

**VENTANA METROPOLITAN DISTRICT**  
Special Board Meeting  
**Monday, June 10, 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

<b>Board of Director</b>	<b>Title</b>	<b>Term</b>
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 May 20, 2024 (enclosure)
6. Special Business
  - a. Discuss Pool and Recreation Center History – How did we get there?
  - b. Discuss Operations, Maintenance, and Staffing Needs:
    - i. Pool Season
    - ii. Recreation Center Facility
  - c. Review and Consider Ratification of Pool Service Agreement – Rocky Mountain AquaCare (enclosure)
7. Executive Session
  - a. Pursuant to 24-6-402(4)(f) CRS Discuss Personnel Matters – Kevin Whatley
8. Adjourn
  - a. Next regularly scheduled Board Meeting is June 17, 2024 at 6:00 p.m.





**VENTANA METROPOLITAN DISTRICT**

Regular Board Meeting

**Monday, May 20, 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 (excused)  
 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: President Farrar moved to approve the Agenda as presented; seconded by Director Laurencelle. Motion carried.
4. Public Comment: The meeting was opened for public comment.
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: President Farrar moved to approve the minutes from April 15, 2024, seconded by Director Sparks. Motion passed unanimously.
  - b. Approval of Payables for the Period ending May 20, 2024: Director Sparks moved to approve the payables from May 20, 2024; seconded by President Farrar. Motion passed unanimously.

• General Fund –	\$	24,528.99
• Bond Fund –	\$	<u>460,418.53</u>
• <b>TOTAL –</b>	<b>\$</b>	<b>484,947.52</b>

- c. Acceptance of Unaudited Financial Statements as of March 31, 0224, and the Schedule of Cash Position Updated as of March 31, 2024: President Farrar moved to accept the unaudited financial statements of March 31, 2024, and the scheduling of March 31, 2024, Cash Position; seconded by Director Laurencelle. Motion carried.
6. Market Update/Construction/Operations: Director Schuhmacher updated the board on construction and operations in Ventana.
7. District Management Matters & Report
  - a. Review Managers Report:
    - i. Violation report: Ms. Smith presented a monthly violation report.
    - ii. Architectural Report: Ms. Smith provided a report on Architectural Submission Highlights.
  - b. Update on Recreation Center Operations – Kevin Whatley
    - i. Pool Opening: Ms. Smith provided an update on the pool opening and maintenance.
8. General Business:
  - a. Review and Consider Approval for Internet Service Changes: Ms. Smith presented internet service options for the Rec Center. After review, President Farrar moved to approve the agreement with Comcast, up to the current monthly cost of \$390.74 for a 12-month engagement, while discontinuing the TV services; seconded by Director Schuhmacher. Motion carried.
  - b. Review and Consider Approval of Facilities Manager Job Description: This item was tabled.
  - c. Discuss and Consider the Appointment of Two Directors to Conduct Employee Review(s): This item was tabled pending completion of the Executive Session discussion.
  - d. Review and Consider Approval of Proposal to Purchase ADA-Compliant Pool Lift: Ms. Smith presented pool lift options to the board. After discussion, President Farrar moved to approve the purchase of 2 stationary, manual lifts; seconded by Director Schuhmacher. Motion carried.
  - e. Review and Consider Approval of Proposal for Purchase of Fire-Rated Storage Cabinet: Ms. Smith presented options for fire-rated storage cabinet(s) to safely house chemicals for the pool. After discussion, President Farrar moved to approve the purchase of a fire-rated storage cabinet to fit the available space, at a cost not to exceed \$4,500; seconded by Director Schuhmacher. Motion carried.
  - f. Review and Consider Adoption of Website Accessibility Policy: Ms. Smith presented WSDM's Website Accessibility Policy and reviewed the steps taken to-date to move the District's website toward fully accessible. President Farrar moved to adopt WSDM's Accessibility Policy and Plan, seconded by Director Sparks. Motion carried.

Executive Session:

- a. President Farrar moved to enter into an Executive Session for the purpose of discussing the recreation center staffing pursuant to 24-6-402(4)(f) CRS; Seconded by Director Sparks. Motion carried. Executive Session was called to order at 7:00 p.m.
- b. President Farrar moved exit executive session in pursuant of 24-6-402(4)(f) CRS at 7:37 p.m.; Seconded by Director Schuhmacher. Motion carried.

General Business 8 (b) revisited: President Farrar moved to assign Director Schuhmacher and President Farrar to the task of conducting the employee review for the Facility Manager position, tentatively scheduled for Wednesday, May 29<sup>th</sup> at 6:00 p.m. Director Sparks seconded the motion. Motion passed.

Adjourn: Director Sparks made a motion to adjourn the General Session of the meeting at 7:40 p.m; seconded by President Farrar. Motion passed unanimously.

- c. Next regularly scheduled Board Meeting is June 17, 2024, at 6:00 p.m.

Respectfully submitted,

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

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 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



## RECREATION CENTER NEEDS

Items not previously included or changed since the previous list are in **RED**.

Pool Operations – if a professional pool company services the pool daily, SOMEONE would need to:

- At 6:00 a.m. - Uncover the pool and lifts, conduct the first chemical test of the day, test lift chairs for functionality and replace batteries if needed.
- Conduct digital or manual testing once each afternoon or evening.
- At 10:00 p.m. – Cover the pool and lifts, set lift batteries to charge, and run cleaning bot.
- **Kevin Whatley has mentioned that the morning pool service can take a few hours to complete and has suggested that the Board consider an 8:00 a.m. opening time.**
- **The purchase of the pool chairs has not yet been resolved. How many do we need? Full chairs, just batteries, mounts and brackets too?**

Resident Oversight – if staffing at the Rec Center is eliminated, NO ONE would have duties for resident oversight. Note, this will require an intensive campaign of education and disclaimers to residents and WSDM would take over the programming of key fobs for residents, mailing them off as requests are received.

- **In the past week we have received a plethora of reports regarding unmonitored parties, alcoholic beverages, and rules being broken. The above approach should be revisited.**

Staffing Oversight – if staffing at the Rec Center is eliminated, NO ONE would have duties for staffing oversight. Note, if one employee is kept on to facilitate cleaning, WSDM would handle the oversight.

- **In the past week we have confirmed that daily cleaning is needed. The staff found blood, tampons, feces, and an overwhelming mess in the restrooms on Friday.**
- **Kevin has also reported an excessive amount of food wrappers and trash left behind on the pool deck. The above approach should be revisited.**

Community Events – if staffing at the Rec Center is eliminated, SOMEONE would need to:

- Confirm reservations and get out tables and chairs prior to the event.
- Inspect the facility for damage or mess after each event and put away tables and chairs.

Facility Maintenance & Repairs – SOMEONE needs to:

- Daily - Inspect the fitness room, fitness equipment, both bathrooms, the kids-zone, the Great Room, office, lights, and the pool area for damage or repairs needed; reporting any identified concerns to Management and placing signs to indicate inoperable items found throughout.
- Periodically – Issue work orders and meet with contractors for repairs as needed. Note, Management can help with this, but depending on the number of proposals required, this may require a significant additional expense.





**VENTANA METROPOLITAN DISTRICT**  
**Mid-Year Update - 2024 Budget - GENERAL FUND**

	2024 <b>ACTUAL</b> <b>unaudited</b>	2024 YTD May 23rd <b>unaudited</b>	Outstanding / Upcoming Expenses	Notes & Justifications	2024 Adjusted / Anticipated
	Beginning Operating Account Balance	\$ 136,873			
<b>REVENUES</b>					
DEVELOPER ADVANCE	\$ -	\$ -			\$ -
GRANT INCOME	\$ -	\$ -			\$ -
PARK PERMIT FEES AND ADVANCES	\$ 72,360	\$ 24	\$ -	\$ - \$2,412 per home - completely contingent on Filing 3 Lots pulling permits. Eliminated - concerned that this may not come in 2024 due to City delays on approval of South Filing 3	\$ 24
REC CENTER DUES - RESIDENTS	\$ 210,672	\$ 104,299	\$ 244,823	Adjusted to reflect current rate of new owners. \$38 per month per home - assumes 8 mos more of 457 homes & 3 mos of 14 added homes	\$ 244,823
REC CENTER DUES - PUBLIC	\$ -	\$ -		\$600 per year per household - we should consider marketing this to all of Fountain for added revenue	\$ -
TRASH SERVICE DUES	\$ 93,416	\$ 35,102	\$ 97,413	Adjusted to reflect current rate of new owners. Actual contract \$16.85 per month, per home - assumes 8 mos more of 457 homes & 3 mos of 14 added homes	\$ 97,413
COVENANT VIOLATION FINES	\$ -	\$ -			\$ -
LATE FEES	\$ -	\$ 1,423			\$ 1,423
GENERAL PROPERTY TAXES	\$ 132,743	\$ 67,411			\$ 132,743
DELINQUENT TAX AND INTEREST	\$ -	\$ -			\$ -
INSURANCE CLAIM(S)	\$ -	\$ -			\$ -
RENTAL SECURITY DEPOSIT	\$ 4,000	\$ -			\$ 4,000
SPECIFIC OWNERSHIP TAXES	\$ 9,292	\$ 4,009			\$ 9,292
INTEREST INCOME	\$ -	\$ 3			\$ 3
<b>TOTAL REVENUES</b>	<b>\$ 522,484</b>	<b>\$ 212,271</b>		Anticipated to be \$32,787 less than budgeted if Filing 3 is not approved.	<b>\$ 489,721</b>
<b>EXPENDITURES</b>					<b>2024 Adjusted / Anticipated</b>
AUDIT	\$ 9,500	\$ -	\$ 9,600	Contracted for \$9,600 - billing coming soon	\$ 9,600
BANK FEES	\$ 10	\$ 0			\$ 10
DISTRICT MANAGEMENT/ ACCOUNTING	\$ 50,400	\$ 16,800			\$ 50,400
VCC-COVENANT ENFORCEMENT	\$ 39,600	\$ 13,200			\$ 39,600
DUES/ SUBSCRIPTIONS	\$ 1,500	\$ 916			\$ 1,500
PARK/ LANDSCAPE MAINTENANCE (contract)	\$ 60,000	\$ 20,000			\$ 60,000
PARK/ LANDSCAPE UTILITIES	\$ 70,000	\$ 3,346			\$ 70,000
LANDSCAPE REPAIR/ REPLACE	\$ 31,700	\$ 6,506			\$ 31,700
INSURANCE	\$ 15,000	\$ -			\$ 15,000
LEGAL	\$ 15,000	\$ 1,575			\$ 15,000
Food Truck Permit	\$ -	\$ -	\$ 110	Added to reflect known upcoming fee	\$ 110
Playground Repairs	\$ -	\$ 600	\$ 7,668	Adjusted to reflect final billing of completed repairs	\$ 7,668
Irrigation Repairs	\$ -	\$ 784			\$ 784
<b>RECREATION CENTER</b>					
MAINTENANCE/ REPAIRS	\$ 7,000	\$ 487		Drywall will be \$2,621.45 and electrical will be \$725.50	\$ 7,000
SUPPLIES	\$ 4,500	\$ 784			\$ 4,500
UTILITIES	\$ 45,000	\$ 4,501			\$ 45,000
FITNESS EQUIPMENT MAINTENANCE	\$ 4,000	\$ -			\$ 4,000
Snow removal	\$ -	\$ 1,393	\$ 3,000	Updated to reflect YTD and clearing in early winter	\$ 3,000
<b>POOL</b>					
SEASON STARTUP/FINISH	\$ -	\$ -	\$ 800	Accounting for outsourced start-up	\$ 800
CHEMICALS	\$ 10,000	\$ -		Chlorine deliveries \$525+\$150 each	\$ 10,000
SUMMER OPERATIONS (Pool Service)	\$ -	\$ -	\$ 11,200	Accounting for daily service with RMAC	\$ 11,200
WATER INSPECTIONS	\$ 295	\$ -			\$ 295
REPAIR AND MAINTENANCE	\$ 32,000	\$ 13,097	\$ 50,872	Accounting for completed repairs that have not yet been billed in full & handi-cap chair	\$ 50,872
OFFICE SUPPLIES/POSTAGE/LEGAL POSTINGS	\$ 8,000	\$ 2,768			\$ 8,000
PAYROLL EXPENSE	\$ 92,622	\$ 33,886		<b>To be adjusted following staffing discussions</b>	\$ 92,622
TRASH SERVICE	\$ 94,429	\$ 31,819	\$ 98,425	Adjusted to reflect current rate of new owners. Actual contract \$16.85 per month per home, some have additional bins & 84.35 per month for rec center	\$ 98,425
TREASURER FEES	\$ 1,991	\$ 1,011			\$ 1,991
RENTAL SECURITY DEPOSIT REFUND	\$ 4,000	\$ 200			\$ 4,000
REPAY DEVELOPER ADVANCES	\$ -	\$ -			\$ -
CONTINGENCY	\$ 10,000	\$ -			\$ 10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 621,547</b>	<b>\$ 153,674</b>			<b>\$ 668,078</b>
EMERGENCY RESERVE: State Required at 3%	\$ 18,646	\$ 4,610		Required cushion, not actual expense	\$ 20,042
ASSESSED VALUATION	\$ 13,274,340	\$ 13,274,340			
MILL LEVY	\$ 10	\$ 10			



# Proposal



1660 Gatehouse Circle N  
 Colorado Springs, CO 80904  
 Bus: 8179071900  
 Fax: (719) 226-5015  
 Doug@rockymountinaquacare.com

PROPOSAL SUBMITTED TO: Ventana	PHONE 719-447-1777	DATE 5/20/2024
STREET 11007 Hidden Prairie Pkwy	FAX	
CITY, STATE, ZIP CODE Fountain, Co	JOB NAME Same	
CONTACT PERSON Heather	JOB LOCATION <u>same</u>	

We hereby submit specifications and estimates for:		Pool and Spa Maintenance: Six Days a Week	
Quantity	Description:	Per Unit	Amount
	<b>Labor</b>		
	\$100 per visit; six days a week Monday through Saturday		\$ 600.00
	\$160 for service on Sunday		\$ 160.00
	<b>Materials:</b>		
	Chemicals to be provided by Ventana		TBD
	Any Chemicals provided by RMAC for maint. an additional cost will incur		
			\$ -
	<b>This proposal only includes pool and spa maintenance</b>		\$ -
	<b>SubTotal (materials only)</b>		
	<b>Shipping</b>		
	<b>Shipping Tax @ 3.12%</b>		
	<b>This does not cover any unseen issues</b>		
8.20%	<b>SALES TAX</b>		
	<b>TOTAL AMOUNT</b>		

**We Propose** hereby to furnish material and labor--complete according to above specifications, for the sum of:  
 six hundred 00/100 dollars \$ **760.00**

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** Christina Allison

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: \_\_\_\_\_