





VENTANA METROPOLITAN DISTRICT

Regular Board Meeting

Monday, October 16, 2023 – 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 6:00 p.m.
2. Declaration of Quorum/Director Qualifications/ Disclosure Matters: President Farrar confirmed a quorum was present. 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:

Rebecca Harris, WSDM – District Managers

Heather Smith, WSDM – District Managers

Pete Susemihl; Susemihl, McDermott, & Downie, P.C.

Members of the Public

3. Approval of Agenda: Director Sparks moved to approve the Agenda as written; seconded by Director Laurencelle. Motion passed unanimously.
4. Public Comment: There was no public comment.
5. Regular Business Items: After review, President Farrar moved to approve both the September 18 and October 9, 2023 Meeting Minutes; seconded by Director Laurencelle. Motion passed unanimously.
 - a. Approval of the Board Meeting Minutes from September 18, 2023

- b. Approval of the Special Board Meeting Minutes from October 9, 2023
6. Financial Matters
- a. Approval of Payables for the Period ending October 16, 2023: After review, President Farrar moved to approve the payables ending October 16, 2023; seconded by Director Sparks. Motion passed unanimously.
 - i. General Fund – \$ 36,362.04
 - ii. Bond Fund – \$ _____
 - iii. TOTAL – \$ 36,362.04
 - b. Acceptance of Unaudited Financial Statements as of September 30, 2023, and the Schedule of Cash Position Updated as of September 30, 2023: Ms. Smith presented the Unaudited Financial Statements and the schedule of cash position as of September 30, 2023. After review, President Farrar moved to accept the Unaudited Financial Statements as presented; seconded by Director Schuhmacher. Motion passed unanimously.
 - c. Discuss Draft 2024 Budget: Ms. Smith presented the draft 2024 Budget. The Board reviewed the draft budget in detail. The Budget Hearing will be held at the November 20, 2023 Board meeting.
7. Market Update/Construction/Operations: Director Schuhmacher provided a development update and noted that the filing 2 approved plans have been delayed by the City of Fountain. They hope to have approved plans this winter, and finish the water line, sanitary, and paving done in Filing 2 in April or May 2024. Director Vorwaller provided a market update and noted that the market has slowed down due to the higher interest rates, but there is still a lot of interest and demand in the community.
8. Legal Matters
- a. Bond Update: Ms. Harris provided an update on the bonds and schedule. The bond closing is scheduled for October 19th.
9. District Management Matters & Report
- a. Review Managers Report: Ms. Smith presented the Managers Report.
 - b. Update on Recreation Center Operations: Ms. Smith noted that Mr. Whatley, the Rec Center Manager was unable to attend the meeting and provided a brief update on Recreation Center operations.
10. General Business
- a. Review and Consider Approval of Semi-Annual Playground Equipment Inspection: Ms. Smith presented the proposal for semi-annual playground equipment inspections for \$1,200 total. After review, Director Sparks moved to approve the semi-annual playground equipment inspections; seconded by Director Laurencelle. Motion passed unanimously.
11. Adjournment: Director Sparks moved to adjourn the meeting at 7:15 p.m.; seconded by President Farrar. Motion passed unanimously.
- a. Next regularly scheduled meeting is November 20, 2023, at 6:00 p.m. followed by the annual Townhall meeting at 7:00 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 16, 2023 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
11/20/2023
GENERAL FUND ACCOUNT

Company	Invoice	Date		Comments
Black Hills Energy	5322274450	11/1/2023	120.01	Auto Pay
Cintas	8406515442	10/31/2023	140.00	
City of Fountain Utilities	10005472-02	11/10/2023	1,578.35	Auto Pay - Rec
City of Fountain Utilities	10005630-03	11/10/2023	2,709.97	Auto Pay - Park
City of Fountain Utilities	10005686-02	11/10/2023	663.70	Auto Pay - Tract
City of Fountain Utilities	10006794-01	11/10/2023	1,211.72	Auto Pay - Tract
City of Fountain Utilities	10006795-00	11/10/2023	27.03	Auto Pay - Tract
Colo Spec Districts Prop & Liab Pool	24WC-60036-2833	11/7/2023	1,322.00	
HBS	2/18/2154	10/31/2023	7,628.73	
HD Supply	9220254912	11/2/2023	39.95	
HD Supply	9220214278	11/1/2023	47.95	
Mailing Services Inc	18594	10/16/2023	346.45	
Signal 88, LLC	3684080	11/1/2023	816.79	
Signal 88, LLC	3679753	10/1/2023	830.18	
Susemihl, McDermott & Downie, P.C	35667	10/31/2023	562.50	
Weisburg Landscape Maintenance	52155	10/17/2023	352.50	
Weisburg Landscape Maintenance	52213	10/31/2023	4,843.00	
Weisburg Landscape Maintenance	52319	10/25/2023	183.75	
Weisburg Landscape Maintenance	52484	11/3/2023	163.75	
WSDM District Managers	7745	10/31/2023	7,780.38	
TOTAL			\$ 31,368.71	



Ventana Metropolitan District
Balance Sheet
 As of October 31, 2023

	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1105 · Eastern Colorado Bank -Checking	155,724.39
1106 · Eastern Colorado Bank - Savings	446,908.80
2002 · UMB - Bond Fund	422,879.17
2003 · UMB - Debt Service Reserve Fund	487,312.50
2004 · UMB - Cost of Issuance	278,420.00
Total Checking/Savings	<u>1,791,244.86</u>
Accounts Receivable	
1-1230 · Property Taxes Receivable	441.64
Total Accounts Receivable	<u>441.64</u>
Other Current Assets	
1310 · Due from Developer	32,741.59
1390 · Undeposited Funds	8,486.36
Total Other Current Assets	<u>41,227.95</u>
Total Current Assets	<u>1,832,914.45</u>
Fixed Assets	
Property and Equipment	
Community Improvements	7,368,932.95
Total Property and Equipment	<u>7,368,932.95</u>
1505 · Parks	1,500,000.00
1510 · Pool	732,344.00
1540 · Accumulated Depreciation	-246,780.00
Total Fixed Assets	<u>9,354,496.95</u>
TOTAL ASSETS	<u><u>11,187,411.40</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	31,646.33
Total Accounts Payable	<u>31,646.33</u>
Other Current Liabilities	
2022 · Deferred Property Tax Revenue	441.64
2030 · Interest Payable	364,163.00
2035 · Interest Payalbe OPRIC	714,192.00
2100 · Payroll Liabilities	924.61
2110 · Direct Deposit Liabilities	185.89
Total Other Current Liabilities	<u>1,079,907.14</u>
Total Current Liabilities	<u>1,111,553.47</u>
Long Term Liabilities	
Accrued Interest OPRIC	316,043.19
Advances from OPRIC	310,032.49
Bonds Payable - CH Metrobonds	4,473,473.97
2700 · Series 2023A Bonds	10,550,000.00
2702 · Series 2023B Bonds	2,828,000.00
Total Long Term Liabilities	<u>18,477,549.65</u>
Total Liabilities	<u>19,589,103.12</u>
Equity	
3000 · Opening Balance Equity	24,298.52
3910 · Retained Earnings	-7,356,008.16
Net Income	-1,069,982.08
Total Equity	<u>-8,401,691.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,187,411.40</u></u>

Ventana Metropolitan District Profit & Loss Budget vs. Actual January through October 2023

	TOTAL				
	Oct 23	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
1-100 · General Fund Income					
1-1000 · Late Fee	158.65	1,920.68			
1-1100 · Recreation Center Dues					
1-1105 · Ventana Residents	23,202.40	211,186.21	200,000.00	11,186.21	105.59%
Total 1-1100 · Recreation Center Dues	23,202.40	211,186.21	200,000.00	11,186.21	105.59%
1-1200 · Trash Service	12,344.89	68,042.69	90,000.00	-21,957.31	75.6%
1-1300 · Rental Security Deposit	0.00	0.00	2,000.00	-2,000.00	0.0%
1-1310 · Permit Use Fee	0.00	110.00			
1-1401 · Treasurer Tax Income					
1-1400 · Current - O&M	0.00	97,711.95	97,829.70	-117.75	99.88%
1-1500 · Specific Ownership - O&M	906.16	7,654.46	6,848.08	806.38	111.78%
1-1520 · Delinquent Int - O&M	0.00	7.41			
Total 1-1401 · Treasurer Tax Income	906.16	105,373.82	104,677.78	696.04	100.67%
1-1600 · Park Fee Advance	0.00	12,060.00			
1-180 · Covenant Violation Fine	40.00	310.00			
Total 1-100 · General Fund Income	36,652.10	399,003.40	396,677.78	2,325.62	100.59%
2-100 · Debt Service Fund Income					
Treasurer Taxes					
2-1000 · Current- Debt	0.00	396,433.24	396,787.48	-354.24	99.91%
2-1200 · Specific Ownership - Debt	3,675.30	31,045.75	27,775.12	3,270.63	111.78%
2-1220 · Delinquent Int - Debt	0.00	30.04			
Total Treasurer Taxes	3,675.30	427,509.03	424,562.60	2,946.43	100.69%
Total 2-100 · Debt Service Fund Income	3,675.30	427,509.03	424,562.60	2,946.43	100.69%
3-100 · Capital Project Fund					
3-1300 · Park Permit Fee	0.00	21,816.04			
Total 3-100 · Capital Project Fund	0.00	21,816.04			
Total Income	40,327.40	848,328.47	821,240.38	27,088.09	103.3%
Expense					
1-200 · General Fund Expense					
1-1450 · O&M-Treasurer's Collection Fee	0.00	1,466.16	1,467.45	-1.29	99.91%
1-1700 · Audit	0.00	9,325.00	9,250.00	75.00	100.81%
1-1705 · Bank Fees	0.00	7.00			
1-1800 · Board Election	0.00	889.95	8,000.00	-7,110.05	11.12%
1-1900 · Copies & Postage	626.83	3,081.24			
1-2000 · Recreation Center					
1-2300 · Utilities	3,237.56	40,874.39	40,000.00	874.39	102.19%
1-2305 · Security	830.18	8,181.29	14,000.00	-5,818.71	58.44%
1-2306 · Maintenance/ Repairs	109.28	10,697.82	10,000.00	697.82	106.98%
1-2310 · Supplies	140.00	4,283.07	4,000.00	283.07	107.08%
Total 1-2000 · Recreation Center	4,317.02	64,036.57	68,000.00	-3,963.43	94.17%
1-2001 · Pool Expense					

Ventana Metropolitan District

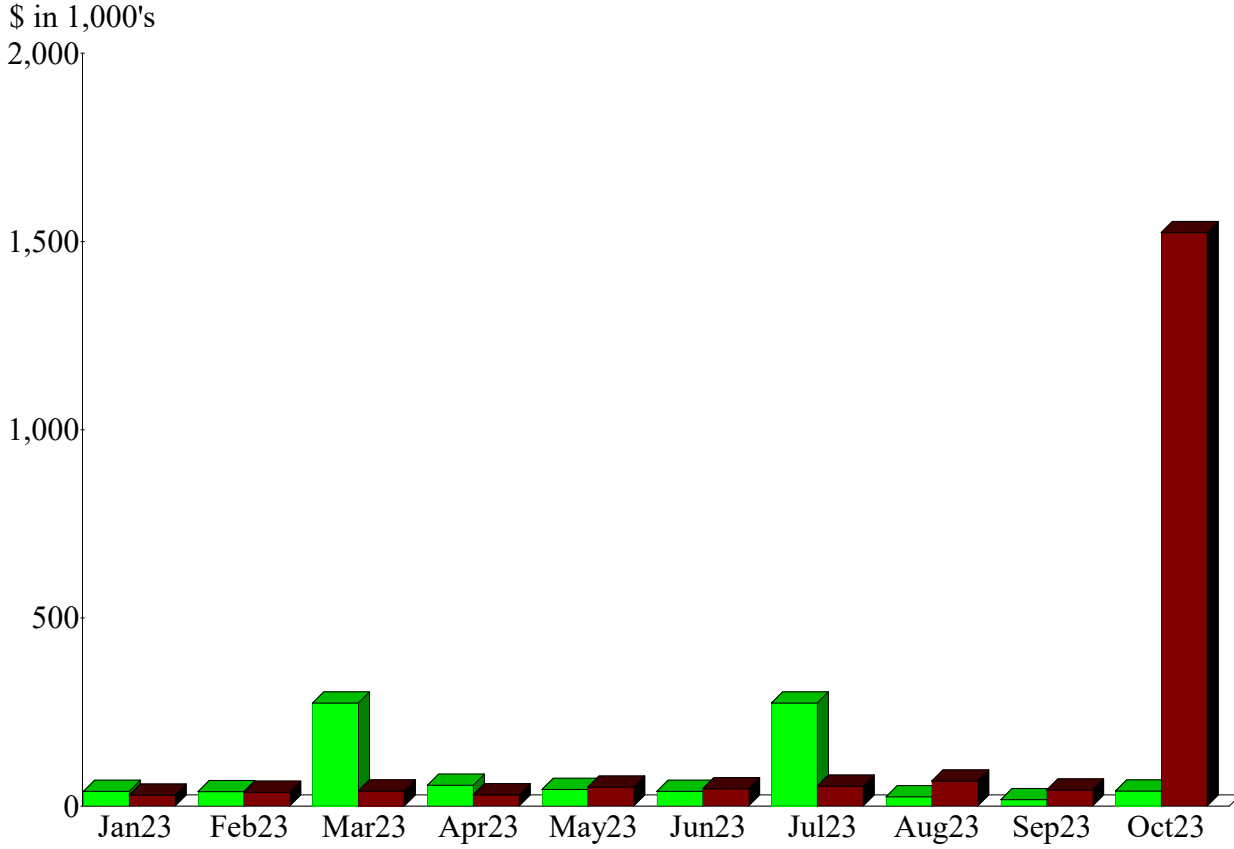
Profit & Loss Budget vs. Actual

January through October 2023

	TOTAL				
	Oct 23	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
1-2010 · Season Start Up/ Finish	0.00	0.00	3,000.00	-3,000.00	0.0%
1-2020 · Chemicals	0.00	3,920.59	10,000.00	-6,079.41	39.21%
1-2040 · Water	0.00	295.00	250.00	45.00	118.0%
1-2050 · Repair/ Maintenance	0.00	3,275.17	5,000.00	-1,724.83	65.5%
Total 1-2001 · Pool Expense	0.00	7,490.76	18,250.00	-10,759.24	41.05%
1-6160 · Dues and Subscriptions	0.00	1,237.50	1,000.00	237.50	123.75%
1-6180 · Insurance	0.00	-593.00	15,000.00	-15,593.00	-3.95%
1-6200 · Park/ Landscape					
1-6205 · Maintenance	5,379.25	75,853.75	85,000.00	-9,146.25	89.24%
1-6210 · Utilities	4,612.42	14,190.00	70,000.00	-55,810.00	20.27%
Total 1-6200 · Park/ Landscape	9,991.67	90,043.75	155,000.00	-64,956.25	58.09%
1-6240 · Miscellaneous	0.00	0.00	10,000.00	-10,000.00	0.0%
1-6490 · Office Supplies	0.00	1,445.57	8,000.00	-6,554.43	18.07%
1-6570 · Professional Fees					
1-2500 · Trash Service	7,628.73	74,228.53	65,000.00	9,228.53	114.2%
1-2701 · District Management	4,200.00	40,752.10	54,000.00	-13,247.90	75.47%
1-2705 · VCC - Covenant Enforcement	3,300.00	29,758.50	36,000.00	-6,241.50	82.66%
1-6572 · Legal Fees	562.50	11,083.55	15,000.00	-3,916.45	73.89%
1-6573 · Engineering O&M	0.00	95.00			
Total 1-6570 · Professional Fees	15,691.23	155,917.68	170,000.00	-14,082.32	91.72%
1-6620 · Rental Security Deposit Refund	0.00	3,600.00	2,000.00	1,600.00	180.0%
6560 · Payroll Expenses	6,161.23	72,649.02	75,000.00	-2,350.98	96.87%
Total 1-200 · General Fund Expense	36,787.98	410,597.20	540,967.45	-130,370.25	75.9%
2-200 · Debt Service Expense					
Treasurer's Fee					
2-1050 · Debt-Treasurer's Collection Fee	0.00	5,946.58	5,951.81	-5.23	99.91%
Total Treasurer's Fee	0.00	5,946.58	5,951.81	-5.23	99.91%
2-6075 · Bond Expense					
Cost of Issuance	211,000.00	221,000.00	589,000.00	-368,000.00	37.52%
Paying Agent Fee	0.00	0.00	4,000.00	-4,000.00	0.0%
2-6077 · Debt Service Interest	1,275,803.40	1,275,803.40			
Total 2-6075 · Bond Expense	1,486,803.40	1,496,803.40	593,000.00	903,803.40	252.41%
Total 2-200 · Debt Service Expense	1,486,803.40	1,502,749.98	598,951.81	903,798.17	250.9%
3-200 · Capital Project Fund Expense					
2-6000 · Capital Improvements	0.00	5,671.75			
Total 3-200 · Capital Project Fund Expense	0.00	5,671.75			
Total Expense	1,523,591.38	1,919,018.93	1,139,919.26	779,099.67	168.35%
Net Ordinary Income	-1,483,263.98	-1,070,690.46	-318,678.88	-752,011.58	335.98%
Other Income/Expense					
Other Income					
2-7010 · Interest Income - Debt	244.28	708.38			
Total Other Income	244.28	708.38			
Net Other Income	244.28	708.38			
Net Income	-1,483,019.70	-1,069,982.08	-318,678.88	-751,303.20	335.76%

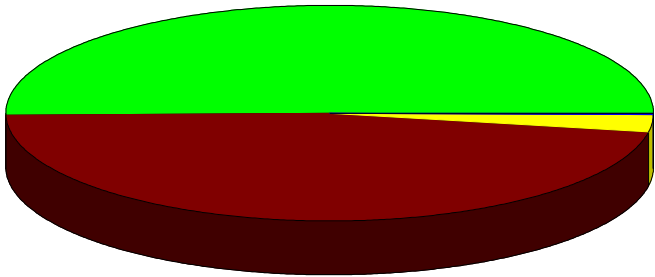
Income and Expense by Month
January through October 2023

Income
Expense



Income Summary
January through October 2023

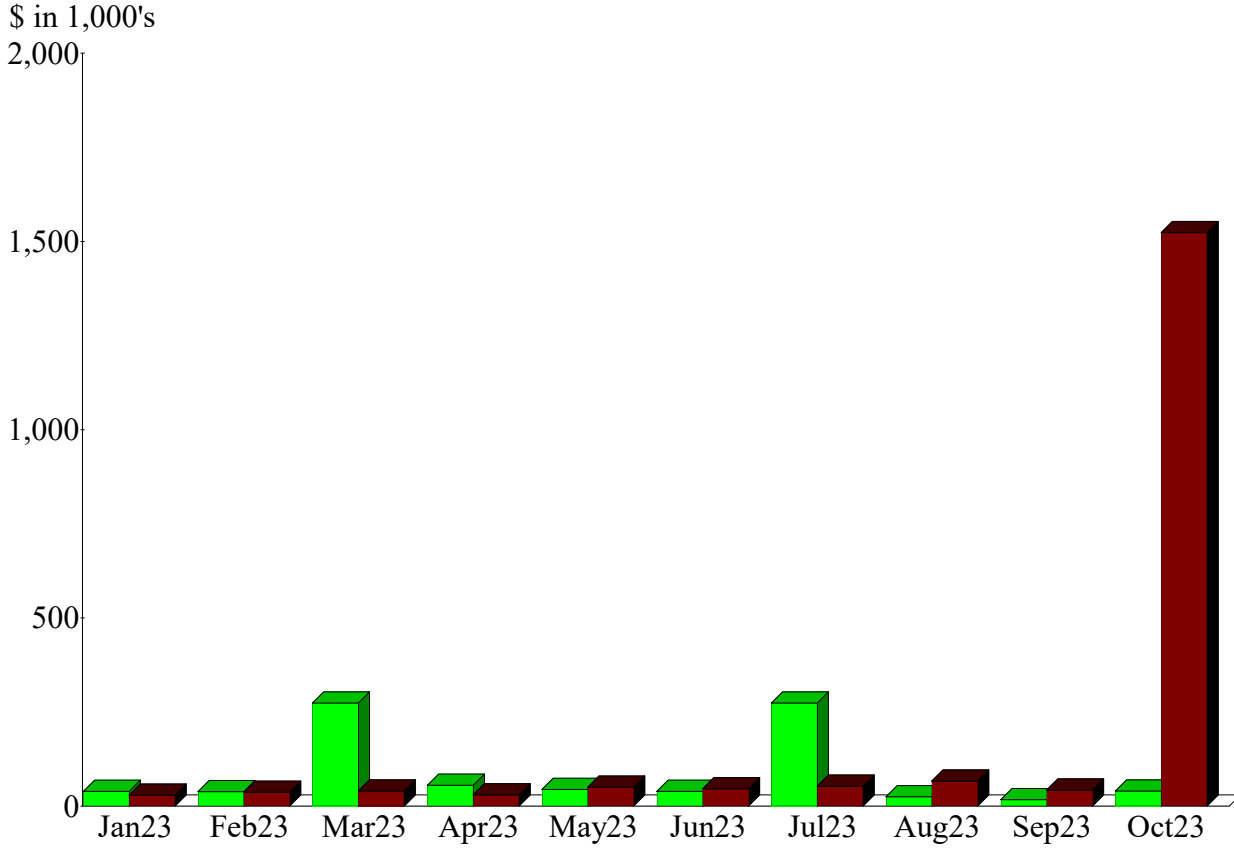
2-100 · Debt Service Fund Income	50.35%
1-100 · General Fund Income	46.99
3-100 · Capital Project Fund	2.57
2-7010 · Interest Income - Debt	0.08
Total	\$849,036.85



By Account

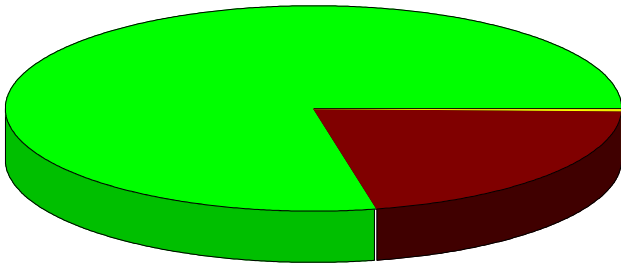
Income and Expense by Month
January through October 2023

Income
Expense



Expense Summary
January through October 2023

2-200 · Debt Service Expense	78.31%
1-200 · General Fund Expense	21.40
3-200 · Capital Project Fund Expense	0.30
Total	\$1,919,018.93



By Account



RESOLUTION
VENTANA METROPOLITAN DISTRICT

A RESOLUTION SUMMARIZING REVENUES AND EXPENDITURES, ADOPTING A BUDGET, AND APPROPRIATING SUMS OF MONEY TO THE FUNDS AND IN THE AMOUNTS SET FORTH HEREIN FOR THE VENTANA METROPOLITAN DISTRICT (THE “DISTRICT”), EL PASO COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2024 AND ENDING ON THE LAST DAY OF DECEMBER 2024 AND AMENDING THE 2023 BUDGET.

WHEREAS, the Board of Directors of the District has authorized its consultants to prepare and submit a proposed budget to said governing body at the proper time;

WHEREAS, the proposed budget has been submitted to the Board of Directors of the District for its consideration;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was scheduled for November 20, 2023 and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF VENTANA METROPOLITAN DISTRICT, EL PASO COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF COLORADO:

Section 1. Budget Revenues. That the estimated revenues for each fund as more specifically set out in the budget attached hereto are accepted and approved.

Section 2. Budget Expenditures. That estimated expenditures for each fund as more specifically set out in the budget attached hereto are accepted and approved.

Section 3. Adoption of Budget. That the budget as submitted and attached and incorporated herein by this reference, and if amended, then as amended, is hereby approved and adopted as the budget of District for the year stated above and the 2023 amended budget is approved.

Section 4. Levy of General Property Taxes. That the foregoing budget indicated that the amount of money necessary to balance the budget for Bonds and Interest is \$589,824. That the foregoing budget indicated that the amount of money necessary to balance the budget for Operations and Maintenance is \$145,424. That the valuation for assessment, as certified by the El Paso County Assessor, is \$14,542,370.

Section 5. Mill Levy. That for the purposes of meeting all Contractual Obligations of the District for the budget year, there is hereby levied a tax of 40.559 mills upon each dollar of the total valuation of assessment of all taxable property within the District. That for the purposes of meeting all Operations and Maintenance obligations of the District for the budget year, there is hereby levied a tax of 10.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 6. Property Tax and Fiscal Year Spending Limits. That, being fully informed, the Board finds that the foregoing budget and mill levies do not result in a violation of any applicable property tax or fiscal year spending limitation.

Section 7. Certification. The District's agents are hereby authorized and directed to immediately certify to the County Commissioners of El Paso County, Colorado, the mill levies for the District hereinabove determined and set.

Section 8. Appropriations. That the amounts set forth as expenditures and balances remaining, as specifically allocated in the budget attached hereto, are hereby appropriated from the revenues of each fund, to each fund, for the purposes stated and no other.

ADOPTED AND APPROVED this 20th day of November 2023.

DISTRICT BOARD OF DIRECTORS

By: _____
President

ATTEST:

(original signature on file)
Secretary

**VENTANA METROPOLITAN DISTRICT
2023 AMENDED BUDGET AND 2024 BUDGET
GENERAL FUND**

	2022	2023	2023	2023	2024
	ACTUAL	ACTUAL 10/31/2023	PROJECTED	BUDGET	BUDGET
GENERAL FUND BEGINNING BALANCE	\$ 341,423	\$ 180,810	\$ 180,810	\$ 369,521	\$ 89,051
REVENUES					
DEVELOPER ADVANCE	\$ -	\$ -	\$ -	\$ -	\$ -
GRANT INCOME	\$ 8,500	\$ -	\$ -	\$ -	\$ -
PARK PERMIT FEES AND ADVANCES	\$ -	\$ 12,170	\$ 16,994	\$ -	\$ 24,120
REC CENTER DUES - RESIDENTS	\$ 178,927	\$ 211,186	\$ 211,186	\$ 200,000	\$ 206,112
REC CENTER DUES - PUBLIC	\$ 129	\$ -	\$ -	\$ -	\$ -
TRASH SERVICE DUES	\$ 68,186	\$ 68,043	\$ 90,000	\$ 90,000	\$ 91,394
COVENANT VIOLATION FINES	\$ 997	\$ 310	\$ 310	\$ -	\$ -
LATE FEES	\$ 2,550	\$ 1,921	\$ 2,305	\$ -	\$ -
GENERAL PROPERTY TAXES	\$ 97,579	\$ 97,712	\$ 97,830	\$ 97,830	\$ 145,424
DELINQUENT TAX AND INTEREST	\$ 12	\$ 7	\$ 7	\$ -	\$ -
INSURANCE CLAIM(S)	\$ -	\$ -	\$ -	\$ -	\$ -
RENTAL SECURITY DEPOSIT	\$ 400	\$ 3,600	\$ 3,600	\$ 2,000	\$ 4,000
SPECIFIC OWNERSHIP TAXES	\$ 10,152	\$ 7,654	\$ 6,848	\$ 6,848	\$ 10,180
INTEREST INCOME	\$ 226	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 367,658	\$ 402,603	\$ 429,080	\$ 396,678	\$ 481,230
TOTAL REVENUE AND FUND BALANCE	\$ 709,081	\$ 583,414	\$ 609,890	\$ 766,199	\$ 570,281
EXPENDITURES					
AUDIT	\$ 8,825	\$ 9,325	\$ 9,325	\$ 9,250	\$ 9,500
BANK FEES	\$ -	\$ 7	\$ 7	\$ -	\$ 10
DIRECTOR FEES	\$ -	\$ -	\$ -	\$ -	\$ -
DISTRICT MANAGEMENT/ ACCOUNTING	\$ 34,700	\$ 40,752	\$ 54,000	\$ 54,000	\$ 50,400
VCC-COVENANT ENFORCEMENT	\$ 26,198	\$ 29,759	\$ 36,000	\$ 36,000	\$ 39,600
ELECTION	\$ 5,151	\$ 890	\$ 890	\$ 8,000	\$ -
INSURANCE	\$ 14,429	\$ (593)	\$ 12,829	\$ 15,000	\$ 15,000
DUES/ SUBSCRIPTIONS	\$ 829	\$ 1,238	\$ 1,238	\$ 1,000	\$ 1,500
PARK/ LANDSCAPE MAINTENANCE (contract)	\$ 68,732	\$ 75,854	\$ 85,000	\$ 85,000	\$ 60,000
PARK/ LANDSCAPE UTILITIES	\$ 46,339	\$ 14,190	\$ 15,000	\$ 70,000	\$ 70,000
LANDSCAPE REPAIR/ REPLACE	\$ -	\$ -	\$ -	\$ -	\$ 60,000
LEGAL	\$ 14,828	\$ 11,084	\$ 15,000	\$ 15,000	\$ 15,000
RECREATION CENTER					
JANITORIAL	\$ 9,451	\$ -	\$ -	\$ -	\$ -
MAINTENANCE/ REPAIRS	\$ 5,874	\$ 10,793	\$ 15,000	\$ 10,000	\$ 10,000
SECURITY	\$ 10,762	\$ 8,181	\$ 14,000	\$ 14,000	\$ -
SUPPLIES	\$ 4,551	\$ 4,283	\$ 5,140	\$ 4,000	\$ 4,500
UTILITIES	\$ 39,657	\$ 40,874	\$ 40,000	\$ 40,000	\$ 45,000
FITNESS EQUIPMENT MAINTENANCE	\$ -	\$ -	\$ -	\$ -	\$ 4,000
POOL					
SEASON STARTUP/FINISH	\$ 580	\$ -	\$ -	\$ 3,000	\$ -
CHEMICALS	\$ 9,781	\$ 3,921	\$ 3,921	\$ 10,000	\$ 10,000
SUMMER OPERATIONS	\$ -	\$ -	\$ -	\$ -	\$ -
WATER INSPECTIONS	\$ -	\$ 295	\$ 295	\$ 250	\$ 295
REPAIR AND MAINTENANCE	\$ 7,744	\$ 3,275	\$ 8,000	\$ 5,000	\$ 40,000
OFFICE SUPPLIES/POSTAGE/LLEGAL POSTINGS	\$ 5,666	\$ 3,894	\$ 4,500	\$ 8,000	\$ 8,000
PAYROLL EXPENSE	\$ 78,838	\$ 72,649	\$ 90,000	\$ 75,000	\$ 92,622
TRASH SERVICE	\$ 71,476	\$ 74,229	\$ 88,000	\$ 65,000	\$ 92,407
TREASURER FEES	\$ 1,465	\$ 1,466	\$ 1,467	\$ 1,467	\$ 2,181
RENTAL SECURITY DEPOSIT REFUND	\$ 4,215	\$ 3,600	\$ 3,600	\$ 2,000	\$ 4,000
REPAY DEVELOPER ADVANCES	\$ -	\$ -	\$ -	\$ -	\$ -

CONTINGENCY	\$	181	\$	-	\$	-	\$	10,000	\$	10,000
TOTAL EXPENDITURES	\$	470,272	\$	409,965	\$	503,212	\$	540,967	\$	644,015
TRANSFER IN FROM CAPITAL	\$	-	\$	-	\$	-	\$	-	\$	-
TRANSFER TO DEBT SERVICE FUND	\$	(57,998)	\$	(17,627.00)	\$	(17,627.00)	\$	-	\$	-
GENERAL FUND: ENDING BALANCE	\$	180,810	\$	155,822	\$	89,051	\$	225,231	\$	(73,734)
EMERGENCY RESERVE: State Required at 3%	\$	14,108	\$	12,299	\$	15,096	\$	16,229	\$	19,320
ASSESSED VALUATION	\$	9,549,490	\$	9,782,970	\$	9,782,970	\$	9,782,970	\$	14,542,370
MILL LEVY		11.132		10.000		10.000		10.000		10.000

**VENTANA METROPOLITAN DISTRICT
2023 AMENDED BUDGET AND 2024 BUDGET
DEBT SERVICE FUND**

	2022 ACTUAL	2023 ACTUAL 10/31/2023	2023 AMENDED	2023 BUDGET	2024 BUDGET
DEBT FUND BEGINNING BALANCE	\$ 334,513	\$ 11,145	\$ 11,145	\$ 282,352	\$ 167,888
REVENUES - BONDS					
SERIES 2023 BONDS	\$ -	\$ 13,378,000	\$ 13,378,000	\$ 12,123,270	\$ -
GENERAL PROPERTY TAXES	\$ 395,774	\$ 396,433	\$ 396,787	\$ 396,787	\$ 589,824
DELINQUENT TAX AND INTEREST	\$ 44	\$ 30	\$ 30	\$ -	\$ -
SPECIFIC OWNERSHIP TAXES	\$ 41,173	\$ 31,046	\$ 27,775	\$ 27,775	\$ 41,288
TRANSFER FROM GENERAL FUND	\$ 57,998	\$ 17,627	\$ 17,627	\$ -	\$ -
TRANSFER FROM CAPITAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -
INTEREST INCOME	\$ -	\$ 708	\$ 750	\$ -	\$ 750
TOTAL REVENUES	\$ 494,989	\$ 13,823,844	\$ 13,820,969	\$ 12,547,833	\$ 631,862
TOTAL REVENUE & FUND BALANCE	\$ 829,502	\$ 13,834,989	\$ 13,832,114	\$ 12,830,185	\$ 799,750
EXPENDITURES					
REIMBURSEMENT AGREEMENT	\$ -	\$ 428,659	\$ 428,659	\$ 1,300,000	\$ -
INTEREST EXPENSE	\$ 812,417	\$ 2,797,159	\$ 2,797,159	\$ 321,000	\$ 685,750
UNDERWRITER DISCOUNT	\$ -	\$ 211,000	\$ 211,000	\$ -	\$ -
COST OF ISSUANCE	\$ -	\$ 221,000	\$ 288,420	\$ 589,000	\$ -
TRANSFER TO CAPITALIZED INTEREST FUND	\$ -	\$ 422,879	\$ 422,879	\$ -	\$ -
TRANSFER TO DEBT SERVICE RESERVE ACCT	\$ -	\$ 487,313	\$ 487,313	\$ -	\$ -
PROJECT FUND	\$ -	\$ -	\$ -	\$ -	\$ -
BAN PAYMENT	\$ -	\$ 9,022,844	\$ 9,022,844	\$ 9,913,270	\$ -
LEGAL FEES	\$ -	\$ -	\$ -	\$ -	\$ -
TRUSTEE/PAYING AGENT FEES	\$ -	\$ -	\$ -	\$ 4,000	\$ 4,000
TREASURER'S FEES	\$ 5,940	\$ 5,947	\$ 5,952	\$ 5,952	\$ 8,847
TOTAL EXPENDITURES	\$ 818,357	\$ 13,596,801	\$ 13,664,226	\$ 12,133,222	\$ 698,597
DEBT SERVICE FUND: ENDING BALANCE	\$ 11,145	\$ 238,188	\$ 167,888	\$ 696,963	\$ 101,152
ASSESSED VALUATION	\$ 9,549,490	\$ 9,782,970	\$ 9,782,970	\$ 9,782,970	\$ 14,542,370
MILL LEVY	40.559	40.559	40.559	40.559	40.559
TOTAL MILL LEVY	51.691	50.559	50.559	50.559	50.559

**VENTANA METROPOLITAN DISTRICT
2023 AMENDED BUDGET AND 2024 BUDGET
CAPITAL PROJECT FUND**

	2022 ACTUAL	2023 ACTUAL 45,230	2023 AMEND/PROJ	2023 BUDGET	2024 BUDGET
CAPITAL PROJECT FUND BEGINNING BALANCE	\$ 61,027.00	\$ -	\$ -	-	16,144.00
REVENUES - BONDS					
DEVELOPER ADVANCES	\$ -	\$ -	\$ -	-	-
PARK PERMIT FEES	\$ 39,768.00	\$ 21,816	\$ 21,816.00	-	-
BAN/BOND PROCEEDS	\$ 6,908,671.00	\$ -	\$ -	-	-
DEVELOPER CONTRIBUTIONS	\$ -	\$ -	\$ -	-	-
INTEREST INCOME	\$ -	\$ -	\$ -	-	-
TOTAL REVENUES	\$ 6,948,439.00	\$ 21,816	\$ 21,816	\$ -	\$ -
TOTAL REVENUE & FUND BALANCE	\$ 7,009,466.00	\$ 21,816	\$ 21,816	\$ -	\$ 16,144
EXPENDITURES					
CAPITAL CONSTRUCTION					
CAPITAL IMPROVEMENTS	\$ 6,923,015.00	\$ 5,672	\$ 5,672.00	\$ -	\$ -
COST OF ISSUANCE	\$ 86,451.00	\$ -	\$ -	\$ -	\$ -
ENGINEERING/PLANNING	\$ -	\$ -	\$ -	\$ -	\$ -
PROJECT MANAGEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
DISTRICT MANAGEMENT	\$ -	\$ -	\$ -	\$ -	\$ -
LEGAL	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 7,009,466.00	\$ 5,672	\$ 5,672	\$ -	\$ -
TRANSFER OUT TO GENERAL PARK FEE ADVANCE					
CAPITAL FUND: ENDING BALANCE	\$ -	\$ 16,144	\$ 16,144	\$ -	\$ 16,144

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of EL PASO COUNTY, Colorado.

On behalf of the VENTANA METROPOLITAN DISTRICT,
(taxing entity)^A

the BOARD OF DIRECTORS
(governing body)^B

of the VENTANA METROPOLITAN DISTRICT
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 14,542,370 assessed valuation of:
(GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ _____
(NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

Submitted: 12/8/23 for budget/fiscal year 2024.
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	10.000 mills	\$ 145,424
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< > mills	\$ < >
SUBTOTAL FOR GENERAL OPERATING:	10.000 mills	\$ 145,424
3. General Obligation Bonds and Interest ^J	40.559 mills	\$589,824
4. Contractual Obligations ^K	_____ mills	\$ _____
5. Capital Expenditures ^L	_____ mills	\$ _____
6. Refunds/Abatements ^M	_____ mills	\$ _____
7. Other ^N (specify): _____	_____ mills	\$ _____
_____	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	50.559 mills	\$735,248

Contact person: (print) Peter M. Susemihl Daytime phone: (719)-579-6500

Signed: _____ Title: Attorney

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

CERTIFICATION OF TAX LEVIES, continued

THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Taxing entities that are

Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

CONTRACTUAL OBLIGATIONS:

- | | | |
|-------|-------------------|---|
| 1. | Purpose of Issue: | Public infrastructure and refunding |
| | Series: | \$10,550,000 Unlimited Tax GO Refunding Bonds, Series 2023A |
| | Date of Issue: | October 19, 2023 |
| | Coupon Rate: | 6.5% |
| | Maturity Date: | 2053 |
| | Levy: | 40.599 mills |
| | Revenue: | \$589,824 |
| <hr/> | | |
| 2. | Purpose of Issue: | Public infrastructure and refunding\$999, |
| | Series: | Subordinate Limited Tax GO Refunding Bonds, Series 2023B |
| | Date of Issue: | February 3, 2017 |
| | Coupon Rate: | 5.5% |
| | Maturity Date: | 2022 |
| | Levy: | 40.599 mills |
| | Revenue: | \$Same as above |
| <hr/> | | |
| 3. | Purpose of issue: | _____ |
| | Series: | _____ |
| | Date of Issue: | _____ |
| | Coupon Rate: | _____ |
| | Maturity Date: | _____ |
| | Levy: | _____ |
| | Revenue: | _____ |
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Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.





MEMORANDUM

TO: VENTANA METROPOLITAN DISTRICT BOARD OF DIRECTORS
FROM: HEATHER SMITH
SUBJECT: MONTHLY MANAGERS REPORT FOR NOVEMBER 20, 2023, MEETING
DATE: NOVEMBER 14, 2023
CC: REBECCA HARRIS
KEVIN WALKER
BOARD PACKET

Management Matters:

- Billing Review:
 - All 4th Quarter Billing sent out (10/6/2023)
 - 55 Reminder Letters sent out (11/6/2023)
 - 0 Payment arrangement(s)
 - 10 Liens current to date
- Monthly newsletter went out 11/3/2023
- A new Resident survey was included in the October newsletter as discussed at the September Board Meeting. Results were tabulated and included in the November newsletter.

Recreation Center Update:

- Damage was sustained during the winterization of the pool lines. Front Range Aquatec has evaluated the damage and believes we may need only a new lid for the sand filter tank. Unfortunately, we will not know for certain until the pool is filled and the tank is tested. Our current plan is to fill the pool and test the tank at least 30-days in advance of Memorial Weekend to ensure there is ample time to address any secondary issues discovered.
- The replacement spa pump and pool lights have been ordered.

Landscape Maintenance Status/ Review:

- The irrigation is off for the season and minor clean-up has been completed. Additional clean-up will be completed after more leaves fall.

VCC Matters:

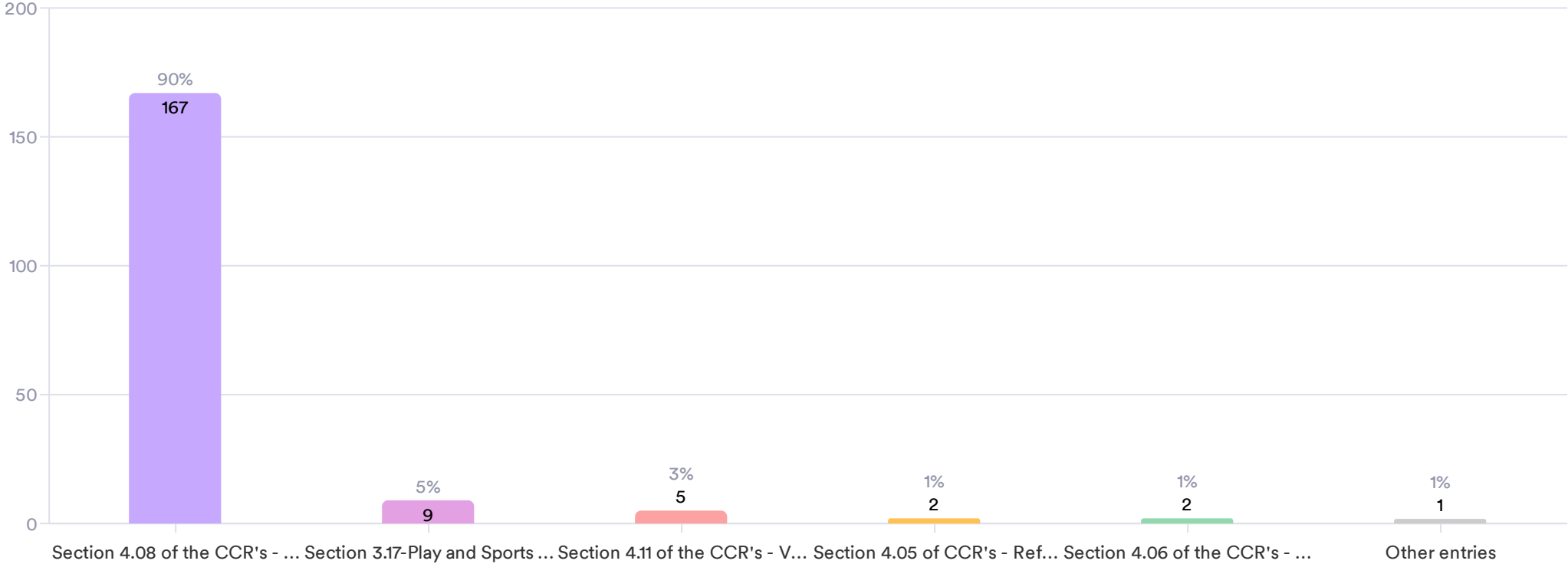
- Violation Highlights:
 - 185 Violations Issued (year-to-date 2023)
 - 90% Weeds & Lawn Care
 - 5% Play & Sport Equipment
 - 3% Parking
 - 1% Refuse & Unsightly
 - 1% Nuisance
 - 1% Other

- Architectural Submission Highlights:
 - 66 Applications Received (year-to-date 2023)
 - 32% Landscaping
 - 15% Shed
 - 14% Patio/ Arbor/ Deck
 - 10% Solar Panels
 - 7% Detached Structure/ Building
 - 22% Other
 - 59 approved as submitted
 - 8 approved with stipulations
 - 2 denied

VMD Violation Tracker

Cited Violation:

186 Responses



Data	Response	%
Section 4.08 of the CCR's - Weeds. The entire area of every Lot on whic...	167	90%
Section 3.17-Play and Sports Equipment-All play structures and equipment...	9	5%
Section 4.11 of the CCR's - Vehicles. (a) Parking. A boat, trailer, camper (on...	5	3%
Section 4.05 of CCR's - Refuse. Unsightly objects or materials, including b...	2	1%
Section 4.06 of the CCR's - Nuisances. Noxious, hazardous or offensive a...	2	1%
Other entries	1	1%

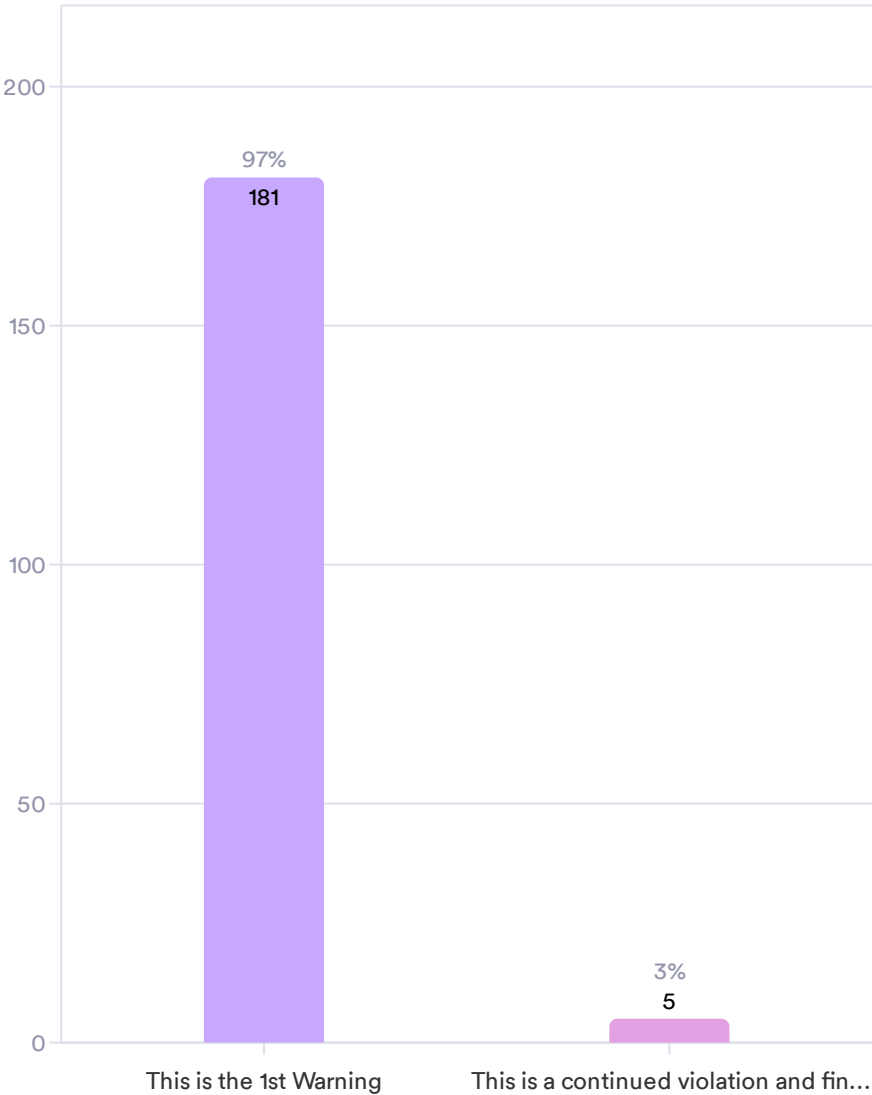
Details of Violation

186 Responses

Data	Responses
Please remove the weeds from your lot, including in rock beds, along fence lines, and between sidewalks and streets.	87
Please remove the weeds from your lot, including in rock beds, along fence lines, and between sidewalks and streets. Additionally, please contact the office with a plan to revive or replace your grass with sod or turf.	34
Please remove weeds from the front yard	16
Please remove the weeds from your lot, including fence lines, rock beds, and in the easement between sidewalks and streets.	10
Please take down basketball hoops when not in use.	3
Please remove the weeds from your lot	2
Trailers are prohibited from being parked on lots or streets in the district.	2
Please remove basketball hoop from the street	2
Please remove the weeds from your lot, including between sidewalks and streets, in rock beds, and along fences.	2
Please take down basketball hoop when not in use.	2
Please revive lawn in the front	2
Please remove weeds from front lawn	2
Please revive grass in front lawn	2

Level of Warning

186 Responses



Ventana Metropolitan Architectural Submission/ Application Form

Approval/ Denial

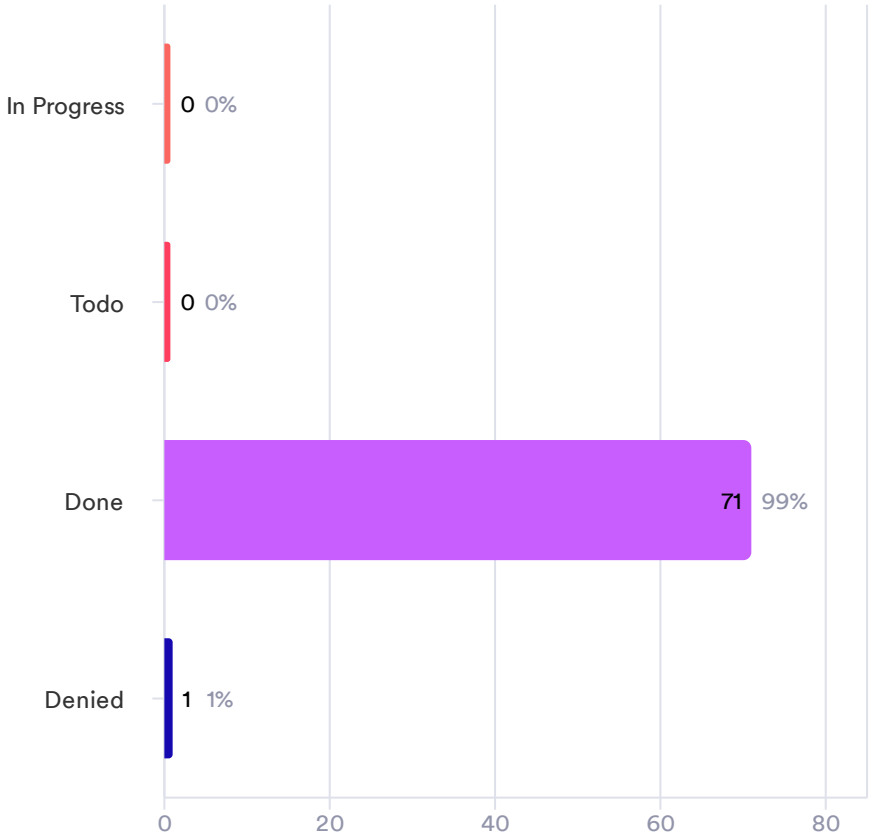
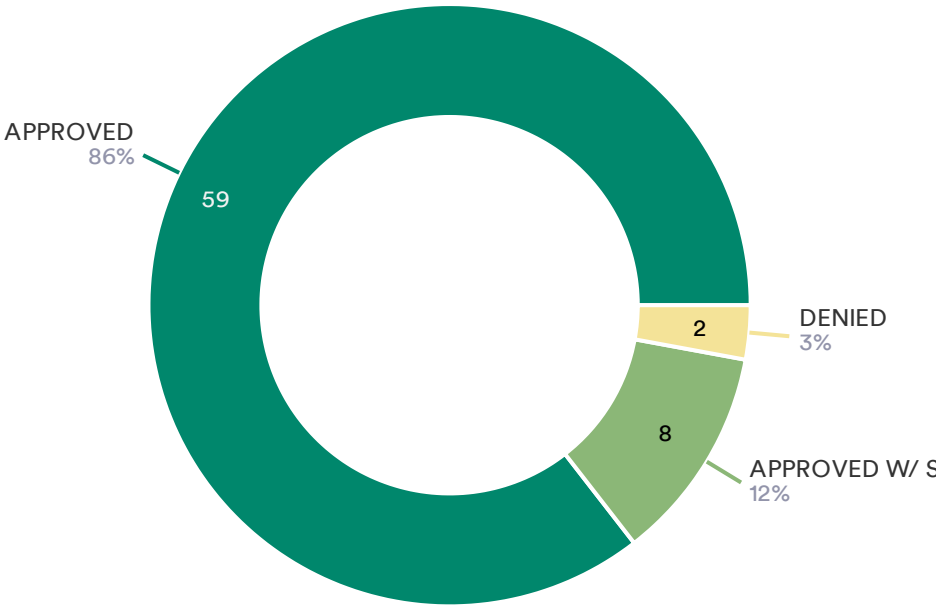
69 Responses

Data	Response	%
APPROVED	59	86%
APPROVED W/ STIPULATIONS	8	12%
DENIED W/ STIPUTLATIONS	0	0%
DENIED	2	3%

Current Status of Submissions

72 Responses

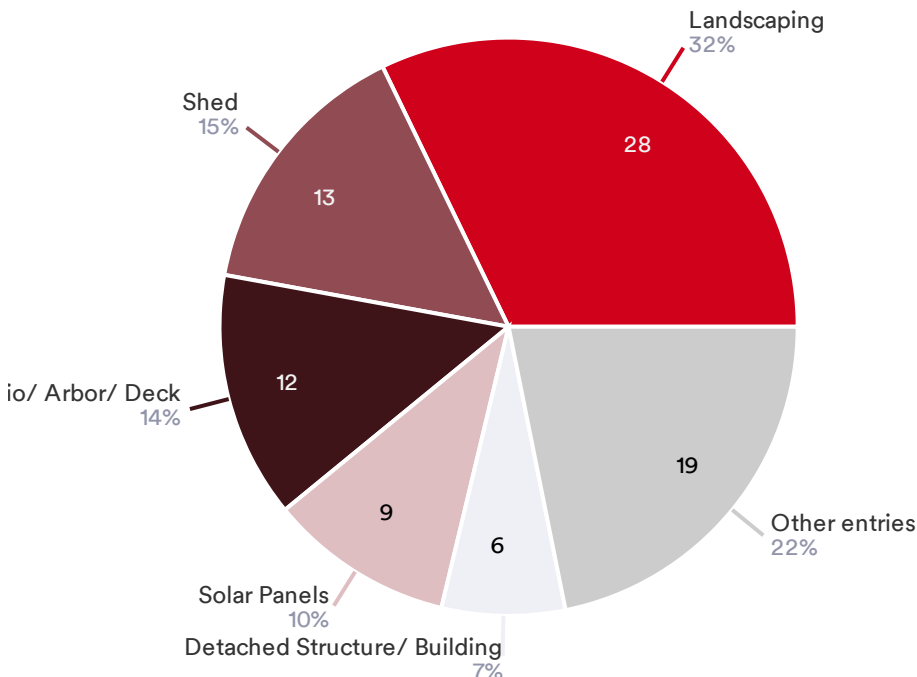
Data	Response	%
In Progress	0	0%
Todo	0	0%
Done	71	99%
Denied	1	1%



Ventana Metropolitan Architectural Submission/ Application Form

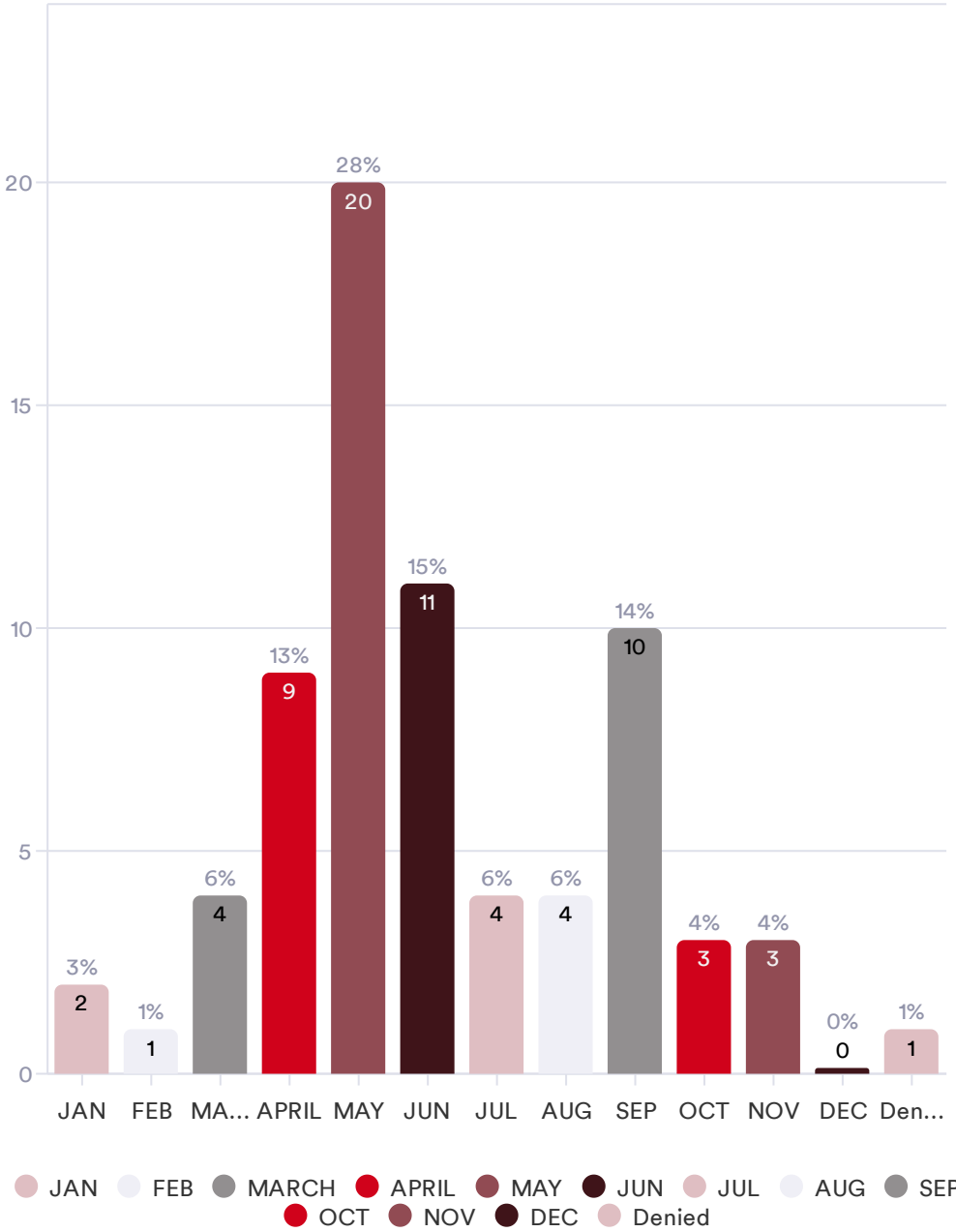
When submissions have been reviewed

Type of Improvement



Data	Response	%
Landscaping	28	32%
Shed	13	15%
Patio/ Arbor/ Deck	12	14%
Solar Panels	9	10%
Detached Structure/ Building	6	7%
Other entries	19	22%

72 Responses



● JAN
 ● FEB
 ● MARCH
 ● APRIL
 ● MAY
 ● JUN
 ● JUL
 ● AUG
 ● SEP
 ● OCT
 ● NOV
 ● DEC
 ● Denied



ESTIMATE

Prepared For

Ventana Community Recreation Center
614 N. Tejon St. Colorado Springs, CO 80903
(719) 447-1777
(719) 639-2656

Jason A. Moore

3870 Cloud Dr
Colorado Springs, CO 80920
Phone: (719) 231-7250
Email: jasonaaronmoore@yahoo.com

Estimate # 7
Date 10/17/2023

Description	Total
Labor	\$150.00
\$100/HR	
Trip Charge	\$70.00
\$35/HR	
Subtotal	\$220.00
Total	\$220.00

Heather Smith

From: Service Department <coservice@fitnessmachinetechnicians.com>
Sent: Tuesday, October 10, 2023 11:30 AM
To: Heather Smith
Subject: Re: Delivery Status Notification (Failure)
Attachments: icon.png

Hello Heather, this is Kayla with Fitness Machine Technicians. We do provide Quarterly service. We can send a tech out to you and get an inventory list from there we will be able to work up a Preventive Maintenance agreement for you. Once we have agreed upon the terms then we can start the process. If we go this route there is no charge for the service visit.

Or...

If you would like our tech to look at all the equipment and actually go through the equipment and physically work on them while he is there, then there is a service visit fee that is associated with the visit. Please see below,

We charge \$165 up to the first hour and a \$65 trip charge.

We do not carry parts. If tech can make repairs onsite without parts he will do so.

- If the tech discovers that parts are needed, we will gather all the available info for our service department to work up a quote. Technicians do not give quotes or order parts.
- This can take up to a few weeks depending on the manufacturer.

The "fine print" (**PLEASE READ**).

- If the manufacturer tells us the part is in stock, we cannot guarantee this. Sometimes they are on backorder or (rarely) no longer available, despite what they tell us.
- Replacing a part may result in the identification of an additional component not functioning properly that could not be tested during the initial diagnostics.
- We are not responsible for components that may be impacted by the installation of a new part due to age, placement, construction, or re-design incompatibilities.

If you would like to proceed, please let me know at your earliest convenience.
We are scheduling it for the week of October 16th.

On Tue, Oct 10, 2023 at 11:09 AM Mail Delivery Subsystem <mailer-daemon@googlemail.com> wrote:



Message blocked





RE: 2024 Annual Engagement Letter

This agreement constitutes a Statement of Work (“SOW”) to the Original Service Agreement made by and between WSDM – District Managers and **Ventana Metropolitan District** (“the District”). This engagement letter serves as a renewal to the service provided or additional service to be provided as prescribed below.

Management Services

1. Meeting and Reporting Services – WSDM will continue to provide the following services:
 - a. Coordinate Board meetings, prepare and distribute meeting agenda and packet.
 - b. Prepare, file and post legal notices required in conjunction with meetings, ensuring meeting notices are properly and timely posted.
 - c. Contact Board members 72-hours prior to a scheduled meeting to ensure a quorum will be present. In the event of a cancelation of a meeting, contact and advise all parties of the cancelation and any changes to the meeting date, time and place, if available.
 - d. Distribute meeting packets by U.S. Mail and/or email, as determined by the Board.
 - e. Prepare for and attend Regular and Special Meetings of the Board.
 - f. Draft, revise and finalize the minutes of the meeting, circulate for review and comment ensuring all statutory requirements have been met.
 - g. Prepare and maintain a record of all Board members, consultants and vendors. Direct and oversee all service providers, consultants and employees.
 - h. Prepare and make annual compliance filings (but not judicial filings) with the various State and County officials, as required. Coordinate review and approval of annual compliance filings with the attorney.
 - i. Respond to inquiries made by various officials, property owners, or consultants in a timely and professional manner.
 - j. Set-up and maintain the official records of the District and service as Official Custodian for same pursuant to the Colorado Open Records Act.
 - k. Monitor requirements pertaining to HB 1343 (Illegal Aliens).
 - l. Insurance administration, including evaluating risks, comparing coverage, process claims, completing applications, monitoring expiration dates, processing routine written and telephone correspondence. Ensure all District contractors and subcontractors maintain required coverage for the District's benefit. Obtain quotes for insurance annually.
2. Elections – Upon request, WSDM may serve as a Designated Election Official (DEO) for District elections with familiarity with various laws, including, but not limited to the Special District Act,

the Colorado Local Government Election Code, the Uniform Election Code of 1992, to the extent not in conflict with the Colorado Local Government Election Code, and Article X, § 20 of the Colorado Constitution ("TABOR").

3. Construction Oversight – Upon request, WSDM may provide extensive construction management. Our current experience principals have funded and managed over \$100,000,000 in public infrastructure including roads, water, wastewater, electric, gas, telecommunications and stormwater facilities.
4. Website Administration – WSDM will provide continued support and extensive experience, creating and updating the District website, specifically including the State Internet Portal Authority funded sites (SIPA) or provide continued hosting the district website under www.wsdistricts.co.
5. Employee Management – WSDM will provide management of full or part time employees including Operators in Responsible Control (ORC), field and operations employees, administrative employees, part time seasonal employees, Certified Pool Operators, etc. Maintain compliance with Human Resource aspects like; labor statutes, insurance, training, safety, etc. issues. Additionally, automated payroll services.
6. Covenant Enforcement and CCR Management – WSDM will continue to provide the following services:
 - a. Oversight of Architectural Control Committees or Design Review Committees, including, but not limited to, coordination of meetings, preparation of meeting materials, and attendance at meetings.
 - b. Conduct community inspections and site review of proposed improvements or architectural requests.
 - c. Provide enforcement of the recorded Covenant, Conditions, and Restrictions (CCRs) and Design Guidelines including, but not limited to, violation tracking and imposition of fines.
7. Insurance – WSDM will act as liaison for the annual insurance renewal and payment, as well as maintenance of Special District Association (SDA) membership, coordination of claims, as needed, and complete the annual insurance audit to ensure the district is properly covered.
8. Inclusion/ Exclusions of Property – WSDM will provide, assistance with Legal Counsel, coordinating any property inclusions into the District Boundaries or any property exclusions out of the District Boundaries. Determine property eligibility, present to the Board for approval, and file with proper local governing body.

Accounting and bookkeeping

1. Standard Service – WSDM will continue to provide the following services (by a Certified Public Accountant):
 - a. Accounting:
 - i. Prepare monthly, quarterly, and annual Financial Statements.
 - ii. Reconcile bank statements and trustee statements on a monthly basis.
 - iii. Coordinate bank account setup and maintenance of signature cards.

- iv. Prepare and file Continuing Disclosure Notices with the Trustee and other required parties. Coordinate review with legal counsel.
 - v. Coordinate capital project draws and requisitions.
 - vi. Prepare and review all payments of claims prior to release to ensure funds are available.
 - vii. Conduct a monthly review of all expenditures and coordinate preparation and distribution of same, monitoring to ensure the district is on track with the budget and appropriated expenditures.
- b. Accounts Payable:
- i. Receive and review invoices for accuracy and appropriateness for payment. Code invoices in accordance with the budgeted line item.
 - ii. Prepare issuance of checks (or virtual checks) to be presented to the Board for approval and signatures. The claims (Payables) list will be included in the monthly meeting packets.
 - iii. Prepare funding requests, if required.
 - iv. Release payments to vendors once all approvals and funding have been received.
- c. Accounts Receivable:
- i. Process deposit of revenues.
 - ii. Process bank charges and other miscellaneous accounts receivable matters.
- d. Financial Projections:
- i. Provide multi-year forecasting upon Board request.
 - ii. Provide Utility consumption versus rate analysis, and possible water loss calculations upon Board request.
 - iii. Provide commercial billing and rate structure analysis.
- e. Budgets:
- i. Prepare annual budget and budget message for approval by the Board and coordinate with legal counsel for same.
 - ii. Prepare or assist in the preparation of supplemental and/or amended budgets and accompanying documents, if required.
 - iii. Prepare and assist in the compliance of filing the annual Budget, or amendment, as needed.
- f. Audits:
- i. Obtain proposals for conducting the annual audit for consideration at budget hearing meeting. Proposals should be included in the meeting packet.
 - ii. Coordinate and participate in audit bids, engagements, fieldwork and audit draft review.
 - iii. Assist the auditor in performing the annual audit, to accomplish timely completion and filing by statutory deadline.
 - iv. Help present the Annual Audit for approval by the Board to be filed in compliance with State, local, and federal requirements.
- g. Bonds:
- i. Monitor and comply with Bond documents, State Statute, and Auditing requirements.
 - ii. Transfer debt obligated funds to correct Reserve Funding accounts as applicable.

- iii. Coordinate principal and interest payments as required by the governing documents.
- iv. Coordinate with Bond counsel to issue bonds as directed by the Board of Directors
- v. Coordinate the proper compliance filing including but not limited to the DLG-30, etc.
- h. Developer Reimbursements/ Advances:
 - i. Coordinate with Developers to ensure all advances are received, tracked, or accounted for to fund the district as needed.
 - ii. Monitor and comply with Developer Reimbursement agreements and Auditing requirements.
 - iii. Coordinate principal and interest payments required by the Reimbursement agreement.

Billing and Collections

1. Standard Services—WSDM will continue to utilize the Continental Utility Solutions, Inc. (CUSI) billing software system for the residential billing, Bill.com invoicing software for review of invoices and processing of payments, and/or QuickBooks bookkeeping software -- as applicable.
 - a. CUSI system is compatible with the Automatic Meter Reading (AMR), Badger Beacon systems, as well as state of the art integration with direct payment options (Customer Web Portals, ACH, and Credit Card processing systems).
2. Additional Standard Services provided by WSDM will include:
 - ~~a. Provide resolution of re-reading of meter reads, if necessary.~~
 - ~~b. Customize billing system to download meter readings directly into billing software, allowing real-time/ automatic updates to customer accounts.~~
 - c. Produce and transmit customer invoices to a mailing facility or process the mailing in-house, whichever is more economical.
 - d. Process and make daily deposits of all receipts mailed directly to WSDM, the billing company, or the lockbox -- as necessary.
 - e. Communicate with customers and transmit Automated Clearing House ("ACH") authorization forms, allowing the District to initiate an ACH withdrawal of balance(s) due directly from the customer's checking or savings account, using dual controls.
 - f. Coordinate and provide correspondence regarding delinquent account balances, payment plans, termination of amenity access, and service shut-off notices in compliance with the District's collection policy and in coordination with the District's legal counsel.
 - g. Process final billing pay-off requests from the title company for upcoming closings and establish new owner's billing account.
 - h. Collect transfer fee on behalf of the District, due upon the transfer of property.
 - i. Process payment arrangements for customers facing economic hardship at the direction of the Board.
 - j. Process and transmit delinquency notices.
 - ~~k. Process service shut-off notices and direct the District's operator to proceed with shutoff.~~
 - l. Certify delinquent account balances with the County, as applicable, in coordination with the District's legal counsel.

- m. Coordinate processing of statements of liens with the District's legal counsel, and release of liens as delinquent account balances are resolved.
- n. Respond to customer calls and inquiries in a timely and professional manner.
- ~~o. Track Tap Fee payments and coordinate with the District's Water Operator to provide installation of a new Tap for water service where applicable.~~

Customer Service

- 1. WSDM will continue to provide customer service support via telephone, email, social media, text messaging, and fax for all customer inquiries and updates.
- 2. WSDM will continue to provide access to a 24-hour emergency response for after-hours emergencies via telephone at 719-447-4840.
- 3. WSDM will continue to collaborate with patrol officers, security teams, and local law enforcement where applicable; and will monitor security systems and surveillance camera's as needed.
- 4. WSDM will respond to non-emergency customer inquiries within 1 hour during regular business hours or first thing on the following business day.

Hourly Rates

WSDM will continue to provide all applicable services as listed to the District at a monthly cost or not to exceed contractual monthly limit of **\$7,500/ month.**

Principal	\$225.00
Senior Manager	\$180.00
Senior Accountant (CPA)	\$190.00
Assistant Manager	\$150.00
Bookkeeper	\$ 75.00
Administrative/ Supporting Staff	\$ 50.00

- Signature Page to Follow -

Thank you,



Kevin Walker,
President of WSDM, LLC

APPROVED AS SIGNED:

Signature

Title

Date



Heather Smith

From: Blaine Marcoulier <blaine@weisburg.com>
Sent: Friday, October 20, 2023 8:33 AM
To: Heather Smith
Subject: Ventana

Hi Heather-

The 3 replacement plants I owe you are going in today by the pool area FYI.

Some of the plants got pretty stressed as the circuit breaker that controls the clock accidentally got shut off during the pool shut down, have to keep an eye on these and see what doesn't come back in the spring and can get you pricing to replace any that don't come back.

We have completed the 24 mows for the season and clean ups will start in the next few weeks.

We need to get the immature trees wrapped to prevent them from getting sunscald and losing more trees.

I have roughly 147 trees to wrap, total is \$2,131.50, let me know if this is approved.

Snow stakes will also be going in soon as well.

Thanks,

Blaine Marcoulier, CLT

Weisburg Landscape Maintenance

Field Account Manager

Office 719-596-7777

Cell 719-649-0320



INTEGRITY
PROFESSIONALISM
BEAUTIFUL LANDSCAPES