

**DANCING WILLOWS METROPOLITAN DISTRICT
REGULAR MEETING AGENDA**

<u>Board of Directors</u>	<u>Office:</u>	<u>Term Expiration</u>
Bobby Thomas	President	May 2020
Robert Faiks	Vice President	May 2022
R. Lee Jennings	Secretary	May 2022
Nancy Carson	Treasurer	May 2020
Bob Wessels	Director	May 2022

PLEASE NOTE DATE AND TIME

DATE: **Thursday, March 12, 2020**

TIME: **6:30 p.m.**

PLACE: **Dancing Willows Club House
11893 W. Long Circle, Littleton, CO 80127**

- 1) Call to Order/Present Disclosure of Potential Conflicts of Interest/Approve Agenda
- 2) **PUBLIC COMMENT (3-minute time limit per speaker)**
- 3) **FINANCIAL:**
 - a) Ratification/Approval of Payment of Claims (will be provided through separate e-mail)
 - b) Approve Financial Statements for Period Ending February 28, 2020 and Cash Position dated, March 6, 2020 (enclosure)
- 4) **COMMITTEE REPORTS:**
 - a) Communications Committee
 - b) Pool Committee
 - c) Landscaping Committee
 - d) Street Committee
 - e) Clubhouse Committee
- 5) **HOA REPORTS:**
 - a) Patio Homes
 - b) Townhomes
 - c) Condominiums
- 6) **DIRECTOR'S ITEMS:**
 - a) Review and Consider Proposal by Keesen Landscape – 2020 Necrotic Ring Spot Program (enclosure)
 - b) Discussion Regarding Drainage and Manhole in Condo Area
- 7) **MANAGER'S REPORT**
 - a) Review and Approve Minutes of the December 4, 2019 Special Meeting (enclosure)
 - b) Manager Report and Election Update

The next meeting is scheduled for Thursday, June 11, 2019

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	12/5/2019
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last		Last

Sorted By: Check Number

To be Ratified

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
02545	WILLOWBROOK W&S	Willowbrook Water & Sanitation	12/10/2019	1STBANK-CKG	PMCHK00000177	\$364.53
02546	BROWN BROTHERS	Brown Brothers Holdings, LLC	12/9/2019	1STBANK-CKG	PMCHK00000178	\$1,200.00
02547	BROWN BROTHERS	Brown Brothers Holdings, LLC	12/10/2019	1STBANK-CKG	PMCHK00000179	\$49,115.00
02548	BROWN BROTHERS	Brown Brothers Holdings, LLC	12/10/2019	1STBANK-CKG	PMCHK00000180	\$12,645.00
02549	CO SPC DIST P&L	Colorado Special Districts Pro	1/15/2020	1STBANK-CKG	PMCHK00000181	\$9,076.00
02550	CRS OF COLORADO	CRS of Colorado, LLC	1/15/2020	1STBANK-CKG	PMCHK00000181	\$4,167.00
02551	KEESEN	Keesen Landscape Management, I	1/15/2020	1STBANK-CKG	PMCHK00000181	\$28,648.57
02552	METRO SECURITY	Metro Security, Inc.	1/15/2020	1STBANK-CKG	PMCHK00000181	\$116.00
02553	SDA	Special District Association o	1/15/2020	1STBANK-CKG	PMCHK00000181	\$336.80
02554	WILLOWBROOK W&S	Willowbrook Water & Sanitation	1/15/2020	1STBANK-CKG	PMCHK00000181	\$359.68
02555	CO COMM MEDIA	Colorado Community Media	2/20/2020	1STBANK-CKG	PMCHK00000182	\$29.28
02556	CO SPC DIST P&L	Colorado Special Districts Pro	2/20/2020	1STBANK-CKG	PMCHK00000182	\$400.00
02557	CRS OF COLORADO	CRS of Colorado, LLC	2/20/2020	1STBANK-CKG	PMCHK00000182	\$5,431.00
02558	METRO SECURITY	Metro Security, Inc.	2/20/2020	1STBANK-CKG	PMCHK00000182	\$58.00
02559	CARSON, N EXP	Nancy Carson	2/20/2020	1STBANK-CKG	PMCHK00000182	\$7.56
02560	UMB BANK, NA	UMB Bank, N.A.	2/20/2020	1STBANK-CKG	PMCHK00000182	\$400.00
02561	WILLOWBROOK W&S	Willowbrook Water & Sanitation	2/20/2020	1STBANK-CKG	PMCHK00000182	\$361.93

Total Checks: 17

Total Amount of Checks: \$112,916.35

Dancing Willows Metropolitan D
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To:
 Check Number First Last
 Vendor ID First Last
 Vendor Name First Last
 Check Date 3/12/2020
 Checkbook ID First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
02562	SWOMLEY, C (RE)	Carol Swomley	3/12/2020	1STBANK-CKG	PMCHK00000183	
02563	CRS OF COLORADO	CRS of Colorado, LLC	3/12/2020	1STBANK-CKG	PMCHK00000183	\$215.59
02564	KEESEN	Keesen Landscape Management, I	3/12/2020	1STBANK-CKG	PMCHK00000183	\$6,520.00
02565	PERFECT POOLS	Perfect Pools	3/12/2020	1STBANK-CKG	PMCHK00000183	\$22,407.50
02566	WILLOWBROOK W&S	Willowbrook Water & Sanitation	3/12/2020	1STBANK-CKG	PMCHK00000183	\$1,250.00
						\$326.88
Total Checks: 5						Total Amount of Checks: \$30,759.97

AUTO PAY:
 Century Link \$43.44 02/16/2020
 Century Link \$64.39 02/16/2020
 Comcast \$163.62 02/13/2020
 XCEL \$3006.16 03/03/2020

DANCING WILLOWS METROPOLITAN DISTRICT

FINANCIAL STATEMENTS

February 29, 2020

DANCING WILLOWS METROPOLITAN DISTRICT
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
February 29, 2020
Unaudited

	<u>General</u>	<u>Debt Service</u>	<u>Capital</u>	<u>Long-term Debt</u>	<u>Total Memo Only</u>
<u>ASSETS AND OTHER DEBITS</u>					
Current Assets					
Cash in Checking - 1st Bank	\$ 20,248	\$ -	\$ -	\$ -	\$ 20,248
Cash in ColoTrust	291,480	211,402	235,877	-	738,759
Total Current Assets	<u>311,728</u>	<u>211,402</u>	<u>235,877</u>	<u>-</u>	<u>759,007</u>
Other Debits					
Amount to be provided for debt	-	-	-	3,617,845	3,617,845
TOTAL ASSETS AND OTHER DEBITS	<u>\$ 311,728</u>	<u>\$ 211,402</u>	<u>\$ 235,877</u>	<u>\$ 3,617,845</u>	<u>\$ 4,376,852</u>
<u>LIABILITIES AND FUND BALANCES</u>					
Current Liabilities					
Accounts payable	\$ 35,295	\$ -	\$ -	\$ -	\$ 35,295
Total Current Liabilities	<u>35,295</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>35,295</u>
Long Term Debt					
Bonds payable - Series 2017 Refunding	-	-	-	3,585,000	3,585,000
Accrued bond interest	-	-	-	32,845	32,845
Total Long Term Debt	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,617,845</u>	<u>3,617,845</u>
FUND BALANCE					
Tabor emergency reserves	15,590	-	-	-	15,590
Unassigned	298,578	-	-	-	298,578
Debt service - beginning fund balance	-	209,618	-	-	209,618
Capital - beginning fund balance	-	-	235,877	-	235,877
Current earnings	(37,735)	1,784	-	-	(35,951)
Total Fund Balances	<u>276,433</u>	<u>211,402</u>	<u>235,877</u>	<u>-</u>	<u>723,712</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 311,728</u>	<u>\$ 211,402</u>	<u>\$ 235,877</u>	<u>\$ 3,617,845</u>	<u>\$ 4,376,852</u>

**DANCING WILLOWS METROPOLITAN DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
For the Two Months Ended February 29, 2020
Unaudited**

	YTD Actual	2020 Budget	Variance Positive (Negative)	Percent of Budget (17% YTD)
REVENUES				
Property taxes	\$ 6,823	\$ 465,189	\$ (458,366)	1%
Specific ownership taxes	4,177	32,563	(28,386)	13%
Clubhouse rentals	-	4,000	(4,000)	0%
Interest	1,684	16,000	(14,316)	11%
Conservation Trust Funds	-	1,100	(1,100)	0%
Miscellaneous Income	-	500	(500)	0%
Total revenues	12,684	519,352	(506,668)	2%
EXPENDITURES				
<u>General</u>				
Audit	-	4,800	4,800	0%
County treasurer fees	102	6,978	6,876	1%
Directors' fees	-	2,900	2,900	0%
District management and accounting	8,334	50,000	41,666	17%
Elections	3,617	9,200	5,583	-
Grant Funding	-	11,500	11,500	0%
Insurance	10,013	10,700	687	94%
Legal	29	2,000	1,971	1%
Miscellaneous	40	1,000	960	4%
Payroll taxes	444	230	(214)	193%
SDA dues	537	500	(37)	107%
SDA conference attendance	-	1,000	1,000	0%
Utilities	5,041	36,000	30,959	14%
Contingency	-	10,000	10,000	0%
Emergency reserve	-	15,580	15,580	0%
Total general expenditures	28,157	162,388	134,231	17%
<u>Operations and Maintenance</u>				
Clubhouse maintenance	448	2,500	2,052	18%
Clubhouse interior painting	-	7,000	7,000	0%
Landscape contract	-	6,500	6,500	0%
Grounds and landscaping maintenance	216	8,000	7,784	3%
Trees - watering	-	2,400	2,400	0%
Irrigation repairs	-	3,000	3,000	0%
Fence and monument maintenance	-	500	500	0%
Street light repair and maintenance	-	1,000	1,000	0%
Street repairs and maintenance	-	5,500	5,500	0%
Pool chemicals and supplies	-	3,500	3,500	0%
Pool contract	-	6,950	6,950	0%
Pool maintenance	-	5,000	5,000	0%
Reserve study	-	10,000	10,000	0%
Snow removal	21,598	81,500	59,902	27%
Total O&M expenditures	22,262	143,350	121,088	16%
Total expenditures	50,419	305,738	255,319	16%
EXCESS OF REVENUES OVER (UNDER)				
EXPENDITURES	(37,735)	213,614	(251,349)	-18%
OTHER FINANCING USES				
Transfer to Capital Reserve Fund	-	(150,000)	(150,000)	0%
Total other financing uses	-	(150,000)	(150,000)	0%
NET CHANGE IN FUND BALANCE	(37,735)	63,614	(101,349)	
BEGINNING FUND BALANCE	314,168	264,321	49,847	
ENDING FUND BALANCE	\$ 276,433	\$ 327,935	\$ (51,502)	

**DANCING WILLOWS METROPOLITAN DISTRICT
DEBT SERVICE FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
For the Two Months Ended February 29, 2020
Unaudited**

	<u>YTD Actual</u>	<u>2020 Budget</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget (17% YTD)</u>
REVENUES				
Property taxes	\$ 1,670	\$ 113,884	\$ (112,214)	1%
Specific ownership taxes	-	-	-	-
Interest	539	-	539	-
Total revenues	<u>2,209</u>	<u>113,884</u>	<u>(111,675)</u>	<u>2%</u>
EXPENDITURES				
Bond principal	-	40,000	40,000	0%
Bond interest	-	133,500	133,500	0%
County treasurer fees	25	1,708	1,683	1%
Paying agent fees	400	400	-	100%
Total expenditures	<u>425</u>	<u>175,608</u>	<u>175,183</u>	<u>0%</u>
NET CHANGE IN FUND BALANCE	1,784	(61,724)	63,508	
BEGINNING FUND BALANCE	<u>209,618</u>	<u>283,731</u>	<u>(74,113)</u>	
ENDING FUND BALANCE	<u>\$ 211,402</u>	<u>\$ 222,007</u>	<u>\$ (10,605)</u>	

**DANCING WILLOWS METROPOLITAN DISTRICT
CAPITAL FUND
STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
BUDGET AND ACTUAL
For the Two Months Ended February 29, 2020
Unaudited**

	<u>YTD Actual</u>	<u>2020 Budget</u>	<u>Variance Positive (Negative)</u>	<u>Percent of Budget (17% YTD)</u>
REVENUES				
Total revenues	\$ -	\$ -	\$ -	\$ -
EXPENDITURES				
Clubhouse - furniture replacement	-	7,000	7,000	0%
Clubhouse - window coverings	-	5,000	5,000	0%
Street paving/sealing/sidewalk/gutter maintenance	-	120,000	120,000	0%
Total expenditures	-	132,000	132,000	0%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	-	(132,000)	132,000	-
OTHER FINANCING SOURCES				
Transfer from General Fund	-	150,000	(150,000)	-
Total other financing sources	-	150,000	(150,000)	-
NET CHANGE IN FUND BALANCE	-	18,000	(18,000)	
BEGINNING FUND BALANCE	235,877	235,877	-	
ENDING FUND BALANCE	<u>\$ 235,877</u>	<u>\$ 253,877</u>	<u>\$ (18,000)</u>	

DANCING WILLOWS METROPOLITAN DISTRICT
CASH POSITION STATEMENT
For the Two Months Ended February 29, 2020
Adjusted as of March 6, 2020

Account Activity Item Description	CHECKING 1st Bank	INVESTMENT		TOTAL ALL ACCOUNTS
		COLOTRUST*		
		General	Bond Reserve	
BEGINNING BALANCE PER BANK				
YTD credits - Total deposits, wires and transfers	\$ 19,959	\$ 593,197	\$ 181,549	\$ 794,705
YTD debits - Total vouchers, wires and transfers	55,000	18,474	539	74,013
	(53,454)	(55,000)	-	(108,454)
YTD balance	21,505	556,671	182,088	760,264
Less outstanding checks	(1,257)	-	-	(1,257)
Adjusted balance	20,248	556,671	182,088	759,007
Current activity				
Transfers	25,000	(25,000)	-	-
Deposits and interest	-	128	42	170
Payables, auto pay	(34,038)	-	-	(34,038)
Adjusted balance	11,210	531,799	182,130	725,139
Less restricted cash - debt service	-	-	(182,130)	(182,130)
Adjusted unrestricted cash balance	\$ 11,210	\$ 531,799	\$ -	\$ 543,009

*Colostrust Interest rate as of 2/29/20 = 1.76%

General Obligation Refunding Bonds, Series 2017:

	Principal	Interest	TOTAL
Due 06/01/2020		66,750.00	66,750.00
Due 12/01/2020	40,000.00	66,750.00	106,750.00
	40,000.00	133,500.00	173,500.00



January 23, 2020

PROPOSAL #50919

PROPOSAL FOR

SUE BLAIR
 COMMUNITY RESOURCE SERVICES, LLC
 DANCING WILLOWS METROPOLITAN DISTRICT
 S. UNION COURT & W. GOULD LOOP
 LITTLETON, CO 80127

Thank you for allowing us to provide you a quote to perform the work we discussed. We will work out a schedule with you to complete the work once you sign and return this proposal. You may send it via email to service@keesenlandscape.com or fax it to (303) 761-3466. While we do not anticipate any changes to the total cost, Keesen Landscape Management, Inc. does reserve the right to review any proposal that is over 30 days old.

DESCRIPTION OF WORK TO BE PERFORMED

2020 Necrotic Ring Spot Program

Sale	\$716.40
Sales Tax	\$0.00
Total	\$716.40

**DANCING WILLOWS METROPOLITAN DISTRICT
 WORK ORDER SUMMARY**

INCLUDED SERVICES	SALES TAX	TOTAL COST
Necrotic Ring Spot 1	\$0.00	\$358.20

Our recommended lawn care program to treat Necrotic Ring Spot for the current year is based on the latest research from Colorado State University. We have modified our Necrotic Ring Spot (NRS) treatments for the upcoming season to use products which we feel give the highest level of control possible. The NRS program consists of two applications 30 days apart, one in May and the second in June. As always, Keesen Landscape Management, Inc. continues to seek out research and products which provide the best quality results for our customers.

Necrotic Ring Spot 2	\$0.00	\$358.20
<p>Our recommended lawn care program to treat Necrotic Ring Spot for the current year is based on the latest research from Colorado State University. We have modified our Necrotic Ring Spot (NRS) treatments for the upcoming season to use products which we feel give the highest level of control possible. The NRS program consists of two applications 30 days apart, one in May and the second in June. As always, Keesen Landscape Management, Inc. continues to seek out research and products which provide the best quality results for our customers.</p>		
	\$0.00	\$716.40

Due to a change in Colorado's Department of Agriculture Rules and Regulations (Rule 9.04), we are now required to have written permission from our customers to communicate VIA Electronic means. IE (Voice mail, Email, text or fax) about pesticide applications. By signing this contract or addendum you are agreeing to electronic communication.

By 
 Duane Baldwin

By _____

Date 1/23/2020

Date _____

Keesen Landscape Management, Inc.

COMMUNITY RESOURCE SERVICES, LLC

as Agent for

DANCING WILLOWS METROPOLITAN DISTRICT

Note: Unless otherwise specified in the work order, all required irrigation repairs/modifications will be done at a time and materials rate of \$68.00 per man hour.

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF DANCING WILLOWS METROPOLITAN DISTRICT HELD WEDNESDAY, DECEMBER 4, 2019

A special meeting of the Board of Directors of the Dancing Willows Metropolitan District was held on December 4, 2019, at 6:30 p.m., at the Dancing Willows Clubhouse, 11893 W Long Circle, Littleton, CO 80127.

ATTENDANCE The special meeting of the Board of Directors of the Dancing Willows Metropolitan District was called and held, as shown, in accordance with Colorado law. The following Directors were present:

In attendance were Directors:

Bobby Thomas, President
Robert Faiks, Vice President
Lee Jennings, Secretary
Nancy Carson, Treasurer
Bob Wessels, Director

Also in attendance were:

Sue Blair and Marcos Pacheco, CRS of Colorado
Linda Davis
Clint & Carol Flynn
Marjorie Houldieson
Bill Brussels
Carol Swomley
Kathie Sobas
Larry Stern
Kathy Jackson
Irene Jakstas
Gloria Steinmetz
Debbie Patterson
Irene Weigel
Ken Kaul
Bob Daley
Donna Thomas
Craig Couture
Bill Anderson
Bob Carson
Jim McCall
Ron & Terry Wheat
Linda Rohlman
Ron Petroff
S. Goldson

RECORD OF PROCEEDINGS

Barbara Bergonz
Marilyn Watson
Lauren Dawne
Patrick O'Keefe
Fayre Ruszczyk
Nora Ruppert
Peter Mannion
Thomas Nolan
Michael Leky
LaRay Welman

CALL TO ORDER DISCLOSURE OF CONFLICTS OF INTEREST

The meeting was called to order by Director Thomas at 6:30 p.m. There were no potential conflicts of interest that were disclosed.

AGENDA APPROVAL

Director Wessels amended the agenda by moving the survey result in front of the financial report and adding snow discussion during street report. Upon second by Director Thomas, vote was taken, and motion carried unanimously.

INITIAL PUBLIC COMMENT

Bob Dayle presented his opposition to increasing the mill levy. Stated that he believes that raising the mill levy will not be a substantial amount of money to pay off the bonds early. The petition that was circulated in the District was used as a survey by the Board.

Fayre Ruszczyk voiced concern about the interest being paid over the long term and would rather pay the debt off earlier. Brought to the Board's attention the investigative report surfacing about Metro Districts.

Condo HOA President. The condo values went up substantially and the monthly expenditures are too high. Requested the mill levy go down.

AMENDED AGENDA ITEM

Survey Results – Director Wessels presented the results with a handout. There were several calls regarding misconception that the mill levy would be increased, and that clarification is needed.

FINANCIAL

The Board reviewed the claims to be ratified represented by check nos. 2526 - 2532. Director Carson moved that the Board ratify the claims as presented. Upon second by Director Faiks, vote was taken, and motion carried unanimously.

The Board reviewed the current claims represented by check nos. 2533 - 2545, totaling \$14,663.74. Director Carson moved that the Board approve the current claims as presented. Upon second by Director

RECORD OF PROCEEDINGS

Faiks, vote was taken, and motion carried unanimously.

Ms. Blair reviewed the financial statements and cash position with the Board, Director Carson moved that the Board accept the financial statements as presented. Upon second by Director Faiks, vote was taken, and motion carried unanimously.

Consider Approval of 2020 Budget, Certification of Mill Levies, and 2020 Expenditures. Ms. Blair presented changes and noted that the public hearing was held on October 3, 2019. Changes presented are as follows:

- Add \$500 to fence and monument for maintenance in general fund.
- Transfer \$150k to capital
- Change street paving/sealing/sidewalk/gutter in capital to \$120k
- Leave debt at 11.8 mills and then general lowered to accomplish 60 mills overall.

Director Thomas moved to approve the 2020 Budget as amended, certify a total mill levy of 60.000 and appropriate 2020 expenditures. Upon second by Director Jennings, vote was taken, and motion carried unanimously.

COMMITTEE REPORTS:

Communications Committee - Director Wessels reported survey results and thanked Nora Rupert and Jo Wessels for their work on DW United.

Pool Committee – Director Faiks stated that the District saved money on the re-plastering. There will be more to report at the March meeting.

Landscape Committee – Carol Swomley noted that only \$3592 of the \$8k budget was spent. Ms. Swomley asked for a detailed report on funds spent to date for landscape and maintenance.

Street Committee - Brown Brothers will be performing the concrete work per the schedule provided at the meeting.

Clubhouse Committee – Added discussion on snow. Director Thomas presented the following information. Keesen employee was photographed damaging a pole. Keesen is willing to reimburse the District for the damage. Director Jennings brought up concerns about current drainage problems and the need to do concrete work in the condo area next year. Jo Wessels updated the Board on the snow situation and recommendations. Residents need to be informed on why certain roads are cleared first. Explanation of the current changes and information sent out. Suggest a mail blast asking for issues from each resident. During a storm, Keesen would have to verify from a check list

RECORD OF PROCEEDINGS

that the District is completed. Jo Wessels suggested there would be one-point person for every storm and suggested creating a position, possibly paid.

Clubhouse – Director Carson updated the Board on the 2019 rentals and stated there were over 125 rentals. The 2020 season is already booking.

HOA REPORTS

Patio – No report.

Townhomes – Director Carson reported that some of the townhomes have roof leaks and they lost a pine tree. All matters are being taken care of.

Condos – Had their annual meeting last week. Increasing dues by \$15.00 per month. Now have a third director on their board. Need to address the downspouts in 2020.

DIRECTORS ITEMS

2020 Annual Administrative Resolution – Director Jennings moved that the Board adopt the resolution as presented. Upon second by Director Faiks, vote was taken, and motion carried unanimously.

Resolution Calling an Election in May of 2020 – Director Faiks moved that the Board adopt the resolution as presented. Upon second by Director Carson, vote was taken, and motion carried unanimously.

MANAGER'S REPORT

Minutes of the October 3, 2019 Special Meeting – Director Thomas moved that the Board approve the minutes. Upon second by Director Carson, vote was taken, and motion carried unanimously.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made, seconded and unanimously carried, the Meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Secretary for the Meeting