

**VENTANA METROPOLITAN DISTRICT**  
 Regular Board Meeting  
**Monday, May 20, 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 April 15, 2024 (enclosure)
  - b. Approval of Payables for the Period ending May 20, 2024 (enclosure)
    - General Fund –       \$     **24,528.99 (updated)**
    - Bond Fund –           \$     460,418.53
    - **TOTAL –               \$     484,947.52 (updated)**
  - c. Acceptance of Unaudited Financial Statements as of April 30, 2024, and the Schedule of Cash Position Updated as of April 30, 2024 (enclosure)
6. Market Update/Construction/Operations
7. District Management Matters & Report
  - a. Review Managers Report (enclosure)
    - i. Violation report
    - ii. Architectural Report
  - b. Update on Recreation Center Operations – Kevin Whatley
    - i. Pool Opening

8. General Business
  - a. Review and Consider Approval for Internet Service Changes (enclosure)
  - b. Review and Consider Approval of Facilities Manager Job Description (enclosure)
  - c. Discuss and Consider the Appointment of Two Directors to Conduct Employee Reviews
  - d. Review and Consider Approval of Proposal to Purchase ADA-Compliant Pool Lift (enclosure)
  - e. Review and Consider Approval of Proposal for Purchase of Fire-Rated Storage Cabinet (enclosure)
  - f. Review and Consider Adoption of Website Accessibility Policy (enclosure)
9. Executive Session
  - a. Pursuant to 24-6-402(4)(f) CRS Discuss Recreation Center Staffing
10. Adjourn
  - a. Next regularly scheduled Board Meeting is June 17, 2024 at 6:00 p.m.





## VENTANA METROPOLITAN DISTRICT

Regular Board Meeting

**Monday, April 15, 2024 – 6:00 p.m.**

11007 Hidden Prairie Parkway

Fountain, CO 80817

And virtually: <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 5:58 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

Also in attendance were:

Heather Smith, WSDM – District Managers  
Kevin Whatley, Rec Center  
Clinton Milroy, Resident  
Josh Cooper, Resident  
Christina Chilcote, Resident

Two additional attendees were present by phone but did not identify themselves upon request.

3. Approval of Agenda: Director Sparks moved to approve the Agenda as presented; seconded by Director Schuhmacher. Motion passed unanimously.
4. Public Comment: The meeting was opened for public comment.
5. Regular Business Items: 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 March 18, 2024
  - b. Approval of Payables for the Period ending March 18, 2024
    - General Fund – \$ 36,882.05

- Bond Fund – \$ 284,044.26
- **TOTAL – \$ 320,926.31**

- c. Acceptance of Unaudited Financial Statements as of March 31, 0224, and the Schedule of Cash Position Updated as of March 31, 2024
  
6. Market Update/Construction/Operations: Director Vorwaller provided an update on Ventana South and noted Filing 2 has been approved with 58 Lots and Filing 3 is in review with 38 Lots.
  
7. District Management Matters & Report
  - a. Review Managers Report: Ms. Smith presented the monthly Managers Report.
  - b. Update on Recreation Center Operations: Mr. Whatley provided an update on the pool start-up progress with cleaning and painting upcoming.
  
8. General Business
  - a. Review Playground Inspection Report and Consider Approval of Repair Proposal: The Board prioritized repairs and considered alternatives to reduce the cost. President Farrar moved to approve the following proposed items from Rocky Mountain Playground Services for a total cost of \$7,067.91; seconded by Director Vorwaller:
    - a. Engineered Wood Fiber replenishment;
    - b. Parts for bucket swings, age/warning labels, interactive panel, collars, barrier, and jungle vine panel; and
    - c. Labor for part installations, removal of projection hazards and silicone sealant of climber gaps.

Motion passed unanimously.
  - b. Review and Consider Approval of Rec Center Facilities Manager Job Description: Ms. Smith presented the draft revisions to the Facilities Manager Job Description. After review, the item was tabled pending further review and discussion at the May Board Meeting. The Board agrees to schedule an employee review in late May at a date to be determined.
  - c. Review and Consider Approval of Landscape Maintenance Agreement: Ms. Smith introduced an Intergovernmental Agreement between the City of Fountain and the Ventana Metropolitan District for maintenance of certain Public Right of Ways in Ventana South Filing 3 and explained the City refuses to approve development of Filing 3 until the agreement is approved. After discussion, President Farrar moved to approve the Agreement as presented, noting an objection to the City’s approach, which creates a standard of maintenance not present anywhere else in the District; seconded by Director Sparks. Motion passed unanimously.
  
9. Adjourn: Director Sparks moved to adjourn the General Session of the meeting at 6:50 p.m. and open an Executive Session for the purpose of reviewing employee matters; seconded by President Farrar. Motion passed unanimously.
  - a. Next regularly scheduled Board Meeting is May 20, 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

---

Mick Schuhmacher, Assistant Secretary

---

Rich Vorwaller, Assistant Secretary



**Ventana Metropolitan District**  
**PAYMENT REQUEST**  
5/20/2024  
**GENERAL FUND ACCOUNT**

Company	Invoice	Date		Comments
Black Hills Energy	5322274450	4/30/2024	230.84	Auto Pay
Cintas	8406807143	4/30/2024	140.00	
Cintas	8406718645	2/29/2024	140.00	
City of Fountain Utilities	10005472-02	4/16/2024	515.80	Auto Pay - Rec
City of Fountain Utilities	10005630-03	4/16/2024	134.48	Auto Pay - Park
City of Fountain Utilities	10005686-02	4/16/2024	51.23	Auto Pay - Tract
City of Fountain Utilities	10006794-01	4/16/2024	51.23	Auto Pay - Tract
City of Fountain Utilities	10006795-00	4/16/2024	27.03	Auto Pay - Tract
Comcast	849790010058248	5/2/2024	399.25	Auto Pay
HBS	FR4149454	4/30/2024	8,089.33	
HD Supply	9224918841	4/10/2024	107.59	
HD Supply	9225087025	4/16/2024	99.08	
HD Supply	9225251542	4/22/2024	17.33	
Mailing Services Inc	19227	4/10/2024	353.16	
Mailing Services Inc	19316	5/9/2024	114.64	
Susemihl, McDermott & Downie, P.C	36104	4/30/2024	187.50	
Weisburg Landscape Maintenance	54969	4/10/2024	504.50	
Weisburg Landscape Maintenance	55082	4/30/2024	5,000.00	
Weisburg Landscape Maintenance	55226	5/13/2024	270.00	
WSDM District Managers	8002	4/30/2024	8,096.00	
<b>TOTAL</b>			<b>\$ 24,528.99</b>	

**BOND FUND ACCOUNT**

Description	Date	Amount	Comments
UMB Bank	5/10/2024	\$ 412,000.00	Debt Service Savings Acct
UMB Bank	5/10/2024	\$ 48,418.53	March & April 2024 Pledged Revenue
<b>TOTAL</b>		<b>\$ 460,418.53</b>	

**TOTAL FOR ALL FUNDS**

\$ 484,947.52

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





**Ventana Metropolitan District**  
**Balance Sheet**  
As of April 30, 2024

	Apr 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1105 · Eastern Colorado Bank -Checking	188,902.63
1106 · Eastern Colorado Bank - Savings	412,627.68
2002 · UMB - Bond Fund	634,482.04
2003 · UMB - Debt Service Reserve Fund	497,477.86
2004 · UMB - Cost of Issuance	14,440.71
<b>Total Checking/Savings</b>	1,747,930.92
<b>Accounts Receivable</b>	
1-1230 · Property Taxes Receivable	357,899.45
<b>Total Accounts Receivable</b>	357,899.45
<b>Other Current Assets</b>	
1310 · Due from Developer	32,741.59
1390 · Undeposited Funds	10,606.09
<b>Total Other Current Assets</b>	43,347.68
<b>Total Current Assets</b>	2,149,178.05
<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>11,503,675.00</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2010 · Accounts Payable	27,355.57
<b>Total Accounts Payable</b>	27,355.57
<b>Other Current Liabilities</b>	
2022 · Deferred Property Tax Revenue	357,899.45
2100 · Payroll Liabilities	841.14
<b>Total Other Current Liabilities</b>	358,740.59
<b>Total Current Liabilities</b>	386,096.16
<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>	13,764,096.16
<b>Equity</b>	
3000 · Opening Balance Equity	24,298.52
3910 · Retained Earnings	-2,614,312.28
Net Income	329,592.60
<b>Total Equity</b>	-2,260,421.16
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,503,675.00</b>

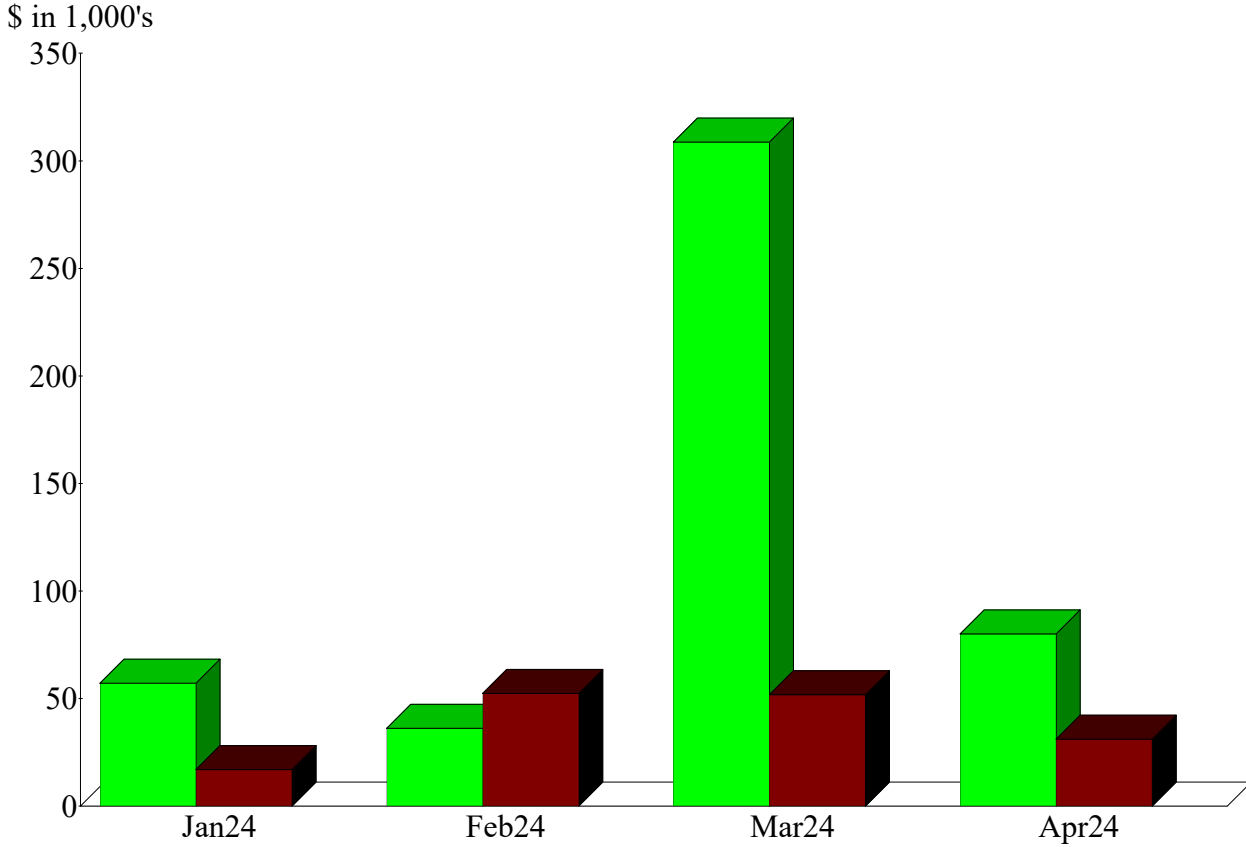
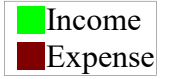
## Ventana Metropolitan District Profit & Loss Budget vs. Actual January through April 2024

	TOTAL				
	Apr 24	Jan - Apr 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	345.19	1,422.84			
<b>1-1100 · Recreation Center Dues</b>					
1-1105 · Ventana Residents	33,337.28	102,318.93	210,672.00	-108,353.07	48.57%
<b>Total 1-1100 · Recreation Center Dues</b>	33,337.28	102,318.93	210,672.00	-108,353.07	48.57%
1-1200 · Trash Service	14,057.43	35,101.66	93,416.00	-58,314.34	37.58%
1-1300 · Rental Security Deposit	0.00	0.00	4,000.00	-4,000.00	0.0%
1-1310 · Permit Use Fee	24.00	24.00			
<b>1-1401 · Treasurer Tax Income</b>					
1-1400 · Current - O&M	4,741.22	61,954.86	132,743.00	-70,788.14	46.67%
1-1500 · Specific Ownership - O&M	905.18	3,021.36	9,262.00	-6,240.64	32.62%
1-1520 · Delinquent Int - O&M	2.84	2.84			
<b>Total 1-1401 · Treasurer Tax Income</b>	5,649.24	64,979.06	142,005.00	-77,025.94	45.76%
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>	53,413.14	203,846.49	522,453.00	-318,606.51	39.02%
<b>2-100 · Debt Service Fund Income</b>					
<b>Treasurer Taxes</b>					
2-1000 · Current- Debt	19,229.89	251,282.69	538,394.00	-287,111.31	46.67%
2-1200 · Specific Ownership - Debt	3,671.33	12,254.32	37,688.00	-25,433.68	32.52%
2-1220 · Delinquent Int - Debt	11.54	11.54			
<b>Total Treasurer Taxes</b>	22,912.76	263,548.55	576,082.00	-312,533.45	45.75%
<b>Total 2-100 · Debt Service Fund Income</b>	22,912.76	263,548.55	576,082.00	-312,533.45	45.75%
<b>Total Income</b>	76,325.90	467,395.04	1,098,535.00	-631,139.96	42.55%
<b>Gross Profit</b>	76,325.90	467,395.04	1,098,535.00	-631,139.96	42.55%
<b>Expense</b>					
<b>1-200 · General Fund Expense</b>					
1-1450 · O&M-Treasurer's Collection Fee	71.16	929.37	1,991.00	-1,061.63	46.68%
1-1700 · Audit	0.00	0.00	9,500.00	-9,500.00	0.0%
1-1705 · Bank Fees	0.02	0.02	10.00	-9.98	0.2%
1-1900 · Copies & Postage	562.66	1,517.86			
<b>1-2000 · Recreation Center</b>					
1-2300 · Utilities	1,029.34	4,102.07	45,000.00	-40,897.93	9.12%
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	644.38	4,500.00	-3,855.62	14.32%
<b>Total 1-2000 · Recreation Center</b>	1,169.34	5,092.42	60,500.00	-55,407.58	8.42%
<b>1-2001 · Pool Expense</b>					
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	224.00	12,710.67	32,000.00	-19,289.33	39.72%

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

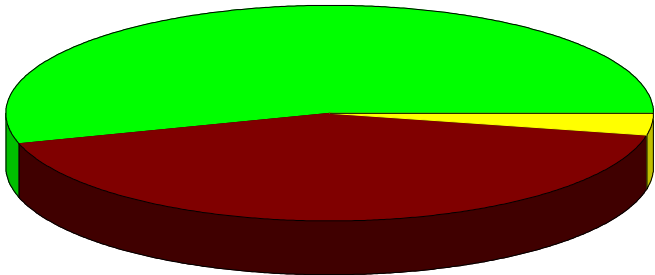
	TOTAL				
	Apr 24	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
1-2001 · Pool Expense - Other	386.50	386.50			
<b>Total 1-2001 · Pool Expense</b>	<b>610.50</b>	<b>13,097.17</b>	<b>42,295.00</b>	<b>-29,197.83</b>	<b>30.97%</b>
1-6160 · Dues and Subscriptions	0.00	915.53	1,500.00	-584.47	61.04%
1-6180 · Insurance	0.00	-13,222.00	15,000.00	-28,222.00	-88.15%
<b>1-6200 · Park/ Landscape</b>					
1-603 · Landscape Repair/ Replace	0.00	6,005.75	31,700.00	-25,694.25	18.95%
1-6205 · Maintenance	0.00	15,600.00	60,000.00	-44,400.00	26.0%
1-6210 · Utilities	779.77	3,346.37	70,000.00	-66,653.63	4.78%
1-6200 · Park/ Landscape - Other	5,504.50	5,504.50	0.00	5,504.50	100.0%
<b>Total 1-6200 · Park/ Landscape</b>	<b>6,284.27</b>	<b>30,456.62</b>	<b>161,700.00</b>	<b>-131,243.38</b>	<b>18.84%</b>
1-6240 · Miscellaneous	0.00	0.00	10,000.00	-10,000.00	0.0%
1-6490 · Office Supplies	0.00	1,135.81	8,000.00	-6,864.19	14.2%
<b>1-6570 · Professional Fees</b>					
1-2500 · Trash Service	8,089.33	31,818.93	94,429.00	-62,610.07	33.7%
1-2701 · District Management	7,500.00	30,000.00	50,400.00	-20,400.00	59.52%
1-2705 · VCC - Covenant Enforcement	0.00	0.00	39,600.00	-39,600.00	0.0%
1-6572 · Legal Fees	187.50	1,575.00	15,000.00	-13,425.00	10.5%
<b>Total 1-6570 · Professional Fees</b>	<b>15,776.83</b>	<b>63,393.93</b>	<b>199,429.00</b>	<b>-136,035.07</b>	<b>31.79%</b>
1-6620 · Rental Security Deposit Refund	200.00	200.00	4,000.00	-3,800.00	5.0%
1-6650 · Snow Removal	0.00	1,392.50			
6560 · Payroll Expenses	6,264.10	26,977.19	92,622.00	-65,644.81	29.13%
<b>Total 1-200 · General Fund Expense</b>	<b>30,938.88</b>	<b>131,886.42</b>	<b>606,547.00</b>	<b>-474,660.58</b>	<b>21.74%</b>
<b>2-200 · Debt Service Expense</b>					
<b>Treasurer's Fee</b>					
2-1050 · Debt-Treasurer's Collection Fee	288.63	3,769.43			
Treasurer's Fee - Other	0.00	0.00	8,076.00	-8,076.00	0.0%
<b>Total Treasurer's Fee</b>	<b>288.63</b>	<b>3,769.43</b>	<b>8,076.00</b>	<b>-4,306.57</b>	<b>46.67%</b>
<b>2-6075 · Bond Expense</b>					
Cost of Issuance	0.00	14,683.77			
Paying Agent Fee	0.00	2,000.00	4,000.00	-2,000.00	50.0%
<b>Total 2-6075 · Bond Expense</b>	<b>0.00</b>	<b>16,683.77</b>	<b>4,000.00</b>	<b>12,683.77</b>	<b>417.09%</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>288.63</b>	<b>20,453.20</b>	<b>697,826.00</b>	<b>-677,372.80</b>	<b>2.93%</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>31,227.51</b>	<b>152,539.62</b>	<b>1,304,373.00</b>	<b>-1,151,833.38</b>	<b>11.69%</b>
<b>Net Ordinary Income</b>	<b>45,098.39</b>	<b>314,855.42</b>	<b>-205,838.00</b>	<b>520,693.42</b>	<b>-152.96%</b>
<b>Other Income</b>					
2-7010 · Interest Income - Debt	3,759.41	14,737.18	750.00	13,987.18	1,964.96%
<b>Total Other Income</b>	<b>3,759.41</b>	<b>14,737.18</b>	<b>750.00</b>	<b>13,987.18</b>	<b>1,964.96%</b>
<b>Net Income</b>	<b>48,857.80</b>	<b>329,592.60</b>	<b>-205,088.00</b>	<b>534,680.60</b>	<b>-160.71%</b>

Income and Expense by Month  
January through April 2024



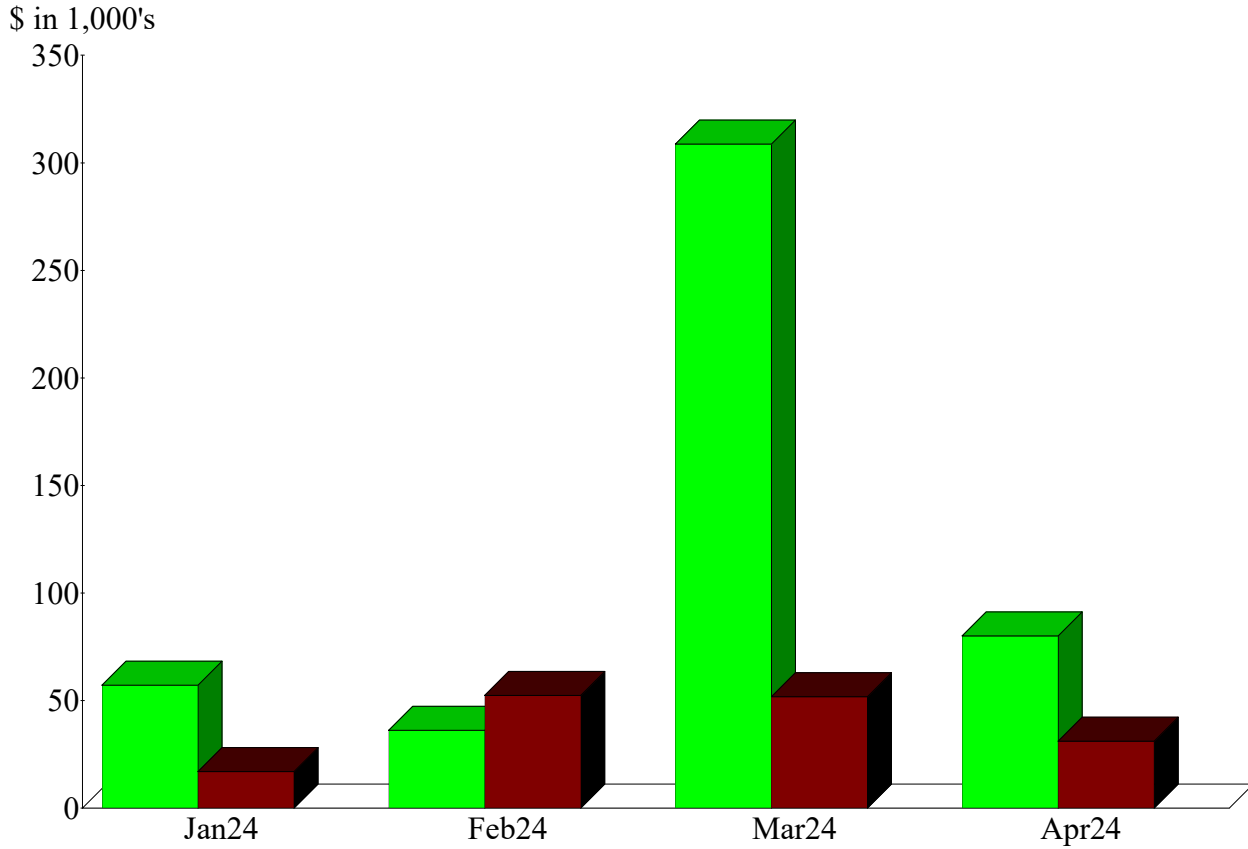
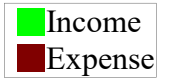
Income Summary  
January through April 2024

2-100 · Debt Service Fund Income	54.66%
1-100 · General Fund Income	42.28
2-7010 · Interest Income - Debt	3.06
<b>Total</b>	<b>\$482,132.22</b>



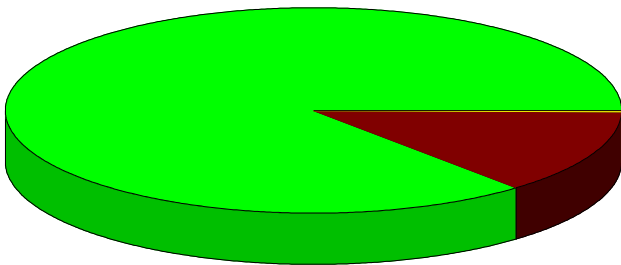
By Account

Income and Expense by Month  
January through April 2024



Expense Summary  
January through April 2024

1-200 · General Fund Expense	86.46%
2-200 · Debt Service Expense	13.41
3-200 · Capital Project Fund Expense	0.13
<b>Total</b>	<b>\$152,539.62</b>



By Account





---

---

**MEMORANDUM**

---

---

**TO:** VENTANA METROPOLITAN DISTRICT BOARD OF DIRECTORS  
**FROM:** HEATHER SMITH  
**SUBJECT:** MANAGERS REPORT FOR MAY 20, 2024, MEETING  
**DATE:** MAY 13, 2024  
**CC:** BOARD PACKET

Management Matters:

- Billing Review:
  - All 2<sup>nd</sup> Quarter Billing sent out (4/8/2024)
  - 101 2<sup>nd</sup> Quarter Reminder Letters sent out (5/7/2024)
  - 0 Payment arrangement(s)
  - 8 Liens currently
- Monthly newsletter went out 5/6/2024

Recreation Center Update:

- Drywall repairs in the fitness center, the woman's restroom, and the pool maintenance room have been scheduled for the last week of May.
- We are seeking a new employee to ensure proper coverage for the summer. The ad has been posted on Indeed and shared on Facebook.
- All pool repairs as approved with Rocky Mountain Aqua Care have been completed. Kevin Whatley is working to finish the cleaning, patching, and sealing of the pool surface.
- Now that the chlorine feeder is up and running, we are working out a steady delivery service for chlorine tank refilling.

Website Updates:

- Recent changes by the Colorado Legislature have installed requirements for public entities to meet certain website accessibility benchmarks. WSDM is in the process of reviewing each page, link, document, and widget to ensure your District meets the mark. Our WSDM company policy is on the agenda this evening for adoption by the Board.

Landscape Maintenance Status/ Review:

- Spring clean-up is continuing.
- There have been multiple breaks on the irrigation system, which are being addressed one at a time.
- Weisburg has recommended hydro-seeding the native grasses and will provide a proposal.
- Weisburg has recommended that the community enroll in a tree health care program for spraying and infestation inspections. Management is working to obtain proposals from arborists who provide this service.
- There are additional trees that do not seem to be coming back, but we are waiting to be certain before they are removed.



- The city is still reviewing revisions to the Landscape Plan for Filing 5 to reduce the number of trees required.

Park and Trail Updates:

- The park playground repairs are pending. Materials have been ordered and installation is expected by the end of May.

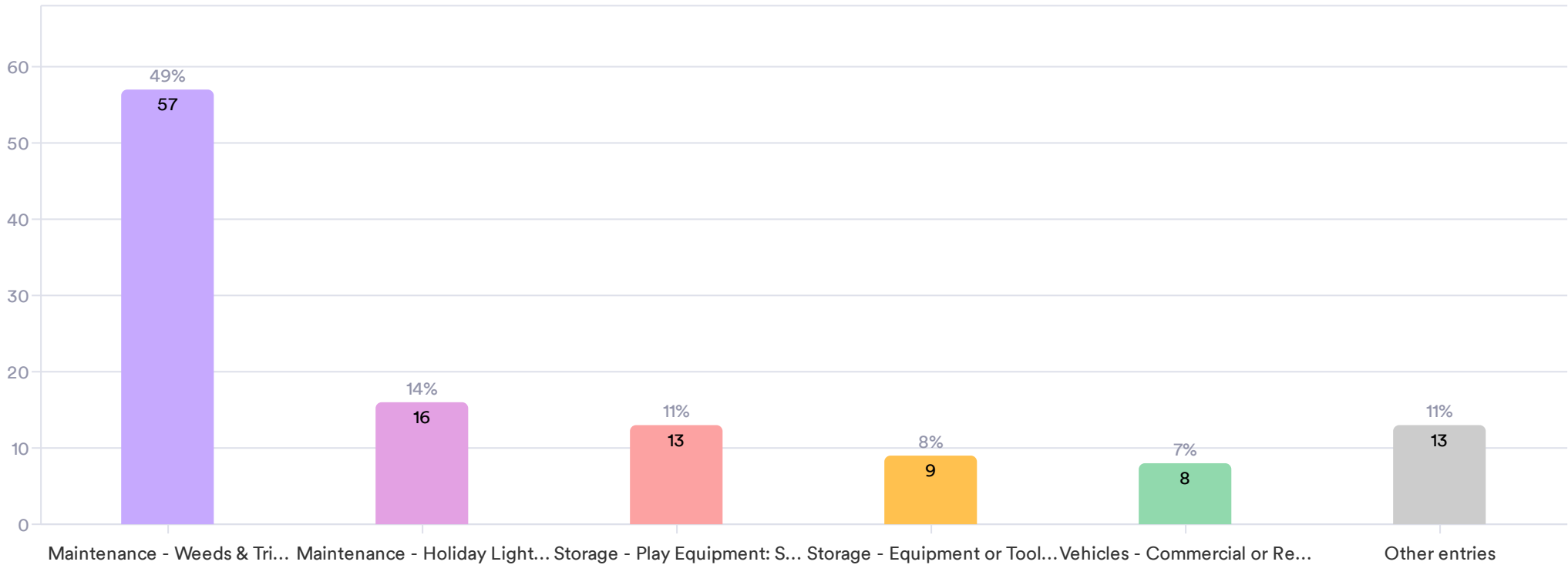
VCC Matters:

- Violation Highlights:
  - 116 Violations Issued (2024 in to-date)
    - 49% Weeds & Trimming
    - 14% Holiday Lighting
    - 8% Storage of Equipment or Tools
    - 7% Parking of Recreational Vehicles
    - 11% Storage of Play Equipment
    - 11% Other
- Architectural Submission Highlights:
  - 21 Applications Received (2024 in to-date)
    - 29% Shed
    - 17% Patio / Arbor / Deck
    - 13% Landscaping
    - 8% Solar Panels
    - 8% Detached Structure or Building
    - 25% Other
  - 17 approved as submitted
  - 1 approved with stipulations
  - 1 denied
  - 0 awaiting additional information

# VMD Violation Tracker

## Cited Violation:

116 Responses



Data	Response	%
Maintenance - Weeds & Trim: Section 4.08 of the Covenants states, "The...	57	49%
Maintenance - Holiday Lighting: Section 15.04.070, Chapter 6, subsection...	16	14%
Storage - Play Equipment: Section 3.17 of the Design Guidelines states, "A...	13	11%
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	7%
Other entries	13	11%

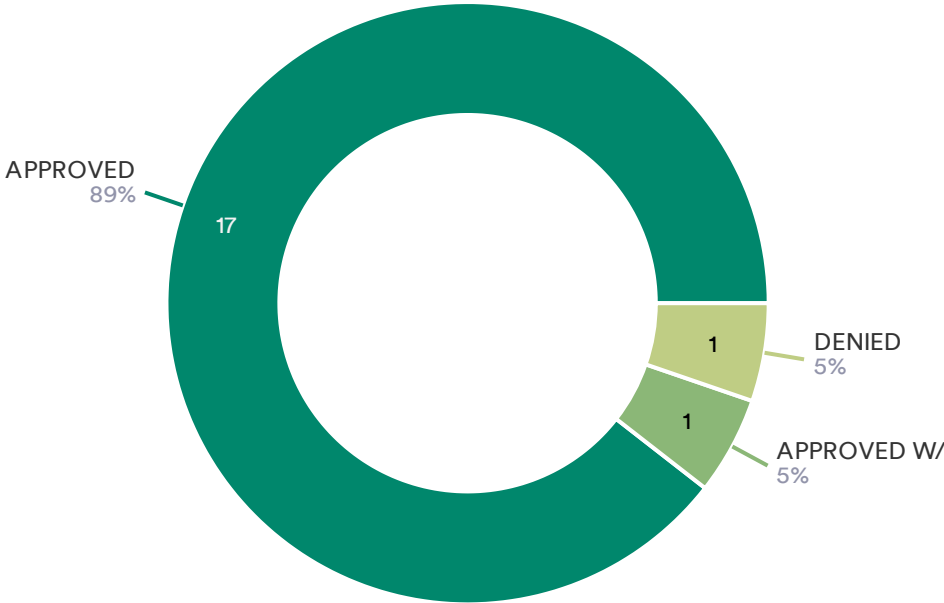
18

# Ventana Metropolitan Architectural Submission/ Application Form

## Approval / Denial

19 Responses

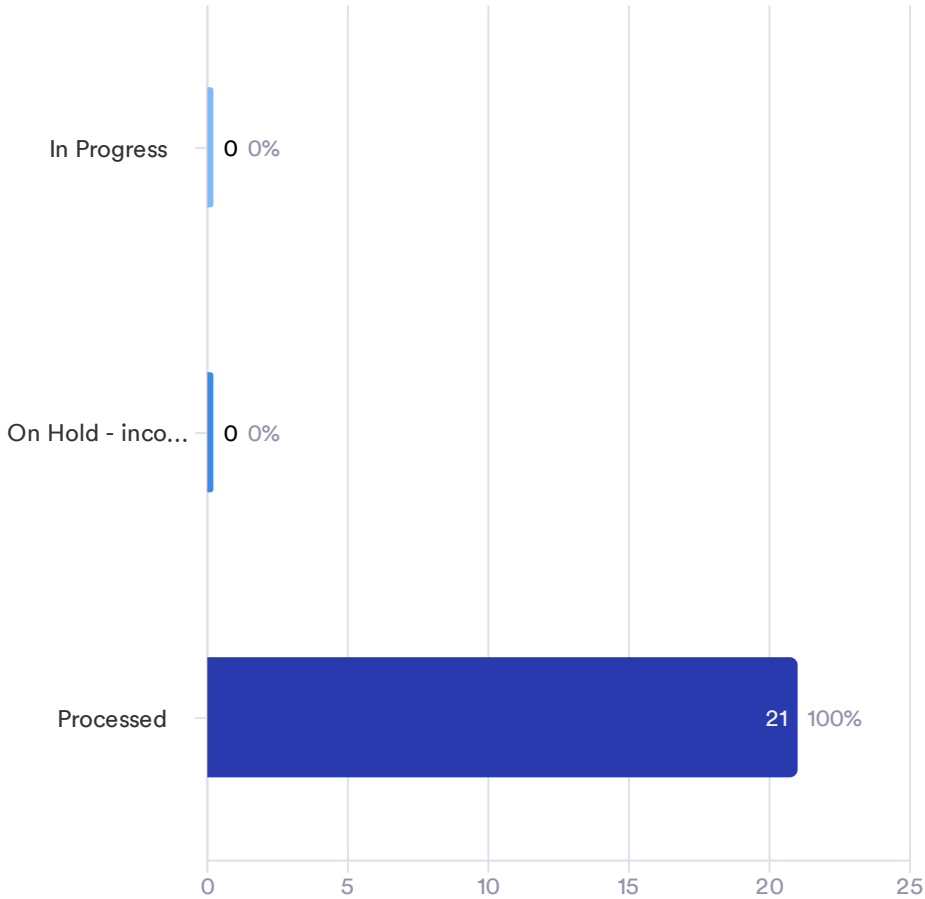
Data	Response	%
APPROVED	17	89%
APPROVED W/ STIPULATIONS	1	5%
DENIED	1	5%
DENIED W/ STIPUTLATIONS	0	0%



## Current Status of Submissions

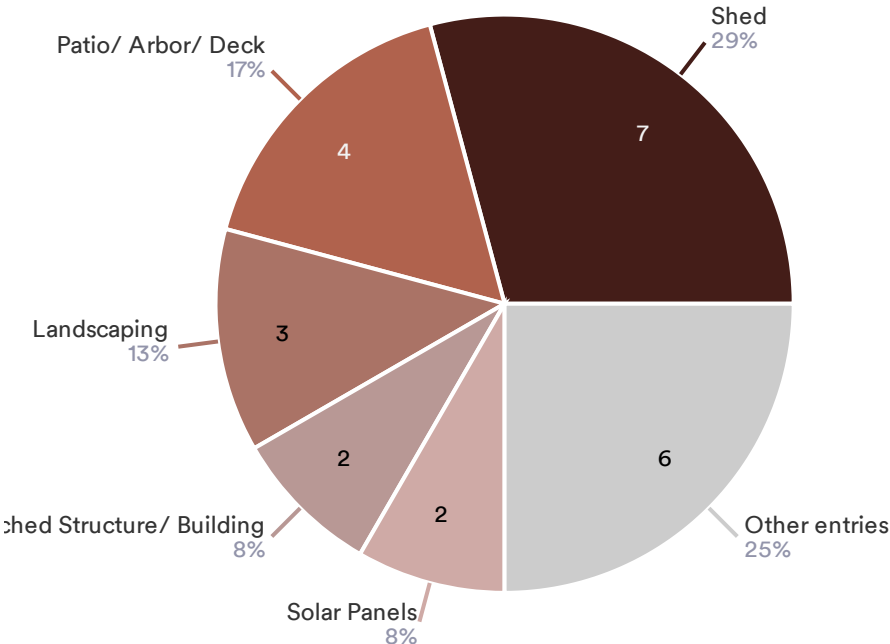
21 Responses

Data	Response	%
In Progress	0	0%
On Hold - incomplete	0	0%
Processed	21	100%



# Ventana Metropolitan Architectural Submission/ Application Form

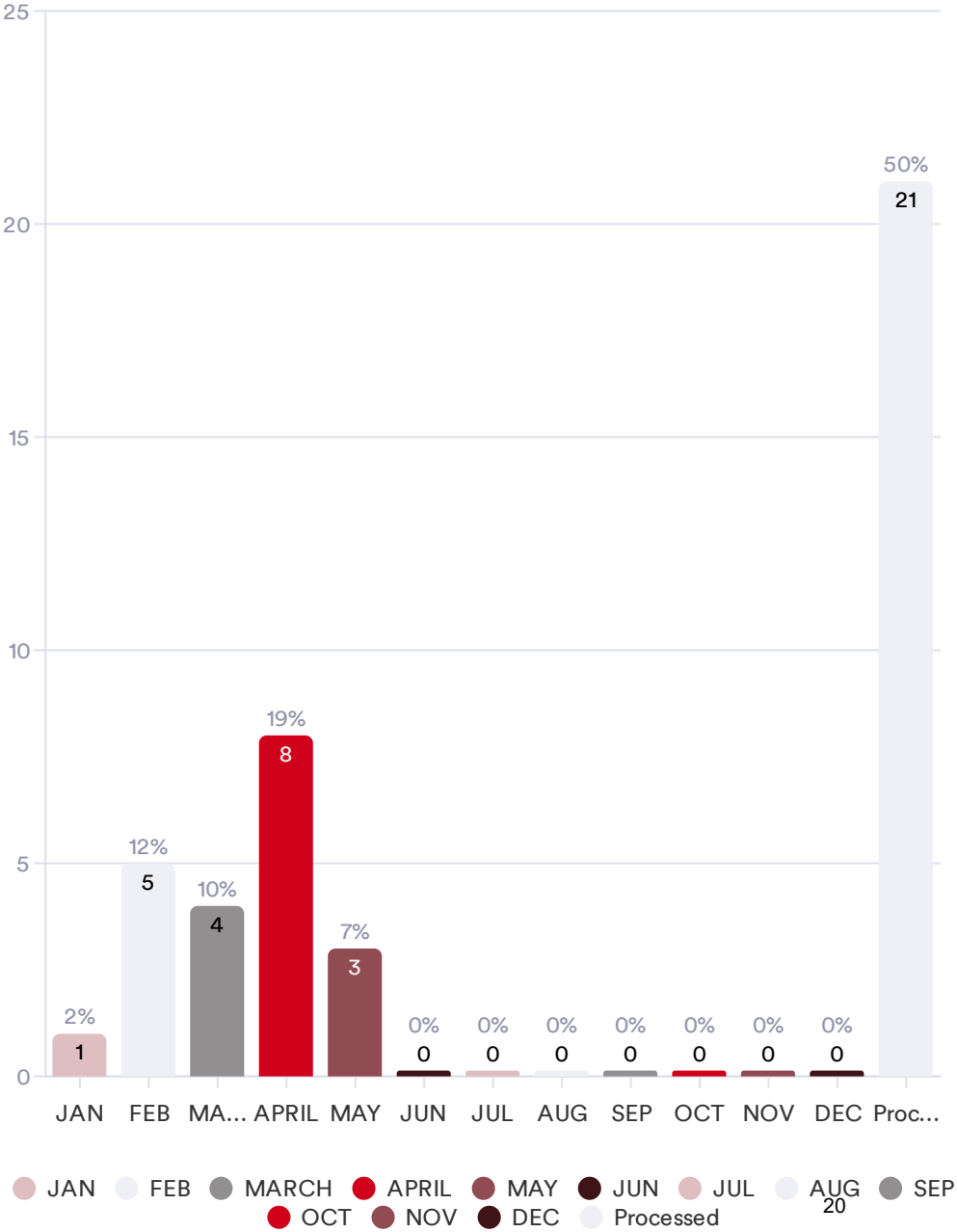
Type of Improvement



Data	Response	%
Shed	7	29%
Patio/ Arbor/ Deck	4	17%
Landscaping	3	13%
Detached Structure/ Building	2	8%
Solar Panels	2	8%
Other entries	6	25%

When submissions have been reviewed

42 Responses







**COMCAST BUSINESS SERVICE ORDER AGREEMENT**

**Company Name:** Ventana **Order #** 38180082

**Service Location:** **Billing Location:**

Address 1 <u>11007 HIDDEN PRAIRIE PKWY</u>	Address 1 <u>11007 HIDDEN PRAIRIE PKWY</u>
Address 2 _____	Address 2 _____
City <u>FOUNTAIN</u>	City <u>FOUNTAIN</u>
State <u>CO</u>	State <u>CO</u>
Zip <u>80817</u>	Zip <u>80817</u>
Primary Contact Name <u>Heather Smith</u>	Billing Contact Name <u>Heather Smith</u>
Primary Contact Phone <u>(719) 447-1777</u>	Billing Contact Phone <u>(719) 447-1777</u>
Primary Contact Email <u>heather.s@wsdistricts.co</u>	Billing Contact Email <u>heather.s@wsdistricts.co</u>

**Service Term** 36 Months **Tax Exempt** No

**Package Code:** \$274.99PRMUBP\_BIPremium\_SE\_W P\_3yr **Promo Code:** \_\_\_\_\_

**Package & Promotion Details**

Ultimate Business Package for discounted monthly rate of \$274.99 for months 1-12, increasing to \$289.99 for months 13-24, increasing to \$304.99 for months 25-36, increasing to then regular rate in month 37. Package includes Business Internet Premium (download speed up to 750 Mbps), SecurityEdge, and Wifi Pro - Expanded Coverage. 3 year term agreement required. Additional \$10 MRC discount with enrollment in EcoBill paperless billing and automatic payments through Comcast's self-service online tool via <https://business.comcast.com/myaccount> within 30 days of service installation. If either EcoBill paperless billing or automatic payment service is cancelled during the promo, the monthly service charge automatically increases by \$10.00. \$20 mobile discount limited to customers with Comcast Business Internet Standard service or higher who activate new Comcast Business Mobile service with minimum one Mobile Unlimited line. Mobile discount applied to Comcast Business Internet bill for 12 months. Limit one discount per account. Mobile Unlimited lines must be activated within 90 days of Internet installation to qualify for the mobile discount. After 12 months, or if any of the required services are cancelled or downgraded, or if Unlimited service is switched to By the Gig, the mobile discount will be removed. Comcast Business Internet must be installed by 7/28/2024 to qualify for the mobile discount. Equipment, installation, taxes and fees, including Broadcast TV Fee, Regional Sports Fee, regulatory recovery fee and other applicable charges extra and subject to change.

\_\_\_\_\_  
*Customer Initials*

Package	Services Included	Qty	Package Monthly Service Charge <sup>1</sup>	Package Non-Recurring Charge <sup>2</sup>
Ultimate Business Package	Business Internet Premium (download speeds up to 750 Mbps)	1		
	Wifi Pro Expanded Coverage	1	\$ 274.99	\$ 0.00
	SecurityEdge	1		

Equipment and Additional Service(s)	Qty	Additional Monthly Service Charge <sup>1</sup>	Additional Non-Recurring Charge <sup>2</sup>
<b>Connection Pro</b>			
Connection Pro Service	1	\$ 29.95	
Equipment - Connection Pro	1	\$ 10.00	
<b>Equipment Fee</b>			
Package Equipment Fee	1	\$ 32.95	
<b>Business Video</b>			
Business TV Select	1	\$ 57.95	
Equipment - TV Adaptor (DTA)	1	\$ 9.95	
Equipment - TV Box + Remote (STB)	1	\$ 9.95	

Current Monthly (pre tax) = \$390.74

New Monthly (pre tax) = \$337.89

Company Name: Ventana Order # 38180082

Additional Fees			
Standard Installation Fee / Change of Service Fee	1	\$	49.95
<b>Total Additional Charge</b>		<b>\$</b>	<b>150.75</b>
		<b>\$</b>	<b>49.95</b>

	Monthly Service Charge <sup>1</sup>	Non-Recurring Charge <sup>2</sup>
<b>Total Charge for Service Order</b>	<b>\$ 425.74</b>	<b>\$ 49.95</b>

<sup>1</sup> Charges identified in the Service Order Agreement are exclusive of maintenance and repair charges, and applicable federal, state, and local taxes, fees, surcharges and recoupments (however designated).

<sup>2</sup> Non-Recurring Charges in the Service Order Agreement reflect activation and installation fees for this order. This excludes any custom installation fees.

General Special Instructions

### AGREEMENT

1. This Comcast Business Service Order Agreement ("Agreement") sets forth the terms and conditions under which Comcast Cable Communications Management, LLC and its operating affiliates ("Comcast") will provide the Services to the above-named customer ("Customer"). This Agreement consists of this document (this "SOA"), the Business Services Customer Terms and Conditions (the "Terms and Conditions"), and any jointly executed amendments ("Amendments") entered under the Agreement. In the event of inconsistency among these documents, the order of precedence will be as follows: (1) Amendments, (2) Terms and Conditions, and (3) this SOA. This Agreement shall commence and become a legally binding agreement upon Customer's execution of the SOA. The Agreement shall terminate as set forth in the Terms and Conditions. The Terms and Conditions are located at <https://business.comcast.com/terms-conditions-smb>. Capitalized terms not otherwise defined in this SOA shall have the meaning ascribed to them in the Terms and Conditions. Use of the Services is also subject to the then-current Acceptable Use Policy for High-Speed Internet Services (the "AUP") located at <https://business.comcast.com/customer-notifications/acceptable-use-policy> (or any successor URL), and the then-current Privacy Statement (the "Privacy Policy") located at <https://business.comcast.com/privacy-statement> (or any successor URL), both of which Comcast may update from time to time.

2. Each Comcast Business Service ("Service") carries a thirty (30) day money back guarantee. If within the first thirty (30) days following installation of a new Service, Customer is not completely satisfied, Customer may cancel the Service and Comcast will issue a refund for the monthly recurring charge paid for the first thirty (30) days of Service, excluding any custom installation fees, voice usage charges, fees, taxes, surcharges and optional service fees. Customer will be charged for any non-refundable fees and other charges. In order to be eligible for the refund, Customer must cancel the new Service within thirty (30) days of installation and return any Comcast-provided equipment in good working order. In no event shall the refund exceed \$500.00. If Customer uses the Service in the first thirty (30) days, Customer will be refunded its subscription fees, but charged the applicable one-time fee. For the avoidance of doubt, this money back guarantee does not apply to renewals of an existing Service.

3. Modifications: All modifications to the Agreement, if any, must be captured in a written Amendment, executed by an authorized Comcast Vice President and the Customer. All other attempts to modify the Agreement shall be void and non-binding on Comcast. Customer by signing below, agrees and accepts the Terms and Conditions of this Agreement.

CUSTOMER SIGNATURE
By signing below, Customer agrees and accepts the Terms and Conditions of this Agreement. General Terms and Conditions can be found at <a href="http://business.comcast.com/terms-conditions/index.aspx">http://business.comcast.com/terms-conditions/index.aspx</a>
Signature
Name
Title
Date

FOR COMCAST USE ONLY	
Sales Representative	<u>Jervon Walton</u>
Sales Representative Code	_____
Sales Manager Name	<u>Richard Houle</u>
Sales Manager Approval	_____
Division	<u>West</u>

Company Name: Ventana Order # 38180082

### BUSINESS INTERNET CONFIGURATION DETAILS

Transfer Existing Comcast.net Email 
 Equipment Selection

Number of Static Ips 
 Business Web Hosting

### BUSINESS VIDEO CONFIGURATION DETAILS

Outlet Details	Location	Outlet Type
Outlet 1 - Primary	Outlet - 1	TV Box + Remote (STB)
Outlet 2 - Additional	Outlet - 2	TV Adaptor (DTA)

**Service Location Occupancy\***

\* Occupancy required for public view

**Additional Comments**

OUTLETS 9 & UP	QUANTITY
TV Box + Remote	0





Club House Facility Manager  
Ventana Metropolitan District

JOB TITLE: Full-Time Recreation Center Facility Manager  
SUPERVISOR: Ventana Metropolitan District Manager  
SALARY: Starting at \$ \_\_\_\_\_ annually  
SCHEDULE: Wednesday – Saturday 9am to 7pm As needed, full-time, minimum 40-hours per week

ABOUT THE DISTRICT: 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, ensuring assigned tasks are within each employee's range of capabilities.
  - 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.

**Commented [HS1]:** Comment from Christina: You have it broke down by specific areas when there are certain tasks that should be applied to all making the document seen very long. My recommendation such as cleaning and watching for items that need repaired should apply to all areas. If faucet in bathroom is broke should be written up, same with if the treadmill broke down or the knob for the spa. Irregardless of where it is at it should be handled by the guidelines provided by manager. Same for general cleaning.

**Commented [HS2R1]:** I have given this a shot with changes throughout now.

**Commented [HS3]:** Comment from Mick: I looked up "Facilities Manager" jobs in Colorado and it seems \$20 /hr is the going rate for facilities much larger than ours. I would think that would be \$38,400 /year. I didn't think (but could be wrong) that he would work all 40 hours, plus we would have to budget for per hour help to fill in. It's hard to see this as a salary position, but if so, above are my thoughts.

**Commented [HS4R3]:** Heather: I have had other facilities with similar positions running around \$20 per hour, but I believe the needs of this facility are a bit more extensive. My initial concern is the pool. Daily service, frequent testing, manual daily opening and closing, create a scenario in which we would need a facilities manager and a full pool maintenance contract if we did not have Kevin. Additionally, most facilities managers handle general cleaning and operations but do not make repairs to the extent that Kevin does. The maintenance skills and multiple hats he wears, I believe, put his value above \$80,000. With the scattered hours needed and the amount of times he jumps in to handle things that are not necessarily his job to repair and we would have a hard time tracking time spent as an hourly position. From my view, I appreciate being able to call on him day and night and being able to trust that tasks I assign will be completed. Just my thoughts...

**Commented [HS5]:** Comment from Mick: What is payables sick time allowed hrs /year?

Time for PTO,? Who fills and how much is budgeted?

**Commented [HS6R5]:** Heather: The sick pay rate is set at the state (currently 1 hr per 30 hrs worked). Kevin currently accumulates 2-weeks per year and the part-time staff accumulates none. We track this at our office, but included these items to ensure we are being properly notified when the employees are sick or otherwise out. We have had a hard time getting this information timely from Kevin in the past and hope this closes the gap.

- 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:
  - ~~Manage day-to-day operations of facilities by delegating, completing, or reporting/requesting professional assistance through the District Manager for all:~~
    - ~~Cleaning - including but not limited to the fitness area, restrooms, locker areas, kitchen appliances, floors, counters, blinds, windows, door handles, and seating areas~~
    - ~~Maintenance - throughout the facility including the exterior and parking-lot~~
    - ~~Repairs - 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~~
  - ~~Provide outstanding customer service to all residents and guests of the facility.~~
  - ~~Assist, assisting~~ 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-Enforce the use of~~ guest logs and sign-in sheets, ensuring all guests sign-in, ~~maintaining a secure recordkeeping system within the facility and conveying all forms and 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 ~~at the direction of the District Manager.~~
  - 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, when snowfall does not reach the 3" accumulation threshold, triggering in between~~ service by the snow removal vendor.
- Fitness Center Operations:

**Commented [HS7]:** Comment from Mick: Need to set guidelines on accumulation and frequency.

**Commented [HS8R7]:** Heather: Agreed. How is this? <- <-

- Perform frequent cleaning and inspections maintaining cleaning and sanitation and availability of sanitation wipes, while periodically testing equipment to identify needed maintenance or repairs on 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.
- Provide behavioral supervision and equipment oversight, to ensure proper use and safety within the facility.
- 
- Pool and Spa Operations:
  - Conduct daily inspections of all pool, spa, and associated equipment.
  - Clean pool decking, surfaces, tiles, skimmers, and filters regularly to maintain sanitation, water clarity, and quality.
  - ~~Test and balance pool water chemistry using appropriate testing kits, per state requirements.~~
  - Adjust, adjusting 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, Perform and performing repairs or replacements as needed to ensure efficient operation.
  - 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 availability and/or installation of ADA compliant lift(s) for both the pool and spa, ensuring all components are accessible and functional ~~and with~~ 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.

**Commented [HS9]:** Comment from Mick: Seems like Facility Manager should be able to handle cleaning (if any) after to save money on extra cleaning services.

**Commented [HS10R9]:** Heather: That is correct. Kevin handles the cleaning as part of his salary, but the District bills the Owner for the time that it took Kevin. Kevin does not get extra for the service, but the District recoups the loss of staff time that could have been used otherwise. Currently we bill this at \$40 per hour that it takes with a 1-hour minimum.

- 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~~ up to three times per year, 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 as approved by the Board and/or delegated through the District Manager.
  - 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 upon request from the District Manager.
  - 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.

**Commented [HS11]:** Comment from Mick: Need to set a minimum number of events for residents.

**Commented [HS12R11]:** Heather: I would love to establish a hard pattern of community events, such as a spring event, a Summer event, and a holiday event. I know we are not there yet, but I believe it should be part of the job if we have a salaried employee and the events ever come to fruition. How is this? <- <-

**Commented [HS13]:** Comment from Christina: Seems like over reach but maybe not.

**Commented [HS14R13]:** I could go either way on this. This has not been an issue so-far. I do; however, feel that he should have leeway to order supplies as needed and that leeway needs to come with accountability.

**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



## Current Lifts are Model: AXS2

Home > SR Smith axS2 ADA Compliant Pool Lift | No Anchor | 310-0000N



Two needed for pool and the spa.

Two replacements have been proposed by Rocky Mountain Aqua Care for **\$15,142.18**.

Two identical replacements appear online for \$4,811.84 + \$200 (shipping) each. Total = **\$10,023.68**.

### Alternatives:

**Portable Electric Lifts** come in various designs and are all priced near the \$10,000 mark:



**Manual Lifts** run are available for ~\$4,000:





**General Maintenance:** This loose guide applies to all lifts more or less:

Maintenance	Daily	Weekly	Monthly
Check pool lift battery level / Check before use	✓		
Test for normal operation	✓	✓	
Rinse with non-chlorinated water	✓		
Rinse with non-chlorinated water & mild soap		✓	
Inspect that lift hardware is secure		✓	
Overall inspection of hardware, lift surface, and possible corrosion			✓

**Pros and Cons:**

	<b>Cost</b>	<b>Life Expectancy</b>	<b>Pros</b>	<b>Cons</b>
<b>Stationary Electric Lifts</b>	~\$5,000 X 2	3-4 years in weather or 20,000 lifting cycles	<ul style="list-style-type: none"> <li>*Always available - no attendants needed</li> <li>*Users do not need the help of another person</li> <li>*Replacement batteries can extend the life span dramatically</li> </ul>	<ul style="list-style-type: none"> <li>*2 needed for pool and spa</li> <li>*Permanent fixtures mean kids will hang on it</li> <li>*Susceptible to weather damage</li> </ul>
<b>Portable Electric Lifts</b>	~\$10,000	7-10 years with proper maintenance	<ul style="list-style-type: none"> <li>*Only 1 lift is needed</li> <li>*Life expectancy could potentially be longer since it would be stored unused most of the time</li> <li>*Storing inside means kids cannot play on it</li> <li>*Users do not need the help of another person if lift is outside</li> </ul>	<ul style="list-style-type: none"> <li>*Indoor storage needed</li> <li>*Staff would need to pull it out as needed or it would need to be placed in an accessible location</li> <li>*These must be anchored to the deck during use - some of which require tools</li> <li>*Users need the help of another person to bring it outside and would need to know how to anchor it</li> </ul>
<b>Stationary Manual Lifts</b>	~\$4,000 X 2	Indefinably unless crank is broken by inappropriate use or basket rips	<ul style="list-style-type: none"> <li>*Actual seat can be stored indoors to prevent weather</li> <li>*Bringing out a seat is less strain than bringing out a full unit</li> <li>*Damaged seats can be replaced cheaper than a full unit</li> </ul>	<ul style="list-style-type: none"> <li>*2 needed for pool and spa</li> <li>*Permanently mounted arm means kids will still have the ability to hang on it</li> <li>*Another person's help is needed to manually lower</li> </ul>



Uline:

## Standard Flammable Storage Cabinet - Self-Closing Doors, Yellow, 90 Gallon



[More Images & Video](#)

Ensure safety and provide storage for your flammable or combustible liquids.

- Double wall 18-gauge steel.
- 350 lb. shelf capacity. Adjustable shelves.
- Sloped shelves safely direct spills away from containers.
- Recessed paddle handle, can be used with padlock.
- Continuous piano hinge provides smooth closure.
- Adjustable leveling feet for uneven surfaces.
- Meets NFPA, IFC and OSHA standards. FM approved.
- **Yellow** - For aerosols, gasoline and flammable liquids.
- Doors automatically close if temperature reaches 165°F.
- Self-Closing Cabinet - Required in certain states and municipalities.

OSHA Code 29CFR 1910.106 states that no more than 60 gallons may be Class I, Class II or Class III flammable liquids.

SPECIFY COLOR:



MADE IN THE USA - 10 YEAR WARRANTY

MODEL NO.	DESCRIPTION	OUTSIDE DIM. W x D x H	CAP. (GAL.)	NO. OF SHELVES	WT. (LBS.)	PRICE EACH		COLOR	IN STOCK SHIPS TODAY
						1	2+		
H-2219S-Y	Standard	43 x 34 x 65"	90	2	423	\$2,090	\$2,050	<span style="background-color: yellow;">■</span> Yellow ▾	<input type="text" value="1"/> <input type="button" value="ADD"/>

SHIPS ASSEMBLED VIA MOTOR FREIGHT





---

**MEMORANDUM**

---

**TO:** BOARD OF DIRECTORS  
**FROM:** DISTRICT MANAGER  
**SUBJECT:** WEBSITE ACCESSIBILITY MEMORANDUM  
**DATE:** MAY 15, 2024  
**CC:** LEGAL COUNSEL

---

**RULES ESTABLISHING TECHNOLOGY ACCESSIBILITY STANDARDS - 8 CCR 1501-11**

The Chief Information Officer (CIO) of the Office of Information Technology (OIT) establishes technology accessibility rules to ensure people with disabilities enjoy the same access as everyone else for participation in state and local government services, activities, and employment opportunities. The rules guide Colorado state and local government teams in complying with state laws.

The OIT recognizes that technology and accessibility standards are evolving and given the diverse needs of residents of our state, no single standard can guarantee universal access. Therefore, while making best efforts to make information technology accessible, the rules also acknowledge that reasonable accommodations or modifications are an important component of compliance. The rules apply to both public external-facing and internal-facing Information and Communication Technology (ICT) procured, developed, maintained, or used by state and local government entities.

A public entity may be considered in compliance with the technology accessibility rules if they:

1. Provide reasonable accommodations or modifications;
2. Have a published accessibility statement; and
3. Are able to provide evidence of making good faith progress on their plan to remove accessibility barriers.

**WSDM/District Technology Accessibility Statement**

WSDM is committed to providing equitable access to our services to all Coloradans.

Our ongoing accessibility efforts work towards compliance with the Web Content Accessibility Guidelines (WCAG), version 2.1, level AA criteria. WCAG helps make technology accessible to users with sensory, cognitive, and mobility disabilities and ultimately improves access for all users, regardless of ability.

Our Team at WSDM is excited to implement these changes, making all services inclusive and accessible to our clients and municipalities throughout Colorado. We welcome suggestions regarding additional improvements to our technology's accessibility for users with disabilities and requests for accommodations to any WSDM services.

## **Feedback and Support**

We invite your feedback regarding the accessibility of WSDM’s services. Please let us know if you encounter any accessibility barriers. WSDM is committed to responding within one business day.

Phone: 719-447-1777

Email: [admin@wsdistricts.co](mailto:admin@wsdistricts.co)

Office Location: 614 N Tejon St, Colorado Springs, CO 80903

## **WSDM/District Accessibility Plan**

WSDM is committed to providing ubiquitous equitable access. Our ongoing accessibility effort aims to ensure all services, programs, and activities are accessible, providing equal access to information and services to all Coloradans.

WSDM has enacted a plan to prioritize, evaluate, remediate, and continuously improve every digital touchpoint within our services, programs, and activities. Below, you’ll find just some of the measures that WSDM has undertaken.

- Define an accessibility roadmap including timeline, goals, roles, responsibilities, and policies as needed for our organization.
- Develop and maintain an inventory of our current technology, which will be prioritized, validated through testing, and identified issues addressed. (Examples: Google Lighthouse to check all district websites and payment portals, and Word Accessibility check on all documents)
- Create and implement a plan for the provision of reasonable accommodation and modification until the technology can be made accessible.
- Provide contact information and support for receiving accessibility feedback and accommodation requests.
- Train current employees on providing accessible services and technology.
- Implement processes and procedures that are unique to your District.

**Accessibility Maturity:** WSDM has reached the following accessibility maturity level, as of the date of this memo, for 2024.

Status	Stage	Criteria
Completed	Launch	Recognized need organization-wide. Planning initiated and activities being organized.
In process	Integrate	Roadmap including timeline is in place, overall organizational approach defined and well organized.
Planned	Optimize	Incorporated into the whole organization, consistently evaluated, and actions taken on assessment outcomes.

614 N. Tejon St.

Colorado Springs, CO 80903

719.447.1777

## WSDM –Accessibility Policy

WSDM strives to provide the best service for our Board of Directors, property owners, and residents of the District, including ensuring equal access and usability of websites, services, and information. This WSDM Accessibility Policy (“Policy”) establishes the steps taken (past, present, and future) by WSDM on behalf of our client, the Ventana Metropolitan District (“District”), towards compliance with the rules set forth by the Office of Information Technology (OIT) and meeting the standards established by the Americans with Disabilities Act (ADA). This Policy will be reviewed annually and may be updated from time to time, as new technology and accessibility opportunities are identified.

Commented [HS1]: Change District Name

1. WSDM has designated an internal staff member, Kristina Kulick, as the accessibility officer who will be the go-to contact for accessibility requests.

- a. Community members may contact us by phone during regular business hours at (719) 447-1777, email us at [admin@wsdistricts.co](mailto:admin@wsdistricts.co), visit us in-person at 614 N Tejon Street, Colorado Springs, CO 80903, or submit a [form online here](#).

Commented [HS2]: Add the link

2. A dedicated accessibility website page has been created to house all accessibility-related content, including this policy and plan.
3. Closed Captions have been added to all video content on our websites.
4. All website attachments and the following disclaimer has been provided in association with any third-party attachments that we do not have the ability to remediate:

*“8 CCR 1501-11 provides an “undue burden” clause in Section 11.10, this attachment qualifies, as part being established prior to July 1, 2024. We can make these documents accessible upon request to the district Custodian of Record. To submit such a request, revisit Policy #4 above.”*

5. Components that are not yet compliant have been identified, and a remediation plan is in place to bring them into compliance.
6. A page-by-page scan of the District’s website will be run by WSDM monthly, ensuring compliance at the best cost option for the District. The resulting report will illustrate any accessibility concerns requiring remediation.
  - a. Action will be taken to remediate and fix any issues detected by the scan or reported by our community. Any remediation that does not cause an “undue burden” to the District will be addressed within a month of the scan or report being made.
7. Any remediation that is found to cause an “undue burden” to the District will be provided with a disclaimer as outlined in item 4 above and revisited for remediation as time and funding allows. An internal review of current technology and this Policy will be conducted on an annual basis and improvements identified to ensure adherence to (or exceeding) the level of accessibility established in WCAG 2.1 AA will be proposed to our Board of Directors for review and approval.