#### VENTANA METROPOLITAN DISTRICT

#### Regular Board Meeting Monday, April 17, 2023 – 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/728897121

You can also dial in using your phone. United States: +1 (213) 463-4500 Access Code: 728897121

<b>Board of Director</b>	Title	Term
Eric Farrar	President	May 2025
Christina Sparks	Vice President	May 2025
Michael Laurencelle	Treasurer/ Secretary	May 2025
Patrick Jarrett	Assistant Secretary	May 2023
Jennifer Herzberg	Assistant Secretary	May 2023

#### 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 Board Meeting Minutes from the March 20, 2023, Meeting (enclosure)
  - b. Approval of Payables for the Period ending March 20, 2023 (enclosure)
    - General Fund \$ 28,070.32
    - Bond Fund <u>\$</u>\_\_\_\_\_
      - TOTAL \$ 28,070.32
  - c. Acceptance of Unaudited Financial Statements as of March 31, 2023, and the schedule of cash position updated as of March 31, 2023 (enclosure)
- 6. Market Update/Construction/Operations

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- 7. Legal Matters
  - a. Bond Update

www.WSDistricts.co (719) 447-1777



- 8. District Management Matters & Report
  - a. Review Managers Report (enclosure)
  - b. Update on Recreation Center Operations Kevin Whatley
    - i. Status Update on Part-Time Employee Hiring
- 9. Review Recreation Center Rules and Regulations (enclosure)
- 10. Other Business:
  - a. Next regular schedule meeting is May 15, 2023, at 6:00 pm
- 11. Adjourn







#### VENTANA METROPOLITAN DISTRICT Regular Board Meeting 11007 Hidden Prairie Parkway Fountain, CO 80817

#### And virtually: <u>https://video.cloudoffice.avaya.com/join/728897121</u> Monday, March 20, 2023 – 6:00 p.m.

Eric Farrar, President - Term to May 2025 Christina Sparks, Vice President - Term to May 2025 Michael Laurencelle, Treasurer - Term to May 2025 Patrick Jarrett, Assistant Secretary - Term to May 2023 Jennifer Herzberg, Assistant Secretary - Term to May 2023

#### MINUTES

- 1. Call to Order: President Farrar called the meeting to order at 6:00 PM.
- 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 Patrick Jarrett Christina Sparks Jennifer Herzberg

<u>Also in attendance were:</u> Rebecca Harris, WSDM – District Managers Kevin Walker, WSDM – District Managers Heather Smith, WSDM – District Managers Kevin Whatley, Recreation Center Manager Kyle Thomas, DA Davidson

- 3. Approval of Agenda: President Farrar 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
  - a. Approval of Board Meeting Minutes from the February 20, 2023 Meeting
  - b. Approval of Payables for the Period ending March 20, 2023
    - General Fund \$ 42,680.84
    - Bond Fund \$
    - TOTAL \$ 42,680.84
  - c. Acceptance of Unaudited Financial Statements as of February 28, 2023, and the

schedule of cash position updated as of February 28, 2023

The Board discussed the past due invoices for Black Hills Energy and Comcast and preventing them in the future with autopay. Ms. Harris will find out if it's a timing issue with meetings and provide information on autopay. After review, President Farrar moved to approve the Regular Business Items as presented; seconded by Director Laurencelle. Motion passed unanimously.

- 6. Market Update/Construction/Operations: Director Jarrett reported they continue to see additional sales and closings in Filing 1. The first permits have been pulled for Filing 2 and excavation has begun on the first two foundations. Filing 1 closings should be wrapped up in 2023 and filing 2 closings will begin in the third quarter of 2023. Development activity will increase as weather improves. The Board discussed the landscape timeline for the tract between Filing 2 and existing Filing 1 of Ventana. Ms. Harris will request an update from Challenger.
- 7. Legal Matters
  - a. Board of Director 2023 Election: Ms. Harris reported that two self-nomination forms were received for the two seats up for Election. The Election can be cancelled, and the new Directors will join the Board in May.
  - b. Bond Update Kyle Thomas with DA Davidson: Mr. Walker introduced Kyle Thomas with DA Davidson who has been working as the District's investment banker for the past 5 or 6 years. Mr. Walker discussed that the District may be able to issue bonds and reduce the interest rate. Mr. Walker noted the third-party analysis on the Old Pueblo Road Investment Corporation recovery agreements found that none of the agreements were compounding interest and the District will need to renegotiate the notes with them before issuing bonds. Mr. Thomas provided a brief presentation on the existing District's debt. He explained the goal is to refinance the debt into a single bond at a lower interest rate and hopefully put the District on a path to lower the mill levy once the community is built out. The estimated timeframe is 60 days. Mr. Walker noted the bond issue would be for \$11,043,000 and that would pay off Challenger and OPRIC. The Board agreed to move forward with bond issue process.
- 8. District Management Matters & Report
  - a. Review Managers Report: Ms. Harris presented the Managers Report.
  - b. Community Dog Poop Clean Up: Ms. Harris will post in the April newsletter and social media about the community dog poop cleanup event. Mr. Whatley noted the committee was planning a dog poop cleanup event the weekend before Easter.
  - c. Timeline of District: Ms. Harris presented a brief review of the history and timeline of the District.
  - d. Update on Recreation Center Operations: Ms. Harris provided an update on Recreation Center operations.
    - i. Discuss HVAC Overview Memo: Ms. Harris and the Board reviewed the HVAC overview memo and estimate provided by the resident who works for Bassett Heating & Air.
    - ii. Review Capital Improvements priority: The Board discussed capital improvement needs versus wants.

- iii. Review and consider approval of Basset Heating & Air Proposal: The proposal for HVAC repairs and maintenance totals \$2,682.88. After review, President Farrar moved to approve the proposal from Basset Heating & Air and for HVAC repairs at the Rec Center; seconded by Director Herzberg. Motion passed unanimously.
- iv. Review Visa Gift Card Memo for Rec Center Management Team: Ms. Harris presented three prepaid Visa gift card options for the Rec Center management team to use. Mr. Whatley noted that he has been able to get supplies easily from HD Supply so the need for the credit card is not urgent. The Board agreed to postpone this discussion.
- 9. Review Recreation Center Rules and Regulations: The Board reviewed the updated Recreation Center Rules and Regulations.

#### 10. Other Business

- a. Next regular scheduled meeting is April 17, 2023, at 6:00 PM.
- 11. Adjourn: Director Jarrett moved to adjourn at 7:00 PM; seconded by Director Sparks. Motion passed unanimously.

Respectfully submitted,

By:\_\_\_

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 20, 2023 MINUTES OF THE VENTANA METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Eric Farrar, President

Christina Sparks, Vice President

Michael Laurencelle, Treasurer

Patrick Jarrett, Assistant Secretary

Jennifer Herzberg, Assistant Secretary



### Ventana Metropolitan District PAYMENT REQUEST 4/17/2023 GENERAL FUND ACCOUNT

Company	Invoice	Date		Comments
Black Hills Engergy	5322274450	3/30/2023	351.60	Auto Pay
Cintas	8406196240	3/31/2023	140.00	
City of Fountain Utilities	10005472-02	3/17/2023	543.14	Auto Pay - Rec
City of Fountain Utilities	10005630-03	3/17/2023	130.89	Auto Pay - Park
City of Fountain Utilities	10005686-02	3/17/2023	51.23	Auto Pay - Tract
City of Fountain Utilities	10006794-01	3/17/2023	51.23	Auto Pay - Tract
City of Fountain Utilities	10006795-00	3/17/2023	23.71	Auto Pay - Tract
El Paso County Public Health	EHS20214931	1/1/2023	130.00	
El Paso County Public Health	EHS20214932	1/1/2023	35.00	
HBS	FR2972967	3/31/2023	7,306.57	
HD Supply	9212492932	3/20/2023	449.30	
Signal 88, LLC	3635576	4/1/2023	803.40	
Susemihl, McDermott & Downie, P.C	35095	2/28/2023	2,383.69	
Susemihl, McDermott & Downie, P.C	35196	3/31/2023	310.73	
Weisburg Landscape Maintenance	50191	3/30/2023	1,500.00	
Weisburg Landscape Maintenance	50186	3/30/2023	2,297.50	
Weisburg Landscape Maintenance	50082	3/31/2023	4,420.00	
WSDM District Managers	7410	3/31/2023	7,142.33	
TOTAL			\$ 28,070.32	



#### Ventana Metropolitan District Balance Sheet As of March 31, 2023

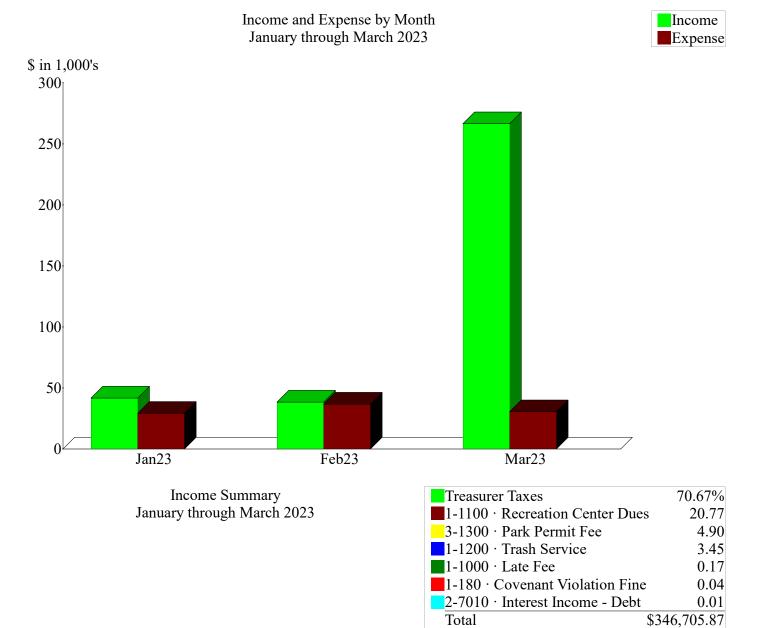
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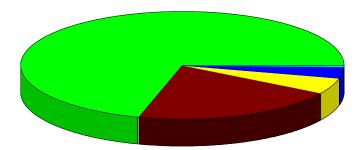
### Ventana Metropolitan District Profit & Loss Budget vs. Actual January through March 2023

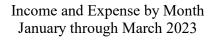
	TOTAL				
	Mar 23	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
ary Income/Expense					
Income					
Treasurer Taxes					
1-1400 · Current - O&M	46,407.46	46,864.26	97,829.70	-50,965.44	47.99
1-1500 · Specific Ownership - O&M	803.44	1,594.27	6,848.08	-5,253.81	23.289
2-1000 · Current- Debt	188,224.01	190,076.75	396,787.48	-206,710.73	47.9
2-1200 · Specific Ownership - Debt	3,258.68	6,466.22	27,775.12	-21,308.90	23.28
Total Treasurer Taxes	238,693.59	245,001.50	529,240.38	-284,238.88	46.29
1-1000 · Late Fee	162.17	591.79			
1-1100 · Recreation Center Dues					
1-1105 · Ventana Residents	19,069.75	71,993.72	200,000.00	-128,006.28	36.0
Total 1-1100 · Recreation Center Dues	19,069.75	71,993.72	200,000.00	-128,006.28	36.0
1-1200 · Trash Service	-5,958.92	11,977.81	90,000.00	-78,022.19	13.31
1-1300 · Rental Security Deposit	0.00	0.00	2,000.00	-2,000.00	0.0
1-180 · Covenant Violation Fine	30.00	140.00			
3-1300 · Park Permit Fee	14,472.00	16,992.04			
Total Income	266,468.59	346,696.86	821,240.38	-474,543.52	42.22
Gross Profit	266,468.59	346,696.86	821,240.38	-474,543.52	42.22
Expense					
Treasurer's Fee					
1-1450 · O&M-Treasurer's Coll Fee	696.11	702.96	1,467.45	-764.49	47.9
2-1050 · Debt-Treasurer's Coll Fee	2,823.36	2,851.15	5,951.81	-3,100.66	47.9
Total Treasurer's Fee	3,519.47	3,554.11	7,419.26	-3,865.15	47.9
1-1700 · Audit	0.00	0.00	9,250.00	-9,250.00	0.0
1-1800 · Board Election	0.00	0.00	8,000.00	-8,000.00	0.0
1-1900 · Copies & Postage	146.15	578.42			
1-2000 · Recreation Center					
1-2300 · Utilities	2,135.92	4,366.18	40,000.00	-35,633.82	10.92
1-2305 · Security	830.18	2,410.20	14,000.00	-11,589.80	17.22
1-2306 · Maintenance/ Repairs	249.00	980.25	10,000.00	-9,019.75	9.8
1-2310 · Supplies	377.73	1,428.88	4,000.00	-2,571.12	35.72
Total 1-2000 · Recreation Center	3,592.83	9,185.51	68,000.00	-58,814.49	13.51
1-2001 · Pool Expense	-,	-,	,	,	
1-2010 · Season Start Up/ Finish	0.00	0.00	3,000.00	-3,000.00	0.0
1-2020 · Chemicals	449.30	1,099.67	10,000.00	-8,900.33	11.0
1-2040 · Water	0.00	130.00	250.00	-120.00	52.0
1-2050 · Repair/ Maintenance	0.00	0.00	5,000.00	-5,000.00	0.0
Total 1-2001 · Pool Expense	449.30	1,229.67	18,250.00	-17,020.33	6.74
1-6160 · Dues and Subscriptions	0.00	1,237.50	1,000.00	237.50	123.75
1-6180 · Insurance	0.00	-632.00	15,000.00	-15,632.00	-4.21
1-6200 · Park/ Landscape	0.00	-032.00	10,000.00	-10,002.00	-4.21
1-6200 · Park/ Landscape	8 217 50	21 836 25	85,000.00	-63 163 75	25.69
1-6205 · Maintenance	8,217.50 205.83	21,836.25 732.05	85,000.00 70,000.00	-63,163.75 -69,267.95	25.69
1-02 IV · Oundes	205.65	132.05	10,000.00	-09,207.95	1.05

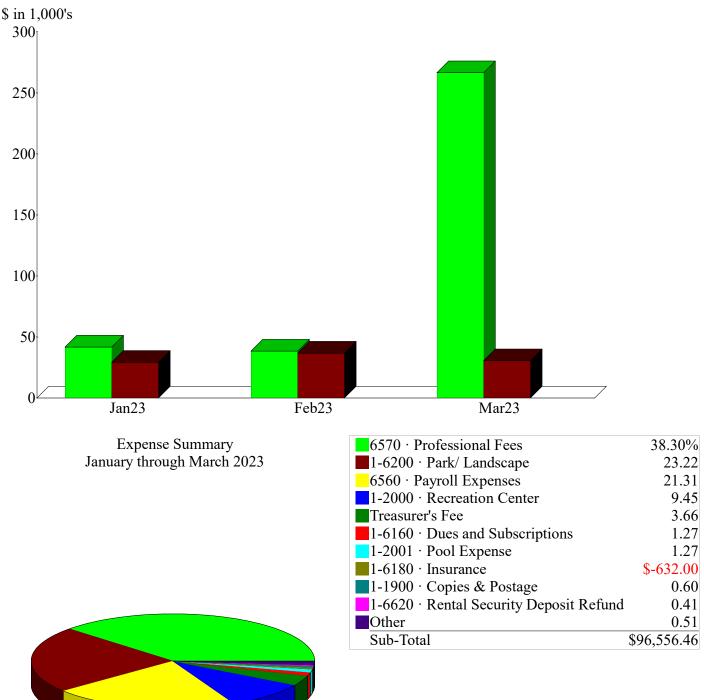
### Ventana Metropolitan District Profit & Loss Budget vs. Actual January through March 2023

	TOTAL				
	Mar 23	Jan - Mar 23	Budget	\$ Over Budget	% of Budget
1-6240 · Miscellaneous	0.00	0.00	10,000.00	-10,000.00	0.0%
1-6490 · Office Supplies	169.08	219.53	8,000.00	-7,780.47	2.74%
1-6620 · Rental Security Deposit Refund	200.00	400.00	2,000.00	-1,600.00	20.0%
2-6000 · Capital Improvements	0.00	279.00			
2-6075 · Bond Expense					
Cost of Issuance	0.00	0.00	589,000.00	-589,000.00	0.0%
Paying Agent Fee	0.00	0.00	4,000.00	-4,000.00	0.0%
Total 2-6075 · Bond Expense	0.00	0.00	593,000.00	-593,000.00	0.0%
6560 · Payroll Expenses	6,831.87	20,708.43	75,000.00	-54,291.57	27.61%
6570 · Professional Fees					
1-2500 · Trash Service	0.00	14,111.17	65,000.00	-50,888.83	21.71%
1-2701 · District Management	3,847.76	12,247.76	54,000.00	-41,752.24	22.68%
1-2705 · VCC - Covenant Enforcement	3,022.24	7,362.24	36,000.00	-28,637.76	20.45%
1-6572 · Legal Fees	310.73	3,506.82	15,000.00	-11,493.18	23.38%
Total 6570 · Professional Fees	7,180.73	37,227.99	170,000.00	-132,772.01	21.9%
Total Expense	30,512.76	96,556.46	1,139,919.26	-1,043,362.80	8.47%
Net Ordinary Income	235,955.83	250,140.40	-318,678.88	568,819.28	-78.49%
Other Income/Expense					
Other Income					
2-7010 · Interest Income - Debt	0.00	9.01			
Total Other Income	0.00	9.01			
Net Other Income	0.00	9.01			
Net Income	235,955.83	250,149.41	-318,678.88	568,828.29	-78.5%









Income

Expense





#### MEMORANDUM

**TO:** VENTANA METROPOLITAN DISTRICT BOARD OF DIRECTORS

**FROM:** HEATHER SMITH

SUBJECT: MONTHLY MANAGERS REPORT FOR MARCH 20, 2023, MEETING

**DATE:** APRIL 10, 2023

CC: REBECCA HARRIS KEVIN WALKER BOARD PACKET

Management Matters:

- Billing Review:
  - $\circ$  4/6/2023 bills went out
  - o 1 Payment arrangement
  - o 10 Liens current to date
  - o 67 Reminder Letters sent out
- Monthly newsletter went out 4/4/2023
- Comcast and Black Hills Energy have both been placed on auto-pay

Recreation Center Update:

- Recreation Center Operations
- HVAC Service
- Easter Egg Hunt

Landscape Maintenance Status/ Review:

• IGA with Coty for Filing No. 6 Landscape

VCC Matters:

- Violation Highlights:
  - 5 Violations Issued (year-to-date 2023)
    - 80% Play & Sport Equipment
    - 20% Nuisances
- Architectural Submission Highlights:
  - 9 Applications Received (year-to-date 2023)
    - 11% Interior Modification
    - 22% Patio/ Arbor/ Deck
    - 33% Shed
    - 11% Fence
    - 11% Landscaping
    - 11% Exterior Modification
    - 11% Interior/ Exterior Dog
  - 7 approvals as submitted
  - 2 approved with stipulations



## **Kid Zone Rules and Regulations**

If the following rules and regulations are not followed you will be subject to either a fine and/or suspended access to the Recreation Center/ Pool area. Following rules are up to the interpretation of; Board of Directors, Management, or Facility Staff.

- ALL Rules and Regulations for the Recreation Center/Club House apply and extend into the Kid Zone.
- You may bring your own movies to play in the DVD player, movies are not supplied.
- Movie are restricted to rating G or PG ONLY.
- Make sure to pick-up/clean-up after yourself/Child after playing in the Kid Zone.
- All toys supplied must be left at the Recreation Center for ALL kids to continue to enjoy.
- While the child is enjoying the Kid Zone, their parent/Legal Guardian is responsible for the safety and wellbeing of the child/ children.
- While the child is enjoying the Kid Zone, their parent/Legal Guardian is held liable for incidents that may occur involving the child/children.
- Ventana Metropolitan District is not responsible or liable for any lost, stolen, or damaged items.
- Failure to comply with any Rules and Regulations may result in Recreation Center access to be placed under advisement by Ventana Metropolitan District/their Manager.

# Recreation Center/ Club House Rules and Regulations

If the following rules and regulations are not followed you are subject to either a fine and/or suspended access to the Recreation Center. <u>Following rules are up to the interpretation of; Board of</u> <u>Directors, Management, or Facility Staff.</u>

- NO glass containers allowed
- NO tobacco, alcohol, recreational drugs, or illegal substances
- NO smoking, including vape pens, e-cigarettes, or any other smoke free device allowed on premises
- NO pets allowed (unless a certified service animal)
- Abusive, obscene, derogatory, or hostile behavior is prohibited
- Appropriate attire must be worn at all times
- Children under 16 years of age must have parental supervision
- Non-members are NOT allowed unless during a time the Great room is rented.
- NO weapons or firearms of any kind
- Inappropriate displays of affection are prohibited
- Abuse of property will not be tolerated
- If at any time police are called for any violation the access will be under advisement
- If at any point illegal activities occur on the premises the Fountain Police will be notified
- Ventana Metropolitan District reserves the right to take whatever actions necessary to preserve the safety and integrity of facilities
- Ventana Metropolitan District is not held responsible for any lost, stolen, or damaged items of the members

To access the Ventana Guest WiFi – Password is V3ntana1

## **Pool Area Rules and Regulations**

If the following rules and regulations are not followed you will be subject to either a fine and/or suspended access to the Recreation Center/ Pool area. <u>Following rules are up to the</u> <u>interpretation of; Board of Directors, Management, or Facility</u> Staff.

### Rules & Regulations:

- NO glass containers allowed
- NO tobacco, alcohol, recreational drugs, or illegal substances are allowed
- NO smoking including vape pens, e-cigarettes, or any other smoke free device allowed on premises
- NO pets allowed (unless a certified service animal)
- NO abusive, obscene, derogatory, or hostile behavior allowed
- NO weapons or firearms of any kind
- NO swimming while pool is closed
- NO diving
- NO urinating in the pool
- NO Inappropriate displays of affection
- NO child under the age of 10 years old allowed in Hot Tub
- Abuse of property will NOT be tolerated

#### **Addition Matters:**

- Be courteous of others in pool (i.e.; low volume music, no obscene language, quiet gatherings, etc.)
- Small Pool Toys are permitted (i.e.; pool noodle, float's for kids, etc.)
- Children in diapers MUST wear swim diapers or rubber pants at ALL TIMES
- Appropriate swim attire must be worn at ALL times
- Children under 16 years of age must have parental supervision

• Pool and Hot Tub are for Members and per-approved guests ONLY

Please Note:

- NO LIFEGUARD ON DUTY, swim at your own risk. Management and owners are not responsible for any accidents or injuries.
- If at any time police are called for any violation your access will be under advisement by the Manager.
- If at any point illegal activities occur on the premises the Fountain Police will be notified.
- Ventana Metropolitan District reserves the right to take whatever actions necessary to preserve the safety and integrity of our facilities.
- Ventana Metropolitan District is not held responsible for any lost, stolen, or damaged items of the members or guest.

# Hot Tub/ Spa Rules and Regulations

If the following rules and regulations are not followed you will be subject to either a fine and/or suspended access to the Recreation Center/ Pool area. <u>Following rules are up to the</u> <u>interpretation of; Board of Directors, Management, or Facility Staff.</u>

- Pool Area Rules must be followed and are extended to the Hot Tub/ Spa Area.
- Enter and exit the Hot Tub slowly.
- NO jumping, running, or diving.
- NO glass in or near the Hot Tub.
- Elderly persons and pregnant women should consult a physician before using a Hot Tub.
- Children under the weight of 115 lbs are not permitted in the Hot Tub.
- Do not enter the Hot Tub if the temperature is over 104 degrees Fahrenheit.
- Limit your soak time to 15 minutes and cool off before reentry.
- Anyone with diabetes, heart disease, high or low blood pressure or any serious illness should consult a physician before entering.
- Do not use soaps or oils in the Hot Tub.
- Pool Toys are NOT allowed in the Hot Tub/ Spa.
- Jet controls can be found North of the Hut Tub on the wall of the Recreation Center/ Club House building.