

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF SUNDANCE HILLS METROPOLITAN DISTRICT HELD JANUARY 14, 2020

A special meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on January 14, 2020, in the Sailfish Room at the District's Clubhouse, 5626 South Galena Street, Greenwood Village, Colorado.

Attendance

Directors:
Erin Kindy
Stacie Sarsfield

Absent, whose absence was excused:
Amy Fehr

Also in attendance were:
Sherrie Courtney
Donna Johnson
Sarah Shepherd, Circuit Rider of Colorado
Matt Mundy, MPM Recreation & Management

Call to Order/Agenda/Conflict s of interest

Director Sarsfield called the meeting to order at 7:06 pm and declared a quorum.

The Agenda was approved by acclamation acknowledging that items may be taken out of order.

Public Input:

Ms. Johnson asked about the annual meeting schedule so there would be no conflict with the HOA regular meetings and the HOA Semi-annual public meeting.

Board Member & Manager Items:

The Board reviewed the meeting dates for 2020 and confirmed dates.

Ms. Shepherd detailed the Civic Rec system and process still needed to launch in April 2020 for the swim registration.

Pool Manager's Report:

Mr. Mundy presented the pool report to the Board. Mr. Mundy reviewed the pricing for pool pump room remodel updates. Mr. Mundy detailed the change-over from a chlorine to saline system that could be possible when the renovations are completed. The saline system is typically known to be better on skin and less expensive to maintain.

Buildings & Grounds:

Community Center (Sailfish Room):

Ms. Shepherd reported on the repair and maintenance work at the Sailfish Room.

Tennis Update:

Director Kindy will check in with Scott Fong to see what the plan is for the year. The new covered benches will be ordered and an estimate for new trash cans will be presented so all can be installed during the spring ramp up.

Open Space & Facility Updates:

The parking lot lights will be repaired once the ground thaws.

Legal Items:

Ms. Shepherd reported on the election calendar including the self-nomination filing process and the call for nominations.

Financial Matters:

Ms. Shepherd presented the November and December 2019 financial reports. Discussion followed regarding the choice to pay off the 2006 bond series early or funding the pump-room repairs, plus the potential financing process for new capital improvement and repair dollars.

Long term planning:

The Board reviewed long term capital improvement plan. The Board reviewed potentially seeking feedback from the public to gather more input for planning items, which could include a community survey.

Minutes:

Upon a motion by Director Sarsfield and seconded by Director Kindy, the Board voted 2-0 to approve the November 2019 meeting minutes, as presented.

Adjournment:

The meeting was adjourned at 7:05pm.

The next meeting will be a Regular Meeting, held on Wednesday, March 11, 2020 at 7 P.M. in the Sailfish Room at the Director's Clubhouse, 5626 S. Galena Street, Greenwood Village. The meeting is being held on a Wednesday and one week prior to the typical 3rd Tuesday of the month in order to avoid a schedule conflict with the HOA meeting and to hold the meeting before Spring break. Public comment is welcome.



RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF SUNDANCE HILLS METROPOLITAN DISTRICT HELD March 11, 2020

A special meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on March 11, 2020, in the Sailfish Room at the District's Clubhouse, 5626 South Galena Street, Greenwood Village, Colorado.

Attendance

Directors:

Erin Kindy
Stacie Sarsfield
Amy Fehr

Also in attendance were:

Bailey Foley, Resident
Mike Draudt, Resident
Sherrie Whitehead, Resident
Lindsey Reese, District Management
Sarah Shepherd, District Management

Call to Order/Agenda/ Conflicts of interest

Director Sarsfield called the meeting to order at 7:08pm and declared a quorum.

The Agenda was approved by acclamation acknowledging that items may be taken out of order.

Public Input:

Ms. Shepherd confirmed with Ms. Whitehead that the vendor who had expressed interest in the concessions services for the summer pool season was no longer interested in serving. The board will consider looking into alternative contractors for this or future seasons.

Board Member & Manager Items:

The tab on the computer browser says “Mysite” and it was discussed updating that. The mobile version is also difficult to use. Ms. Reese will look into that.

Civic Rec Online Registration

A few meetings are scheduled to finalize details with Civic Rec. There are a few challenges with tennis teams and the Civic Rec system. Discussion followed for ways to sign up as a tennis team with the Civic Rec system in use. Ms. Reese reviewed the external view of Civic Rec with the Board.

Training for Civic Rec will be scheduled for board members involved in the registration system administration and financial reporting processes.

Board member roles were discussed and duties that are involved, including the keypad and security system training for entry into the Sailfish room.

Pool Manager’s Report:

Nothing to present in off season and will be reported in April to prepare for pool opening and swim team.

Buildings & Grounds:

The board asked district management to order and have new larger trans cans installed at the courts in order to remove the current hanging cans that are often used to prop open gates and to allow for a larger volume of trash inside the courts.

Trash cans for the tennis courts that are square with brown faux-wood exterior or brown metal.

The Board reviewed the cabanas to purchase for the tennis courts.

Ms. Shepherd discussed possible grant revenue with USTA available for resurfacing costs in further future years when that time comes again to resurface courts.

Legal Items:

Election update

Ms. Shepherd reviewed an election update to the Board. It is anticipated that one candidate who find a self-nomination form intends drop out of the race, but Ms. Shepherd has not received documentation of that yet. The mail ballot plan has been submitted as if the election is occurring.

Bond discussion

The bond maturity was discussed. Ms. Shepherd discussed with Jeff Erb regarding receiving more feedback from the community and to gather more feedback on other items that the community might want to improve upon and consider asking voters to authorize a 30-40 year bond at lower interest rate possible, in order to not raise taxes but to instead continue the current rate of taxes. A survey was discussed to see what the community would like to see as a priority. Dawn Schilling, the accountant for the District, wanted the Board to consider not raising pool fees to bridge growing expense costs in the future, but instead to consider the approval of a general mill levy increase, which hasn't been done in many years.

There was a concern raised from a community member that in prior years the district collected a debt service mill levy in order to possibly fully pay for the bond debt earlier than its current scheduled retirement date, and asked if the bond could be paid off in June of 2020. The reserves in the debt service fund do not equal the amount necessary to fully repay the current bond amount in June of 2020, and will not seek to use general operating funds to achieve this early payoff, but will look to see when and if the debt service can be paid off in future cycles.

A survey was discussed as being disseminated to gather more community input in the coming months.

Audit exemption

The audit exemption forms was presented to the Board for review. Upon motion by Director Sarsfield and seconded by Director Kindy the Board voted 3-0 to approve the application for audit exemption.

Financial Matters:

Director Fehr reviewed the financials with the Board.

Upon motion by Director Sarsfield and seconded by Director Kindy, the Board voted 3-0 to approve the financial reports for the period ending January 31, 2020 and February 29, 2020.

Director Fehr discussed having monthly statements from Global Payments in order to reconcile withdrawals. Circuit Rider will look into this.

Minutes:

Upon a motion by Director Sarsfield and seconded by Director Fehr, the Board voted 3-0 to approve the January meeting minutes, as presented.

Adjournment:

Meeting adjourned at 8:22pm.

The next meeting will be a Regular Meeting, held on April 21 at 7 P.M. in the Sailfish Room at the Director's Clubhouse, 5626 S. Galena Street, Greenwood Village. Public comment is welcome.

Minutes approved on:



Secretary for meeting

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SUNDANCE HILLS METROPOLITAN DISTRICT HELD APRIL 7, 2020

A regular meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on was held on April 7, 2020, as a Virtual Meeting on Zoom, due to the health closures.

Attendance

Directors:

Erin Kindy
Stacie Sarsfield
Amy Fehr

Also in attendance were:

Kira Imrie, Circuit Rider of Colorado
Lindsey Reese, Circuit Rider of Colorado
Scott Fong, SF Tennis
Matt Mundy, MPM Recreation
JC Chambers, MPM Recreation
Carolyn Pace, Wompost

Community Members:

Marcella Murphy, Swim Team Representative
Gabe Gelman, Resident
Adam Lyons, Resident
Jason Pomerantz, Resident
Bailey Foley, Resident
Michael Draudt, Resident
Rebecca Hite, Resident
Susan Tews, Resident
Steve [missing last name], Resident
Stacie [missing last name], Resident
Jeff Erb, Resident
Emma Gurock, Resident
Sally Newcomb, Resident
Keith Berman, Resident
Mindy Dyvine, Resident
Stephanie Kamlet, Cherry Creek Vista Park and Recreation District
Jill Henden, Resident
Meg Applequist, Resident
Sherry Whitehead, Resident
Terry Wong, Resident

Call to Order/Agenda/ Conflicts of interest

Director Sarsfield called the meeting to order at 7:03pm and declared a quorum.

The Agenda was approved by acclamation acknowledging that items may be taken out of order.

Public Input:

Carolyn Pace from Wompost attended the meeting to request the District become a new place for compost dropoff due to restrictions with home pickup during the COVID-19 pandemic. It would be a 64-gallon large trash bin and locked to follow CDC safety guideline and picked up weekly by Alpine Waste. Carolyn would pay for the cost of the bin. She has 50 customers within the area and would like to use the area to create a drop off bin. Once social distancing has stopped, it could be removed, or if it becomes something people like, they could continue offering.

Odor from the bin was discussed as a concern. Ms. Pace discussed that because the bin is emptied weekly, and there aren't odor issues with it being a compost materials. People can add sawdust to the bin to help eliminate the odor. All bins come with locks to keep animals out.

Mindy Dyvine would like to discuss the addition of the bins with surrounding neighbors.

Ms. Pace discussed she can't smell two feet away from the compost bin she currently has. It also has to do with the frequency of pickup. Sawdust can be added to help eliminate the odor. She also addressed pests. Locks come in handy to keep animals out.

Director Sarsfield discussed the trash cans at the Sailfish room are taken out weekly and depends on the rentals. The Board discussed consulting immediate neighbors surrounding the area and the health and safety of residents during COVID-19.

Donna Johnson would like to post a banner at the outside of the walkway leading to the Sailfish Room for a 50-year anniversary of the community.

Board Member & Manager Items:

The tab on the computer browser says "Mysite" and it was discussed updating that. The mobile version is also difficult to use. Ms. Reese will make those updates.

Civic Rec

A few meetings are scheduled to finalize details with Civic Rec. There are a few challenges with tennis teams and the Civic Rec system. Discussion followed for ways to sign up as a tennis team with the Civic Rec system in use. This will be further reviewed and updated accordingly.

Pool Manager's Report:

The Board reviewed closures at the park, tennis and swimming pool due to COVID-19. Mr. Mundy discussed what is involved opening the pool, and that it would take two weeks from start to finish.

Marcella Murphy presented the swim team report to the Board. Registration for swim team is being delayed for administrative logistics until after April 30th. The swim league has cancelled all swimming until at least April 30th. A lot is unknown for when the pool can open up for the season, if at all. Mr. Mundy will not start opening the pool until at least April 30th, and anticipates further delays with the State.

JC Chambers discussed trimming \$30,000 from the current contract with making adjustments. The biggest concern is membership rates and enough cash flow to keep the pool open for the year. Mr. Chambers and Mr. Mundy would like to administer a survey to gather feedback from the community on their level of interest in using the pool, if it were to open.

They discussed possibly opening one pool between Cherry Creek Vista Park and Recreation and Sundance Hills Metro District if registration was low, to allow for reduced costs. Ms. Shepherd discussed options through the COVID-19 relief fund for the swim team, since they are a nonprofit organization. Another option of requesting a deposit that could be carried over to 2021 was discussed. It was recommended to hold-off on opening registration until at least May 1st.

Buildings & Grounds:

Scott Fong presented a tennis registration update to the Board. Junior Team Tennis and USTA registrations are due in Colorado on May 1st. It was discussed delaying registration until more is known. The tennis courts have been locked until further notice. The new benches and cabanas have been installed at the courts. If there is excess trash, it was discussed that JBK can come out to clean up.

The solar light has been turned back on. Potential USTA grants are available and can help with lighting, and other projects at the courts. There have been kids jumping the tennis court fence and the Board discussed concern with injuries, etc.

The Sailfish room will remain closed.

The dog waste service contract was discussed as needing to be signed and returned. Mulching and updates and repairs for areas around the tennis courts. That work order will be deferred until later this year if funding is available.

Essential services were discussed at the facility and what the budget will look like if the pool does not open. Reserves will not be needed if the pool does not open.

Legal Items:

The election has been canceled for May. Bailey Foley, Jeff Erb, Gabe Gelman and Mike Draudt will all be new Board members starting in May.

Financial Matters:

Director Fehr presented the financials to the Board. Director Fehr discussed the tennis key issues with returning keys at the end of the season. Director Fehr would like to discuss this in the future.

Upon motion by Director Sarsfield and seconded by Director Kindy, the Board approved 3-0 the March financials.

Minutes:

Upon a motion by Director Sarsfield and seconded by Director Fehr, the Board voted 3-0 to approve the March meeting minutes, as presented.












































Adjournment:







































Meeting adjourned at 8:24pm.

The next meeting will be a Regular Meeting, held on May 19, 2020 at 7 P.M. in the Sailfish Room at the Director's Clubhouse, 5626 S. Galena Street, Greenwood Village. Public comment is welcome.



Secretary for meeting

- LR** Lindsey Reese (Me)  
-  Sarah Shepherd (Host)   
- AF** Amy Fehr  
- BM** Bryce Murphy  
- C-** Carolyn - Wompost  
- S** staciesarsfield  
- AL** Adam Lyons  
-  Bailey Foley  
- EG** Eli Gurock  
- E** erinkindy  
- GG** Gabe Gelman  
- I** iPhone  
- JP** Jason Pomerantz  
- J** JChambers  
- JE** Jeff Erb  
- J** jhenden  
- KB** Keith Berman  
- KI** Kira Imrie  
- MM** Matt Mundy  
- MI** Michael's iPhone  

GG	Gabe Gelman	 
I	iPhone	 
JP	Jason Pomerantz	 
J	JChambers	 
JE	Jeff Erb	 
J	jhenden	 
KB	Keith Berman	 
KI	Kira Imrie	 
MM	Matt Mundy	 
MI	Michael's iPhone	 
M	Molly	 
RH	Rebecca Hite's iPad	 
SN	Sally Newcomb	 
SF	Scott Fong	 
S	stephanie	 
S	Steve	 
S	susan	 
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RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF SUNDANCE HILLS METROPOLITAN DISTRICT HELD May 11, 2020

A special meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on May 11, 2020, at 6:30 pm on a Zoom conference call, due to facility closures related to Public Health Order 20-24 (Stay-At-Home).

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities
Jeff Erb, President
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Also in attendance were:

Stacey Sarsfield, Outgoing Board Member
Erin Kindy, Outgoing Board Member
Jackie Larson, Resident
Jill Henden, Resident
Sarah Jamieson, Resident
Scott Berman, Resident
Dawn Schilling, Schilling and Company Inc.
Susan Buckheit, Resident
Adam Lyons, Resident
Tom George, District Counsel
Lauren and Wade Young, Residents
Terry Wong, Resident
Jenn Hayes, Resident
Julie (last name not provided)
Steve Crawford, Resident
Amy Bittner, Resident
Cindy, (last name not provided)
Mike, (last name not provided)
Tara Zimmerman, Resident
Sherry Whitehead, Resident
Mindy Davine, Resident
Eli Gurock, Resident
JC Chambers, Pool Management
Andrea Harvey, Resident
Amy Bittner, Resident
Corinne O'Doherty, Resident
Julie, (last name not provided)
Randy Davis, Resident
Jenn Hayes, Resident
Sally Newcomb, Resident
Scott Fong, Tennis Lessons
Lisa Wanger, Resident
Todd Berkowitz, Resident
Lindsey Reese, District Management
Sarah Shepherd, District Management

**Call to Order/Agenda/
Conflicts of interest**

Director Fehr called the meeting to order at 6:33pm and declared a quorum.

The Agenda was approved by acclamation acknowledging that items may be taken out of order.

Tom George explained the conflict of interest direct financial interest that is on the agenda for the meeting. Tom George and Dawn Schilling introduced themselves to the new Board members.

Legal Items:

Ms. Shepherd described the process for the oath of office for the new board members. Due to the current circumstances, the new members will scan their signed copy of the oaths to Ms. Shepherd for filing.

Director Fehr administered the oaths of office to the new Board members and they were sworn into office.

Public Input:

Public input was given throughout the meeting during the pool facility and pool manager report.

**Board Member &
Manager Items:**

The possibility of opening tennis courts was discussed. The Board asked what the legal ramifications might be should someone become injured or sick as a result of using the tennis courts.

Rebecca Hite reported that South Suburban has opened some tennis courts, and on May 9 all courts under the management of Greenwood Village will have opened. All of the tennis courts that are open are for recreational play.

USTA is putting out recommendations for how to play during the health crisis. Registration has occurred, but the start date for all leagues will not be before May 30th.

The board reviewed protocols from other courts and facilities that are open. The Board discussed how rules should be communicated to users. The tennis keys distribution process was discussed. Tennis courts were re-keyed around two years ago. An improvement for tennis court key system would be welcome. Director Fehr discussed the cost for implementing and maintenance for a system of that type.

Policies for opening the tennis courts will be developed by legal counsel, district management and reviewed by the board.

Director Gelman discussed potentially changing the tennis memberships or re-keying. Dawn Schilling supported the idea of creating a separate tennis membership, instead of it being together with a pool membership. Discussion followed.

Pool Manager's Report:

JC Chambers attended the meeting to discuss the pool opening. MPM has been watching all developments with the State. Today, Governor Polis announced that opening rules for sports camps, pools, etc. will be determined on May 25th. The pool is part of "stage three" of the "safer at home order." MPM is waiting until the 25th to see what guidelines are released. It would take 2-3 weeks to open the pool, which would put the opening date on or around June 15th.

Opening will look very differently than in the past. The occupancy will be reduced this year, if the facility is able to open at all. Mr. Chambers has been in contact with Tri-County Health. Tri-County Health suggests that the District wait until the 25th to be safe.

Full capacity is 222 for the pool. Different scenarios were discussed as options for opening the pool. Other states are not allowing bathroom use for frequent use, but for emergencies, which could be difficult with children. Discussion followed.

The expense to run the pool itself is directly dependent on membership. The budgeted pool revenue is about \$130,000. If it is only 50% membership, it could create issues with the District needing to fund some of the expense through its reserve funds.

Mr. Chambers presented pool survey results to the Board. If the order was lifted for opening on or around June 15, 84% of respondents said they would join the pool membership. With this data, MPM anticipates that membership will be down approximately 50%. If the pool opening was delayed through June 30th, an additional 12% dip in membership is expected. Other notable input was the expectation for a pro-rated membership, should the pool open after June 15. Director Fehr conducted an analysis for closing the pool and what the costs would be. Mr. Chambers will report back to the Board the minimum costs for opening the pool, under a few scenarios so the Board can discuss options.

Health precautions, possible processes and policies for lifeguards were discussed.

Buildings & Grounds:

Nothing further to report.

Financial Matters:

Director Fehr reviewed the financials and the banking summary with the Board.

Upon motion by Director Erb, and seconded by Director Foley, the Board voted 5-0 to approve the financial reports for the period ending the April 30, 2020.

Minutes:

April meeting minutes will be reviewed at the next meeting.

The Board reviewed when they would next meet to discuss ongoing development regarding facility opening. The meeting date will be Monday, May 18th at 6:30pm.


The regular scheduled board meetings will be discussed at the next Board meeting.































Upon a motion made by Director Foley, with a second by Director Erb, the board voted 5-0 to adjourn the meeting at 8:20pm.


The next meeting will be a Special Meeting, held on Monday, May 18 at 6:30pm. via Zoom. Public attendance is welcome.







Secretary for meeting

- MD** Mindy Davine ~~/~~ 5
- RD** Randy Davis ~~/~~ 5
- RH** Rebecca Hite ~~/~~ 1
- SN** Sally Newcomb ~~/~~ 5
- SJ** Sarah Jamieson ~~/~~ 5
- SB** scott berman ~~/~~ 5
- SF** scott fong ~~/~~ 5
- SW** Sherry Whitehead ~~/~~ 5
- SS** Stacie Sarsfield ~~/~~ 5
- SC** Steve Crawford ~~/~~ 5
-  Susan Buckheit ~~/~~ 5
- TZ** Tara Zimmerman ~~/~~ 5
- TW** Terry Wong ~~/~~ 1
- TB** Todd Berkowitz ~~/~~ 5
- TG** Tom George ~~/~~ 1

 EG	Eli Gurock	
 E	Erin	
 GG	Gabe Gelman	
	Gina Higbie	
 JL	Jackie Larson	
 JE	Jeffrey Erb	
	Jenn Hayes	
 JA	Jennifer Ades	
 JH	Jill Henden	
 KB	Keith Berman	
 LA	Lauren and Wade Young	
 LW	Lisa Wanger	
 LB	Lori Boccato	
 L	lucas	
 M	Mike	

 Amy Fehr 

 Dawn Schilling 

 JC Chambers 

 Julie 

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 A B 

 Adam Lyons 

 Amy Bittner 

 bailey foley 

 Corinne O'Doherty 

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF SUNDANCE HILLS METROPOLITAN DISTRICT HELD May 18, 2020

A special meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on May 18, 2020, on a Zoom conference call at 6:30 p.m. due to facility closures related to Public Health Order 20-24 (Stay-At-Home).

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities
Jeff Erb, President
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Also in attendance were:

Brooke Harris, Resident
JC Chambers, MPM Recreation
Dawn Schilling, Schilling and Company Inc.
Marc Brosseau, Resident
Tara Zimmerman, Resident
Scott Fong, SF Tennis
Sherry Whitehead, Resident
Shane Lee, Resident
Jason Pomerantz, Resident
Reg Craigo, JBK Landscape Inc.
Randy Davis, Resident

(please see additional residents in attendance on the final pages)

Call to Order/ Agenda/Conflicts of interest

Director Gelman called the meeting to order at 6:34pm and declared a quorum.

The Agenda was approved by acclamation acknowledging that items may be taken out of order.

No conflict of interest were reported.

Public Input:

Director Gelman opened up public input. There was discussion with strong support voiced by community members in favor of opening up the tennis courts, and discussing ways to reserve the tennis courts.

Board Member & Manager Items:

None.

Buildings & Grounds:

Tennis courts:

The tennis court rules were discussed and reviewed with the Board. They were drafted with guidelines from the USTA. Scott Fong discussed his comfort level with small family level and group level tennis groups. SF Tennis will use all their own equipment. Director Draudt discussed following the Greenwood Village rules and thinks they are in line with what has been presented. The Board encouraged a sign-up option to use the tennis courts. Director Foley asked about how leagues would work.

Ms. Shepherd asked for clarification on Scott Fong's ability to give private lessons before the reservation system is up and running.

Legal Items:

At 6:43 pm, upon motion by Director Gelman and seconded by Director Draudt, the Board voted 5-0 to move into executive session, pursuant to C.R.S., Section 24-6-402(4)(e) determining positions relative to matters that may be subject to negotiations with respect to the lease of the pool facility to Aquawolves Swim Team and pool management contract modifications with MPM Recreation Management for the 2020 season.

Upon motion by Director Fehr and seconded by Director Erb, the Board voted 5-0 to leave executive session at 8:43pm.

Discussion followed regarding the Aquawolves contract.

Upon a motion by Director Gelman, and seconded by Director Draudt, the Board voted 5-0 to approve the Aquawolves contract for three months, using the form recommended by legal counsel.

Once the agreement is signed, MPM will start opening the pool. Director Gelman would like to schedule another meeting after the contract is approved and after Governor Polis makes his announcement on pool use rules.

Pool Manager's Report:

JC Chambers reviewed the different financial scenarios with the Board.

The Board reviewed the different scenarios for pool opening options, including options if the pool is not open at all. The goal of opening the pool is to make it as safe as possible. The Board looked at a model that works to meet these criteria, contingent upon a State announcement and requirements, and will open the pool following that scenario, if possible, while also attempting to keep membership rates at current budgeted levels. The Board discussed having Aquawolves start June 1st, then the pool will be ready to open as soon as possible. Aquawolves will be a revenue stream to help get the pool open this year. Registrations and time reservation sign-ups will be available through the Civic Rec System. The system is not ideal for such reservations but will be utilized as best as possible.

Adjournment:

The Board would like to see how things move forward before scheduling the next meeting and will announce the meeting, as needed.


Registration will stay closed until next week, awaiting further direction by the State.





























Upon a motion made by Director Foley, with a second by Director Draudt, the board voted 5-0 to adjourn the meeting at 9:38pm.

The next meeting Regular Meeting is scheduled for June held on Tuesday, June 23, at 7 P.M. in the Sailfish Room at the Director's Clubhouse, 5626 S. Galena Street, Greenwood Village. Public attendance is welcome.







Secretary for meeting

- MD** Mindy Davine ~~/~~ 5
- RD** Randy Davis ~~/~~ 5
- RH** Rebecca Hite ~~/~~ 1
- SN** Sally Newcomb ~~/~~ 5
- SJ** Sarah Jamieson ~~/~~ 5
- SB** scott berman ~~/~~ 5
- SF** scott fong ~~/~~ 5
- SW** Sherry Whitehead ~~/~~ 5
- SS** Stacie Sarsfield ~~/~~ 5
- SC** Steve Crawford ~~/~~ 5
-  Susan Buckheit ~~/~~ 5
- TZ** Tara Zimmerman ~~/~~ 5
- TW** Terry Wong ~~/~~ 1
- TB** Todd Berkowitz ~~/~~ 5
- TG** Tom George ~~/~~ 1

 EG	Eli Gurock	
 E	Erin	
 GG	Gabe Gelman	
	Gina Higbie	
 JL	Jackie Larson	
 JE	Jeffrey Erb	
	Jenn Hayes	
 JA	Jennifer Ades	
 JH	Jill Henden	
 KB	Keith Berman	
 LA	Lauren and Wade Young	
 LW	Lisa Wanger	
 LB	Lori Boccato	
 L	lucas	
 M	Mike	

 Amy Fehr 

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 Adam Lyons 

 Amy Bittner 

 bailey foley 

 Corinne O'Doherty 

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF SUNDANCE HILLS METROPOLITAN DISTRICT HELD MAY 27, 2020

A special meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on May 27, 2020, via Zoom, due to the Public Health Order 20-24 (Stay-At-Home).

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities
Jeff Erb, President
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Also in attendance were:

Eli Gurock, Resident
Marc Brosseau, Resident
Sherry Whitehead, Resident
Lisa Mauvais, Resident
JC Chambers, Pool Management
Tom George, District Counsel
Linda Houlihan, Resident
S Crawford, Resident
Scott Fong, Tennis Lessons
Sally Newcomb, Resident
Reg Craigo, JBK Landscape Inc.
Shane Lee, Resident
Rebecca Hite, Resident
Keith Berman, Resident
Tara Zimmerman, Resident
Dawn Schilling, District Accountant
Brian Henden, Resident
Jason Pomerantz, Resident
Brooke Harris, Resident
Sean Hatzenbuehler, Aquawolves Coach
Julie Williams, Resident
Randy Davis, Resident
Marcella Murphy, Swim Team Parent Representative
Nicholas Levine, Resident
Cindi Gelman, Resident
Lindsey Reese, District Management
Lauren Young, Resident
Wade Young, Resident
Susan Buckheit, Resident
Amy Fetter, Resident
Max Henden, Swim Coach
Allyson Ross, Resident
Jason Pomerantz, Resident
Sarah Shepherd, District Management

**Call to Order/
Agenda/Conflicts of
interest**

Director Erb called the meeting to order at 5:08pm and declared a quorum.

The Agenda was approved by acclamation acknowledging that items may be taken out of order.

Public Input:

Public input was made throughout the meeting.

**Board Member &
Manager Items:**

Tennis Court Update:

Ms. Shepherd discussed updates to the tennis courts. The registration and reservation system is setup. Once registered through the system, members may reserve the courts. Changes can be made over time to allow for greater or lesser use, as State orders are changed. The group will need to approve the rules and discuss how to open the courts.

The board discussed opening as soon as possible and expected everyone to follow the rules. The timeline to open the registration and reservation system will be open by this weekend. Tom George discussed the use of a waiver for using the facility. The board discussed potential risk to users. The District will post the rules and open the tennis courts without a new waiver being signed immediately. A sign up sheet will be placed on site until the reservation software is running. Mr. George discussed the management and use of the courts. Individuals are responsible for their own behavior and to follow state and local rules.

The reservation system and new registration system abilities and limitation were discussed. This system is new to the District, and reservations for courts have never been used before, so there might be some confusion initially. The tennis time slots will be set up to match the anticipated pool reservation times from sunrise to sunset, for two hour intervals.

Upon motion by Director Draudt, and seconded by Director Gelman, the Board voted 5-0 to open the courts and the reservation system as of Thursday, the May 28, or as soon as possible. Management will have the courts ready on May 28 and registration open on May 29. Supporting documents to assist with registration and announcements to the HOA and past pool members will be included when the registration is opened.

The re-key of the tennis courts was discussed. At this time, the courts will not be rekeyed, and new systems will be explored.

The court rules were reviewed. Upon motion by Director Gelman, and seconded by Director Fehr, the board voted 5-0 to adopt the rules with the following changes: the “and” under first bullet point to change to an “or,” and with the addition of a sentence that users shall abide by all state and local directives related to COVID-19.

Pool Opening

Pool opening

Mr. George reviewed the Aquawolves agreement with the Board. The rental form is the same template for all types of use. The dates and times for use of the pool were reviewed. Dates and times in August may change if schools open, as schedules will change. Minimum pool opening costs were discussed to keep the pool running for the whole season.

Sean Hatzenbuehler, the Aquawolves head coach, discussed paying the expenses for pool operation if the pool shuts down.

Mr. Hatzenbuehler discussed adding a contingency clause for Aquawolves to cover the costs to shut down the pool if the event it shuts down. Aquawolves will pay for what it costs to shut down the pool, if the pool must close after opening with no public use.

Discussion followed. The Board discussed different payment terms with Sean from Aquawolves. Ms. Shepherd and Mr. George will present the final contract to Mr. Hatzenbuehler for execution and will make sure the pool is open and ready for their use, in anticipation for public opening guidelines in the coming days.

Upon a motion made, seconded and unanimously carried, the agreement with Aquawolves as modified during the meeting was approved. Director Erb and Gelman will perform a final review with Mr. George before execution.

Swim Team

Marcella Murphy voiced support from the Swim Team for the Aquawolves arrangement. The team will be in contact with Mr. Hatzenbuehler to discuss what type of availability there might be for team members to join the Aquawolves or to have the team coaches join under the umbrella of Aquawolves to provide some swim practices if the season is cancelled for Rocky Mountain Swim League or if the pool cannot open to the public.

The Board would like to revisit these arrangements after June 1, when more direction is promised by the State.

Legal Items:

By virtue of approving the Aquawolves contract, the Pool Release and Waiver were approved. That approval was formalized by a motion made by Director Gelman, with a second by Director Draudt and passed 5-0.

Adjournment:

Upon a motion made by Director Draudt, with a second by Director Gelman, the board voted 5-0 to adjourn the meeting at 7:26 PM.

The next meeting Special Meeting is scheduled for June 2, at 5:30 PM via Zoom. Public attendance is welcome.

Frank R. Kelly

Secretary for meeting

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF SUNDANCE HILLS METROPOLITAN DISTRICT HELD June 2, 2020

A special meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on June 2, 2020, via Zoom, due to the Executive Order D 2020 044.

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities
Jeff Erb, President
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Also in attendance were:

Dawn Schilling, Schilling and Company
Heather Petitmermet, Resident
Jackie Larson, Resident
Randy Davis, Resident
Renee Cohen, Resident
Cindi Gelman, Resident
JC Chambers, MPM Recreation Management
Jennifer Saldanha, Resident
Tom George, Spenser Fane
Scott Fong, SF Tennis
Lindsey Reese, Circuit Rider of Colorado
Sarah Shepherd, Circuit Rider of Colorado

Call to Order/Agenda/ Conflicts of interest

Director Erb called the meeting to order at 5:32pm and declared a quorum.

The Agenda was approved by acclamation acknowledging that items may be taken out of order.

Public Input:

No public input.

Board Member & Tennis court

Manager Items:

Tennis reservations were discussed at being at a low amount currently. There are 210 reservations available for the week and only 18 times have been reserved.

The Board discussed the State guidelines regarding tennis and pool openings. The Board would like to match the State's rules to the District's rules.

Tom George noted the guidelines given by the State is a draft only and could change and is anticipated to be finalized by June 4. It was suggested that the rules be adopted as a baseline, but the rules will be consistent with the State guidelines. Members will need to keep up with the State guidelines.

Scott Fong asked the Board if non-family lessons could be scheduled at this time. Scott Fong and Rebecca Hite reported that Junior Team Tennis and USTA leaves may begin the week of June 15 and June 22, respectively. Since these uses follow the guidelines of the State order, beginning these activities should be acceptable, as long as orders do not change between now and then.

Tennis guests were brought up from Ms. Hite. Discussion followed. The importance of the reservation system was discussed. The current guidelines with the COVID-19 restrictions did not include guests with the guidelines. Users of the courts and pools need to sign the District's waiver.

Upon a motion by Director Gelman and seconded by Director Draudt, the Board voted 5-0 to keep reservation system in place and to adhere to State guidelines.

Upon motion by Director Draudt and seconded Foley, the Board voted 5-0 to add to tennis court rules that member can bring up to three guest to the court.

Pool Manager's Report:

The Aquawolves agreement has been executed, and the pool is running. JC Chambers reviewed the pool opening proposal, along with State guidelines. The State requires the facilities to be cleaned every hour, limit the capacity to 50 people, allow for open restrooms and showers, but no locker use, along with other details. No chairs or pool toys will be put out on site, and no lost and found will be maintained, except for high value items. MPM described the request of users as coming “beach ready,” arriving and leaving with all toys, food, towels, chairs etc. Face covering will be encouraged while not swimming. All pool staff will wear masks when not in active patrol of the pools and will clean all surfaces each hour.

The Board reviewed the MPM operational guide and discussed the guidelines in detail. Many ideas were discussed to open the facility safely as well as to maximize access by members.

The Board heard input on the pool, including having a high-risk time slot, cap on memberships, and policies and procedures.

The Board directed MPM to open with pool hours from 11am – 7pm, Tuesday through Sunday, with equal 2 hour sessions each day that would include a 20 minute exit period to avoid large cross-overs and allow for cleaning. This amounts to 1 hour and 40 minute time slots, of which each membership would be allowed 2 per week, plus open walk-ins the same day, which will not count as reservations. Membership fees will be nonrefundable and reservations won't be able to be cancelled due to limitations with the system and to help MPM predict staffing.

MPM Recreation will work with District Management to oversee the details for registration, check in and monitoring of the process, and will release this information and get the pool open. The rules and regulations will be completed by legal counsel, pool, and district managers with the help of Directors Erb and Gelman, and post once complete.

Because of the restrictions on use by the State order, guests will not be able to join members for this summer. Guests are defined as non-family and non-caregivers.

Buildings & Grounds: Playgrounds, pavilions and the Sailfish room will remain closed due to challenges and costs with cleaning execution. The Board chose to not reopen the playground for now, especially with the ability to keep the gates closed.

The Sailfish room was discussed. The Sailfish has typically been cleaned once per month prior to facilities closing. Discussion followed. Since re-opening the Sailfish room would require a cleaning after each use, the Board decided to revisit the discussion at a later meeting.

Adjournment: The Meeting was adjourned by acclamation at 9:08p.m.

The next meeting will be a Regular Meeting, held on June 17 at 5:30 p.m.via Zoom. Public attendance is welcome.

Minutes approved on:

Lindsey Reese

Secretary for meeting

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SUNDANCE HILLS METROPOLITAN DISTRICT HELD June 17, 2020

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities
Jeff Erb, President
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Also in attendance were:

JC Chambers, MPM Recreation Management
Brooke Harris, Resident
Allyson Ross, Resident
Tom George, Spencer Fane
Lisa Mauvais, Resident
Penelope Christman, Resident
Cindi Gelman, Resident
Lindsey Reese, Circuit Rider of Colorado
Sarah Shepherd, Circuit Rider of Colorado

Call to Order/Agenda/Conflicts of interest

Director Erb called the meeting to order at 5:33p.m. and declared a quorum.

Upon motion by Director Draudt and seconded by Director Gelman, the Board voted 5-0 to approve the Agenda, acknowledging that items may be taken out of order.

Legal Items:

Upon motion by Director Draudt and seconded by Director Fehr, the Board voted 5-0 to enter executive session, pursuant to sections 24-6-402(4)(b) and (e), C.R.S. regarding the receipt of legal advice on specific legal questions related to pool and tennis memberships and related matters that may be subject to negotiation.

Upon a motion by Director Gelman, and seconded by Director Foley, the Board voted 5-0 to end executive session at 6:38p.m.

Public Input:

None.

Board Member & Manager Items:

Mr. George mentioned that the State has funds that can be provided to the District as reimbursement for expenses directly associated with the COVID-19 response.

Upon motion by Director Draudt and seconded by Director Fehr, the Board voted 5-0 to direct management to apply for reimbursement for COVID-19.

The Board reviewed the meeting schedule for the rest of 2020. Director Erb requested that the Board use one of these meetings as a working session to better understand the District operations and pool . Discussion followed in favor of adding some special meetings to the meeting schedule including a facilities site visit working session in July.

The regular meetings for the rest of the year were scheduled for the third Wednesday of each month. Upon motion by Director Draudt and seconded by Director Fehr, the Board voted 5-0 to change regular meeting schedule to the third Wednesday of August, September, October and November at 5:30p.m. via Zoom due to the Executive Order D 2020 044, or in person if possible.

High Plains auction

In the past, the District has donated a pool membership to the High Plains Elementary School annual auction. The Board discussed that this is a difficult principal to continue, especially under current budget challenges. The Board would like to discontinue this donation in the future.

Pool Manager's Report:

JC Chambers presented the pool report to the Board. Mr. Chambers presented the issues with families abusing the two-reservation limit per week. Mr. Chambers suggested some changes be made to adjust for these issues. No shows have been an issue as well. People are also signing up one family instead of all members. Management will notify members to clarify these rules.

The swim team would like to have access to the pool for practices on Mondays. Additionally, there was a group requesting to extend pool hours and add days. The cost for extending pool hours from MPM would be approximately \$8,400 for the season. Discussion followed.

The Board decided to keep the schedule as-is and to allow the swim team to utilize the pool during those available hours, under the supervision of Aquawolves coaches.

The Board allowed for the public to comment on the pool. Penalties may be enforced for members who do not follow the rules.

Discussion followed regarding the reservation system and the potential that the State and County will allow for additional capacity in the coming weeks, which will likely alleviate most of the reservation issues.

Upon motion by Director Erb and seconded by Director Draudt the Board voted 4-0 to adopt the updated pool rules as follows:

1. Instead of two weeks, 1 week of reservations will be open at a time.
2. Registration will roll on a daily basis, so there will be seven days available. That is, each day a new day will open. Each member gets 2 reserved slots per week.
3. Walk up for available slots will be allowed, and won't count against the reservation slots.
4. If 30 minutes past the hour, the member does not arrive, that time slot will be deemed open and forfeited.
5. If the gate is closed, the pool is full, as an indicator for walk-up availability.
6. Same day reservations will be allowed, which will not count against the 2-reservations per member.

Buildings & Grounds: Comcast update:

There have been issues with Comcast Wifi at the pool. Management recommends cancelling television service and increasing the wifi speed, which would reduce the overall bill by \$40 a month; this would allow for streaming on the TV and improve the wifi issues.

Upon motion by Director Gelman, and seconded by Director Foley, the Board voted 4-0 to approve the Comcast updates.

Tennis update:

There have been some scheduling conflicts at the tennis courts, but reservations aren't being made as often as in the beginning of the season. Discussion followed regarding making the reservation optional system, as well as blocking off USTA leagues practice and match times. Saturday and Sunday morning are high traffic times. Management will post additional guideline to clarify that the reservation holder has have priority, both at the courts and on the website.

Financial Matters:

Director Fehr reviewed the amended April 30, 2020 financial report with the Board. There was an adjustment to address an additional payment for cable to Comcast in the April financials.

The May 31, 2020 financial reports were reviewed. Director Fehr discussed the importance of the Board being cognizant of consultant costs, debt service, and current memberships. The current memberships equal 58% of projections.

Upon motion by Director Foley and seconded by Director Draudt, the Board approved 5-0 the June 2020 financial reports and claims which included amended April 30, 2020 and May 31, 2020.

Minutes:

Upon a motion by Director Gelman and seconded by Director Foley, the Board voted 5-0 to approve the corrected meeting minutes, as presented.

Adjournment:

Meeting adjourned at 9:09p.m.

The next meeting will be a Regular Meeting, held on August 18 at 5:30 p.m. via Zoom, due to the Executive Order D 2020 044.

Minutes approved on:

Lindsey Reese
Secretary for meeting

RECORD OF PROCEEDINGS

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF
SUNDANCE HILLS METROPOLITAN DISTRICT
HELD
July 20, 2020**

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities
Jeff Erb, President
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Also in attendance were:

Brooke Harris, Resident
Cindi Gelman, Resident
Sally Newcomb, Resident
Dawn Schilling, Schilling and Company
Kyle Thomas, D.A Davidson
Matt Mundy, MPM Recreation
Tom George, Spencer Fane
Sarah Shepherd, Circuit Rider of Colorado
Lindsey Reese, Circuit Rider of Colorado

Call to

**Order/Agenda/Conflicts
of interest**

Director Erb called the meeting to order at 5:32 pm and declared a quorum.
Director Fehr was not present and her absence was excused.

Public Input:

No public input.

Board Member & USTA League Discussion

Manager Items:

Director Draudt discussed past documents for USTA league fees. He would like there to be a consistent policy moving forward so Rebecca Hite can have more direction when responding to residents. A lot of these rules have been informally implemented at the tennis courts for USTA tennis teams. Discussion followed. Mr. George reviewed his recollection of the USTA agreement being used for large matches. Director Draudt would like the full Board's direction for how to respond to some of the USTA members. Director Draudt would like to use the rules and regulations portion of the agreement to implement with teams moving further, until the full agreement can be reviewed.

Upon motion by Director Draudt and seconded by Director Gelman, the Board voted 4-0 to adopt the rules and regulations portion of the agreement for USTA team play.

Board orientation

Pool management

Matt Mundy presented MPM's role and services provided to the District. MPM coordinates repairs and maintenance of the pool facility. At the end of the season, the pool closes and MPM brings a list of repairs or maintenance items to the Board that need to be completed for the next season. During off season, MPM works on completing most maintenance items, which include repairs and cleaning heaters. Contracts are reviewed by the Board in November. In March, MPM begins looking for lifeguards and managers for the season, welcoming local residents to apply. MPM has been managing the District pool facility since 2004. JC Chambers is Matt's partner and has been with MPM since 2010. Supply Station is the contractor that opens/closes the pool and provides chemicals and supplies.

The Board reviewed the Capital Projects list that has been put together over the years.

Service Plan

Tom George reviewed the Service Plan with the Board. He explained that the Sundance Hills Metro District falls under Title 32 and how the Service Plan is the governing document for the District. Mr. George discussed the Colorado Special Districts Property and Liability Pool with the Board. Mr. George explained the Taxpayer Bill of Rights (TABOR) and the District's mill levy.

Roles of legal counsel

Legal counsel has served the District for more than a decade. Historically, they have not been actively involved and provide services on an as-needed basis. They do not typically attend Board meetings. Mr. George gave a brief overview of elections.

Accountant/Board Treasurer

Dawn Schilling reviewed the District's accounting process. Director Fehr administers all day to day transactions using QuickBooks, pays bills and makes any deposits. Ms. Schilling reviews QuickBooks files, along with supporting bank statements and material. Director Fehr prepares the Banking Summary and the P&L Budget Performance Report for the Board to review each month. In addition, Director Fehr prepares the Annual Budget. She works with the Board, CPA, and Consultants to update and prepare the proposed Budget for public comment and submission to the County. The Board discussed changing the claims review in the future to be reviewed by the Board together with Management, Board Treasurer and Dawn Schilling.

Overview of financials

The Board reviewed the budget, mill levies, and debt service schedule with Ms. Schilling. The Board reviewed the current debt schedule and reviewed options for paying off the remaining balance.

Kyle Thomas of DA Davidson reviewed debt issuance options for the District to help fund some capital projects in the future. DA Davidson is an investment bank which works with local governments to facilitate loan transactions.

Debt authority was discussed further by Tom George. Once the District has the authority, they can choose to use how much of that authority the District would like to use.

Next steps for August meeting

The Board would like to focus on community outreach before deciding which approach the District should take to fund capital repairs and potential improvements. Study sessions and community feedback were discussed. If the Board should choose to put forth an election question in November, an election notice needs to be filed with the County in order to coordinate a potential election. Ms. Shepherd will file the notice.

The Board will review community input by the next Board meeting in August.

Community outreach will be important for voters and users to understand the need for projects and funding mechanisms. Director Gelman will connect with Swim Team representatives for their input, Directors Foley and Erb will reach out to the HOA, and Director Draudt will reach out to tennis league representatives to alert them of the survey.

Pool Manager's Report: Pool report

Mr. Mundy reviewed the pool report with the Board. Capacity has gone up to 100 people, and all is going well. School schedules were discussed with the possibility of extending pool hours if schools do not go back in person. The Tri-County and State mask orders were discussed.

Legal Items:

Water polo

The Board reviewed the water polo team proposal to rent the facility. Discussion followed. Mr. George discussed the purpose of putting together a facility use agreement template to use for all facility agreements, so legal counsel does not need to be involved for each rental request.

Upon motion by Director Gelman, and seconded by Director Draudt, the Board voted 4-0 to rent the pool to water polo team in the evenings from 7:00 p.m.-9:00 p.m., subject to Aquawolves and Water Polo working out a schedule.

Adjournment:

Meeting adjourned at 8:15p.m. by acclamation.

The next meeting will be a Regular Meeting, held on August 19 at 5:30 p.m. via Zoom, due to the Executive Order D 2020 044.

Minutes approved on:

Lindsey Reese

Secretary for meeting

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SUNDANCE HILLS METROPOLITAN DISTRICT HELD August 19, 2020

A regular meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on August 19, 2020 via Zoom, due to the Covid Public Health Orders.

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities

Jeff Erb, President

Amy Fehr, Treasurer

Bailey Foley, Secretary

Gabe Gelman, Vice President, Buildings & Grounds

Also in attendance were:

JC Chambers, MPM Recreation Management

Sarah Shepherd, Circuit Rider of Colorado

Lindsey Reese, Circuit Rider of Colorado

Cindi Gelman, Resident

Randy Davis, Resident

Sean Hatzenbuehler, Aquawolves Coach

Dawn Schilling, Schilling and Company Inc.

Keith Berman, Resident

Kyle Thomas, D.A. Davidson

Reg Craiggo, JBK Landscaping Inc.

Sally Newcomb, Resident

Tom George, Spencer Fane

Call to Order/

Agenda/Conflicts of interest

Director Erb called the meeting to order at 5:32 pm and declared a quorum.

Public Input:

No public input was submitted.

Board Member & None.

Manager Items:

Minutes:

Upon a motion by Director Draudt and seconded by Director Foley, the Board voted 5-0 to approve the July 2020 Special meeting minutes.

Pool Manager's Report:

Sean Hatzenbuehler from Aquawolves presented a proposal with the Board to extend their use of the pool for two extra months. Maintenance, costs and the duration to keep the pool open were discussed.

Upon motion by Director Gelman and seconded by Director Foley, the Board approved 5-0 to extend the Aquawolves lease for two more months at \$10,000 a month, plus additional expenses if those operational costs exceed the \$10,000 per month rental costs.

Upon motion by Director Draudt and seconded by Director Fehr, the Board voted 5-0 to approve the expenditures to extend the pool hours for general use through the weekends during the month of September.

Buildings & Grounds:

The Board discussed pool use after hours. Greenwood Village Police have actively been checking the pool during closed hours and coordinating with Board Members and District Management. Discussion followed. The Board reviewed security camera options and will continue the discussion moving forward.

Legal Items:

Community Survey

The executive summary of the community survey was reviewed in depth. Overall, the feedback included support for maintenance items and improvements. Discussion followed.

Kyle Thomas presented potential loan options and how the financing process would work, if the District receives approval from the community to issue debt with an election question.

The Board discussed raising the capital fund to help fund some of the maintenance items in the future.

Ms. Schilling reviewed the general operating mill levy analysis, and the Board reviewed the reserve study to help guide the discussion for maintenance items. Membership rates were discussed as a part of the solution to meet annual operational costs alongside capital repairs and improvement needs.

November 3, 2020 Election

Tom George reviewed the potential drafted ballot issues for Park and Recreation Debt and Operations and Maintenance Mill Levy. Discussion followed. The Board reviewed the maintenance items needed and costs associated. Discussion followed.

Upon motion by Director Draudt and seconded by Director Foley, the Board voted 5-0 to approve Ballot Issue A with the debt increase amount of \$2,200,000, and directed legal counsel and bond counsel to finalize an election question to that end.

Upon motion by Director Gelman and seconded by Director Draudt, the Board voted 5-0 to approve Ballot Issue B with general mill levy increase of \$60,000 in the first year, with a mill levy increase not-to-exceed 3.000 mills, and directed legal counsel and bond counsel to finalize an election question to that end.

Upon motion by Director Draudt and seconded by Director Fehr, the Board voted 5-0 to approve the 2020 Election Resolution, designating Sarah Shepherd as the Election Official for the District.

Upon motion by Director Gelman and seconded by Director Draudt, the Board voted 5-0 to approve the IGA with Arapahoe County to coordinate the 2020 election.

Financial Matters:

Director Fehr presented the July 31, 2020 financial reports to the Board.

Upon motion by Director Draudt and seconded by Director Gelman, the Board voted 5-0 to accept the financials and approve the claims as presented.

Adjournment:

The meeting adjourned by acclamation at 8:04pm.

The next meeting will be a Regular Meeting, held on September 16 at 5:30 p.m. via Zoom, due to the Executive Order D 2020 044. Public attendance is welcome.

Minutes approved on:

Lindsay Reese
Secretary for meeting

Board approved on 9/16/2020



MINUTES OF THE **REGULAR** MEETING OF THE BOARD OF DIRECTORS

A regular meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on September 16, 2020 at 5:30pm, via Zoom, due to the Covid Public Health Orders.

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities
Jeff Erb, President
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Other attendees:

Tom George, Spencer Fane
Sarah Shepherd, Circuit Rider of Colorado
Lindsey Reese, Circuit Rider of Colorado
Reg Craigo, JBK Landscape
JC Chambers, MPM Recreation
Cindi Gelman, Resident

Call to Order/Agenda/ Conflicts of interest:

Director Erb called the meeting to order at 5:32 pm and declared a quorum.

Public Input:

The Board reviewed the request from a homeowner to reopen the playground. Discussion followed. The Board voted by acclamation to open the playground to the public. Management will post new signage regarding mask use and social distancing.

**Board Member
& Manager
Items:**

Upon motion by Director Fehr and seconded by Director Draudt, the Board voted 5-0 to approve the August meeting minutes as presented.

Financial Report

Director Fehr reviewed the August claims and financials with the Board. She presented details on COVID-19 expenses, grant and upcoming expenses. Discussion followed.

Director Fehr reviewed the non-contract claims payable with the Board in order to help in future budget discussions. Reg Craigo from JBK reviewed possible irrigation upgrades with flow sensors, alerts and alarms for the Board to consider in the future. Discussion followed.

Director Fehr reviewed the preliminary draft budget and budget process with the Board. The October meeting is a budget work session and the budget hearing occurs at the November meeting.

Upon motion by Director Erb and seconded by Director Draudt, the Board voted 5-0 to approve the financials for the period ending August 31, 2020, and approved the claims payable for September.

Tennis Update

Director Draudt provided an update to the Board. The smart locks for the tennis courts were discussed but installation and production are currently delayed due to COVID related issues. Discussion followed.

Facility Open Space

Mr. Craigo discussed the Maple tree on the Southwest side of the community building. It is large and is laying on the roof. He recommended the tree should be cut back. Circuit Rider will reach out to receive some bids to review at the next meeting.

Community entrance maintenance areas

Director Gelman described the maintenance oversight of neighborhood entrances. Currently, it is unclear who owns that property. Director Gelman is communicating with the HOA regarding a joint maintenance agreement. The HOA is working with JBK on a bid to update the area.

Pool Manager Report:

JC Chambers presented the pool report with the Board. Due to the recent hurricane in the Southeastern States, one of the largest pool chlorine suppliers was destroyed. MPM Recreation anticipates a high increase in chlorine costs for next season and will look into alternative suppliers and chemicals. Mr. Chambers asked the board's permission to adapt the heater equipment to keep the main pool hot enough for use later in the season to accommodate the Aquawolves practice times. The Board agreed on this request. The outdoor facilities other than the main pool will be winterized at the beginning of October to minimize damage from a potential early freeze.

Legal Items:

November 2020 Election Update

Ms. Shepherd presented the election timeline and update. Tom George reviewed TABOR and Fair Campaign Practice Act with the Board. Discussion followed. The draft Resolution Advocating for Voter Approval was reviewed by the Board. Upon motion by Director Draudt and seconded by Director Foley, the Board voted 5-0 to approve the Resolution Advocating for Voter Approval for the November 3, 2020 Election.

Director Draudt made a motion to enter executive session, pursuant to sections 24-6-402(4)(b) and (e), C.R.S. regarding the receipt of legal advice on specific legal questions related to pool and tennis memberships and related matters that may be subject to negotiation, Director Foley seconded, the Board voted 5-0 to enter the executive session at 7:27 pm.

Upon motion by Director Foley and seconded by Director Draudt, the Board voted 5-0 to exit executive session at 8:10 pm.

The Board reviewed the September 2020 Board Member Compensation Resolution. Upon motion by Director Fehr and seconded by Director Draudt, the Board voted 5-0 to approve the 2020 Board Member Compensation Resolution.

Discussion followed regarding combining email lists for meeting notice dissemination from the CivicRec and MailChimp to be combined under a streamlined and consolidated platform. Upon motion by Director Draudt and seconded by Director Fehr, the Board voted 5-0 to approve management to select the best option, with a \$200 annual not-to-exceed fee for the communications account.

Adjournment: Meeting adjourned at 8:26 pm by acclamation.

The next meeting will be a Regular Meeting, held on October 23rd at 5:30 p.m. via Zoom, due to the public health crisis.



Secretary for meeting



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

A regular meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on October 14, 2020 at 5:30pm, via Zoom, due to the Covid Public Health Orders.

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities
Jeff Erb, President
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Other attendees:

Dawn Schilling, Schilling and Company
Sarah Shepherd, Circuit Rider of Colorado
Lindsey Reese, Circuit Rider of Colorado
Cindi Gelman, Resident
Keith Berman, Resident
Sally Newcomb, Resident
David Gies, Resident
Lenore Jacobs, Resident
Steve Leonhardt, Resident
Tom George, Spencer and Fane
Sean Hattenbuehler, Aquawolves
Kathleen Torkko, Resident
Corinne O'Doherty, Resident
Andrew Dodson, Resident
Marc Brosseau, Resident
Terry Hanford, Resident

Call to Order/Agenda/ Conflicts of interest:

Director Erb called the meeting to order at 5:32 pm and declared a quorum.

Upon motion by Director Gelman and seconded by Director Draudt, the Board approved the agenda 5-0.

Public Input:

None.

**Board Member &
Manager Items:**

Financials

Director Fehr presented the September financials with the Board.

Upon motion by Director Erb and seconded by Director Gelman, the Board voted 5-0 to accept the September 30, 2020 financial statement and approve the October 2020 claims payable.

2021 Preliminary Budget Discussion

Director Fehr reviewed the preliminary budget with the Board. Discussion followed.

Director Gelman and Cindi Gelman reviewed the costs to enhance the entrance flower beds to the Sundance Hills community. The Board discussed contributing to the HOA to help enhance the flower beds. Irrigation is currently maintained by the City of Greenwood Village, but it is still not known who owns the flower beds specifically. Discussion followed.

The Board reviewed membership fees and discussed the option for creating a resident and non-resident tennis-only membership. The Board reviewed all membership fees for 2021 year. Discussion followed to achieve the best balance between non-resident rate increase and potential tax increase with the pending election question. Director Fehr will include these updates in the draft budget to be presented at the November meeting.

Dawn Schilling reviewed the option to pay off the debt service. The board will consider the option at the November meeting and asked that Ms. Schilling prepare for the early pay off.

Upon motion by Director Draudt and seconded by Director Foley, the Board voted 5-0 to approve the September meeting minutes as presented.

**Pool Manager's
Report:**

The Board reviewed the rental extension for Aquawolves for as long as weather permits, which will include a monthly amount plus the cost of supplies and expenses for keeping the pool open through December. Discussion followed.

Upon motion by Director Gelman and seconded by Director Fehr, the Board voted 5-0 to extend the Aquawolves lease for November, December and on, if possible, at a rate of \$4,000 a month plus expenses.

Building and Grounds

Management presented proposal to prune and remove trees around the clubhouse. Upon motion by Director Gelman and seconded by Director Draudt, the Board voted 5-0 to approve the Natural Way proposal for tree maintenance, with the addition to remove stumps completely.

The buildings at the pool have been winterized.

Legal Items:

Election Update

The Board reviewed the sample ballot for this year's election. Arapahoe County will be counting ballots. The tax question analysis was reviewed with the Board.

The Board opened the floor for questions from the public. It was asked why the District is asking for the amount of raised debt listed on the ballot. Discussion followed regarding the planning process to assess the amount needed to repairs and potential improvements at the facility. This overview document can be found on the District's website.

Adjournment:

Meeting adjourned at 8:54 pm by acclamation.

The next meeting will be a Regular Meeting, which is also the Official Public Budget Hearing, held on Wednesday, November 18, 2020, at 5:30 p.m. via Zoom, due to the public health crisis.



Secretary for meeting



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

A regular meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on November 18, 2020 at 5:30pm, via Zoom, due to the Covid Public Health Orders.

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities
Jeff Erb, President
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Other attendees:

Dawn Schilling, Schilling and Company
Kyle Thomas, D.A Davidson
Matt Mundy, MPM Recreation
Tom George, Spencer Fane
Sarah Shepherd, Circuit Rider of Colorado
Lindsey Reese, Circuit Rider of Colorado
Sujata Trehan, Circuit Rider of Colorado
Cindi Gelman, Resident
Nicole Detweiler, Spencer Fane
Janis Dodson, Resident
Lisa Michael, Resident
Keith Bernman, Resident
Sean Hatzenbuehler, Aquawolves
Scott Fong, SF Tennis
JC Chambers, MPM Recreation
Jason Pomerantz, Resident
Zach R, Resident
Sally Newcomb, Resident
Randy Davis, Resident

**Call to
Order/Agenda/
Conflicts of
interest:**

Director Erb called the meeting to order at 5:32 pm and declared a quorum.

The Board approved the agenda by acclamation.

Public Input:

Pool Rental Update

Sean Hatzenbuehler from Aquawolves presented an update to the Board. The team would like to continue using the pool as long as possible. The pool heating system has been performing well. Discussion followed. The Board approved Aquawolves continue using the pool.

Tennis lessons update

Scott Fong presented his tennis update to the Board. Tennis went well this summer. There were six teams for junior team tennis and 30-40 beginner lessons. The court booking with Civic Rec was helpful.

Board Member & Manager Items:

2021 Meeting Schedule

The Board reviewed the meeting schedule and resolution for 2021.

To avoid scheduling conflicts, the Cherry Creek School District spring break week and Sundance Hills HOA times were noted.

Upon motion by Director Gelman and seconded by Director Draudt, the Board voted 5-0 to approve the 2021 meeting schedule and the annual resolution.

Tree pruning will occur on the premises in the coming months. The broken gate at the park to the entrance was discussed. The gate needs to be welded back together. It was discussed to be able to have an operable gate to keep as an option. The Board voted unanimously to approve the C&F welding proposal to fix the gate.

Upon motion by Director Fehr and seconded by Director Draudt, the Board voted 5-0 to approve the October meeting minutes, with a spelling correction on the last page.

Financial Matters: November 2020 financial report

Director Fehr presented the October financial report to the Board. The contract with Aquawolves has been a helpful revenue stream. COVID-19 relief grant reimbursements have been submitted to the Department of Local Affairs. The Board reviewed the claims payable for November.

Upon motion by Director Erb and seconded by Director Draudt, the Board voted 5-0 to approve the October financials and the claims payable totaling \$115,476.06.

Contract renewals 2021

The Board reviewed the contract renewals for 2021 landscape maintenance, pool management, District management and tennis lessons; respectively: JBK Landscape, MPM Recreation, Circuit Rider of Colorado and SF Tennis.

Upon motion by Director Erb and seconded by Director Gelman, the Board voted 5-0 to approve the JBK Landscape, Circuit Rider of Colorado, and MPM Recreation contracts for 2021.

Long-term capital financial planning

Kyle Thomas from D.A. Davidson discussed different options for administering the Bond that was passed with the November election. The Board discussed developing a timeline and master plan for projects. A master plan can help with prioritizing projects. Essenza

Architecture was discussed as being able to assist with developing a master plan for the District facilities. Director Erb and Director Draudt will join the site-visit meet with Essenza Architecture to discuss options.

Adjournment: Meeting adjourned at 8:15 pm by acclamation.

The next meeting will be a Regular Meeting, held on January 20, 2021 at 5:30 p.m. via Zoom, due to the public health crisis.



Secretary for meeting

MINUTES OF THE PUBLIC HEARING

**OF THE BOARD OF DIRECTORS OF THE
SUNDANCE HILLS METROPOLITAN DISTRICT
HELD TO CONSIDER THE ADOPTION OF THE 2021 BUDGET
ON NOVEMBER 18, 2020**

A regular meeting of the Board of Directors of the Sundance Hills Metropolitan District was held on November 18, 2020 at 5:30pm, via Zoom, due to the Covid Public Health Orders.

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities
Jeff Erb, President
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Other attendees:

Dawn Schilling, Schilling and Company
Kyle Thomas, D.A Davidson
Matt Mundy, MPM Recreation
Tom George, Spencer Fane
Sarah Shepherd, Circuit Rider of Colorado
Lindsey Reese, Circuit Rider of Colorado
Sujata Trehan, Circuit Rider of Colorado
Cindi Gelman, Resident
Nicole Detweiler, Spencer Fane
Janis Dodson, Resident
Lisa Michael, Resident
Keith Bernman, Resident
Sean Hatzenbuehler, Aquawolves
Scott Fong, SF Tennis
JC Chambers, MPM Recreation
Jason Pomerantz, Resident
Zach R, Resident
Sally Newcomb, Resident
Randy Davis, Resident

**Call to
Order/Agenda/
Conflicts of
interest:**

Upon motion by Director and seconded by Director, the Board approved the agenda 5-0.

Public Input:

The public hearing on the budget was called to order at 7:07 pm by Director Erb.

Non-resident memberships were discussed. There was discussion regarding the larger increase in membership costs for non-residents, and some concern with raising the non-resident rate. Discussion followed.

Director Erb closed the public hearing at 7:30 pm.

Board Discussion

Election results

The November election results were reviewed. Both measures were passed, which included approval for a bond and general operating mill levy increase. Nearly 90 percent voter turnout was achieved.

The Board reviewed the 2021 budget as presented by Director Fehr.

Cindi Gelman discussed the update with the entryway flower updates. The City of Greenwood Village did not think it was possible to add irrigation zones in the flower beds, but could add more drip heads. The HOA would like to form a committee with the Metro District to work together on making decisions. Tom George will develop an agreement between the HOA and the District. Director Gelman and Director Foley have volunteered to be part of the District committee for the flower beds project.

The potential chlorine costs increase was discussed. JC Chambers will try to purchase as much as possible this year to help reduce costs.

The Board needs to decide if they want to move forward with Capital projects in 2021. Tom George reminded the Board that the budget can be amended at any time until some of the Capital project decisions have been made.


Membership fees were discussed. Rates have not been raised in at least a couple of years. Non-resident fee increases were discussed as being a higher percentage due to the recent mill levy tax increase and intent to share costs equitably between residents per their tax payments alongside membership rates. Separate tennis memberships were discussed as a possibility for people who aren't purchasing the full pool membership. Discussion followed.

Membership fees for 2021 were set as follows: resident family \$375, resident individual \$220, Sr resident family \$250, Sr resident individual \$200, non resident family \$700, non resident individual \$400, resident tennis membership \$100 , and non resident tennis membership \$200.

Adoption of the 2021 Budget

The draft 2021 Budget was properly noticed in the Villager Legals and was circulated to the Board before October 15, 2020.

Upon motion by Director Gelman, and seconded by Director Fehr, the Board voted 5-0 to approve the 2021 Budget, as presented, to appropriate funds, and to set the mill levy as detailed in the 2021 Budget Resolution.

 _____, Secretary for meeting