual obligations or expenses, which the District would be responsible for must first be emailed to the District Manager for review.

#### QUALIFICATIONS & COMPETENCIES:

- High school diploma or GED equivalent
- Certified Pool Operator (or willingness to become one)
- 2 years' experience managing aquatic facilities
- 3-5 year's management experience
- Understanding of pool and spa mechanical and operational components
- Understanding of pool and spa chemical testing and balancing
- Ability to depict color coded chemical tests
- Ability to conduct basic repair and maintenance on pool and facility equipment
- Ability to lift at least 75 pounds
- Able to walk and stand for long periods of time
- Able and comfortable using a ladder and entering tight spaces
- Self-motivated and self-directed
- Experienced at compiling and following strict budgets
- Accurate and precise attention to detail
- The ideal candidate will have a positive attitude and be a problem-solver
- Computer skills; may include scheduling with Microsoft Office Suite or similar software
- Must pass a drug screen and a criminal background check