

VENTANA METROPOLITAN DISTRICT
Special Board Meeting
Monday, June 17, 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 May 20, 2024 (enclosure)
 - b. Approval of Payables for the Period ending June 17, 2024 (enclosure)
 - General Fund – \$ 46,907.86
 - Bond Fund – \$ 42,201.45
 - **TOTAL – \$ 89,109.31**
 - c. Acceptance of Unaudited Financial Statements as of May 31, 2024, and the Schedule of Cash Position Updated as of May 31, 2024 (enclosure)
6. Recreation Center Update (Kevin Whatley)
7. Development Update (Challenger Homes)
8. General Business
 - a. Discuss Management & Staffing Duties
 - b. Review Financial Status and Consider Possible Amendments
9. Executive Session
10. Adjourn
 - a. Next regularly scheduled Board Meeting is July 22, 2024 at 6:00 p.m.





VENTANA METROPOLITAN DISTRICT
Special Board Meeting
Monday, June 10, 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 6:02 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
Rebecca Harris, WSDM
Kevin Walker, WSDM
Pete Susemihl, Susemihl, McDermott, & Downie, P.C.
Kevin Whatley, Rec Center

A list of the public present has been attached to these minutes.

3. Approval of Agenda: Director Laurencelle moved to approve the Agenda as presented; seconded by Director Sparks. 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 May 20, 2024: Director Laurencelle moved to approve the minutes from May 20, 2024, seconded by Director Sparks. Motion carried.
6. Special Business:
 - a. Discuss Pool and Recreation Center History: Mrs. Harris provided a detailed overview of the historical Recreation Center development, staffing, and maintenance.

- b. Discuss Operations, Maintenance, and Staffing Needs (Pool Season & Recreation Center Facility): A discussion was had regarding resident behavior and care of the facility over the course of one week without the staff and Facility Manager present for supervision. Residents had exceeded the guest limit, reported loud and obscene teenage parties in the pool, brought food and drinks into the pool area, consumed alcohol in the pool and spa, and consistently trashed the bathrooms, in addition to a child nearly drowning. These behaviors resulted in a need for extra clean-up, chemical imbalances, abuse of the equipment, and an abundance of safety concerns. Residents present brought forward concerns with the lack of oversight and asked questions regarding the pool budget and expenses. The Board and Management clarified the current system and consented that staffing is necessary to counter the behaviors experienced throughout the week.
- c. Review and Consider Ratification of Pool Service Agreement: The Board expressed frustration with the unreliability displayed by Rocky Mountain AquaCare to-date and discussed the potential for transitioning the pool maintenance back to the staff. After discussion, Director Sparks moved to terminate the agreement with Rocky Mountain AquaCare effective immediately; seconded by Director Laurencelle. Motion carried.

Executive Session:

- a. President Farrar moved to enter into an Executive Session for the purpose of discussing personnel matters (Kevin Whatley) pursuant to 24-6-402(4)(f) CRS; Seconded by Director Laurencelle. Motion carried. Executive Session was called to order at 7:42 p.m.
- b. Director Laurencelle moved to exit executive session in pursuant of 24-6-402(4)(f) CRS at 9:22 p.m.; Seconded by Director Sparks. Motion carried.

Adjourn: President Farrar made a motion to adjourn the General Session of the meeting at 9:23 p.m; seconded by Director Laurencelle. 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 JUNE 10, 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

Public in Attendance

1. Thomas Niemann
2. Mizralm Ruvalcaba
3. Unknown Phone 484-252-9843
4. Unknown Phone 719-291-8867
5. Taylor Buchanan
6. Tiana Carrington
7. Michelle Ruvalcava
8. Alex Haushalter
9. Amy Collins
10. "The Andersons"
11. Unknown iPhone
12. Unknown iPhone
13. Unknown iPhone
14. Jessica Fulton
15. Eathan Layton
16. "Shelbi"
17. Craig Sparks
18. Lindsy Miller
19. Heather Farrar
20. Clinton Milroy
21. Crystal Rasmussen
22. Kaitlyn Mayes
23. Kim Drown
24. Robbie Drown
25. Emmanuel Torres Rivera
26. Darlene Torrez Ortiz
27. Latonya Ingram
28. John-Paul Thomas
29. Mauriana Brown
30. Tara Knapp
31. Kevin Whatley
32. Joshua Hayes
33. Unknown Phone 719-246-7586
34. Unknown Phone 757-323-0193
35. Unknown Phone 7192918895
36. "Jen"



Ventana Metropolitan District
PAYMENT REQUEST
6/17/2024
GENERAL FUND ACCOUNT

| Company | Invoice | Date | | Comments |
|--------------------------------|-----------------|-----------|---------------------|------------------|
| Black Hills Energy | 5322274450 | 4/30/2024 | 183.85 | Auto Pay |
| Cintas | 8406861158 | 5/31/2024 | 145.00 | |
| City of Fountain Utilities | 10005472-02 | 4/16/2024 | 872.42 | Auto Pay - Rec |
| City of Fountain Utilities | 10005630-03 | 4/16/2024 | 1,942.85 | Auto Pay - Park |
| City of Fountain Utilities | 10005686-02 | 4/16/2024 | 132.71 | Auto Pay - Tract |
| City of Fountain Utilities | 10006794-01 | 4/16/2024 | 1,193.52 | Auto Pay - Tract |
| City of Fountain Utilities | 10006795-00 | 4/16/2024 | 25.39 | Auto Pay - Tract |
| Comcast | 849790010058248 | 6/2/2024 | 382.60 | Auto Pay |
| Gaddie Electric | 13034 | 5/15/2024 | 725.50 | |
| Gaddie Electric | 13169 | 6/4/2024 | 280.00 | |
| HBS | FR4250527 | 5/31/2024 | 7,821.40 | |
| HD Supply | 9226047870 | 5/17/2024 | 42.08 | |
| HD Supply | 9226097534 | 5/20/2024 | 376.50 | |
| Rocky Mountain Aqua Care | 22725 | 5/20/2024 | 12,436.08 | |
| Rocky Mountain Playground | 1169 | 5/17/2024 | 7,067.91 | |
| Weisburg Landscape Maintenance | 55253 | 5/15/2024 | 254.50 | |
| Weisburg Landscape Maintenance | 55362 | 5/31/2024 | 5,000.00 | |
| Weisburg Landscape Maintenance | 55501 | 5/29/2024 | 168.00 | |
| Weisburg Landscape Maintenance | 55502 | 5/29/2024 | 212.50 | |
| WSDM District Managers | 8044 | 5/31/2024 | 7,645.05 | |
| TOTAL | | | \$ 46,907.86 | |

BOND FUND ACCOUNT

| Description | Date | Amount | Comments |
|--------------|-----------|---------------------|--------------------------|
| UMB Bank | 5/10/2024 | \$ 42,201.45 | May 2024 Pledged Revenue |
| TOTAL | | \$ 42,201.45 | |

TOTAL FOR ALL FUNDS

\$ 89,109.31

_____, Director

Balance Per Bank 06/10/24

218,591.11

This Draw

(89,109.31)

Bank Balance After Draw

129,481.80



Ventana Metropolitan District

Balance Sheet

As of May 31, 2024

06/12/24

Accrual Basis

| | May 31, 24 |
|--|----------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1105 · Eastern Colorado Bank -Checking | 168,615.61 |
| 1106 · Eastern Colorado Bank - Savings | 805.73 |
| 2002 · UMB - Bond Fund | 1,096,672.41 |
| 2003 · UMB - Debt Service Reserve Fund | 499,377.05 |
| 2004 · UMB - Cost of Issuance | 14,495.91 |
| Total Checking/Savings | 1,779,966.71 |
| Accounts Receivable | |
| 1-1230 · Property Taxes Receivable | 330,312.94 |
| Total Accounts Receivable | 330,312.94 |
| Other Current Assets | |
| 1310 · Due from Developer | 32,741.59 |
| 1390 · Undeposited Funds | 1,740.14 |
| Total Other Current Assets | 34,481.73 |
| Total Current Assets | 2,144,761.38 |
| Fixed Assets | |
| Property and Equipment | |
| Community Improvements | 7,368,932.95 |
| Total Property and Equipment | 7,368,932.95 |
| 1505 · Parks | 1,500,000.00 |
| 1510 · Pool | 732,344.00 |
| 1540 · Accumulated Depreciation | -246,780.00 |
| Total Fixed Assets | 9,354,496.95 |
| TOTAL ASSETS | 11,499,258.33 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 2010 · Accounts Payable | 49,432.58 |
| Total Accounts Payable | 49,432.58 |
| Other Current Liabilities | |
| 2022 · Deferred Property Tax Revenue | 330,312.94 |
| 2100 · Payroll Liabilities | 1,510.22 |
| Total Other Current Liabilities | 331,823.16 |
| Total Current Liabilities | 381,255.74 |
| Long Term Liabilities | |
| 2700 · Series 2023A Bonds | 10,550,000.00 |
| 2702 · Series 2023B Bonds | 2,828,000.00 |
| Total Long Term Liabilities | 13,378,000.00 |
| Total Liabilities | 13,759,255.74 |
| Equity | |
| 3000 · Opening Balance Equity | 24,298.52 |
| 3910 · Retained Earnings | -2,614,312.28 |
| Net Income | 330,016.35 |
| Total Equity | -2,259,997.41 |
| TOTAL LIABILITIES & EQUITY | 11,499,258.33 |

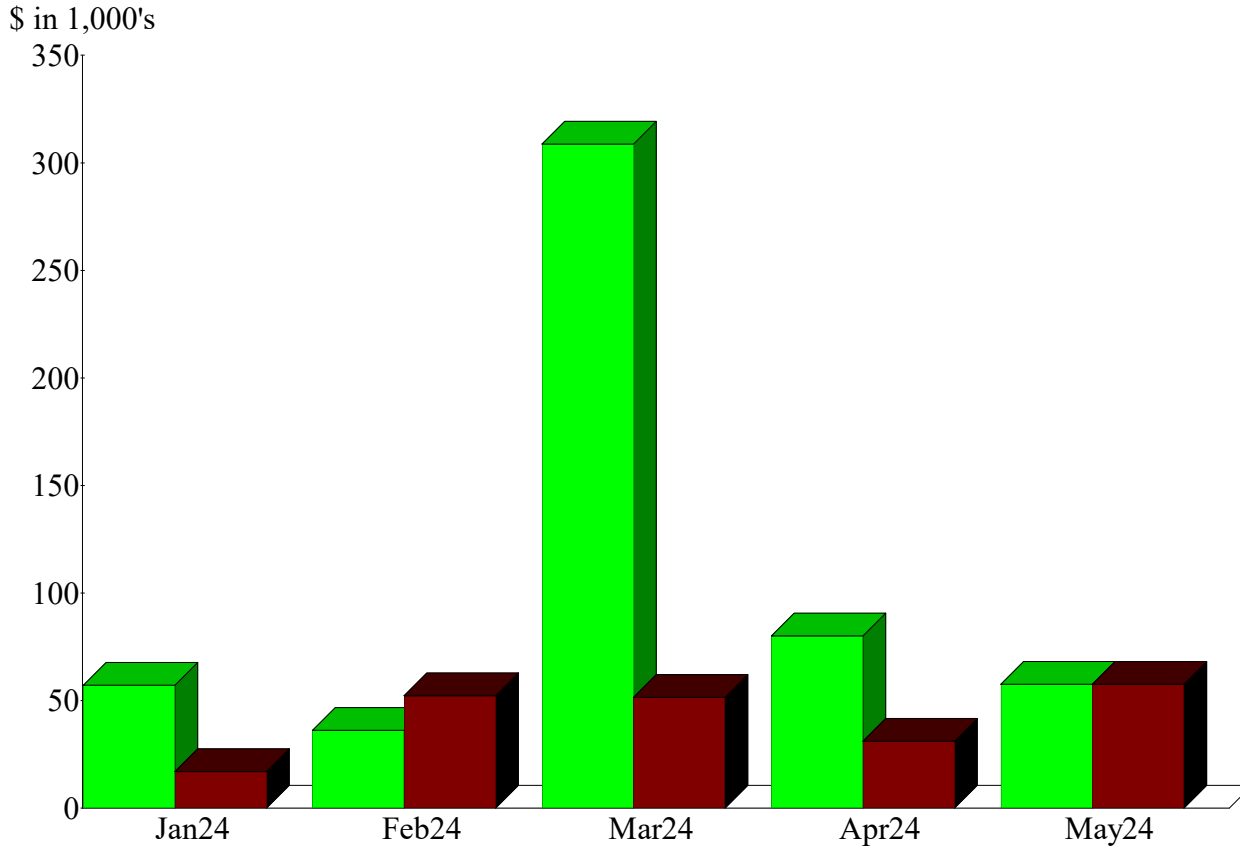
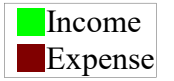
Ventana Metropolitan District Profit & Loss Budget vs. Actual January through May 2024

| | TOTAL | | | | |
|---|-----------|--------------|--------------|----------------|-------------|
| | May 24 | Jan - May 24 | Budget | \$ Over Budget | % of Budget |
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| 1-100 · General Fund Income | | | | | |
| 1-1000 · Late Fee | 195.62 | 1,618.46 | | | |
| 1-1100 · Recreation Center Dues | | | | | |
| 1-1105 · Ventana Residents | 13,039.01 | 115,357.94 | 210,672.00 | -95,314.06 | 54.76% |
| Total 1-1100 · Recreation Center Dues | 13,039.01 | 115,357.94 | 210,672.00 | -95,314.06 | 54.76% |
| 1-1200 · Trash Service | 5,546.45 | 40,648.11 | 93,416.00 | -52,767.89 | 43.51% |
| 1-1300 · Rental Security Deposit | 0.00 | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| 1-1310 · Permit Use Fee | 2,412.00 | 2,412.00 | | | |
| 1-1401 · Treasurer Tax Income | | | | | |
| 1-1400 · Current - O&M | 5,456.30 | 67,411.16 | 132,743.00 | -65,331.84 | 50.78% |
| 1-1500 · Specific Ownership - O&M | 988.10 | 4,009.46 | 9,262.00 | -5,252.54 | 43.29% |
| 1-1520 · Delinquent Int - O&M | 0.00 | 2.84 | | | |
| Total 1-1401 · Treasurer Tax Income | 6,444.40 | 71,423.46 | 142,005.00 | -70,581.54 | 50.3% |
| 1-1600 · Park Fee Advance | 0.00 | 24.00 | 72,360.00 | -72,336.00 | 0.03% |
| Total 1-100 · General Fund Income | 27,637.48 | 231,483.97 | 522,453.00 | -290,969.03 | 44.31% |
| 2-100 · Debt Service Fund Income | | | | | |
| Treasurer Taxes | | | | | |
| 2-1000 · Current- Debt | 22,130.21 | 273,412.90 | 538,394.00 | -264,981.10 | 50.78% |
| 2-1200 · Specific Ownership - Debt | 4,007.66 | 16,261.98 | 37,688.00 | -21,426.02 | 43.15% |
| 2-1220 · Delinquent Int - Debt | 0.00 | 11.54 | | | |
| Total Treasurer Taxes | 26,137.87 | 289,686.42 | 576,082.00 | -286,395.58 | 50.29% |
| Total 2-100 · Debt Service Fund Income | 26,137.87 | 289,686.42 | 576,082.00 | -286,395.58 | 50.29% |
| Total Income | 53,775.35 | 521,170.39 | 1,098,535.00 | -577,364.61 | 47.44% |
| Gross Profit | 53,775.35 | 521,170.39 | 1,098,535.00 | -577,364.61 | 47.44% |
| Expense | | | | | |
| 1-200 · General Fund Expense | | | | | |
| 1-1450 · O&M-Treasurer's Collection Fee | 81.84 | 1,011.21 | 1,991.00 | -979.79 | 50.79% |
| 1-1700 · Audit | 0.00 | 0.00 | 9,500.00 | -9,500.00 | 0.0% |
| 1-1705 · Bank Fees | 0.00 | 0.02 | 10.00 | -9.98 | 0.2% |
| 1-1900 · Copies & Postage | 145.05 | 145.05 | | | |
| 1-2000 · Recreation Center | | | | | |
| 1-2300 · Utilities | 3,423.76 | 7,147.49 | 45,000.00 | -37,852.51 | 15.88% |
| 1-2306 · Maintenance/ Repairs | 140.74 | 486.71 | 7,000.00 | -6,513.29 | 6.95% |
| 1-2307 · Fitness Equipment Maintenance | 0.00 | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| 1-2310 · Supplies | 145.00 | 929.38 | 4,500.00 | -3,570.62 | 20.65% |
| Total 1-2000 · Recreation Center | 3,709.50 | 8,563.58 | 60,500.00 | -51,936.42 | 14.16% |
| 1-2001 · Pool Expense | | | | | |
| 1-2020 · Chemicals | 376.50 | 376.50 | 10,000.00 | -9,623.50 | 3.77% |
| 1-2040 · Water | 0.00 | 0.00 | 295.00 | -295.00 | 0.0% |
| 1-2050 · Repair/ Maintenance | 13,203.66 | 26,300.83 | 32,000.00 | -5,699.17 | 82.19% |

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

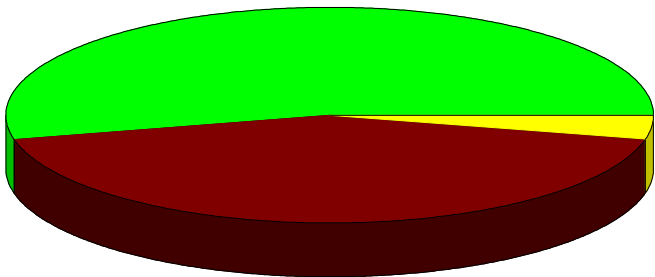
| | TOTAL | | | | |
|---|-------------|-------------------|--------------------|-------------------|-----------------|
| | May 24 | Jan - May 24 | Budget | \$ Over Budget | % of Budget |
| Total 1-2001 · Pool Expense | 13,580.16 | 26,677.33 | 42,295.00 | -15,617.67 | 63.07% |
| 1-6160 · Dues and Subscriptions | 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% |
| 1-6200 · Park/ Landscape | | | | | |
| 1-603 · Landscape Repair/ Replace | 635.00 | 6,640.75 | 31,700.00 | -25,059.25 | 20.95% |
| 1-6205 · Maintenance | 0.00 | 20,000.00 | 60,000.00 | -40,000.00 | 33.33% |
| 1-6208 · Playgroud Repairs | 0.00 | 600.00 | | | |
| 1-6210 · Utilities | 1,326.23 | 4,487.79 | 70,000.00 | -65,512.21 | 6.41% |
| 1-6200 · Park/ Landscape - Other | 12,337.91 | 12,842.41 | 0.00 | 12,842.41 | 100.0% |
| Total 1-6200 · Park/ Landscape | 14,299.14 | 44,570.95 | 161,700.00 | -117,129.05 | 27.56% |
| 1-6240 · Miscellaneous | 0.00 | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 1-6490 · Office Supplies | 114.64 | 2,768.31 | 8,000.00 | -5,231.69 | 34.6% |
| 1-6570 · Professional Fees | | | | | |
| 1-2500 · Trash Service | 7,821.40 | 39,640.33 | 94,429.00 | -54,788.67 | 41.98% |
| 1-2701 · District Management | 4,200.00 | 21,000.00 | 50,400.00 | -29,400.00 | 41.67% |
| 1-2705 · VCC - Covenant Enforcement | 3,300.00 | 16,500.00 | 39,600.00 | -23,100.00 | 41.67% |
| 1-6572 · Legal Fees | 0.00 | 1,575.00 | 15,000.00 | -13,425.00 | 10.5% |
| Total 1-6570 · Professional Fees | 15,321.40 | 78,715.33 | 199,429.00 | -120,713.67 | 39.47% |
| 1-6620 · Rental Security Deposit Refund | 0.00 | 200.00 | 4,000.00 | -3,800.00 | 5.0% |
| 1-6650 · Snow Removal | 0.00 | 1,392.50 | | | |
| 6560 · Payroll Expenses | 10,095.37 | 37,072.56 | 92,622.00 | -55,549.44 | 40.03% |
| Total 1-200 · General Fund Expense | 57,347.10 | 188,810.37 | 606,547.00 | -417,736.63 | 31.13% |
| 2-200 · Debt Service Expense | | | | | |
| Treasurer's Fee | | | | | |
| 2-1050 · Debt-Treasurer's Collection Fee | 331.93 | 4,101.36 | 8,076.00 | -3,974.64 | 50.79% |
| Total Treasurer's Fee | 331.93 | 4,101.36 | 8,076.00 | -3,974.64 | 50.79% |
| 2-6075 · Bond Expense | | | | | |
| Cost of Issuance | 0.00 | 14,683.77 | | | |
| Paying Agent Fee | 0.00 | 2,000.00 | 4,000.00 | -2,000.00 | 50.0% |
| Total 2-6075 · Bond Expense | 0.00 | 16,683.77 | 4,000.00 | 12,683.77 | 417.09% |
| 2-6200 · Interest Expense | 0.00 | 0.00 | 685,750.00 | -685,750.00 | 0.0% |
| Total 2-200 · Debt Service Expense | 331.93 | 20,785.13 | 697,826.00 | -677,040.87 | 2.98% |
| 3-200 · Capital Project Fund Expense | | | | | |
| 2-6000 · Capital Improvements | 0.00 | 200.00 | | | |
| Total 3-200 · Capital Project Fund Expense | 0.00 | 200.00 | | | |
| Total Expense | 57,679.03 | 209,795.50 | 1,304,373.00 | -1,094,577.50 | 16.08% |
| Net Ordinary Income | -3,903.68 | 311,374.89 | -205,838.00 | 517,212.89 | -151.27% |
| Other Income | | | | | |
| 2-7010 · Interest Income - Debt | 3,904.28 | 18,641.46 | 750.00 | 17,891.46 | 2,485.53% |
| Total Other Income | 3,904.28 | 18,641.46 | 750.00 | 17,891.46 | 2,485.53% |
| Net Income | 0.60 | 330,016.35 | -205,088.00 | 535,104.35 | -160.92% |

Income and Expense by Month
January through May 2024



Income Summary
January through May 2024

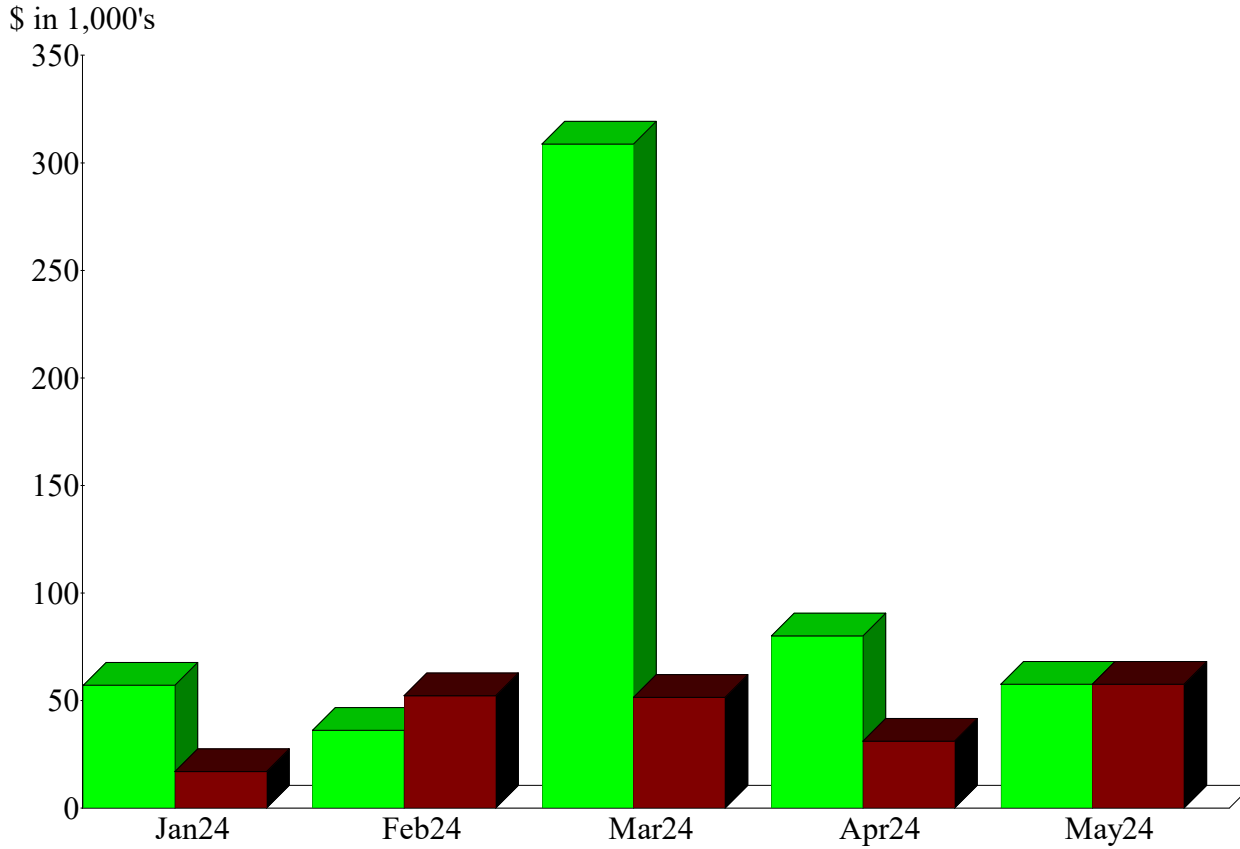
| | |
|----------------------------------|---------------------|
| 2-100 · Debt Service Fund Income | 53.66% |
| 1-100 · General Fund Income | 42.88 |
| 2-7010 · Interest Income - Debt | 3.45 |
| Total | \$539,811.85 |



By Account

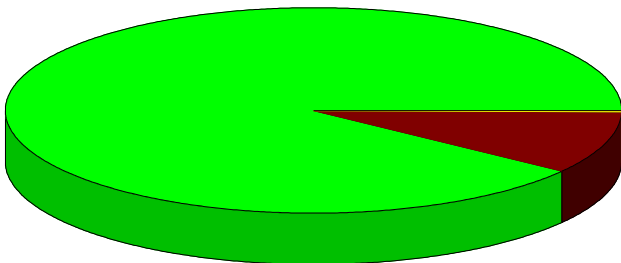
Income and Expense by Month
January through May 2024

Income
Expense



Expense Summary
January through May 2024

| | |
|--------------------------------------|---------------------|
| 1-200 · General Fund Expense | 90.00% |
| 2-200 · Debt Service Expense | 9.91 |
| 3-200 · Capital Project Fund Expense | 0.10 |
| Total | \$209,795.50 |



By Account



7632 Benecia

24-049

Water Tap Application

Name of Applicant Ventana metro District Phone #

| | | | | | | | | |
|---------------|----|------------------|-----------------|----|-----------------|--------------|----|---|
| Water Tap Fee | \$ | 10,824.00 | Acquisition Fee | \$ | 6,500.00 | Total | \$ | - |
| Tap Size | | 3/4" | | | | | | |

13.04.230 Construction - Requirements for Commencement and Completion. Construction of any building or facility to be served by a connection with the water supply system of the City shall be commenced within one hundred twenty (120) days from the date of approval or payment of the charges set out in this chapter and such construction shall be pursued to completion without suspension or abandonment, as provided in the City's Building Code. Failure to comply with the above requirements shall result in cancellation of the connection permit and the return of the connection charge less expenses incurred by the division to determine such noncompliance. (Ord. 1138 §1, 2001)

Signature of Applicant

Date

Signature of Administration official

6/4/2024



| | Task | WSDM | Facility Manager | Facility Staff | Board | Notes |
|---|--|------|------------------|----------------|-------|-------|
| S t a f f i n g | Run ad(s), review applicants, and coordinate interviews | X | | | | |
| | Interview potential employees | X | X | | | |
| | Extend offers & issue terminations as needed | X | | | | |
| | HR duties - write-ups, accolades, reviews, salary discussions, etc. | X | | | | |
| | Process payroll | X | | | | |
| | Maintain workman's compensation compliance | X | | | | |
| | Daily employee oversight - confirmation of attendance, completion of assigned tasks, and monitoring of performance | | X | | | |
| | Creation and maintenance of employee schedule | | | | | |
| | Documentation of staff performance, submitting an Employee Incident Form to WSDM, within 24-hours following any aversive incident involving an employee | | X | | | |
| | Documented meetings & discussions with staff regarding performance | X | X | | | |
| | Establishment of facility processes and training on the same | | X | | | |
| | Facilitation of training or certification by 3rd parties - CPR, first aid, pool operation, etc. | X | | | | |
| | Facilitate one-on-one advisement, training, or mentoring as needed. | | X | | | |
| Ensure proper safety procedures, protective gear, and security measures are implemented for all aspects of the workplace, ensuring all processes and compliance programs are met. Reporting concerns to WSDM immediately. | | X | X | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | Task | WSDM | Facility Manager | Facility Staff | Board | Notes |
| F a c i l i t y M a n a g e m e n t | Daily Cleaning - including but not limited to the fitness area, restrooms, locker areas, kitchen appliances, floors, counters, blinds, windows, door handles, and seating areas. | | X | X | | |
| | Daily Restocking of Supplies - cleaners, toiletries, air fresheners, filters, sanitary wipes, etc. | | X | X | | |
| | Ordering of Supplies - cleaners, toiletries, air fresheners, filters, sanitary wipes, etc. | X | X | | | |
| | Customer Service - answering questions and assisting with direction to the District website for forms and payments and to the District Manager for other inquiries. | X | X | X | X | |
| | Security & Camera System - monitor to ensure all cameras and alarms remain fully operational, timely reporting issues with the system. | | X | | | |
| | Key Fob System - manage and monitor system and inventory; issuing new and replacement fobs in accordance with policy, and deactivating fobs as needed. | | X | | | |
| | Winterization - Prepare facility for changing weather conditions. | | X | X | | |
| | Community Bulletin Board - review and ensure all notices posted contain age-appropriate, non-objectional, unbiased material only. | | X | X | | |
| | Snow & Ice - Shoveling walkways and spreading ice-melt as needed to prevent the development of ice, when snowfall does not reach the 3" accumulation threshold, triggering service by the snow removal vendor. | | X | X | | |
| | Fitness Equipment - periodically testing equipment to identify needed maintenance or repairs on equipment. | | X | X | | |
| | Signage - ensure signage throughout the facility remains in place and in good condition, including temporary "Out of Order" and "Closure" signage as needed. | | X | X | | |
| Inspection & Troubleshooting - frequently testing and inspecting all facility components to identify issues as they arise, facilitating repairs where able and reporting repairs beyond staff capabilities to WSDM for 3rd part engagement. | | X | X | | | |

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|---|---|-------------|-------------------------|-----------------------|--------------|--------------|
| | Routine Services - Schedule and confirm routine services with 3rd party vendors (furnace service, vent cleaning, carpet cleaning, HVAC, alarm service, etc.) | | X | X | | |
| | Repair Services - Coordinate and meet with external vendors, overseeing scope and quality of workmanship | X | X | X | | |
| | Ensuring all equipment and utility systems are inspected and utilized in accordance with regulations. | | X | | | |
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| | Task | WSDM | Facility Manager | Facility Staff | Board | Notes |
| P o o l & S p a | Pool Season Start-Up - complete pool opening procedures, including cleaning, refilling, and preparing equipment for use in anticipation of Memorial Day weekend opening each year. | | X | X | | |
| | Daily Inspection - of all pool, spa, and associated equipment to identify issues as they arise, facilitating repairs where able and reporting repairs beyond staff capabilities to WSDM for 3rd part engagement. | | X | X | | |
| | Daily Cleaning - clean pool decking, surfaces, tiles, skimmers, and filters to maintain sanitation, water clarity, and quality. | | X | X | | |
| | Testing 3 Times Per Day - test and balance pool water chemistry using appropriate testing kits, adjusting chemicals as needed to ensure proper pH, alkalinity, and chlorine levels, per state requirements. | | X | X | | |
| | Maintenance Logs - maintain daily records of all pool maintenance activities onsite, water test results, and equipment repairs, providing reports to the WSDM | | X | X | | |
| | Safety - ensure compliance with safety regulations and standards for pool operations; implementing safety measures as needed and/or required. | | X | X | | |
| | Covers - Facilitate removal and storage of pool & spa covers each morning and replacing & securing of pool and spa covers nightly. | | X | X | | |
| | Pool Lifts - install ADA compliant lifts for both the pool and spa, ensuring all components are accessible and functional with batteries fully charged when pool is open, and ensuring lifts are covered when pool is closed. | | X | X | | |
| | Perform season-end pool closing and winterization procedures to protect pools from freezing temperatures. | | X | X | | |
| | Maintain Certified Pool Operator (CPO) in accordance with the Pool and Hot Tub Alliance. | X | X | | X | |
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| | Task | WSDM | Facility Manager | Facility Staff | Board | Notes |
| C o m m u n i t y E v e n t s | Reservation Applications - receive, review, and confirm deposit prior to approving reservation | X | | | | |
| | Reservation Coordination - contact the Owner to confirm the reservation date & time, and review the Rules of use | | X | X | | |
| | Reservation Day - coordinate access to the facility and assist in providing tables and chairs as needed. | | X | X | | |
| | Post Reservation - inspect and test all appliances to ensure the facility was left in same condition. If cleaning or repairs are needed, facilitate the cleaning and/or repairs, and forward summary of corrective actions to WSDM. | | X | X | | |
| | Deposit Refund - issue full or partial deposit dependent on corrective actions needed following the event. | X | | | | |
| | Public Events - Miscellaneous community events may be hosted at the Recreation Center, which may require WSDM or Staff to be involved. | X | X | X | X | |
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| | Task | WSDM | Facility Manager | Facility Staff | Board | Notes |

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|---|--|-------------|-------------------------|-----------------------|--------------|--------------|
| A d m i n | Budgeting - maintaining operating reports and historical expense figures | X | | | | |
| | Maintenance Logs - maintaining detailed reporting of cleaning, repairs, and maintenance completed | | X | X | | |
| | Planning - provide recommendations for future projects, renovations, and refurbishments. | X | X | X | X | |
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| | Task | WSDM | Facility Manager | Facility Staff | Board | Notes |
| E n f o r c e m e n t | Rule Enforcement - monitor guest behaviors, ensuring rules are followed and equipment is properly and safely used. | | X | X | | |
| | Violation Reporting - report violators of facility rules, use, or guest policy to WSDM via email immediately. | | X | X | | |
| | Violation Notification - issue notice of Violation and take corrective action as needed upon receipt of emailed report. | X | | | | |
| | Guest Entry - Monitor guest entry to ensure all guests have signed-in and payment has been submitted. | | X | X | | |
| | Injury - immediately report incidents of injury effecting guests or staff to WSDM, by email and using the designated Incident Report Form. | | X | X | X | |
| | Recordkeeping - Maintaining a secure recordkeeping system within the facility and timely conveying all forms and sign-in sheets to WSDM | | X | X | | |
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VENTANA METROPOLITAN DISTRICT
Mid-Year Update - 2024 Budget - GENERAL FUND

| | 2024 | 2024 | | | 2024 Adjusted / Anticipated |
|--|----------------|---------------|------------|---|-----------------------------|
| | ADOPTED BUDGET | YTD June 17th | | | |
| Beginning Operating Account Balance | \$ 136,873 | | | | \$ 136,873 |
| REVENUES | | | | | |
| DEVELOPER ADVANCE | \$ - | \$ - | | | \$ - |
| GRANT INCOME | \$ - | \$ - | | | \$ - |
| PARK PERMIT FEES AND ADVANCES | \$ 72,360 | \$ 2,436 | \$ - | \$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 | \$ 2,436 |
| REC CENTER DUES - RESIDENTS | \$ 210,672 | \$ 123,695 | \$ 230,399 | 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 | \$ 230,399 |
| 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 | \$ 40,648 | \$ 87,963 | 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 | \$ 87,963 |
| COVENANT VIOLATION FINES | \$ - | \$ - | | | \$ - |
| LATE FEES | \$ - | \$ 1,618 | | | \$ 1,618 |
| 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 |
| TOTAL REVENUES | \$ 522,484 | \$ 239,822 | | Anticipated to be \$54,029 less than budgeted if Filing 3 is not approved. | \$ 468,455 |
| EXPENDITURES | | | | | |
| AUDIT | \$ 9,500 | \$ - | \$ 9,600 | Contracted for \$9,600 - billing coming soon | \$ 9,600 |
| BANK FEES | \$ 10 | \$ 0 | | | \$ 10 |
| DISTRICT MANAGEMENT/ ACCOUNTING | \$ 50,400 | \$ 21,000 | | | \$ 50,400 |
| VCC-COVENANT ENFORCEMENT | \$ 39,600 | \$ 16,500 | | | \$ 39,600 |
| DUES/ SUBSCRIPTIONS | \$ 1,500 | \$ 916 | | | \$ 1,500 |
| PARK/ LANDSCAPE MAINTENANCE (contract) | \$ 60,000 | \$ 20,000 | | | \$ 60,000 |
| PARK/ LANDSCAPE UTILITIES | \$ 70,000 | \$ 4,488 | | | \$ 70,000 |
| LANDSCAPE REPAIR/ REPLACE | \$ 31,700 | \$ 6,641 | | | \$ 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 | \$ - | \$ 7,600 | \$ 7,600 | Adjusted to reflect final billing of completed repairs | \$ 7,600 |
| PARK LANDSCAPE OTHER (Irrigation Repairs) | \$ - | \$ 5,842 | | | \$ 5,842 |
| RECREATION CENTER MAINTENANCE/ REPAIRS | \$ 7,000 | \$ 767 | | Drywall will be \$2,621.45 and electrical will be additional | \$ 7,000 |
| SUPPLIES | \$ 4,500 | \$ 929 | | | \$ 4,500 |
| UTILITIES | \$ 45,000 | \$ 7,530 | | | \$ 45,000 |
| FITNESS EQUIPMENT MAINTENANCE | \$ 4,000 | \$ - | | | \$ 4,000 |
| Snow removal | \$ - | \$ 1,393 | \$ 3,000 | Updated to reflect YTD and clearing in early winter | \$ 2,000 |
| POOL | | | | | |
| SEASON STARTUP/FINISH | \$ - | \$ - | \$ 800 | Accounting for outsourced start-up | \$ 800 |
| CHEMICALS | \$ 10,000 | \$ 377 | | 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 | \$ 26,301 | \$ 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 | \$ 2,913 | | | \$ 8,000 |
| PAYROLL EXPENSE | \$ 92,622 | \$ 39,765 | | To be adjusted following staffing discussions | \$ 92,622 |
| TRASH SERVICE | \$ 94,429 | \$ 39,640 | \$ 88,975 | 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. | \$ 88,975 |
| 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 |
| TOTAL EXPENDITURES | \$ 621,547 | \$ 205,387 | | Anticipated to be \$41,071 more than budgeted. | \$ 662,618 |
| EMERGENCY RESERVE: State Required at 3% | \$ 18,646 | \$ 6,162 | | Required cushion - NOT actual expense | \$ 19,879 |
| ASSESSED VALUATION | \$ 13,274,340 | \$ 13,274,340 | | | |
| MILL LEVY | \$ 10 | \$ 10 | | | |