

VENTANA METROPOLITAN DISTRICT

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

Wednesday, May 13, 2020 – 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

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

<https://www.gotomeet.me/WSDM/vmd-board-meeting>

You can also dial in using your phone.

United States (Toll Free): 1 866 899 4679

United States: +1 (571) 317-3117

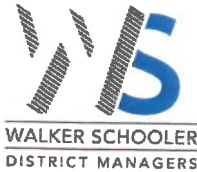
Access Code: 945-005-541

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 March 11, 2019 Meeting (attached)
 - b. Approval of Payables for the Period ending May 13, 2020 (attached)
 - c. Acceptance of Unaudited Financial Statements as of April 30, 2020, and the schedule of cash position updated as of April 30, 2020 (attached)
5. Market Update/Construction/Operations
6. District Management Matters
 - a. COVID-19 Report (attached)
 - b. Manager's Report (attached)

- c. Food Trucks
 - d. Billing
 - Second Quarter Reminder Letters will be sent out May 15, 2020
 - All Key Fobs have been deactivated as of March 17, 2020 per Public Health Order 2020
 - 299 Residences as of 5/8/2020
 - e. Ventana Community Covenants
7. Legal Matters
- a. Oath's of Office
8. Financial Matters
- a. Capital Budgeting Items – Bought, prep for installing
9. 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 June 10, 2020
11. Adjourn



VENTANA METROPOLITAN DISTRICT

Regular Board Meeting
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Fountain, CO 80817

Wednesday, March 11, 2020 – 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: President Bahr confirmed a quorum and that all Board members were present. All disclosures were properly filed with the Department of Local Affairs, State of Colorado.

Directors in attendance were:

Brian Bahr, President
Richard Vorwaller, Director
Bruce Peele, Director
Patrick Jarrett, Director
Jennifer Herzberg, Director

Also in attendance were:

Rebecca Hardekopf, Walker Schooler District Managers
Riley Walker, Walker Schooler District Managers
Kristina Kulick, Walker Schooler District Managers
Members of the Public (See Sign-In Sheet)

3. Approval of Agenda: Director Vorwaller moved to approve the Agenda; seconded by Director Jarrett. Motion passed unanimously.
4. Regular Business Items:
 - a. Approval of Board Meeting Minutes from the February 12, 2019 Meeting
 - b. Approval of Payables for the Period ending March 11, 2020
 - c. Acceptance of Unaudited Financial Statements as of February 29, 2020, and the schedule of cash position updated as of February 29, 2020

Director Vorwaller moved to approve the Regular Business Items; seconded by Director Herzberg. Motion passed unanimously.

5. Market Update/Construction/Operations: Director Jarrett reported that Filing 5 is sold out and Filing 6 has 30 lots left. There are 50 permits left to pull and they are hoping to break ground soon.

6. District Management Matters

- a. Manager's Report: Ms. Hardekopf reported that the first quarter billing was completed. She noted they are waiting for a quote on drive-thru security for the community. She also reported the issue with the misuse of the Rec Center has been resolved. The covenant violation involving the couch has been resolved, as well.

Ms. Hardekopf reported they are in the process of hiring an Aquatic Facility Manager for the Rec Center. Mr. Walker said there have been 18 applications and 2 interviews so far. Mr. Walker discussed the three qualified applicants and their experience working with pools. His recommendation is to hire the applicant from Woodmen Hills based on her experience. Mr. Walker noted they are also in the process of putting together job descriptions for a part-time employee to work under the Aquatic Facility Manager.

Ms. Hardekopf discussed the concrete repairs needed by the pool and it has been recommended that the cracks are filled with caulking before repairs since in order to repair the heaving they would have to tear up the tile around the pool which would be a lot more expensive. She noted that may be a project for next year.

There were 2 bids for landscaping, and they decided to stay with the current landscaper due to the more affordable price. The Board discussed the basketball hoop location and decided the rear parking lot by the park is the best location.

Ms. Hardekopf noted they now have LogMeIn installed for the computer system at the Rec Center.

b. Billing

- 64 Reminder Letters were sent.
- 28 Key Fobs have been deactivated as of March 2, 2020 – 6 have now paid. Roughly an 8% default rate which is good compared to other districts.
- 285 Residences as of 3/2/2020.

c. Ventana Community Covenants: There was no discussion.

7. Legal Matters:

- a. 2020 Election: Mr. Susemihl reported they cancelled the Election due to the lack of interested parties.

8. Financial Matters:

- a. Capital Budgeting Items: Mr. Walker presented the Capital and Miscellaneous Cost Analysis spreadsheet and went over the capital improvement items. President Bahr pointed out the capital budget and that there are funds to get the

park trail lighting, and automatic external defibrillator done. The Board felt the capital improvement list looked good.

- b. Audit Engagement Letter: Ms. Hardekopf explained the OPRIC issue must be finalized for the 2019 Audit.

9. Public Comment: There was no public comment.

10. Other Business: Director Herzberg reported that a resident asked about repainting the fire hydrants. Ms. Hardekopf explained that would be Fountain Utilities' responsibility. Mr. Walker said he would be happy to contact them.

Next Regular Meeting Date – 10:00 AM on April 15, 2020: The Board cancelled the April meeting and scheduled to meet on May 13, 2020 at 10:00 a.m.

11. Adjournment: The Board adjourned the meeting at 10:18 a.m.

Respectfully submitted,

By: _____

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 20, 2020 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



WALKER SCHOOLER
DISTRICT MANAGERS

MEMORANDUM

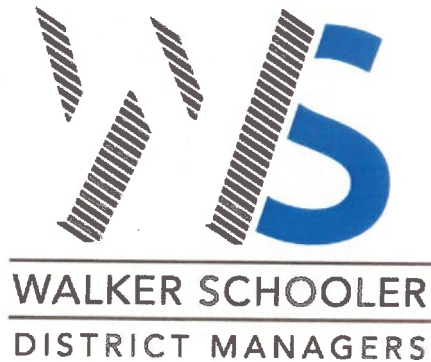
TO: VENTANA METROPOLITAN DISTRICT BOARD OF DIRECTORS
FROM: REBECCA HARDEKOPF
SUBJECT: COVID-19 REPORT FOR MAY 13, 2020 MEETING
DATE: MAY 13, 2019
CC: KEVIN WALKER
BOARD PACKET

Recreation Center Operations

- Options on how to operate the Recreation Center once allowed to open.
 - **Option 1:** limit persons at facility, require social distancing, sanitize the facility ever 2 hours, and open only when staff can be present.
 - **Option 2:** limit persons at facility, require social distancing, sanitize the facility ever 2 hours, and remain open 24 hours as before with office enforcement (could include; fees to residents that don't adhere to rules or suspend their access)
- Per Public Health Order 2020 – all gyms are to remain closed, along with bars, restaurants, and other non-essential businesses.
- Limiting Great Room Rentals to 10 people and less or not Allowing to rent at all.

Pool Operations

- Pool has been filled as of May 8, 2020
- Chemicals will still need to be balance before opening about 1-2 week process
- Options to Open the Pool:
 - **Option 1:** The Pool will remain closed until the State opens gymnasiums.
 - **Option 2:** Open the pool to up to 10 people at one time when the pool is staffed. Have people register ahead of time. Close the pool when it is not staffed. Masks and social distancing required when not in the pool. Everything is disinfected after each day. A liability waiver would be attached to the online registration.
 - **Option 3:** Open the pool up to 10 people at a time, first come first served. Other than that, same as option 2. Waiver would be signed at entrance to pool.



MEMORANDUM

TO: VENTANA METROPOLITAN DISTRICT BOARD OF DIRECTORS
FROM: REBECCA HARDEKOPF
SUBJECT: MONTHLY MANAGERS REPORT FOR MAY 13, 2020 MEETING
DATE: MAY 8, 2019
CC: KEVIN WALKER
BOARD PACKET

Management matters

- 2nd Quarter News Letter was sent with billing
 - Need to discuss if Recreation Center fee will be credited to customer account based on proration
- 2nd Quarter billing was sent out the first week of April
- Capital Project Budget Items – Items have been purchase and are being prepared for installation

Recreation Center Update

- Hired an Aquatic Facility Manager
- Currently closed per Public Health Order 2020
- Has been sanitized, received a new Janitorial company due to previous company being moved out of state.
- Will not be turning off Key Fob's during the COVID-19 concerns for non-payment

Landscape Maintenance Status/ Review

- Spring/ Summer watering has begun
- Park was closed for a period of time, re-opened on May 5, 2020 following suit with City of Fountain Parks.
- All Playground equipment was re-sanitized before re-opening

VCC Matters

- Was paused during "Stay at Home Order" will resume this month
- Received approximately 40 Architectural reviews during the "Stay at Home Order"