

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

STERLING HILLS WEST METROPOLITAN DISTRICT

Held: Thursday, August 8, 2024, at 6:30 p.m., via video conference at <https://us06web.zoom.us/j/86793962093?pwd=dI2AVBCgNray2EGJj3MwWOxxznv4PC.1> or via telephone conference at Dial-In Number: 1-719-359-4580; Meeting ID: 867 9396 2093, Passcode: 437052. Notices advising members of the public of the login URL and call-in number to join the meeting were posted on the District's website and at the District's regular posting location.

Attendance: A regular meeting of the Board of Directors of the Sterling Hills West Metropolitan District was scheduled in compliance with the laws of the State of Colorado.

The following directors were in attendance:

Michael Lenz, Treasurer
Alberteen Ransom, Secretary
CJ Matthews, Assistant Secretary

The following director was absent (absence excused):

Juliet Uhlott, President

Also present were:

Alicia J. Corley, Icenogle Seaver Pogue, P.C.; Edward W. (Ted) Laves, Colorado Special District Management and Operations; Jenna Trujillo, CliftonLarsonAllen LLP; and Barb Flowers.

1. Call to Order/
Declaration or
Quorum: Mr. Laves, noting the presence of a quorum, called to order the regular meeting of the Board of Directors (the "Board") of the Sterling Hills West Metropolitan District (the "District") at approximately 6:33 P.M.
2. Approval
of/Additions
to/Deletions from
Agenda: After review and discussion, upon the motion of Director Matthews, second of Director Ransom, the Board unanimously approved the agenda, as presented.
3. Director Matters -

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- Conflicts of Interest: Ms. Corley advised the Board that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member confirmed the contents of any written disclosure previously made, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting.
4. Public Comment: None.
5. Approval of Minutes
June 13, 2024
Regular Meeting: As the Board minutes of its June 13, 2024 regular meeting were inadvertently excluded from the meeting packet, upon motion of Director Matthews, second of Director Ransom, and unanimous vote, the Board tabled approval of the June 13, 2024 regular meeting minutes until the next Board meeting.
6. Financial Matters -
Financial Report: Ms. Trujillo reviewed the June 30, 2024 unaudited financial statements and financial report with the Board. After review and discussion, upon motion of Director Lenz, second of Director Ransom, and unanimous vote, the Board accepted the June 30, 2024 unaudited financial statements and the financial report, as presented.
- Claims: Ms. Trujillo presented to and reviewed with the Board the claims of the District from the period June 5, 2024 through August 5, 2024, totaling \$70,828.44. After review and discussion, upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board ratified approval of the interim claims and approved the current claims, as presented.
- Ratification of 2023
Audit: Ms. Trujillo reviewed the 2023 audit with the Board and advised the 2023 audit was filed with an unmodified opinion. After review and discussion, upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board ratified approval of the 2023 audit.
- Engagement of
Auditor for 2024
Audit: Ms. Trujillo presented information to the Board regarding the engagement of Wipfli LLP for the 2024 audit. After discussion, the Board directed Ms. Trujillo to obtain proposals from other auditing firms and to request a reduction in the price from Wipfli LLP to perform the 2024 audit to present to the Board for consideration at the next meeting.

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7. Manager's Report - Mr. Laves discussed with the Board his District Manager's Report which was included in the meeting packet, the following Items were discussed in detail:
- Ratification of Various Contracts: Upon motion of Director Matthews, second of Director Ransom, and unanimous vote, the Board ratified the Additional Services Authorization No. 2024-03 with Environmental Designs, Inc. ("EDI") to replace the irrigation controllers located at 18890 E. Vassar Drive at cost of \$10,557.91, the Work Authorization with R.R.L. Holdings, LLC to remove graffiti from the District's detention pond forebay in for the amount of \$700, the District's purchase of Barn Owl camera in the amount of \$234 to facilitate monitoring of the District's detention pond, along with a corresponding cellular service contract for the camera at a cost of \$15 per month, and the Work Authorization No. 2024-01 with Kinetic Energy Service LLC, d/b/a as ProVac LLC, to vacuum out the District's detention pond forebays and outlet structure in the amount of \$6,000.
- Detention Pond: Mr. Laves reviewed the design objectives of the detention pond and the findings of Martin/Martin. Mr. Laves presented to and reviewed with the Board a proposal to install a camera and solar panel on a metal post in the detention pond. Upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board approved the Work Authorization No. 2024-02 with R.R.L. Holdings, LLC to install the Barn Owl camera and solar panel on a metal post in the detention pond in the amount of \$1,160.70.
- Discussion/Actions Related to Landscaping : Mr. Laves presented to and reviewed with the Board three proposals for the removal and replacement of the cobblestones at Green Park, for irrigation repairs in Green Park, and for booster station repairs in Red Park. Upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board approved the proposal from EDI to remove and replace the cobblestones at Green Park in the amount of \$1,700 and the proposal from EDI to perform irrigation valve repairs in Green Park in the amount of \$3,300, and further authorized engaging Boulder Water Well Service and Supply, Inc. to replace the Red Park booster pump for a cost not to exceed \$3,000.
- New Backboard for Red Park's Small Court: Mr. Laves reviewed with the Board the invoice from Sport Court of the Rockies, LLC for installation of the new backboard for Red Park's small court in the amount of \$1,168 and advised that the backboard will be installed in the near future.

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- Report Regarding 811 Application: Mr. Laves provided an update to the Board on the status of the District's 811 application. Mr. Laves advised the Board that he had completed the 811 application and the District's accountant was submitting payment for the application.
- Swing Set: Mr. Laves presented to and reviewed with the Board a proposal from Ken Stanley with Playground Safety Consultants to install a new swing set in Green Park. The Board discussed its preference for a swing set with 2 bucket swings and 2 normal swings facing the sidewalk to avoid any interference with the fence and children using the slide, if space allows. Upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board approved installing a new swing set and replacement of the playground mulch material for a cost not to exceed \$30,000.
- SHW HOA Fence Repair Plans: Mr. Laves reviewed with the Board the construction notice from the Sterling Hills West Homeowners Association and the scope of the proposed fence replacement. After discussion, upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board approved granting the Sterling Hills West Homeowners' Association a license to use the District's property for its fence replacement project upon execution of a written agreement, subject to the finalization and approval of general counsel.
- Keesen Collection Attempt: Mr. Laves reviewed with the Board the collection attempts related to two Keesen invoices and the District's response to the collection agency disputing the invoices, which was provided on July 16, 2024. Mr. Laves advised the Board that he has not received any further communication from the collection agency.
8. Legal Matters: None.
9. Other Business: None.
10. Adjournment: There being no further business to come before the Board, upon motion of Director Ransom, second of Director Matthews, and unanimous vote, the meeting was adjourned at 7:45 P.M.

DocuSigned by:

Alberteen Ransom

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Secretary of the Meeting