

VENTANA METROPOLITAN DISTRICT

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

Wednesday, August 12, 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/ventana-metropolitan-district-board-meeting-4>

You can also dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Access Code: 384-371-381

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 July 8, 2020 Meeting (attached)
 - b. Approval of Payables for the Period ending August 12, 2020 (attached)

• General Fund –	\$	41,605.72
• Bond Fund –	\$	<u> -</u>
• TOTAL –	\$	41,605.72
 - c. Acceptance of Unaudited Financial Statements as of July 31, 2020, and the schedule of cash position updated as of July 31, 2020 (attached)
5. Market Update/Construction/Operations

6. District Management Matters

- a. Manager's Report with COVID-19 updates (attached)
- b. Food Trucks – No update for August Schedule
- c. Billing
 - July 6, 2020 bills were sent out for 3rd QRT
 - 327 Residences as of 8/6/2020
 - 58 Reminder letters mail on 8/6/2020 for 3rd QRT dues
 - 21 Residents with Past due balances resulting in deactivated Key Fobs
- d. Update on August 6, 2020 Meeting with Residents about financials

7. Legal Matters

8. Financial Matters

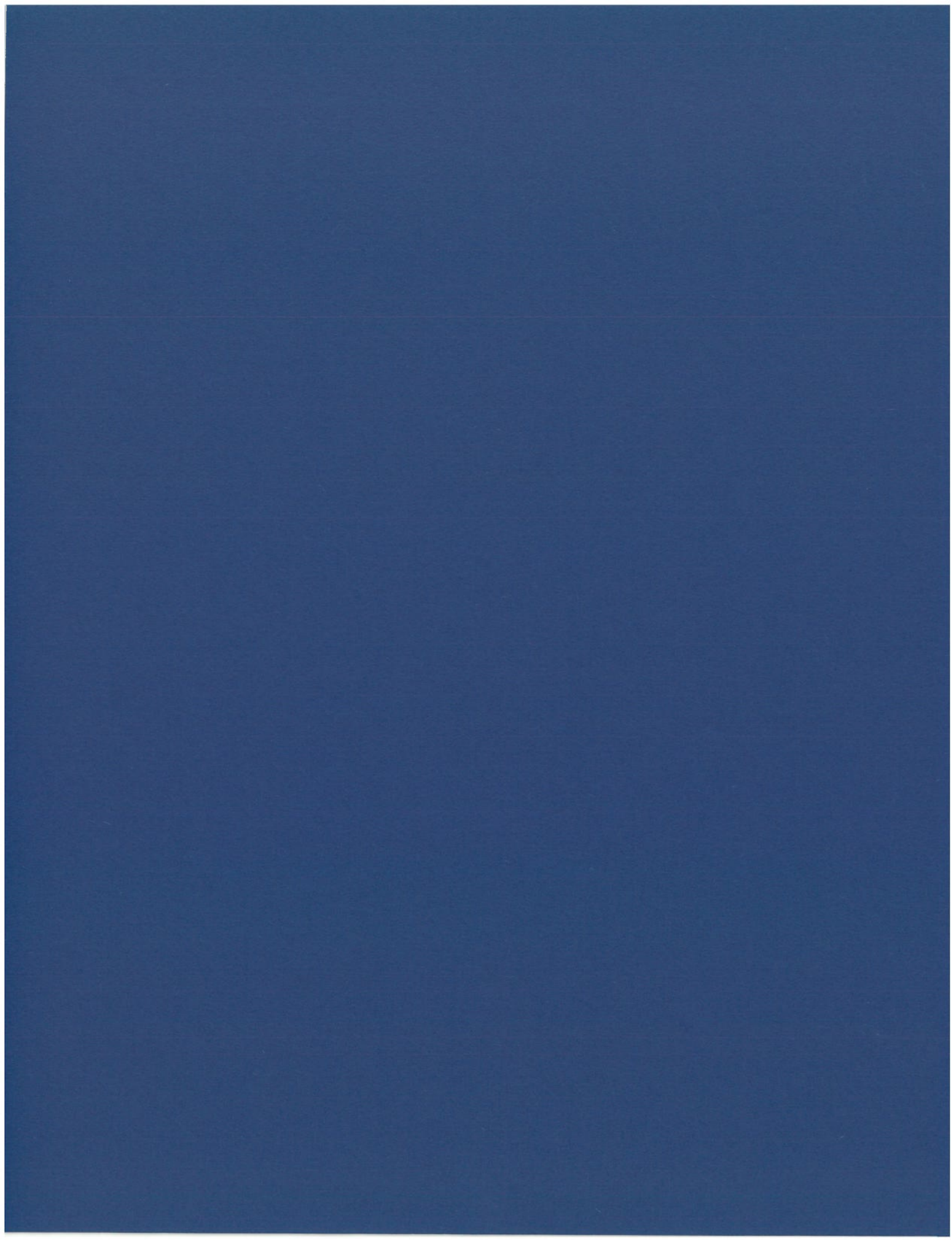
- a. 2019 Audit Update
- b. Bond issue update
- c. Financial Analysis

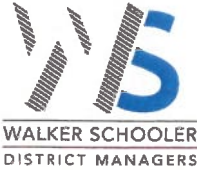
9. Public Comment and Public Sign-In Attendance Sheet
(Limited to 3 minutes and only for items not on the agenda)

10. Other Business:

Next Regular Meeting Date – 10:00 AM on September 9, 2020

11. Adjourn





VENTANA METROPOLITAN DISTRICT

Regular Board Meeting

Via video and telephone conference

Wednesday, July 8, 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 10:00 a.m.
2. Declaration of Quorum/Director Qualifications/ Disclosure Matters: Ms. Hardekopf confirmed a quorum and that Board members were present. Mr. Susemihl confirmed 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

Jennifer Herzberg, Director

Also in attendance were:

Rebecca Hardekopf, Walker Schooler District Managers

Kevin Walker, Walker Schooler District Managers

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

3. Approval of Agenda: Director Vorwaller moved to approve the Agenda; seconded by President Bahr. Motion passed unanimously.
4. Regular Business Items:
 - a. Approval of Board Meeting Minutes from the June 10, 2020 Meeting
 - b. Approval of Payables for the Period ending July 8, 2020
 - General Fund – \$ 27,343.64
 - Bond Fund – \$ -
 - **TOTAL – \$ 27,343.64**
 - c. Acceptance of Unaudited Financial Statements as of June 30, 2020, and the schedule of cash position updated as of June 30, 2020

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

5. Market Update/Construction/Operations: Director Vorwaller reported they are building the remaining homes in Filing 6 and everything is sold out. Construction is moving along at a good pace.
6. District Management Matters
 - a. Manager's Report with COVID-19 updates: Ms. Hardekopf discussed the suggestion that security costs be covered by Challenger. Director Vorwaller explained they will need more time to discuss this topic internally at Challenger.

Ms. Hardekopf reported the District applied for a COVID relief grant to cover the costs between March and May and estimated costs between June through the end of the year with the understanding the gym will remain open after the pool closing with an employee.

Ms. Hardekopf discussed the basketball hoop location and the previous spot is no longer available due to a sidewalk that will be built and asked the Board for guidance on an alternate location. Director Vorwaller said he can discuss this with Challenger in detail and report back to the Board.

Ms. Hardekopf reported the pool was opened on June 14, 2020 with a volunteer Certified Pool Operator and 2 aquatic facility employees. She discussed an incident where the pool was closed on July 16th due to not having an available pool attendant to check chemicals. There was a resident that jumped the fence and allowed her dog into the pool as well as 4 additional guests. She has had her access suspended to the Rec Center and pool. The Board discussed costs related to cleaning after the dog was in the pool. Ms. Hardekopf explained they were able to get the dog out of the pool quickly. The Board recommended a 30-day suspension. Ms. Hardekopf noted an incident they are investigating of a non-resident that broke into the pool with his dog last night and the police detained the individual. The Board discussed pressing trespassing charges.

Ms. Hardekopf went over the Rec Center operations surrounding COVID and that they have been operating on a reservation only basis for the facilities. Residents can email their request to use the pool and gym. There have been a few issues of people not social distancing or bringing in outside guests, but they have been monitoring the situation closely. Communication has been sent reminding residents of the new rules and guidelines as well as specific violation warnings have been sent. Ms. Hardekopf noted they have the key fob programmed at the gate and are working on getting the latch repaired. Ms. Hardekopf discussed possible pool repairs for next year.

Ms. Hardekopf discussed landscape maintenance and noted the tree replacement and median bushes are complete. Ms. Hardekopf spoke to the City of Fountain regarding horses on the trails and equine are allowed on all public trails. The District can restrict access to the park and open space if signs are posted.

- b. Food Trucks – Food Trucks have been scheduled for July and the community continues to provide positive feedback.

c. Billing

- July 6, 2020 bills were sent out for 3rd QRT
- 316 Residences as of 7/1/2020
- 35 Residents with Past due balances, and deactivated Key Fobs

7. Legal Matters: There was no discussion.

8. Financial Matters:

- a. Financial Analysis: Ms. Hardekopf reported they completed an analysis to give an idea on the District's financial standing. Ms. Hardekopf explained the District averages \$9,500 monthly income generated from Rec Center dues and the average monthly costs are \$10,900. There are 2 lump sum payments received from taxes that total just over \$100,000 that are used to cover community expenses. The District is short \$1,500 a month with just income from the Rec Center. Ms. Hardekopf noted that giving a one-month credit back to the residents would not hurt the District financially in the long run because of the Operations and Maintenance taxes. The Board agreed they are in support of a one-month credit given to Residents for time of closure. Mr. Walker noted he would be happy to host a virtual informational meeting to discuss the details of the dues and how they are used within the District.
- b. Refund/ Credit given to Residents for time of closure: President Bahr moved to waive one-month Rec Center fees and provide an educational meeting for the community to discuss where their fees are used within the District; seconded by Director Herzberg. Motion passed unanimously.
- c. Change to Rates for Closings: Ms. Hardekopf explained the proposal for a closing rate change. There is an issue with Title Companies that results in a proposed \$40 charge for a transfer of ownership fee at closing. The Board agreed to the proposed rate change. Director Peele moved to approve the \$40 transfer of ownership fee at closing; seconded by Director Vorwaller. Motion passed unanimously.
- d. 2019 Audit Update: Mr. Walker updated the Board on the 2019 Audit and noted the qualified opinion was included in the last few years due to the Old Pueblo Road Improvement Corporation has failed or refused to respond. The State Auditor has said this needs to be fixed and cleaned up this year or sometime next year they could potentially take the step to hold up tax funds. Mr. Walker said he does not think they will do that, but it is still a threat. He has been trying to get in touch with Steve Edelman from Old Pueblo Road by email. The Audit should be distributed to the Board for review in the next week. President Bahr noted that he does not believe the reimbursement agreements count as debt and they should not be on the financials at all. He has never been given a good answer from an auditor as to why a reimbursement agreement should be considered debt to the District because the District did not enter into a debt, it entered into a reimbursement agreement. Mr. Susemihl agreed and noted there is usually a clause in the reimbursement agreement that states it is not debt and not a multi-fiscal year obligation and is subject to annual appropriation. Mr. Walker said he will push back on this point and be back in touch with the Board.
- e. Bond issue update: Mr. Walker explained how the bond issue could potentially help clean up the issue with Old Pueblo Road and noted he has been in

discussions with D.A. Davidson. Mr. Walker said we should have an engagement letter and preliminary financial run on a bond issue soon. Mr. Walker noted they received comments on the service plan amendment.

9. Public Comment: There was no public comment.
10. Other Business: Next Regular Meeting Date –10:00 AM on August 12, 2020. The Board agreed to continue to host a virtual public meeting. President Bahr moved to continue to host a monthly virtual public meeting; seconded by Director Herzberg. Motion passed unanimously.
11. Adjournment: President Bahr moved to adjourn; seconded by Director Peele. Motion passed unanimously at 10:33 a.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JULY 8, 2020 MINUTES OF THE VENTANA METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

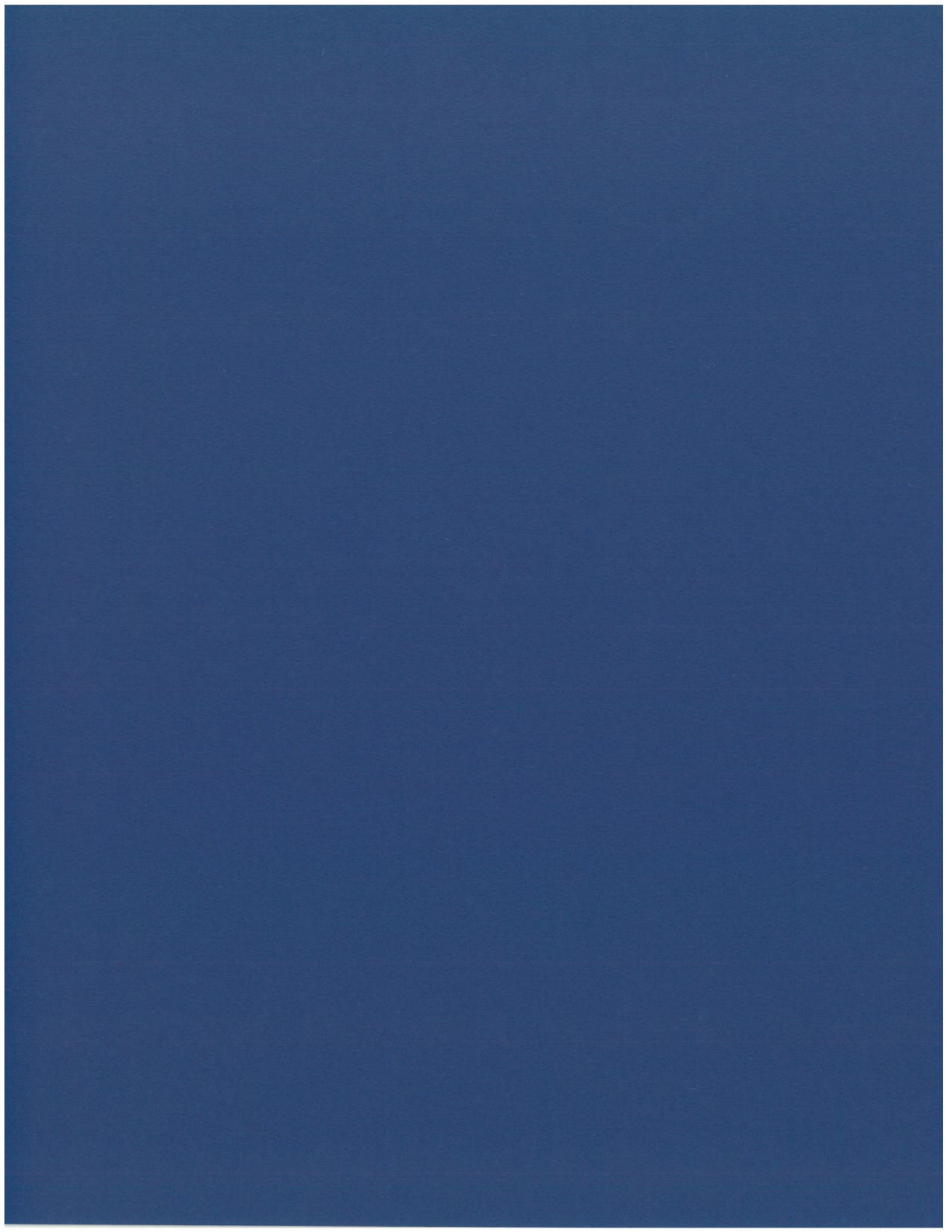
Brian Bahr, President

Bruce Peele, Secretary/ Treasurer

Rich Vorwaller, Director

Patrick Jarrett, Director

Jennifer Herzberg, Director



Ventana Metropolitan District
PAYMENT REQUEST

8/12/2020

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Retainage	Amount this Draw	Comments
Allright Plumbing & Heating, Inc.	76980	7/21/2020	\$ 215.00		\$ 215.00	
Black Hills Energy	5322274450	7/30/2020	\$ 230.96		\$ 230.96	Credit
City of Fountain Utilities	10005472-02	8/10/2020	\$ 4,097.72		\$ 4,097.72	Auto Pay - Rec
City of Fountain Utilities	10005686-02	8/10/2020	\$ 573.61		\$ 573.61	Auto Pay - Tract
City of Fountain Utilities	10005630-03	8/10/2020	\$ 6,667.25		\$ 6,667.25	Auto Pay - Park
City of Fountain Utilities	10006795-00	8/10/2020	\$ 23.62		\$ 23.62	Auto Pay - Tract
Comcast	849790010582448	8/2/2020	\$ 345.39		\$ 345.39	
Data Voice	4866	7/20/2020	\$ 1,020.00		\$ 1,020.00	
Front Range Aquatech	S2020-00168	7/20/2020	\$ 142.50		\$ 142.50	
Front Range Aquatech	M2020-00079	7/2/2020	\$ 110.00		\$ 110.00	
Handy Man Happens	1328	8/6/2020	\$ 10.00		\$ 10.00	
Land Management, LLC	VMD0620	6/30/2020	\$ 10,825.00		\$ 10,825.00	Landscape Maint.
Land Management, LLC	VMD0720	7/31/2020	\$ 5,918.50		\$ 5,918.50	
Mailing Services Inc.	14049	7/14/2020	\$ 230.00		\$ 230.00	
Signal 88 Security	3431341	8/3/2020	\$ 980.18		\$ 980.18	
Springs Waste	2180466	7/31/2020	\$ 54.00		\$ 54.00	Auto Pay
Springs Waste	32180055	7/31/2020	\$ 3,621.80		\$ 3,621.80	Auto Pay
Susemihl, McDermott & Downie, P.C.	32749	7/31/2020	\$ 456.25		\$ 456.25	
Vortex	37-302093	7/17/2020	\$ 339.56		\$ 339.56	
Walker Schooler District Managers	6577	7/31/2020	\$ 4,365.13		\$ 4,365.13	
We Make it Shine Ltd	20-01	7/17/2020	\$ 1,379.25		\$ 1,379.25	
TOTAL			\$ 41,605.72	\$ -	\$ 41,605.72	

\$ 30,243.52

BOND FUND ACCOUNT

Description	Date	Amount	Comments
CH Metrobonds			Bond Interest Payment
TOTAL		\$ -	

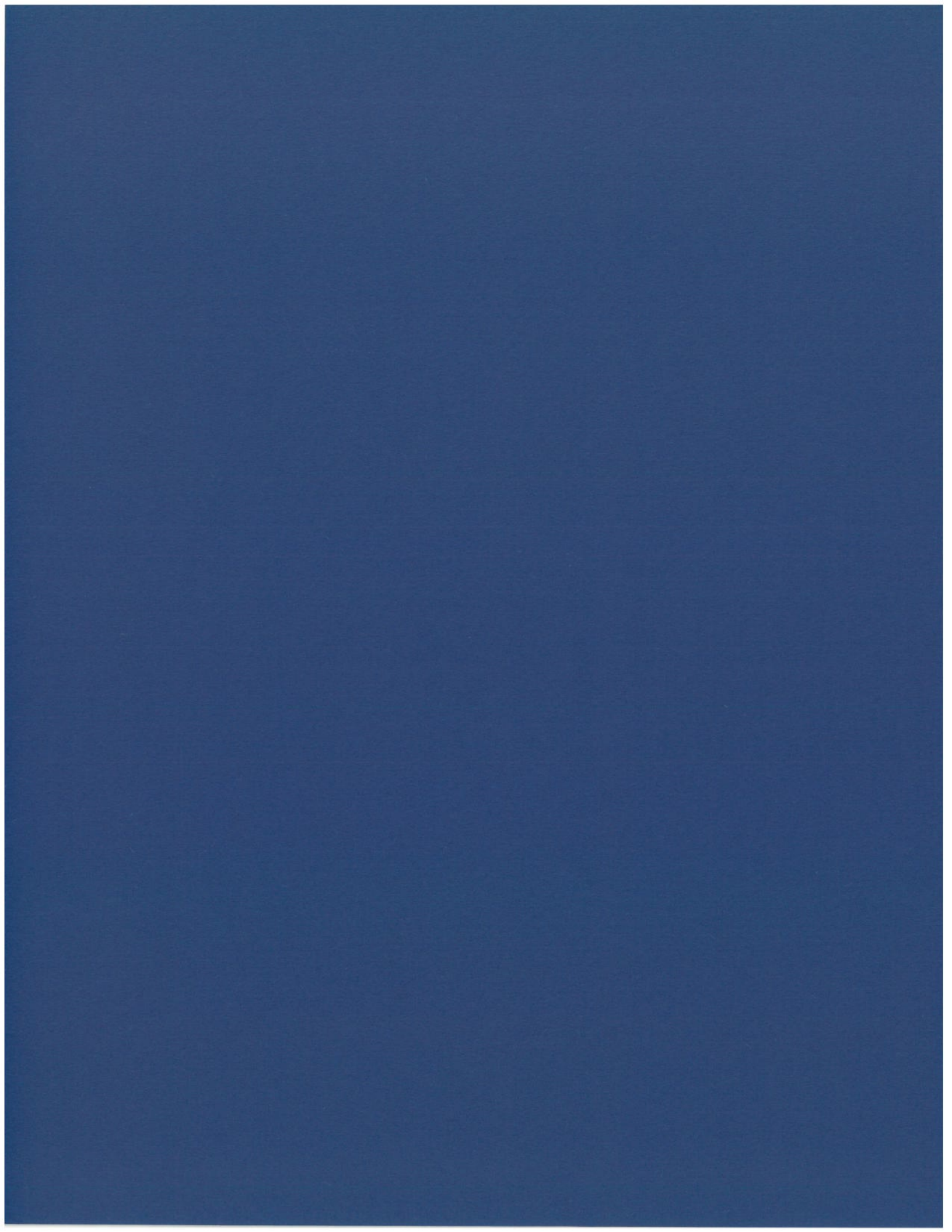
CAPITAL FUND ACCOUNT

Company	Invoice	Date	Amount	Retainage	Amount this Draw	Comments
TOTAL			\$ -		\$ -	For Bond Research

TOTAL FOR ALL FUNDS

\$ 41,605.72

, Director



Ventana Metropolitan District Profit & Loss Budget vs. Actual January through July 2020

	Jan - Jul 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Developer Advances	0.00	72,000.00	-72,000.00	0.0%
Treasurer Taxes				
Delinquent	6.17			
1-1400 · Current - O&M	32,502.79	54,905.47	-22,402.68	59.2%
1-1500 · Specific Ownership - O&M	2,274.37	3,843.38	-1,569.01	59.2%
2-1000 · Current- Debt	118,420.24	200,045.91	-81,625.67	59.2%
2-1200 · Specific Ownership - Debt	8,286.43	14,003.21	-5,716.78	59.2%
Total Treasurer Taxes	161,490.00	272,797.97	-111,307.97	59.2%
1-1000 · Late Fee	633.56			
1-1100 · Recreation Center Dues				
1-1105 · Ventana Residents	90,868.98			
1-1100 · Recreation Center Dues - Other	-515.16	115,830.00	-116,345.16	-0.4%
Total 1-1100 · Recreation Center Dues	90,353.82	115,830.00	-25,476.18	78.0%
1-1200 · Trash Service	28,650.76	57,915.00	-29,264.24	49.5%
1-1300 · Rental Security Deposit	629.73	2,000.00	-1,370.27	31.5%
1-1600 · Park Fee Advance	90,110.67			
1-180 · Covenant Violation Fine	440.00			
3-1300 · Park Permit Fee	54,787.29	115,776.00	-60,988.71	47.3%
Total Income	427,095.83	636,318.97	-209,223.14	67.1%
Gross Profit	427,095.83	636,318.97	-209,223.14	67.1%
Expense				
Treasurer's Fee				
1-1450 · O&M-Treasurer's Collection Fee	162.57	823.58	-661.01	19.7%
2-1050 · Debt-Treasurer's Collection Fee	153.96	3,000.69	-2,846.73	5.1%
Treasurer's Fee - Other	1,947.40			
Total Treasurer's Fee	2,263.93	3,824.27	-1,560.34	59.2%
1-1700 · Audit	0.00	8,085.50	-8,085.50	0.0%
1-1705 · Bank Fees	-4.00	50.00	-54.00	-8.0%
1-1800 · Board Election	0.00	5,000.00	-5,000.00	0.0%
1-1900 · Copies & Postage	1,640.84	1,000.00	640.84	164.1%
1-2000 · Recreation Center				
1-2300 · Utilities	12,696.24	40,000.00	-27,303.76	31.7%
1-2301 · Management/ Operations	2,000.00			
1-2302 · Cleaning Service	3,026.00	8,000.00	-4,974.00	37.8%
1-2305 · Security	5,291.52	10,200.00	-4,908.48	51.9%
1-2306 · Maintenance/ Repairs	899.56	5,000.00	-4,100.44	18.0%
1-2310 · Supplies	1,684.45	4,000.00	-2,315.55	42.1%
1-2000 · Recreation Center - Other	-135.00			
Total 1-2000 · Recreation Center	25,462.77	67,200.00	-41,737.23	37.9%
1-2001 · Pool Expense				
1-2010 · Season Start Up/ Finish	2,500.00	5,000.00	-2,500.00	50.0%
1-2020 · Chemicals	2,823.25	8,000.00	-5,176.75	35.3%
1-2030 · Summer Operations	1,710.00	20,000.00	-18,290.00	8.6%
1-2040 · Water	165.00	500.00	-335.00	33.0%
1-2050 · Repair/ Maintenance	342.50	10,000.00	-9,657.50	3.4%
Total 1-2001 · Pool Expense	7,540.75	43,500.00	-35,959.25	17.3%
1-6060 · Bank Service Charges	4.00			
1-6090 · Business License & Fees	110.00			
1-6160 · Dues and Subscriptions	571.04	1,000.00	-428.96	57.1%
1-6180 · Insurance	11,466.00	12,500.00	-1,034.00	91.7%
1-6200 · Park/ Landscape				
1-6205 · Maintenance	49,041.75	60,000.00	-10,958.25	81.7%
1-6210 · Utilities	15,703.90	50,000.00	-34,296.10	31.4%
Total 1-6200 · Park/ Landscape	64,745.65	110,000.00	-45,254.35	58.9%
1-6620 · Rental Security Deposit Refund	800.00	2,000.00	-1,200.00	40.0%
2-6000 · Capital Improvements	4,006.25			
2-6075 · Bond Expense				
2-6083 · Trustee Fee	0.00	500.00	-500.00	0.0%
Total 2-6075 · Bond Expense	0.00	500.00	-500.00	0.0%
2-6200 · Interest Expense	0.00	210,000.00	-210,000.00	0.0%
6560 · Payroll Expenses	4,785.60			
6570 · Professional Fees				
1-2500 · Trash Service	19,935.30	50,193.00	-30,257.70	39.7%
1-2701 · District Management	12,000.00	24,000.00	-12,000.00	50.0%
1-2705 · VCC - Covenant Enforcement	14,000.00	24,000.00	-10,000.00	58.3%
1-6572 · Legal Fees	4,465.98	12,000.00	-7,534.02	37.2%
1-6573 · Engineering O&M	5.00	1,000.00	-995.00	0.5%
3-1500 · Construction Management	0.00	1,740,000.00	-1,740,000.00	0.0%

10:49 AM

08/07/20

Accrual Basis

Ventana Metropolitan District
Profit & Loss Budget vs. Actual
January through July 2020

	<u>Jan - Jul 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
3-2704 · Legal - Capital	0.00	10,000.00	-10,000.00	0.0%
Total 6570 · Professional Fees	50,406.28	1,861,193.00	-1,810,786.72	2.7%
Total Expense	173,799.11	2,325,852.77	-2,152,053.66	7.5%
Net Ordinary Income	253,296.72	-1,689,533.80	1,942,830.52	-15.0%
Net Income	<u>253,296.72</u>	<u>-1,689,533.80</u>	<u>1,942,830.52</u>	<u>-15.0%</u>

Ventana Metropolitan District

Balance Sheet

As of July 31, 2020

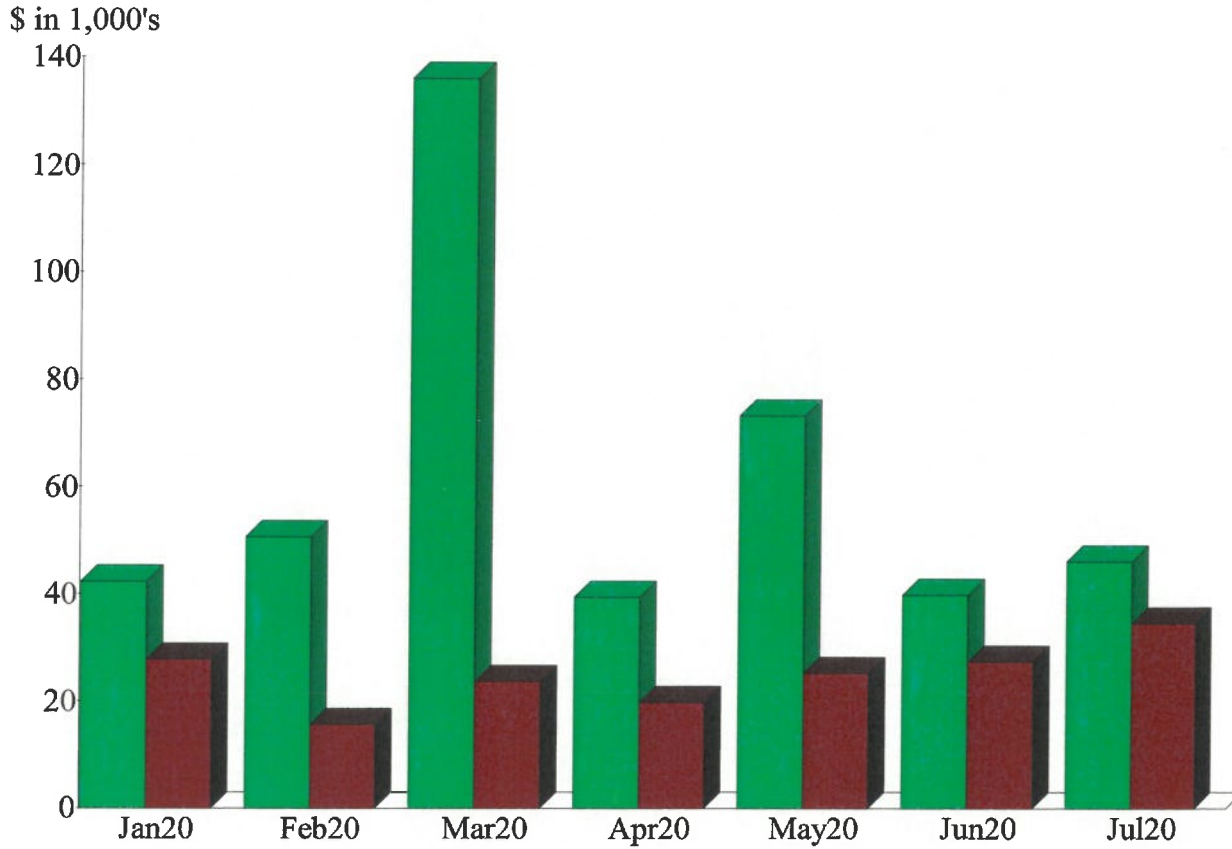
	<u>Jul 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1110 · Kirkpatrick Bank	540,022.40
Total Checking/Savings	540,022.40
Accounts Receivable	
AR County Treasurer	2,412.27
1-1210 · Accounts Receivable	-5,533.31
1-1230 · Property Taxes Receivable	158,142.01
Total Accounts Receivable	155,020.97
Other Current Assets	
1310 · Due from Developer	32,741.59
1390 · Undeposited Funds	6,155.86
Total Other Current Assets	38,897.45
Total Current Assets	733,940.82
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	5,887,914.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	28,486.50
Total Accounts Payable	28,486.50
Other Current Liabilities	
2022 · Deferred Property Tax Revenue	158,142.01
2030 · Interest Payable	64,561.66
2100 · Payroll Liabilities	1,104.49
Total Other Current Liabilities	223,808.16
Total Current Liabilities	252,294.66
Long Term Liabilities	
Accrued Interest OPRIC	596,857.19
Advances from OPRIC	738,692.00
Bonds Payable - CH Metrobonds	4,464,400.00
Total Long Term Liabilities	5,799,949.19
Total Liabilities	6,052,243.85

Ventana Metropolitan District
Balance Sheet
As of July 31, 2020

	<u>Jul 31, 20</u>
Equity	
3000 · Opening Balance Equity	24,298.52
3910 · Retained Earnings	-441,924.43
Net Income	253,296.72
Total Equity	<u>-164,329.19</u>
TOTAL LIABILITIES & EQUITY	<u><u>5,887,914.66</u></u>

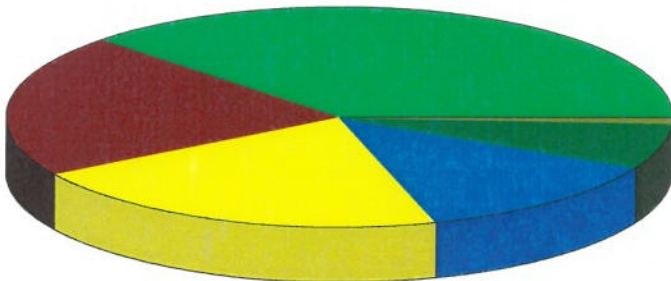
Income and Expense by Month
January through July 2020

Income
Expense



Income Summary
January through July 2020

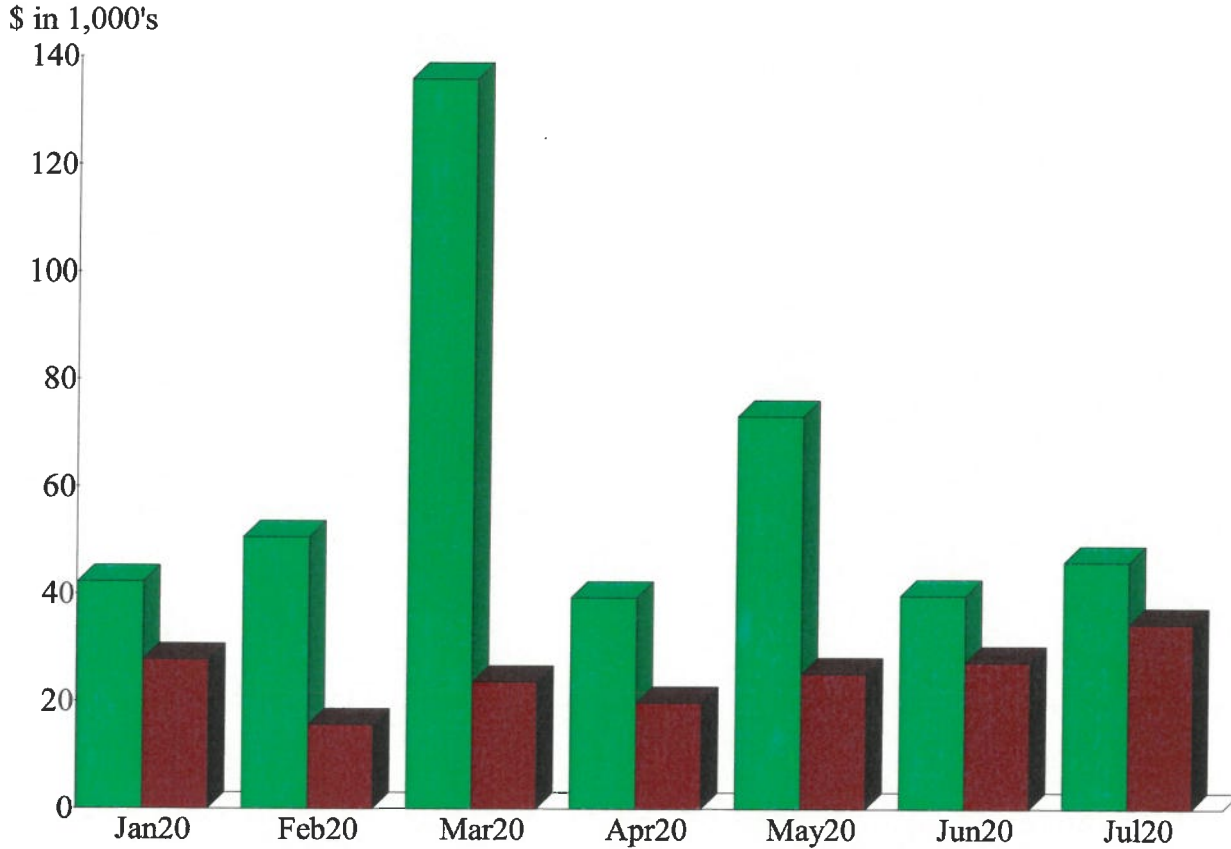
Treasurer Taxes	37.81%
1-1100 · Recreation Center Dues	21.16
1-1600 · Park Fee Advance	21.10
3-1300 · Park Permit Fee	12.83
1-1200 · Trash Service	6.71
1-1000 · Late Fee	0.15
1-1300 · Rental Security Deposit	0.15
1-180 · Covenant Violation Fine	0.10
Total	\$427,095.83



By Account

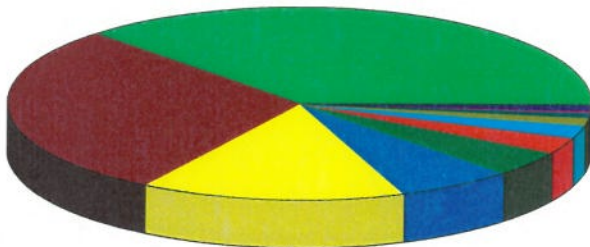
**Income and Expense by Month
January through July 2020**

Income
Expense

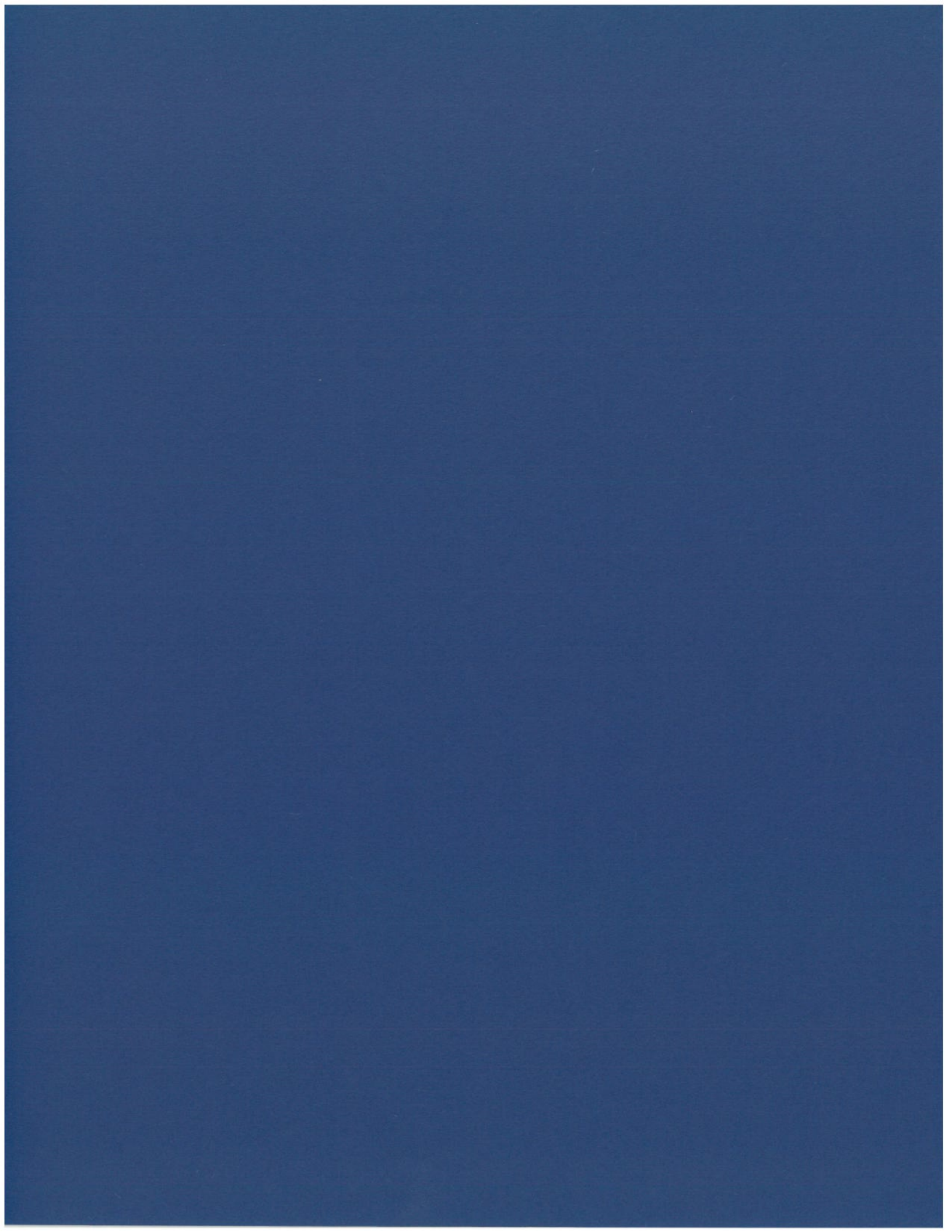


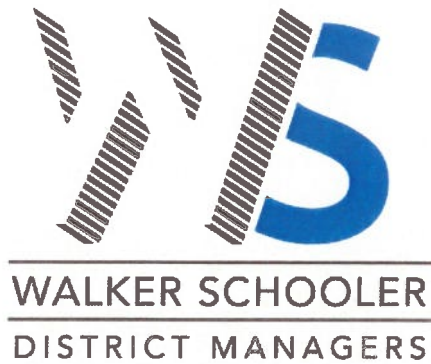
**Expense Summary
January through July 2020**

1-6200 · Park/ Landscape	37.25%
6570 · Professional Fees	29.00
1-2000 · Recreation Center	14.65
1-6180 · Insurance	6.60
1-2001 · Pool Expense	4.34
6560 · Payroll Expenses	2.75
2-6000 · Capital Improvements	2.31
Treasurer's Fee	1.30
1-1900 · Copies & Postage	0.94
1-6620 · Rental Security Deposit Refund	0.46
Other	0.39
Total	\$173,799.11



By Account





MEMORANDUM

TO: VENTANA METROPOLITAN DISTRICT BOARD OF DIRECTORS
FROM: REBECCA HARDEKOPF
SUBJECT: MONTHLY MANAGERS REPORT FOR AUGUST 12, 2020 MEETING
DATE: AUGUST 6, 2020
CC: KEVIN WALKER
BOARD PACKET

Management matters

- Security Cost split with Challenger – Metropolitan District asked Challenger to cover portion of security costs for drive through the new development
- Grant Application for COVID-19 relief – 7/7/2020
 - Still pending approval, but is currently being reviewed
- Basketball hoop – New proposed location for an updated decision being made

Recreation Center Update

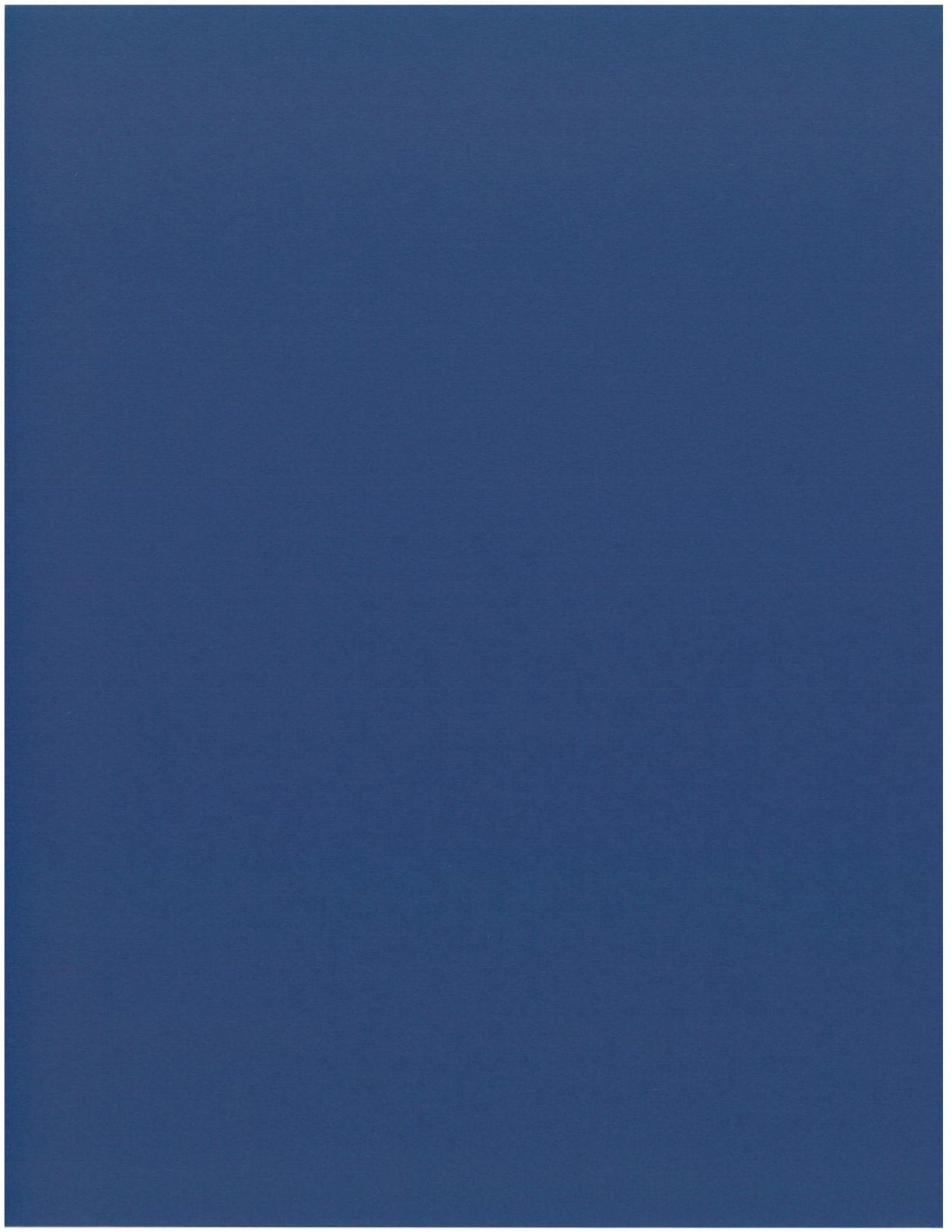
- 2 new Aquatic Facility Employees have been hired to replace the original 2
- Resident Incident (6/16/2020), access has been granted back per the 30 day suspension
- Recreation Center Operations surrounding COVID-19
 - Mandatory mask inside the building
 - El Paso County received violation, followed up with inspection
 - Operating by reservations to sign up to use facility
 - Recent issues surrounding social distancing/ taking guests/ over capacity
 - Email blast warning sent for recent violations pertaining to masks
- Currently open when attendant is available
- Key Fob entry at pool gate – Good to go and operational
- Need to consider multiple repairs to the Pool Mechanical Room before next season
 - Awaiting opinion from Aquatech to specify the repairs needed and possible cost(s), pending their scheduled opinion
- Pool is currently scheduled to close 10/5/2020 as we notice this date best fits temperature trends.

Landscape Maintenance Status/ Review

- Tree replacement is completed
- Getting in contact with a horticulturalist to analyze the park issues

VCC Matters

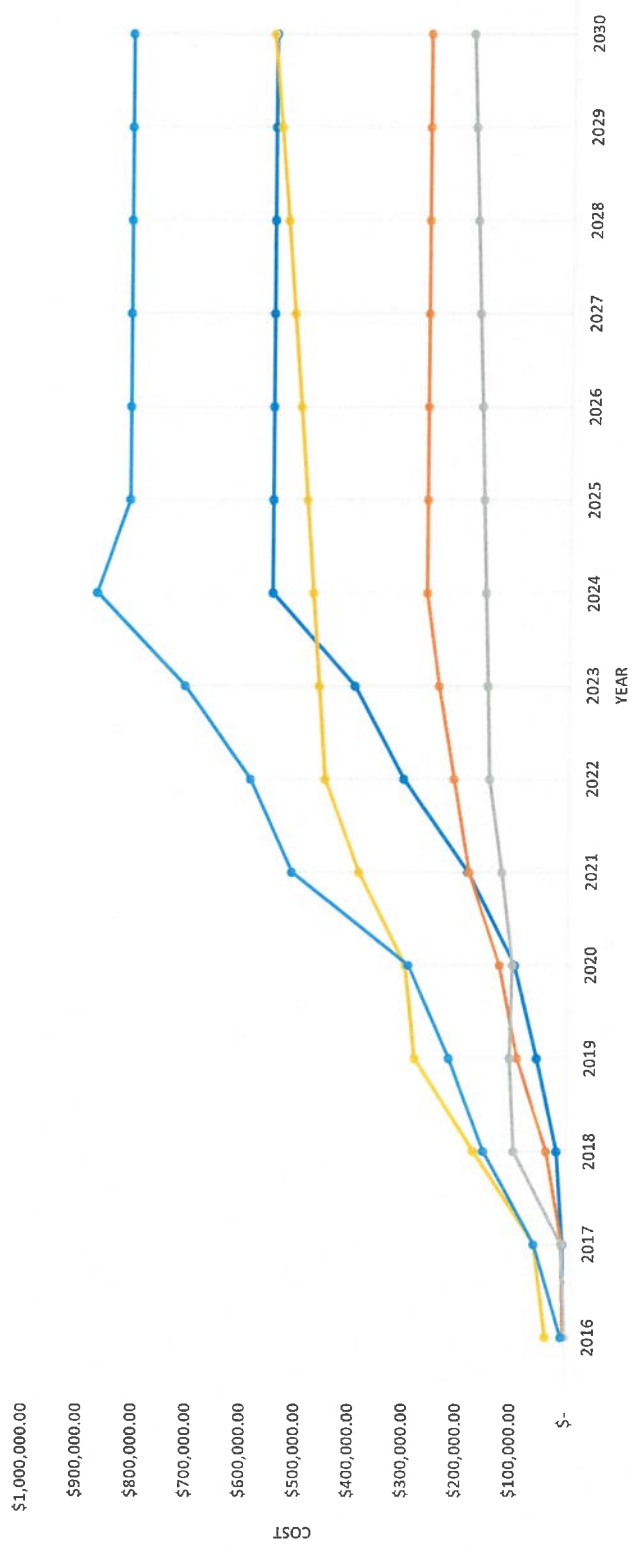
- Violations from prior month are being taken care of or communicated about with the Managers
- Currently 1 vacant VCC position that would be elected in September along with other 2 terms available
 - Received 1 residents' letter of interest, and an additional 2 residents inquired about





O&M Tax Revenue Collected Rec Center/ Pool Expense TOTAL Operating Expense Sum of Other Revenue + Taxes + Rec Fee

Revenues vs Expense



Values

- O&M Tax Revenue Collected
- Rec Center Dues Revenue
- Rec Center/ Pool Expense
- TOTAL Operating Expense
- Sum of Other Revenue + Taxes + Rec Fee

Tax Collection Year