

VENTANA METROPOLITAN DISTRICT

Regular Board Meeting
11007 Hidden Prairie Pkwy.
Fountain, CO 80817

Wednesday, February 10, 2021 – 10:00 a.m.

Brian Bahr, President - Term to May 2022
Bruce Peele, Secretary/ Treasurer - Term May 2022
Richard Vorwaller - Term to May 2022
Patrick Jarrett - Term to May 2023
Jennifer Herzberg - Term to May 2023

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

<https://global.gotomeeting.com/join/622480501>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073

- One-touch: tel:+18773092073,,622480501#

United States: +1 (646) 749-3129

- One-touch: tel:+16467493129,,622480501#

Access Code: 622-480-501

Public invited to attend

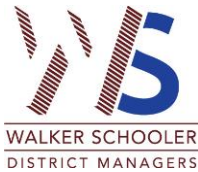
AGENDA

1. Call to order
2. Declaration of Quorum/Director Qualifications/ Disclosure Matters
3. Approval of Agenda
4. 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 Board Meeting Minutes from the January 13, 2021 Meeting (attached)
 - b. Approval of Payables for the Period ending February 3, 2021 (attached)

• General Fund –	\$	29,671.74
• Bond Fund –	\$	<u> -</u>
• TOTAL –	\$	29,671.74

- c. Acceptance of Unaudited Financial Statements as of January 31, 2021 and the schedule of cash position updated as of January 31, 2021 (attached)
5. Market Update/Construction/Operations
6. District Management Matters
 - a. Manager's Report with COVID-19 updates (attached)
 - b. Food Trucks – February Schedule: No Foods Trucks
 - c. Billing
 - January 6, 2021 bills were sent for 1st QRT
 - 384 Residences as of 2/3/2021
 - 15 liens filed.
 - 134 Reminder Letters sent on 2/3/2021
7. Legal Matters
8. Pool Proposal – Opening and Summer Operations(enclosed)
9. Financial Matters
 - a. Customers not paying bills/ Customer request for fee waived
 - b. Bond issuance update
10. Public Comment and Public Sign-In Attendance Sheet
(Limited to 3 minutes and only for items not on the agenda)
10. Other Business:

Next Regular Meeting Date – 10:00 AM on March 10, 2021
11. Adjourn



VENTANA METROPOLITAN DISTRICT

Regular Board Meeting

Via video and telephone conference

Wednesday, January 13, 2021 – 10:00 a.m.

Brian Bahr, President - Term to May 2022
Bruce Peele, Secretary/ Treasurer - Term May 2022
Richard Vorwaller - Term to May 2022
Patrick Jarrett - Term to May 2020
Jennifer Herzberg - Term to May 2020

MINUTES

1. Call to Order: President Bahr called the meeting to order at 10:01 A.M.
2. Declaration of Quorum/Director Qualifications/ Disclosure Matters: Ms. Hardekopf confirmed a quorum. All disclosures were properly filed with the Department of Local Affairs, State of Colorado.

Directors in attendance were:

Brian Bahr
Patrick Jarrett
Bruce Peele
Richard Vorwaller
Jennifer Herzberg

Also in attendance were:

Rebecca Hardekopf, Walker Schooler District Managers
Riley Walker, Walker Schooler District Managers
Kevin Walker, Walker Schooler District Managers
Pete Susemihl, Susemihl, McDermott & Downie, P.C.
Members of the Public (See Sign-In Sheet)

3. Approval of Agenda: Director Jarrett moved to approve the Agenda as presented; seconded by Director Peele. Motion passed unanimously.
4. Regular Business Items:
 - a. Approval of Board Meeting Minutes from the December 9, 2020 Meeting
 - b. Approval of Payables for the Period ending January 6, 2021
 - General Fund – \$ 15,785.41
 - Bond Fund – \$ 1,500.00
 - **TOTAL – \$ 17,285.41**
 - c. Acceptance of Unaudited Financial Statements as of December 31, 2020 and the schedule of cash position updated as of December 31, 2020

Director Peele moved to approve the Regular Business Items as presented; seconded by Director Jarrett. Motion passed unanimously.

5. Market Update/Construction/Operations: Director Jarrett reported they closed on the last home in Ventana on January 11th. Landscaping is planned for the upcoming Spring for those homes that closed in the winter. Director Vorwaller and Mr. Susemihl joined the meeting.
6. District Management Matters
 - a. Manager's Report with COVID-19 updates
 - b. Food Trucks – January Schedule: No Food Trucks
 - c. Billing
 - January 6, 2021 bills were sent for 1st QRT
 - 379 Residences as of 1/6/2021
 - 25 Letters for Intention to file liens were sent on 12/24/2020
 - 17 remain outstanding to file lien

Ms. Hardekopf presented the Manager's Report. She reported the District's application for COVID relief funds was approved and the requested \$27,000 was received on December 24th. Ms. Hardekopf also reported the monthly newsletter was distributed for January. Ms. Hardekopf discussed Rec Center updates and informed the Board that an employee submitted their two weeks' notice, but another employee has already been hired so there should not be any interruption in staffing. She noted the gym capacity was increased to 25%, so 4 people are now allowed at a time. Ms. Hardekopf discussed repairs to the pool and rec room and noted they are waiting on Front Range Aqua Tech to provide a proposal as well as a second proposal from another pool operating company that will be discussed later in the Agenda. Ms. Hardekopf went over violations and noted they have closed out 273 violations out of 280 in 2020. She noted she will continue to work on the capital improvements list and will provide quotes and pricing at the next Board meeting. Ms. Hardekopf discussed the billing status. Mr. Susemihl confirmed the 17 liens were filed.

Director Herzberg joined the meeting.

7. Legal Matters: Mr. Susemihl confirmed there were no additional legal matters to discuss.
8. Pool Proposal – Opening and Summer Operations: Mr. Riley Walker discussed a second pool operating company he found, Colorado Springs Pool and Spa who proposed to open the pool for \$1,500 including draining the pool, cleaning, startup, and balancing the chemicals. They will also perform weekly pool maintenance including vacuuming, cleaning, and performing chemical tests and adjustments for \$750 per week. They can also provide proposals for some of the miscellaneous repairs that are needed. He noted they will still need someone to complete the daily chemical checks, but they could hire someone to do that for us. Ms. Hardekopf confirmed their proposal is cheaper than the pool operating company from 2 years ago. President Bahr requested a price comparison. Ms. Hardekopf will send the information to the Board for review.
9. Financial Matters:

- a. Board approval to utilize Bill.com for Accounts Payable: Ms. Hardekopf explained they would like to implement Bill.com to alleviate issues with hunting down physical check signatures. The Board discussed who would be the check signers and ultimately agreed upon the Board Treasurer and President. The Board approved utilizing Bill.com for Accounts Payable.
- b. Bond issuance update: Mr. Kevin Walker updated the Board on the bond issuance and noted they are moving forward in the bond process. A service plan was submitted in December and they are working with DA Davidson on the documents. Mr. Walker noted they should have a hearing by end of February or early March, and hopefully able to issue bonds shortly after that.

10. Public Comment: President Bahr opened the meeting for Public Comment.

Mr. Eric Farrar commented on the violation letters and community requests for additional specific details on their violation notices.

11. Other Business: Next Regular Meeting Date – 10:00 AM on February 10, 2021.

Ms. Hardekopf discussed the wage for the Rec Center employee and requested that her hourly rate be increased to \$15.50. She noted this employee has gone above and beyond, and she would also like to promote her to Facility Manager. The Board had no objections and would like to move forward with the request to increase her hourly rate to \$15.50 as Facility Manager.

12. Adjournment: Director Vorwaller moved to adjourn the meeting at 10:30 a.m.; seconded by Director Peele. Motion passed unanimously.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JANUARY 13, 2021 MINUTES OF THE VENTANA METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Brian Bahr, President

Bruce Peele, Secretary/ Treasurer

Rich Vorwaller, Director

Patrick Jarrett, Director

Jennifer Herzberg, Director

Ventana Metropolitan District Profit & Loss Budget vs. Actual January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Developer Advances	0.00	98,000.00	-98,000.00	0.0%
Treasurer Taxes				
1-1400 · Current - O&M	0.00	78,722.61	-78,722.61	0.0%
1-1500 · Specific Ownership - O&M	481.05	5,510.58	-5,029.53	8.7%
2-1000 · Current- Debt	0.00	286,822.70	-286,822.70	0.0%
2-1200 · Specific Ownership - Debt	1,752.66	20,077.59	-18,324.93	8.7%
Total Treasurer Taxes	2,233.71	391,133.48	-388,899.77	0.6%
1-1000 · Late Fee	0.00	500.00	-500.00	0.0%
1-1100 · Recreation Center Dues				
1-1105 · Ventana Residents	0.00	160,000.00	-160,000.00	0.0%
1-1100 · Recreation Center Dues - Other	39,079.82			
Total 1-1100 · Recreation Center Dues	39,079.82	160,000.00	-120,920.18	24.4%
1-1200 · Trash Service	0.00	68,400.00	-68,400.00	0.0%
1-180 · Covenant Violation Fine	0.00	500.00	-500.00	0.0%
3-1300 · Park Permit Fee	0.00	72,360.00	-72,360.00	0.0%
Total Income	41,313.53	790,893.48	-749,579.95	5.2%
Gross Profit	41,313.53	790,893.48	-749,579.95	5.2%
Expense				
Treasurer's Fee				
1-1450 · O&M-Treasurer's Collection Fee	0.00	1,180.84	-1,180.84	0.0%
Total Treasurer's Fee	0.00	1,180.84	-1,180.84	0.0%
1-1700 · Audit	0.00	8,300.00	-8,300.00	0.0%
1-1705 · Bank Fees	0.00	50.00	-50.00	0.0%
1-1900 · Copies & Postage	494.70			
1-2000 · Recreation Center				
1-2300 · Utilities	1,184.54	35,000.00	-33,815.46	3.4%
1-2301 · Management/ Operations	0.00	5,000.00	-5,000.00	0.0%
1-2302 · Cleaning Service	1,080.00	16,800.00	-15,720.00	6.4%
1-2305 · Security	723.24	12,000.00	-11,276.76	6.0%
1-2310 · Supplies	0.00	4,000.00	-4,000.00	0.0%
1-2000 · Recreation Center - Other	221.85			
Total 1-2000 · Recreation Center	3,209.63	72,800.00	-69,590.37	4.4%
1-2001 · Pool Expense				
1-2010 · Season Start Up/ Finish	0.00	7,500.00	-7,500.00	0.0%
1-2020 · Chemicals	0.00	8,000.00	-8,000.00	0.0%
1-2030 · Summer Operations	0.00	15,000.00	-15,000.00	0.0%
1-2040 · Water	0.00	250.00	-250.00	0.0%
1-2050 · Repair/ Maintenance	0.00	5,000.00	-5,000.00	0.0%
Total 1-2001 · Pool Expense	0.00	35,750.00	-35,750.00	0.0%
1-6160 · Dues and Subscriptions	0.00	1,000.00	-1,000.00	0.0%
1-6180 · Insurance	0.00	12,500.00	-12,500.00	0.0%
1-6200 · Park/ Landscape				
1-6205 · Maintenance	4,651.25	75,000.00	-70,348.75	6.2%
1-6210 · Utilities	3,863.14	60,000.00	-56,136.86	6.4%
Total 1-6200 · Park/ Landscape	8,514.39	135,000.00	-126,485.61	6.3%
1-6490 · Office Supplies	0.00	3,000.00	-3,000.00	0.0%
2-6200 · Interest Expense	0.00	225,000.00	-225,000.00	0.0%
3-1400 · Construction	0.00	750,000.00	-750,000.00	0.0%
6560 · Payroll Expenses	6,337.85			

Ventana Metropolitan District
Profit & Loss Budget vs. Actual
January 2021

	Jan 21	Budget	\$ Over Budget	% of Budget
6570 · Professional Fees				
1-2500 · Trash Service	4,945.44	50,000.00	-45,054.56	9.9%
1-2701 · District Management	2,250.00	27,000.00	-24,750.00	8.3%
1-2705 · VCC - Covenant Enforcement	2,250.00	27,000.00	-24,750.00	8.3%
1-6572 · Legal Fees	0.00	10,000.00	-10,000.00	0.0%
1-6573 · Engineering O&M	0.00	500.00	-500.00	0.0%
3-1500 · Construction Management				
3-1502 · Project	0.00	50,000.00	-50,000.00	0.0%
Total 3-1500 · Construction Management	0.00	50,000.00	-50,000.00	0.0%
3-2702 · Engineering	0.00	200,000.00	-200,000.00	0.0%
Total 6570 · Professional Fees	9,445.44	364,500.00	-355,054.56	2.6%
Total Expense	28,002.01	1,609,080.84	-1,581,078.83	1.7%
Net Ordinary Income	13,311.52	-818,187.36	831,498.88	-1.6%
Other Income/Expense				
Other Expense				
8010 · Other Expenses	0.00	10,000.00	-10,000.00	0.0%
Total Other Expense	0.00	10,000.00	-10,000.00	0.0%
Net Other Income	0.00	-10,000.00	10,000.00	0.0%
Net Income	13,311.52	-828,187.36	841,498.88	-1.6%

Ventana Metropolitan District

Balance Sheet

02/03/21

As of January 31, 2021

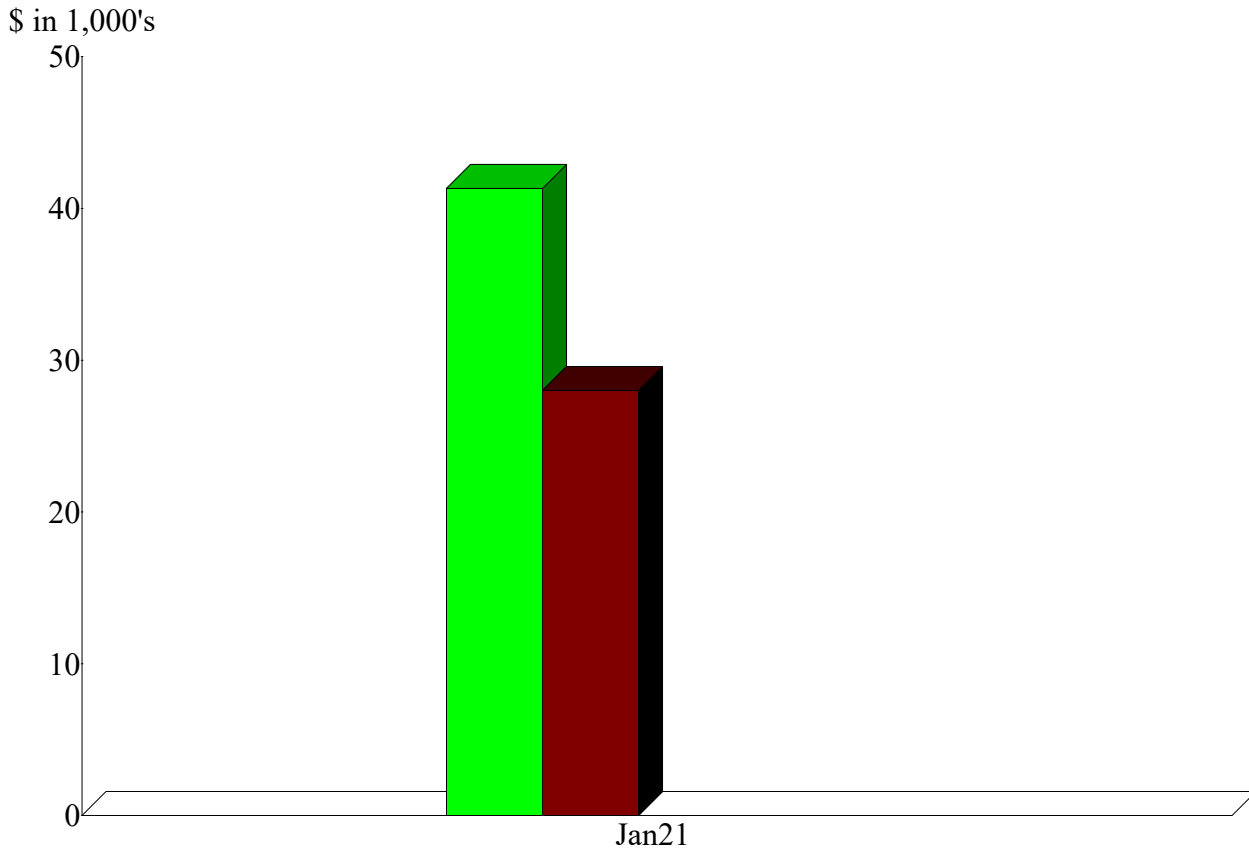
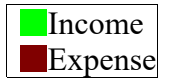
Accrual Basis

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1110 · Kirkpatrick Bank	610,481.32
Total Checking/Savings	610,481.32
Accounts Receivable	
AR County Treasurer	0.27
1-1210 · Accounts Receivable	-3,224.96
1-1230 · Property Taxes Receivable	254,872.82
Total Accounts Receivable	251,648.13
Other Current Assets	
1310 · Due from Developer	32,741.59
1390 · Undeposited Funds	9,565.02
Total Other Current Assets	42,306.61
Total Current Assets	904,436.06
Fixed Assets	
Property and Equipment	
Community Improvements	441,980.56
Total Property and Equipment	441,980.56
1590 · Construction in Progress	
Engineering	435.00
OPRIC	738,692.00
Rivers Ventana LLC	3,972,866.28
Total 1590 · Construction in Progress	4,711,993.28
Total Fixed Assets	5,153,973.84
TOTAL ASSETS	6,058,409.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	20,928.30
Total Accounts Payable	20,928.30
Other Current Liabilities	
2022 · Deferred Property Tax Revenue	254,872.82
2030 · Interest Payable	355,968.81
2100 · Payroll Liabilities	2,258.65
2110 · Direct Deposit Liabilities	1,683.72
Total Other Current Liabilities	614,784.00
Total Current Liabilities	635,712.30
Long Term Liabilities	
Accrued Interest OPRIC	679,365.19
Advances from OPRIC	738,692.00
Bonds Payable - CH Metrobonds	4,464,400.00
Total Long Term Liabilities	5,882,457.19
Total Liabilities	6,518,169.49

Ventana Metropolitan District
Balance Sheet
As of January 31, 2021

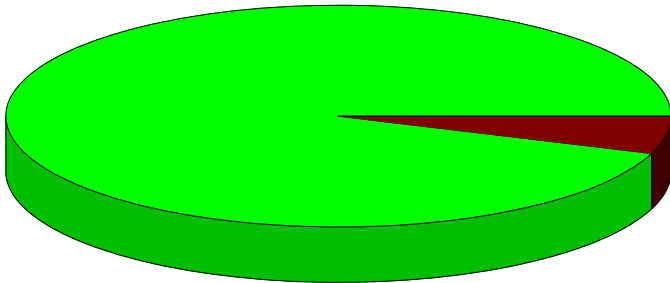
	<u>Jan 31, 21</u>
Equity	
3000 · Opening Balance Equity	24,298.52
3910 · Retained Earnings	-497,369.63
Net Income	13,311.52
Total Equity	<u>-459,759.59</u>
TOTAL LIABILITIES & EQUITY	<u><u>6,058,409.90</u></u>

Income and Expense by Month
January 2021



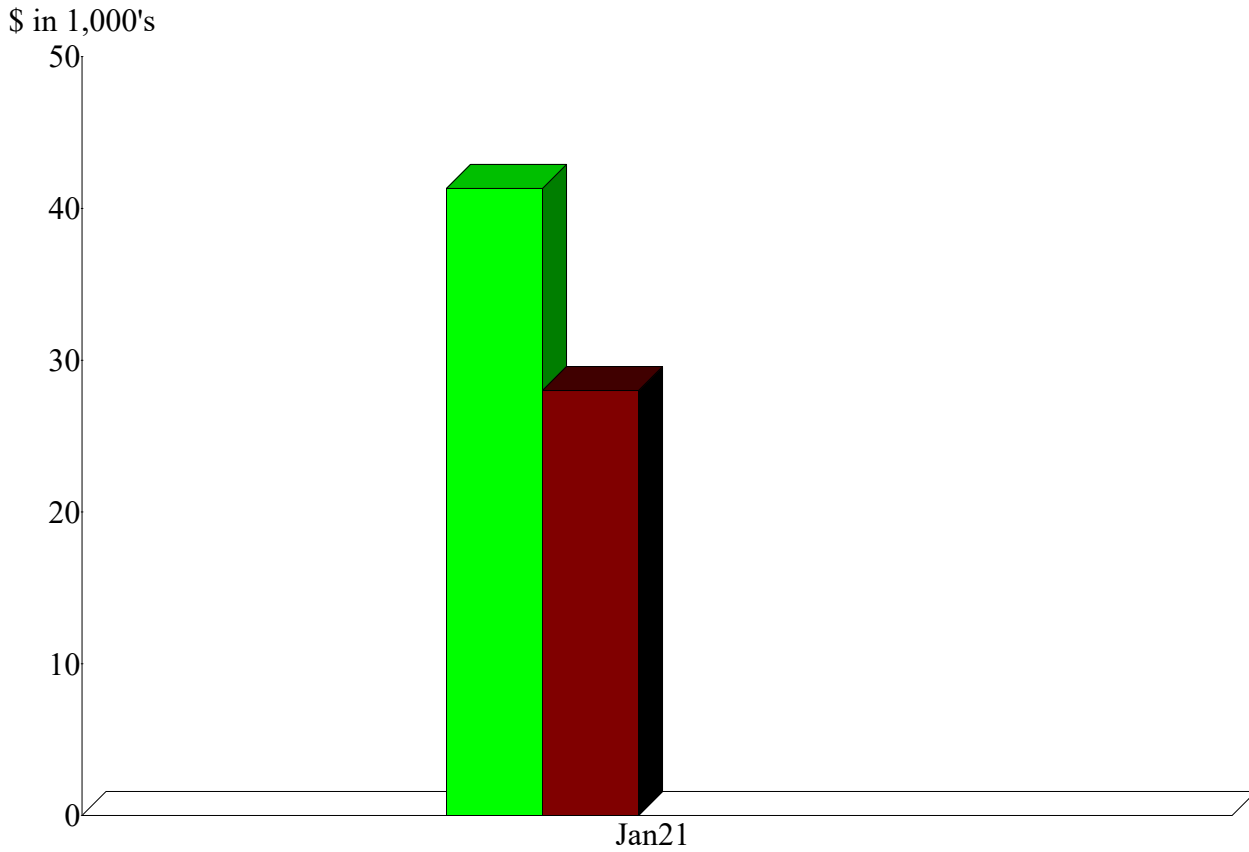
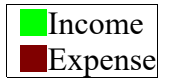
Income Summary
January 2021

1-1100 · Recreation Center Dues	94.59%
Treasurer Taxes	5.41
Total	\$41,313.53



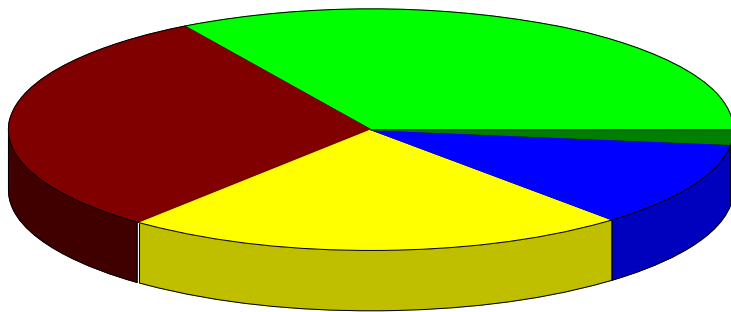
By Account

Income and Expense by Month
January 2021

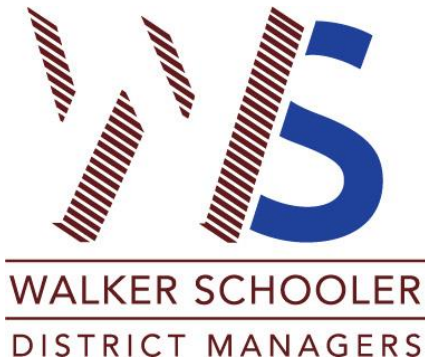


Expense Summary
January 2021

6570 · Professional Fees	33.73%
1-6200 · Park/ Landscape	30.41
6560 · Payroll Expenses	22.63
1-2000 · Recreation Center	11.46
1-1900 · Copies & Postage	1.77
Total	\$28,002.01



By Account



MEMORANDUM

TO: VENTANA METROPOLITAN DISTRICT BOARD OF DIRECTORS
FROM: REBECCA HARDEKOPF
SUBJECT: MONTHLY MANAGERS REPORT FOR FEBRUARY 10, 2021 MEETING
DATE: FEBRUARY 3, 2021
CC: KEVIN WALKER
 BOARD PACKET

Management matters

- Monthly newsletter went out February 3, 2021

Recreation Center Update

- Aquatic Facility Employee status update
 - March dates/times we may possibly close for employee time off
 - Sunday, March 21: 6a-2p
 - Monday, March 22: 6a-10a and 5p-10p
 - Tuesday, March 23: 5p-10p
 - Wednesday, March 24: 5p-10p
 - Thursday, March 25, 5p-10p
 - Does the Board want to allow volunteers?
- Recreation Center Operations surrounding COVID-19
 - Capacity Limits remain at 25% capacity – this allows 4 people at a time.
- Repairs to the Pool Mechanical Room before next season - Riley
 - Awaiting opinion from Front Range Aquatech to specify the repairs needed and possible cost(s), pending their scheduled opinion
 - Also inquiring with a new company to get a quote on repairs or at minimum a list of suggested repairs
- Pool Operations Cost Analysis:

OLD Cost	NEW Cost
\$5,500/ month = \$21,500 (for about 4 months)	\$3,000/ month = \$15,000 (for 5 months)
\$2,500/ open or close = \$5,000 (to open and close the season)	\$1,500/ open or close = \$3,000 (to open and close the season)
TOTAL MAINTENACE COST = \$26, 500	TOTAL MAINTENACE COST = \$18,000

Landscape Maintenance Status/ Review

- Filling 5 Landscape is officially turned over to our responsibility.
- Filling 6 landscape is projected to turn over next August.

VCC Matters

- Have not received any letters for interest in being part of VCC Board
- Violations issued to date 2021:
 - 17 Violations have been issued to-date.
 - 9 of them remain open; 5 of which are continuations from last year.
 - All 9 are receiving fines.

List of Possible Capital Improvements

Based on survey response these are requested improvements for the community and Board Members response (ongoing support into cost analysis)

Improvement Item	Board Approval	Cost Estimate (*not including labor)
Squat Rack	Not in favor	\$400-\$800
More Free Weights	In Favor	\$100-\$400
Umbrellas/ Shade for Pool	In Favor	\$100-\$400/ each umbrella \$200-\$400/ pergola/ awning
Row Machine	Not in favor	\$500 - \$2,000
More Dog Stations	In Favor	(*need proposal from Contractor)
Drainage Engineer	Already in process	(*need proposal from Contractor)
Offer “sign-up” service to maintain front properties while they are deployed	In Favor	(*need proposal from Contractor)
CCR Fines double after each month not taken care of	Possible increase	No cost to change – Legal counsel opinion on this
Agility course along trail	Requested quote	(*need proposal from Contractor)
Shade for Park	Requested quote	\$5,000 - \$20,000 + (*need proposal from Contractor)
Storage for Pool items in winter	Requested quote	\$5,000 - \$20,000 + any permits with the City/ County
Sauna	Requested quote	\$5,000 - \$10,000 + (*need proposal from Contractor)
Arcade Consoles/ Games	Not in favor	\$300 - \$100 depending on what game/ location in building
Bubble building over Pool/ Spa to keep open year-round	Look into further	\$5,000 - \$20,000 +(*need proposal from Contractor)
Lighting at the corner of Cadenza and Hidden Prairie	Requested quote	(*need proposal from Contractor & Electric Company)



jtaddy@msn.com 719.216.1876
520 Melvin M Circle.
Colorado Springs, CO 80903
www.coloradospringspoolandspa.com

PROPOSAL | CONTRACT # 2001

Proposal submitted to: Riley Walker

Date: 10-6-20

Phone: 719-447-1777

E-mail: Riley.W@wsdistricts.co

Location Name and address: Ventana Metro District

We hereby propose to furnish materials and labor necessary for the completion of:

Seasonal opening

Scope of work:

Drain

Clean

Start up

Balance chemistry (chemicals not included)

TOTAL \$ 1,500.00

We propose to furnish material and labor, in accordance with the above specifications for the sum of **\$ 1,500.00** with payment to be made by check to Colorado Springs pool & spa. Total Cost does not include City/County Permit fee. If paying with Credit Card a 3% convenience fee shall be added to the contract total.

Terms: Payment due upon completion upon each phase of work

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard industry practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the amount of the contract. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner agrees to carry homeowner's and other necessary insurance. Colorado Springs pool & Spa will not be held liable for any structural movement, settling. Colorado Springs pool & Spa cannot pay, waive or rebate deductible in part or in whole if an insurance claim. Finance charges of 1 ½ percent per month will be added to any unpaid balance. In the event collection or legal action is taken to recover payment under this agreement, Colorado Springs pool & spa shall be entitled to reasonable fees and costs, and attorney's fees incurred in such legal action. Colorado Springs pool & Spa may withdraw this proposal, if not accepted within 30 days. Property owner has 72 hours to cancel contract. If property owner cancels contract after Colorado Springs pool & spa has obtained a permit the property owner is responsible for paying the cost of the permit.

Acceptance of Contract

The above price, specifications and conditions are satisfactory and are hereby accepted. Colorado Springs Pool & Spa is hereby authorized to do the work as specified and payment will be made to Colorado Springs Pool & Spa as outlined above.

Accepted by _____ **Title** _____
Signature _____ **Date** _____



jtaddy@msn.com 719.216.1876
520 Melvin M Circle.
Colorado Springs, CO 80903
www.coloradospringspoolandspa.com

PROPOSAL | CONTRACT # 2000

Proposal submitted to: Riley Walker

Date: 10-6-20

Phone: 719-447-1777

E-mail: Riley.W@wsdistricts.co

Location Name and address: Ventana Metro District

We hereby propose to furnish materials and labor necessary for the completion of:

Pool maintenance

Scope of work:

Mon-Wed-Fri- Full service to include (not limited to) vacuum, net, brush as needed chemical test/adjustments, operational checks	\$150.00
---	----------

Sat-Sun-Tue-Wed Chemistry test / adjustments, operational checks	\$75.00
--	---------

Chemicals at additional cost

TOTAL \$ 750.00 / wk

We propose to furnish material and labor, in accordance with the above specifications for the sum of **\$ 750.00** with payment to be made by check to Colorado Springs pool & spa. Total Cost does not include City/County Permit fee. If paying with Credit Card a 3% convenience fee shall be added to the contract total.

Terms: Payment due upon completion upon each phase of work

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard industry practices. Any alteration or deviation from the above specifications involving extra cost will become an extra charge over and above the amount of the contract. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner agrees to carry homeowner's and other necessary insurance. Colorado Springs pool & Spa will not be held liable for any structural movement, settling. Colorado Springs pool & Spa cannot pay, waive or rebate deductible in part or in whole if an insurance claim. Finance charges of 1 ½ percent per month will be added to any unpaid balance. In the event collection or legal action is taken to recover payment under this agreement, Colorado Springs pool & spa shall be entitled to reasonable fees and costs, and attorney's fees incurred in such legal action. Colorado Springs pool & Spa may withdraw this proposal, if not accepted within 30 days. Property owner has 72 hours to cancel contract. If property owner cancels contract after Colorado Springs pool & spa has obtained a permit the property owner is responsible for paying the cost of the permit.

Acceptance of Contract

The above price, specifications and conditions are satisfactory and are hereby accepted. Colorado Springs Pool & Spa is hereby authorized to do the work as specified and payment will be made to Colorado Springs Pool & Spa as outlined above.

Accepted by _____ **Title** _____
Signature _____ **Date** _____