

SUNDANCE HILLS METROPOLITAN DISTRICT
REGULAR MEETING AGENDA
January 10, 2022 5:30 p.m.

Board of Directors

Mike Draudt	VP – Tennis Facilities	Term Expires: May 2023
Jeff Erb	President	Term Expires: May 2023
Amy Fehr	Treasurer	Term Expires: May 2022
Bailey Foley	Secretary	Term Expires: May 2022
Gabe Gelman	VP – Buildings & Grounds	Term Expires: May 2023

PLACE:

Zoom Meeting Link: <https://us02web.zoom.us/j/85114208312?pwd=d1UxMDM3RDlZeGlQRHNoN05TVnNHZz09>

Joining Information: Dial in: 669-900-6833 Meeting ID: 851 1420 8312 Passcode: 011022

All are welcome to join this meeting following Tri-County Health/CDC guidelines

Visit the District Website for more information: www.sundancehillsmetrodistrict.org

- I. Call to Order & Declaration of Conflicts of Interest:
- II. Approval of Agenda _____
- III. Consider approval of Minutes of the November 17, 2021 Regular Meeting, December 7, 2021 Special Meeting and December 22, 2021 Special Meeting Minutes
- IV. Facility Budget Scope Discussion:
 - A. Discussion on scope, site plan and budget by Essenza Architects, as needed
 - B. Construction Update
- V. Board member items
- VI. Public Input:
 - A. Swim Team Update
 - B. Tennis Lessons Update
 - C. USTA Tennis League/Tennis Membership Discussion

- VII. Pool Report (Pool Manager and Manager):

- VIII. Financial Matters:
 - A. January 2022 Financial Report for the period ending December 31, 2021
 - B. Discussion regarding Sailfish Room rentals
 - C. Discussion regarding operation and capital projects reserve funding
- IX. Legal Items: _____
- X. Buildings & Grounds: _____
 - A. Swimming Pool
 - B. Community Center (Sailfish Room): Scope and process for rentals
 - C. Tennis update
 - D. Open Space & Facility Updates
- XI. Adjournment: _____

The next regular meeting, will be held on March 9, 2022 at 5:30 PM
at 5626 Galena Street, Greenwood Village, CO 80111 and/or via Zoom due to the public health crisis.

RESOLUTION NO. 2022-01-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF
SUNDANCE HILLS METROPOLITAN DISTRICT ESTABLISHING REGULAR
MEETING DATES, TIME AND LOCATION, AND DESIGNATING LOCATION FOR
POSTING OF 24-HOUR NOTICES**

WHEREAS, pursuant to Section 32-1-903 C.R.S., special districts are required to designate a schedule for regular meetings, indicating the dates, time and location of said meetings; and

WHEREAS, pursuant to Section 24-6-402(2)(c) C.R.S., special districts are required to designate annually at the District Board's first regular meeting of each calendar year, the place at which notice will be posted at least 24-hours prior to each meeting; and

WHEREAS, pursuant to Section 32-1-903 C.R.S., special districts are required to post notices of regular and special meetings at least 24-hours prior to said meeting.

WHEREAS, pursuant to Section 32-1-903, C.R.S., all special and regular meetings of the board shall be held at locations which are within the boundaries of the district or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty miles from the district boundaries unless such provision is waived;

WHEREAS, the provisions of Section 32-1-903, C.R.S., may be waived: (a) if the proposed change of location of a meeting of the Board appears on the agenda of a regular or special meeting; (b) if a resolution is adopted by the board stating the reason for which a meeting is to be held in a location other than under Section 32-1-903(1), C.R.S., and further stating the date, time and place of such meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SUNDANCE HILLS METROPOLITAN DISTRICT OF THE COUNTY OF ARAPAHOE, COLORADO:

1. That regular meetings of the Board of Directors of the Sundance Hills Metropolitan District for the year 2022 shall be held on the following dates: January 10, March 9, April 20, May 18, June 15, August 17, September 21, October 26, and November 16 at 5:30 pm at 5626 South Galena Street, Sailfish Room, Greenwood Village, Colorado, 80111 and/or via electronic meeting venue (Zoom). Special meetings of the Board shall be held as often as the needs of the District require.
2. That, until circumstances change and a future resolution of the Board so designates, the location of all special and regular meetings of the Board shall appear on the agenda(s) of said special and regular meetings.

3. That the residents and taxpaying electors of the District shall be given an opportunity to object to the meeting(s), location(s) and any such objections shall be considered by the Board in setting future meetings.

4. Notices of Meetings of the District Board required pursuant to Section 24-6-402 (2) (c) C.R.S., shall be posted at least 24-hours prior to each meeting at the District Website: www.sundancehillsmetrodistrict.org.

Notices will also be posted, as available, at the following locations:

- (a) The Pool Building, 5626 South Galena Street, Sailfish Room, Greenwood Village, Colorado, 80111; and
- (b) The Tennis Court Kiosk, 5626 South Galena Street, Greenwood Village, Colorado, 80111.

RESOLUTION APPROVED AND ADOPTED on this 17th day of November, 2021.

SUNDANCE HILLS METROPOLITAN
DISTRICT

By: _____

President

Attest:

Secretary

Sundance Hills Metro District – Proposed Meeting Dates for 2022

Wednesday, January 12 [10]

Wednesday, March 16 [9](check against school break)

Wednesday, April 20

Wednesday, May 18

Wednesday, June 15

Wednesday, August 17

Wednesday, September 21 (check against school break)

Wednesday, October 19 [26]

Wednesday, November 16

	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget
General Fund					
Beginning Fund Balance - General Fund	\$ 217,030.20	\$ 116,068.88	\$ 131,211.88	\$ 131,872.26	\$ 215,417.24
Revenues					
305 · Resident P/T (Fam)	\$ 44,200.00	\$ 35,770.00	\$ 48,750.00	\$ 54,700.00	\$ 57,600.00
310 · Resident P/T (Indv)	\$ 600.00	\$ 1,200.00	\$ 660.00	\$ 660.00	\$ 720.00
311 · Sr Resident P/T (Fam)	\$ 4,500.00	\$ 2,025.00	\$ 5,000.00	\$ 5,000.00	\$ 5,500.00
312 · Sr Resident P/T (Indv)	\$ 700.00	\$ 700.00	\$ 800.00	\$ 600.00	\$ 900.00
315 · Non-Resident P/T (Fam)	\$ 78,000.00	\$ 39,996.00	\$ 42,000.00	\$ 86,775.00	\$ 69,000.00
320 · Non-Resident P/T (Indv)	\$ 1,360.00	\$ 1,700.00	\$ 1,600.00	\$ 2,800.00	\$ 1,800.00
322 · Caregiver Pool Pass	\$ -	\$ -	\$ -	\$ 440.00	\$ 500.00
324 · Daily Use Fees (Pool)	\$ 160.00	\$ -	\$ -	\$ 1,530.00	\$ 1,500.00
325 · Tennis Key (Sales)	\$ -	\$ 25.00	\$ -	\$ 25.00	\$ -
327 · Tennis Fees	\$ 1,300.00	\$ 2,151.18	\$ -	\$ 795.00	\$ 800.00
328 · Resident Tennis (Indv)	\$ -	\$ -	\$ 700.00	\$ 300.00	\$ 700.00
329 · Non-Resident Tennis (Indv)	\$ -	\$ -	\$ 4,000.00	\$ 2,400.00	\$ 3,000.00
330 · Swim Lessons	\$ -	\$ -	\$ -	\$ 1,960.00	\$ -
335 · Sailfish Room Rental	\$ 3,000.00	\$ 385.00	\$ -	\$ 3,655.00	\$ 3,000.00
336 · Pool Rental (Off Season)	\$ -	\$ 62,549.82	\$ 8,000.00	\$ 33,501.67	\$ 20,000.00
337 · Membership Card (Sales)	\$ 300.00	\$ -	\$ -	\$ -	\$ -
340 · Other Income	\$ 75.00	\$ 665.00	\$ 5,000.00	\$ 5,116.66	\$ 840.00
405 · Property Tax - General Fund	\$ 66,847.92	\$ 67,534.30	\$ 124,842.02	\$ 124,842.20	\$ 130,055.41
412 · Property Tax - Sr/Vet Expt (Gn)	\$ 3,259.08	\$ 3,259.08	\$ 4,722.00	\$ 4,722.00	\$ -
415 · Specific Ownership Tax	\$ 7,165.00	\$ 6,346.55	\$ 10,365.00	\$ 8,638.86	\$ 19,029.00
420 · Interest Income	\$ 20.00	\$ 11.23	\$ 10.00	\$ 14.11	\$ 10.00
425 · ColoTrust Interest	\$ 2,000.00	\$ 610.50	\$ 750.00	\$ 54.26	\$ 50.00
430 · Arapahoe County Interest	\$ -	\$ 73.24	\$ -	\$ 138.49	\$ -
435 · Colorado CTF	\$ 3,500.00	\$ 5,215.19	\$ 4,800.00	\$ 4,564.55	\$ 4,800.00
450 · COVID-19 CO Grant	\$ -	\$ 80,000.00	\$ -	\$ -	\$ -
Total Revenues	\$ 216,987.00	\$ 310,217.09	\$ 261,999.02	\$ 343,232.80	\$ 319,804.41
Expense					
600 · COVID-19	\$ -	\$ 80,000.00	\$ -	\$ -	\$ -
601 · Pool Management (Contract)	\$ 97,000.00	\$ 54,000.00	\$ 93,500.00	\$ 96,100.00	\$ 126,100.00
602 · Pool RM&S	\$ 10,500.00	\$ 5,781.03	\$ 12,000.00	\$ 9,200.92	\$ 12,000.00
603 · Pool Chemicals	\$ 12,400.00	\$ 10,850.40	\$ 15,500.00	\$ 7,163.21	\$ 12,000.00
604 · Pool Furniture	\$ 8,000.00	\$ 202.36	\$ 500.00	\$ 273.00	\$ -
605 · District Management (Contract)	\$ 9,450.00	\$ 9,420.00	\$ 14,000.00	\$ 13,160.00	\$ 13,500.00
606 · District Management Expenses	\$ 1,080.00	\$ 562.22	\$ 1,080.00	\$ 1,196.27	\$ 4,400.00
607 · District Management Special Svc	\$ 4,000.00	\$ 3,737.47	\$ 8,000.00	\$ 5,042.18	\$ 5,500.00
610 · Facility RM&S	\$ 4,500.00	\$ 4,927.51	\$ 8,000.00	\$ 250.00	\$ 8,000.00
612 · Grounds Maint Contract	\$ 12,532.00	\$ 11,480.00	\$ 11,840.00	\$ 14,672.00	\$ 15,760.00
613 · Grounds Other RM&S	\$ 1,880.00	\$ 7,649.53	\$ 6,000.00	\$ 4,517.26	\$ 8,720.00
624 · Facility Improvements	\$ 6,460.00	\$ 1,535.61	\$ 11,000.00	\$ -	\$ -
625 · Tennis RM&S	\$ 8,820.00	\$ 11,443.02	\$ 8,500.00	\$ 1,596.75	\$ 1,000.00
630 · Playground RM&S	\$ 250.00	\$ 362.50	\$ 500.00	\$ -	\$ 500.00
631 · Landscaping / Beautification	\$ -	\$ -	\$ 11,000.00	\$ 11,063.33	\$ 3,000.00
633 · USTA Membership	\$ 155.00	\$ 155.00	\$ -	\$ -	\$ -
634 · Pool Team Subsidy	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
635 · Swim Lessons (Reimb)	\$ -	\$ -	\$ -	\$ 1,960.00	\$ -
636 · Cable/HSP/Phone	\$ 3,000.00	\$ 2,235.21	\$ 4,000.00	\$ 1,714.03	\$ 4,000.00
637 · Security	\$ 348.00	\$ 348.00	\$ 782.00	\$ 348.00	\$ 782.00
650 · Water	\$ 13,000.00	\$ 16,891.77	\$ 17,000.00	\$ 16,206.89	\$ 17,000.00
652 · Sewer	\$ 820.00	\$ 820.00	\$ 850.00	\$ 820.00	\$ 850.00
654 · Gas	\$ 9,000.00	\$ 7,819.45	\$ 8,000.00	\$ 19,545.31	\$ 15,000.00
657 · Electricity	\$ 9,000.00	\$ 6,854.52	\$ 8,000.00	\$ 9,531.02	\$ 10,000.00
670 · Insurance	\$ 12,360.00	\$ 10,426.00	\$ 11,000.00	\$ 11,330.00	\$ 12,000.00
671 · Special District Association	\$ 605.00	\$ 504.04	\$ 550.00	\$ 520.15	\$ 600.00
672 · Legal Services	\$ 3,000.00	\$ 8,092.00	\$ 7,500.00	\$ 6,965.50	\$ 5,000.00
674 · Audit Services	\$ -	\$ -	\$ -	\$ -	\$ 5,400.00
675 · Accounting Services (DistrCPA)	\$ 3,000.00	\$ 4,362.04	\$ 5,000.00	\$ 4,143.77	\$ 8,000.00
676 · Accounting Services (DistrMgr)	\$ -	\$ -	\$ -	\$ -	\$ 4,900.00
677 · Election Expense	\$ 23,625.00	\$ 13,782.27	\$ -	\$ 95.55	\$ 5,000.00
680 · Bank / Bill Pay Fees	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
682 · Newsletter/Ads/Website	\$ 12,000.00	\$ 11,878.73	\$ 5,000.00	\$ 5,164.80	\$ 7,000.00
684 · Postage/Supplies	\$ 300.00	\$ 148.00	\$ 300.00	\$ 188.00	\$ 300.00
690 · Payroll Taxes	\$ 780.00	\$ 355.83	\$ 383.00	\$ 420.75	\$ 383.00
715 · AC Collection Fees (Gen)	\$ 1,052.00	\$ 1,052.18	\$ 1,943.00	\$ 1,945.53	\$ 1,951.00
740 · Director's Fees	\$ 4,275.00	\$ 4,650.00	\$ 5,000.00	\$ 5,500.00	\$ 5,000.00
760 · CivicRec Processing Fees	\$ 2,351.00	\$ 2,087.02	\$ 3,000.00	\$ 4,053.60	\$ 5,000.00

	2020 Budget	2020 Actuals	2021 Budget	2021 Actuals	2022 Budget
765 · CivicRec Administration	\$ -	\$ -	\$ -	\$ -	\$ 4,500.00
Total Expenses	\$ 280,643.00	\$ 294,413.71	\$ 284,828.00	\$ 259,687.82	\$ 328,246.00
Net Income (Loss) General Fund	\$ (63,656.00)	\$ 15,803.38	\$ (22,828.98)	\$ 83,544.98	\$ (8,441.59)
Ending Fund Balance - General Fund	\$ -	\$ 131,872.26	\$ 108,382.90	\$ 215,417.24	\$ 206,975.65
Bond Service Fund					
Beginning Fund Balance - Debt Service	\$ -	\$ 96,426.62	\$ -	\$ -	\$ (120.03)
Revenue					
410 · Property Tax - Bond Service	\$ 19,452.00	\$ 18,738.92	\$ -	\$ -	\$ 141,792.70
440 · Bond Proceeds	\$ -	\$ -	\$ -	\$ 2,200,000.00	\$ -
445 · Bond Premium	\$ -	\$ -	\$ -	\$ 190,169.30	\$ -
Total Revenue	\$ 19,452.00	\$ 18,738.92	\$ -	\$ 2,390,169.30	\$ 141,792.70
Expense					
705 · Bond Principal	\$ 52,679.00	\$ 110,000.00	\$ -	\$ -	\$ 70,000.00
710 · Bond Interest	\$ 6,325.00	\$ 5,534.00	\$ -	\$ 34,364.72	\$ 64,100.00
712 · Bond Service Fees	\$ 300.00	\$ -	\$ -	\$ 150.00	\$ 1,000.00
713 · Bond Issuance Cost	\$ -	\$ -	\$ -	\$ 125,720.22	\$ -
714 · Bond Insurance	\$ -	\$ -	\$ -	\$ 22,216.39	\$ -
720 · AC Collection Fees (Bond)	\$ 292.00	\$ 291.92	\$ -	\$ -	\$ 1,050.00
Transfer to Capital Projects Fund	\$ -	\$ -	\$ -	\$ 2,207,838.00	\$ -
Total Expense	\$ 59,596.00	\$ 115,825.92	\$ -	\$ 2,390,289.33	\$ 136,150.00
Net Income (Loss) BSF	\$ (40,144.00)	\$ (97,087.00)	\$ -	\$ (120.03)	\$ 5,642.70
Ending Fund Balance - Debt Service	\$ -	\$ (660.38)	\$ -	\$ (120.03)	\$ 5,522.67
Capital Project Fund					
Beginning Fund Balance - Capital	\$ -	\$ -	\$ -	\$ -	\$ 1,976,059.29
Revenue					
Transfer from Debt Service Fund	\$ -	\$ -	\$ -	\$ 2,207,838.00	\$ -
Interest Income - ColoTrust Project Acct	\$ -	\$ -	\$ -	\$ 42.39	\$ -
Total Revenue	\$ -	\$ -	\$ -	\$ 2,207,880.39	\$ -
Expense					
820 · Pool/Facility Improvements	\$ 50,000.00	\$ -	\$ 480,000.00	\$ 231,821.10	\$ 1,976,059.29
822 · Landscape Improvements	\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	\$ -
870 · Capital/Contingencies Reserve	\$ 15,000.00	\$ -	\$ 15,000.00	\$ -	\$ -
Total	\$ 70,000.00	\$ -	\$ 500,000.00	\$ 231,821.10	\$ 1,976,059.29
Net Income (Loss) CPF	\$ (70,000.00)	\$ -	\$ (500,000.00)	\$ 1,976,059.29	\$ (1,976,059.29)
Ending Fund Balance - Capital	\$ -	\$ -	\$ (500,000.00)	\$ 1,976,059.29	\$ -
Ending Fund Balance breakdown:					
General Fund	\$ (14,131.15)	\$ 81,872.26	\$ 58,382.90	\$ 165,417.24	\$ 156,975.65
General Fund - Reserve	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Debt Service Fund	\$ 57,361.35	\$ (660.38)	\$ -	\$ (120.03)	\$ 5,522.67
Capital Projects Fund	\$ -	\$ -	\$ (500,000.00)	\$ 1,976,059.29	\$ -
Ending Fund Balance	\$ 43,230.20	\$ 131,211.88	\$ (391,617.10)	\$ 2,191,356.50	\$ 212,498.32

Cash Balance as of October 31, 2021 \$2,321,280.17

Deposits

2021 Bond

Interest		\$	9.73
	Total	\$	9.73

Wells Fargo / ColoTrust Legacy

Arapahoe County Tax Receipts (Net)	\$	715.67	
Global Payments	\$	250.00	Sailfish Room Rental
Global Payments	\$	1,600.00	Tennis League Memberships 2021
Scott Fong	\$	795.00	Tennis Fees / Shared Income
Aquawolves	\$	2,615.89	Oct 2021 Utilities Reimbursement
Wells Fargo	\$	41.16	Return of Check Not Cashed
Transfer from ColoTrust	\$	34,364.72	Cap Interest
Transfer from ColoTrust	\$	156,938.35	Project Costs Incurred to Date (Arch)
Interest (Wells Fargo & ColoTrust Legacy, Cap Interest)	\$	0.86	
	Total	\$	197,321.65

Total Deposits \$ 197,331.38

Disbursements (Wells Fargo)

Payee	Check #	Amount	Description
Comcast Cable	EFT	\$ 144.49	Monthly Service
UMB Bank	5559	\$ 34,364.72	UMB Registered Interest Due 122021
Global Payments	EFT	\$ 49.51	Processing Fees
JBK Landscape, LLC	EFT	\$ 1,690.00	Monthly Service
Schilling & Company, Inc.	EFT	\$ 484.27	Monthly Service
The Villager	5561	\$ 41.16	Legals Publication
The Villager	5562	\$ 40.24	Budget Notice
Denver Water	EFT	\$ 908.84	Monthly Services
Xcel Energy	EFT	\$ 2,207.05	Monthly Service
JBK Landscape, LLC	EFT	\$ 1,152.00	Enhancement Contract
Amy Fehr	EFT	\$ 92.35	11/17 Board Meeting
Bailey Foley	EFT	\$ 92.35	11/17 Board Meeting
Gabe Gelman	EFT	\$ 92.35	11/17 Board Meeting
Jeff Erb	EFT	\$ 92.35	11/17 Board Meeting
Michael Draudt	EFT	\$ 92.35	11/17 Board Meeting
	Total Disbursements	\$	41,544.03

Disbursements (ColoTrust Project Fund)

Payee	Check #	Amount	Description
Transfer to Wells Fargo Operating Account	TXFR	\$ 156,938.35	Project Costs Incurred to Date (Arch)

Disbursements (ColoTrust Cap Interest)

Payee	Check #	Amount	Description
Transfer to Wells Fargo Operating Account	TXFR	\$ 34,364.72	Cap Interest

Cash Balance as of November 30, 2021 \$2,285,764.45

Bank Account Balances as of November 30, 2021

Wells Fargo		
	Operating Account	\$ 203,972.05
	Checks Not Cleared	\$ (40.24)
	Money Market	\$ 1,508.85
ColoTrust		
	Restricted - Capital Projects	\$ 13,092.78
	Emergency Fund	\$ 12,000.00
	General Fund & Capital Projects	\$ 4,269.14
		\$ 29,361.92
	2021 Project Fund / Bond Proceeds	\$2,050,961.57
	Cap Interest	\$ 0.30
	Cost of Issuance Account	\$ -
	Total Cash Position	<u>\$2,285,764.45</u>

Cash Balance as of November 30, 2021 \$2,285,764.45

Deposits

2021 Bond

Interest		\$	31.20
	Total	\$	31.20

Wells Fargo / ColoTrust Legacy

Arapahoe County Tax Receipts (Net)	\$	730.83	
Global Payments	\$	50.00	Sailfish Room Rental
Interest (Wells Fargo & ColoTrust Legacy, Cap Interest)	\$	1.86	
	Total	\$	782.69

Total Deposits \$ 813.89

Disbursements (Wells Fargo)

Payee	Check #	Amount	Description
Colorado Special Districts Prop/Liab Pool	EFT	\$ 450.00	2022 W/C Renewal
Comcast Cable	EFT	\$ 144.49	Monthly Service
Essenza Architecture	EFT	\$ 3,648.00	Monthly Services
Aquawolves Swim Team	5563	\$ 435.84	Net refund due for Dec 2021
Global Payments	EFT	\$ 50.00	REFUND Rebecca Hite
Global Payments	EFT	\$ 88.11	Processing Fees
Colorado Special Districts Prop/Liab Pool	EFT	\$ 10,430.00	2022 Renewal
Amy Fehr	EFT	\$ 92.35	12/7 Special Board Meeting
Bailey Foley	EFT	\$ 92.35	12/7 Special Board Meeting
Gabe Gelman	EFT	\$ 92.35	12/7 Special Board Meeting
Jeff Erb	EFT	\$ 92.35	12/7 Special Board Meeting
Michael Draudt	EFT	\$ 92.35	12/7 Special Board Meeting
Don Lindley	EFT	\$ 405.00	Tennis Court Winterization
Spencer Fane LLP	EFT	\$ 234.00	Monthly Service
MPM Recreation & Management	EFT	\$ 1,660.00	Replacement Water Heater
Denver Water	EFT	\$ 191.72	Monthly Services
Essenza Architecture	EFT	\$ 31,263.35	Monthly Services
Xcel Energy	EFT	\$ 2,305.77	Monthly Service
Schilling & Company, Inc.	EFT	\$ 749.89	Monthly Service
Circuit Rider of Colorado, LLC	EFT	\$ 7,565.41	Oct 2021 Services & Expenses
Circuit Rider of Colorado, LLC	EFT	\$ 3,527.64	Nov 2021 Services & Expenses
Essenza Architecture	EFT	\$ 19,646.90	Monthly Services
Tri-County Health Department	5564	\$ 120.00	Swimming Pool & Spec Plans
JJ's Cleaning	5565	\$ 250.00	Sailfish Room Cleaning Nov 2021
	Total Disbursements	\$	83,627.87

Disbursements (ColoTrust Project Fund)

Payee	Check #	Amount	Description
Transfer to Wells Fargo Operating Account	TXFR	\$ -	Project Costs Incurred

Disbursements (ColoTrust Cap Interest)

Payee	Check #	Amount	Description
Transfer to Wells Fargo Operating Account	TXFR	\$ -	Cap Interest

Cash Balance as of December 31, 2021 \$2,202,950.47

Bank Account Balances as of December 31, 2021

Wells Fargo		
	Operating Account	\$ 121,892.01
	Checks Not Cleared	\$ (805.84)
	Money Market	\$ 1,508.86
ColoTrust		
	Restricted - Capital Projects	\$ 13,092.78
	Emergency Fund	\$ 12,000.00
	General Fund & Capital Projects	\$ 4,269.59
		\$ 29,362.37
	2021 Project Fund / Bond Proceeds	\$2,050,992.77
	Cap Interest	\$ 0.30
	Cost of Issuance Account	\$ -
	Total Cash Position	<u>\$2,202,950.47</u>

	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Budget
General Fund					
Revenues					
305 · Resident P/T (Fam)	\$ -	\$ -	\$ 54,700.00	\$ 48,750.00	\$ 48,750.00
310 · Resident P/T (Indv)	\$ -	\$ -	\$ 660.00	\$ 660.00	\$ 660.00
311 · Sr Resident P/T (Fam)	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
312 · Sr Resident P/T (Indv)	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ 800.00
315 · Non-Resident P/T (Fam)	\$ -	\$ -	\$ 86,775.00	\$ 42,000.00	\$ 42,000.00
320 · Non-Resident P/T (Indv)	\$ -	\$ -	\$ 2,800.00	\$ 1,600.00	\$ 1,600.00
322 · Caregiver Pool Pass	\$ -	\$ -	\$ 440.00	\$ -	\$ -
324 · Daily Use Fees (Pool)	\$ -	\$ -	\$ 1,530.00	\$ -	\$ -
325 · Tennis Key (Sales)	\$ -	\$ -	\$ 25.00	\$ -	\$ -
327 · Tennis Fees	\$ 795.00	\$ -	\$ 795.00	\$ -	\$ -
328 · Resident Tennis (Indv)	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ 700.00
329 · Non-Resident Tennis (Indv)	\$ 1,600.00	\$ 1,600.00	\$ 2,400.00	\$ 2,400.00	\$ 4,000.00
330 · Swim Lessons	\$ -	\$ -	\$ 1,960.00	\$ -	\$ -
335 · Sailfish Room Rental	\$ 250.00	\$ -	\$ 3,655.00	\$ -	\$ -
336 · Pool Rental (Off Season)	\$ 4,000.00	\$ -	\$ 32,435.00	\$ 8,000.00	\$ 8,000.00
340 · Other Income	\$ -	\$ -	\$ 5,116.66	\$ 5,000.00	\$ 5,000.00
405 · Property Tax - General Fund	\$ 2.77	\$ 2.59	\$ 124,842.20	\$ 124,842.02	\$ 124,842.02
412 · Property Tax - Sr/Vet Expt (Gn)	\$ -	\$ -	\$ 4,722.00	\$ 4,722.00	\$ 4,722.00
415 · Specific Ownership Tax	\$ 712.80	\$ 712.80	\$ 7,908.03	\$ 7,908.03	\$ 10,365.00
420 · Interest Income	\$ 0.77	\$ -	\$ 12.70	\$ 10.00	\$ 10.00
425 · ColoTrust Interest	\$ 9.82	\$ 9.82	\$ 65.00	\$ 65.00	\$ 750.00
430 · Arapahoe County Interest	\$ 0.14	\$ -	\$ 138.49	\$ -	\$ -
435 · Colorado CTF	\$ -	\$ -	\$ 4,564.55	\$ 4,564.55	\$ 4,800.00
Total Revenues	\$ 7,371.30	\$ 2,325.21	\$ 341,444.63	\$ 256,421.60	\$ 261,999.02
Expense					
601 · Pool Management (Contract)	\$ -	\$ -	\$ 96,100.00	\$ 93,500.00	\$ 93,500.00
602 · Pool RM&S	\$ -	\$ -	\$ 7,540.92	\$ 7,540.92	\$ 12,000.00
603 · Pool Chemicals	\$ -	\$ -	\$ 7,163.21	\$ 7,163.21	\$ 15,500.00
604 · Pool Furniture	\$ -	\$ -	\$ 273.00	\$ 273.00	\$ 500.00
605 · District Management (Contract)	\$ -	\$ -	\$ 7,850.00	\$ 7,850.00	\$ 14,000.00
606 · District Management Expenses	\$ -	\$ -	\$ 828.22	\$ 828.22	\$ 1,080.00
607 · District Management Special Svc	\$ -	\$ -	\$ 2,979.68	\$ 2,979.68	\$ 8,000.00
610 · Facility RM&S	\$ -	\$ -	\$ -	\$ -	\$ 8,000.00
612 · Grounds Maint Contract	\$ 1,690.00	\$ -	\$ 14,672.00	\$ 11,840.00	\$ 11,840.00
613 · Grounds Other RM&S	\$ -	\$ -	\$ 4,517.26	\$ 4,517.26	\$ 6,000.00
624 · Facility Improvements	\$ -	\$ -	\$ -	\$ -	\$ 11,000.00
625 · Tennis RM&S	\$ -	\$ -	\$ 1,191.75	\$ 1,191.75	\$ 8,500.00
630 · Playground RM&S	\$ -	\$ -	\$ -	\$ -	\$ 500.00
631 · Landscaping / Beautification	\$ 1,152.00	\$ 1,088.67	\$ 11,063.33	\$ 11,000.00	\$ 11,000.00
634 · Pool Team Subsidy	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
635 · Swim Lessons (Reimb)	\$ -	\$ -	\$ 1,960.00	\$ -	\$ -
636 · Cable/HSP/Phone	\$ 144.49	\$ 144.61	\$ 1,569.54	\$ 1,569.66	\$ 4,000.00
637 · Security	\$ -	\$ -	\$ 348.00	\$ 348.00	\$ 782.00
650 · Water	\$ 500.00	\$ 500.00	\$ 15,117.92	\$ 15,117.92	\$ 17,000.00
652 · Sewer	\$ -	\$ -	\$ 820.00	\$ 820.00	\$ 850.00
654 · Gas	\$ -	\$ -	\$ 6,139.87	\$ 6,139.87	\$ 8,000.00
657 · Electricity	\$ -	\$ -	\$ 4,435.28	\$ 4,435.28	\$ 8,000.00
670 · Insurance	\$ -	\$ -	\$ 450.00	\$ 450.00	\$ 11,000.00
671 · Special District Association	\$ -	\$ -	\$ 520.15	\$ 520.15	\$ 550.00
672 · Legal Services	\$ -	\$ -	\$ 6,731.50	\$ 6,731.50	\$ 7,500.00
675 · Accounting Services (DistrCPA)	\$ 484.27	\$ 484.27	\$ 3,393.88	\$ 3,393.88	\$ 5,000.00
677 · Election Expense	\$ -	\$ -	\$ 95.55	\$ -	\$ -
680 · Bank / Bill Pay Fees	\$ -	\$ -	\$ -	\$ -	\$ 100.00
682 · Newsletter/Ads/Website	\$ 40.24	\$ -	\$ 5,164.80	\$ 5,000.00	\$ 5,000.00
684 · Postage/Supplies	\$ -	\$ -	\$ 188.00	\$ 188.00	\$ 300.00
690 · Payroll Taxes	\$ 38.25	\$ 38.25	\$ 382.50	\$ 382.50	\$ 383.00
715 · AC Collection Fees (Gen)	\$ 0.04	\$ -	\$ 1,945.53	\$ 1,943.00	\$ 1,943.00
740 · Director's Fees	\$ 500.00	\$ -	\$ 5,000.00	\$ 4,500.00	\$ 5,000.00
760 · CivicRec Processing Fees	\$ 49.51	\$ -	\$ 3,965.49	\$ 3,000.00	\$ 3,000.00
Total Expenses	\$ 4,598.80	\$ 2,255.80	\$ 217,407.38	\$ 208,223.80	\$ 284,828.00
Net Income (Loss) General Fund	\$ 2,772.50	\$ 69.41	\$ 124,037.25	\$ 48,197.80	\$ (22,828.98)

	Nov 21	Budget	Jan - Nov 21	YTD Budget	Annual Budget
Bond Service Fund					
Revenue					
440 · Bond Proceeds	\$ -	\$ -	\$ 2,200,000.00	\$ -	\$ -
445 · Bond Premium	\$ -	\$ -	\$ 190,169.30	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ 2,390,169.30	\$ -	\$ -
Expense					
710 · Bond Interest	\$ 34,364.72	\$ 34,364.72	\$ 34,364.72	\$ 34,364.72	\$ 34,500.00
712 · Bond Service Fees	\$ -	\$ -	\$ 150.00	\$ 150.00	\$ 200.00
713 · Bond Issuance Cost	\$ -	\$ -	\$ 125,720.22	\$ 125,720.00	\$ 126,000.00
714 · Bond Insurance	\$ -	\$ -	\$ 22,216.39	\$ 22,217.00	\$ 22,300.00
Total Expense	\$ 34,364.72	\$ 34,364.72	\$ 182,451.33	\$ 182,451.72	\$ 183,000.00
Net Income (Loss) BSF	\$ (34,364.72)	\$ (34,364.72)	\$ 2,207,717.97	\$ (182,451.72)	\$ (183,000.00)
Capital Projects Fund					
820 · Pool/Facility Improvements	\$ -	\$ -	\$ 173,790.35	\$ 173,790.35	\$ 480,000.00
822 · Landscape Improvements	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
870 · Capital/Contingencies Reserve	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00
Total	\$ -	\$ -	\$ 173,790.35	\$ 173,790.35	\$ 500,000.00

	Dec 21	Budget	Jan - Dec 21	YTD Budget	Annual Budget
General Fund					
Revenues					
305 · Resident P/T (Fam)	\$ -	\$ -	\$ 54,700.00	\$ 48,750.00	\$ 48,750.00
310 · Resident P/T (Indv)	\$ -	\$ -	\$ 660.00	\$ 660.00	\$ 660.00
311 · Sr Resident P/T (Fam)	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
312 · Sr Resident P/T (Indv)	\$ -	\$ 200.00	\$ 600.00	\$ 800.00	\$ 800.00
315 · Non-Resident P/T (Fam)	\$ -	\$ -	\$ 86,775.00	\$ 42,000.00	\$ 42,000.00
320 · Non-Resident P/T (Indv)	\$ -	\$ -	\$ 2,800.00	\$ 1,600.00	\$ 1,600.00
322 · Caregiver Pool Pass	\$ -	\$ -	\$ 440.00	\$ -	\$ -
324 · Daily Use Fees (Pool)	\$ -	\$ -	\$ 1,530.00	\$ -	\$ -
325 · Tennis Key (Sales)	\$ -	\$ -	\$ 25.00	\$ -	\$ -
327 · Tennis Fees	\$ -	\$ -	\$ 795.00	\$ -	\$ -
328 · Resident Tennis (Indv)	\$ -	\$ 400.00	\$ 300.00	\$ 700.00	\$ 700.00
329 · Non-Resident Tennis (Indv)	\$ -	\$ 1,600.00	\$ 2,400.00	\$ 4,000.00	\$ 4,000.00
330 · Swim Lessons	\$ -	\$ -	\$ 1,960.00	\$ -	\$ -
335 · Sailfish Room Rental	\$ -	\$ -	\$ 3,655.00	\$ -	\$ -
336 · Pool Rental (Off Season)	\$ 1,066.67	\$ -	\$ 33,501.67	\$ 8,000.00	\$ 8,000.00
340 · Other Income	\$ -	\$ -	\$ 5,116.66	\$ 5,000.00	\$ 5,000.00
405 · Property Tax - General Fund	\$ -	\$ -	\$ 124,842.20	\$ 124,842.02	\$ 124,842.02
412 · Property Tax - Sr/Vet Expt (Gn)	\$ -	\$ -	\$ 4,722.00	\$ 4,722.00	\$ 4,722.00
415 · Specific Ownership Tax	\$ 730.83	\$ 2,456.97	\$ 8,638.86	\$ 10,365.00	\$ 10,365.00
420 · Interest Income	\$ 1.41	\$ -	\$ 14.11	\$ 10.00	\$ 10.00
425 · ColoTrust Interest	\$ 31.65	\$ 685.00	\$ 96.65	\$ 750.00	\$ 750.00
430 · Arapahoe County Interest	\$ -	\$ -	\$ 138.49	\$ -	\$ -
435 · Colorado CTF	\$ -	\$ 235.45	\$ 4,564.55	\$ 4,800.00	\$ 4,800.00
Total Revenues	\$ 1,830.56	\$ 5,577.42	\$ 343,275.19	\$ 261,999.02	\$ 261,999.02
Expense					
601 · Pool Management (Contract)	\$ -	\$ -	\$ 96,100.00	\$ 93,500.00	\$ 93,500.00
602 · Pool RM&S	\$ 1,660.00	\$ 4,459.08	\$ 9,200.92	\$ 12,000.00	\$ 12,000.00
603 · Pool Chemicals	\$ -	\$ 8,336.79	\$ 7,163.21	\$ 15,500.00	\$ 15,500.00
604 · Pool Furniture	\$ -	\$ 227.00	\$ 273.00	\$ 500.00	\$ 500.00
605 · District Management (Contract)	\$ 5,310.00	\$ 6,150.00	\$ 13,160.00	\$ 14,000.00	\$ 14,000.00
606 · District Management Expenses	\$ 368.05	\$ 251.78	\$ 1,196.27	\$ 1,080.00	\$ 1,080.00
607 · District Management Special Svc	\$ 2,062.50	\$ 5,020.32	\$ 5,042.18	\$ 8,000.00	\$ 8,000.00
610 · Facility RM&S	\$ 250.00	\$ 8,000.00	\$ 250.00	\$ 8,000.00	\$ 8,000.00
612 · Grounds Maint Contract	\$ -	\$ -	\$ 14,672.00	\$ 11,840.00	\$ 11,840.00
613 · Grounds Other RM&S	\$ -	\$ 1,482.74	\$ 4,517.26	\$ 6,000.00	\$ 6,000.00
624 · Facility Improvements	\$ -	\$ 11,000.00	\$ -	\$ 11,000.00	\$ 11,000.00
625 · Tennis RM&S	\$ 405.00	\$ 7,308.25	\$ 1,596.75	\$ 8,500.00	\$ 8,500.00
630 · Playground RM&S	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 500.00
631 · Landscaping / Beautification	\$ -	\$ -	\$ 11,063.33	\$ 11,000.00	\$ 11,000.00
634 · Pool Team Subsidy	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
635 · Swim Lessons (Reimb)	\$ -	\$ -	\$ 1,960.00	\$ -	\$ -
636 · Cable/HSP/Phone	\$ 144.49	\$ 2,430.34	\$ 1,714.03	\$ 4,000.00	\$ 4,000.00
637 · Security	\$ -	\$ 434.00	\$ 348.00	\$ 782.00	\$ 782.00
650 · Water	\$ -	\$ 1,882.08	\$ 15,117.92	\$ 17,000.00	\$ 17,000.00
652 · Sewer	\$ -	\$ 30.00	\$ 820.00	\$ 850.00	\$ 850.00
654 · Gas	\$ -	\$ 1,860.13	\$ 6,139.87	\$ 8,000.00	\$ 8,000.00
657 · Electricity	\$ -	\$ 3,564.72	\$ 4,435.28	\$ 8,000.00	\$ 8,000.00
670 · Insurance	\$ 10,880.00	\$ 10,550.00	\$ 11,330.00	\$ 11,000.00	\$ 11,000.00
671 · Special District Association	\$ -	\$ 29.85	\$ 520.15	\$ 550.00	\$ 550.00
672 · Legal Services	\$ 234.00	\$ 768.50	\$ 6,965.50	\$ 7,500.00	\$ 7,500.00
675 · Accounting Services (DistrCPA)	\$ 749.89	\$ 1,606.12	\$ 4,143.77	\$ 5,000.00	\$ 5,000.00
677 · Election Expense	\$ -	\$ -	\$ 95.55	\$ -	\$ -
680 · Bank / Bill Pay Fees	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ 100.00
682 · Newsletter/Ads/Website	\$ -	\$ -	\$ 5,164.80	\$ 5,000.00	\$ 5,000.00
684 · Postage/Supplies	\$ -	\$ 112.00	\$ 188.00	\$ 300.00	\$ 300.00
690 · Payroll Taxes	\$ 38.25	\$ 0.50	\$ 420.75	\$ 383.00	\$ 383.00
715 · AC Collection Fees (Gen)	\$ -	\$ -	\$ 1,945.53	\$ 1,943.00	\$ 1,943.00
740 · Director's Fees	\$ 500.00	\$ -	\$ 5,500.00	\$ 5,000.00	\$ 5,000.00
760 · CivicRec Processing Fees	\$ 88.11	\$ -	\$ 4,053.60	\$ 3,000.00	\$ 3,000.00
Total Expenses	\$ 22,690.29	\$ 76,104.20	\$ 240,097.67	\$ 284,828.00	\$ 284,828.00
Net Income (Loss) General Fund	\$ (20,859.73)	\$ (70,526.78)	\$ 103,177.52	\$ (22,828.98)	\$ (22,828.98)

	Dec 21	Budget	Jan - Dec 21	YTD Budget	Annual Budget
Bond Service Fund					
Revenue					
440 · Bond Proceeds	\$ -	\$ -	\$ 2,200,000.00	\$ -	\$ -
445 · Bond Premium	\$ -	\$ -	\$ 190,169.30	\$ -	\$ -
Total Revenue	\$ -	\$ -	\$ 2,390,169.30	\$ -	\$ -
Expense					
710 · Bond Interest	\$ -	\$ 135.28	\$ 34,364.72	\$ 34,500.00	\$ 34,500.00
712 · Bond Service Fees	\$ -	\$ 50.00	\$ 150.00	\$ 200.00	\$ 200.00
713 · Bond Issuance Cost	\$ -	\$ 280.00	\$ 125,720.22	\$ 126,000.00	\$ 126,000.00
714 · Bond Insurance	\$ -	\$ 83.00	\$ 22,216.39	\$ 22,300.00	\$ 22,300.00
Total Expense	\$ -	\$ 548.28	\$ 182,451.33	\$ 183,000.00	\$ 183,000.00
Net Income (Loss) BSF	\$ -	\$ (548.28)	\$ 2,207,717.97	\$ (183,000.00)	\$ (183,000.00)
Capital Projects Fund					
820 · Pool/Facility Improvements	\$ 58,030.75	\$ 306,209.65	\$ 231,821.10	\$ 480,000.00	\$ 480,000.00
822 · Landscape Improvements	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 5,000.00
870 · Capital/Contingencies Reserve	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00
Total	\$ 58,030.75	\$ 326,209.65	\$ 231,821.10	\$ 500,000.00	\$ 500,000.00



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 17, 2021 at 5:30 pm, at the Sailfish Room, 5626 S Galena Street, Greenwood Village CO.

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities, joined by phone
Jeff Erb, President, arrived at 5:50 pm
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Other attendees:

Dawn Schilling, Schilling and Company Inc.
Melissa Lanning, Essenza Architecture
Christa Plaza, Essenza Architecture
Drew Miller, AD Miller
Adam Miller, AD Miller
Eric Bakanowski, AD Miller
JC Chambers, MPM Recreation, joined by phone
Jason Pomerantz, Resident
Suzy Vaughn, Resident
Cindi Gelman, HOA Rep/Resident
Molly Carr, Swim Team Rep
Terry Wong, USTA Rep/Resident, departed at 6:35 pm
Rebecca Hite, USTA Rep/Resident, by phone, departed at 6:35 pm
Jack Campbell, Pool Committee/Resident
Sarah Shepherd, Circuit Rider of Colorado

Call to Order/Agenda/ Conflicts of interest:

Director Gelman called the meeting to order at 5:36 pm and declared a quorum.

The Board approved the agenda by acclamation.

Approval of October 13, 2021 minutes:

Upon a motion by Director Foley, with a second by Director Fehr, the board voted 4-0 to approve the minutes, as presented.

Facility budget scope discussion:

Discussion on scope, site plan and budget: Essenza and AD Miller

Discussion followed regarding materials for the pool facility. Tile color and costs were discussed. Countertop color was discussed. The entrance gate will remain in place with

added doors inside for winter weather protection and access to the year-round changing room and bathroom.

The floors will be refinished in full at the pool entrance. Discussion followed regarding the electrical and wifi connection to entry system down to the tennis courts. Options and pricing will be presented with input from AD Miller in the coming weeks. Slide and kiddie pool features colors were discussed. The Board approved the design and preferred golden yellow versus lemon yellow colors. The long lead time on ordering for the slide and Diamondbrite was discussed.

Pool project budget review by Essenza and AD Miller

The general budget increases were presented to the Board. AD Miller accounted for approximately 2/3 of the increases in scope clarification and escalation due to inflation and other market considerations.

Discussion followed regarding the diving board changes, water-bottle filling station location, water heating at the foot wash, and outdoor rinsing shower.

Alternates scope and timing were discussed (as to when these items must be added and how the total budget with administration and overhead adjusts when these items are added).

Discussion followed regarding the tennis court wall repair scope. The full scope and overall budget was discussed in detail. The Swim team representative, Molly Carr, asked about storage during construction. Management will coordinate with the swim team and HOA to move items out of the storage rooms into the Sailfish Room during construction, prior to the construction team beginning staging efforts (in early December).

USTA Tennis Membership

Terry Wong and Rebecca Hite presented on the tennis membership fee proposal. The recommendations were included in the board meeting packet. Their goal was to review comparisons of tennis fees and to promote a robust USTA program. Terry and Rebecca provided their comparables list, and believe the Sundance Hills fee is higher than at other facilities, especially for the non-resident tennis players, and that there were fewer teams in 2021 playing based upon the membership fee; they are proposing a fee of \$25 for a key card to all, plus a lower rate for each membership, as well as an “emergency” member on a case-by-case basis at a reduced rate. The Board thanked Mr. Wong and Ms. Hite for their proposal and partnership.

Director Fehr reported upon the pool and tennis membership proposed by the Board for 2022. The Board members who were part of the discussion would like to keep the single fee versus more option versus reducing the fees.

Discussion followed regarding the balance of maintaining league and recreational participation as well as the cost balance between the resident and non-resident.

Swim team report

Molly Carr presented the swim team report. They would like to request the \$5,000 contribution in 2022 which will go to significant operations.

Board Member & Manager Items: 2022 Meeting Schedule
Upon a motion by Director Erb, with a second by Director Foley, the Board voted 4-0 to approve the annual meeting resolution, as amended.

Financial Matters: November 2021 financial report
Director Fehr presented the financial report for the period ending October 31, 2021 to the Board. The contract with Aquawolves has been a helpful revenue stream. 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 financial report and the claims payable totaling \$70,225.50, as presented.

Contract renewals 2022

The Board reviewed the contract renewals for 2022 landscape maintenance, pool management, District management, tennis lessons, District accountant, District Auditor, respectively; JBK Landscape, MPM Recreation, Circuit Rider of Colorado and SF Tennis, Schilling and Company Inc. and Logan and Associates.

Upon motion by Director Erb and seconded by Director Draudt, the Board voted 5-0 to approve the JBK Landscape, Circuit Rider of Colorado, SF Tennis, Schilling and Company Inc., Logan and Associates, and MPM Recreation contracts for 2022.

May 3, 2022 Election Resolution

The Board reviewed the Resolution for a regular director election for May 3, 2022. **Upon a motion by Director Erb, with a second by Director Gelman, the board voted 5-0 to approve the resolution, as presented.**

Adjournment: Meeting adjourned at 9:13 pm by acclamation.

The next meeting will be a Regular Meeting, held on January 10, 2022 at 5:30 p.m. via Zoom/Sailfish Room, depending upon construction processes and COVID conditions.

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 2022 BUDGET
ON NOVEMBER 17, 2021**

**A regular meeting of the Board of Directors of the Sundance Hills Metropolitan District was held
on November 18, 2020 at 5:30pm, at the Sailfish Room.**

Attendance

Directors:

Mike Draudt, Vice President, Tennis Facilities, joined by phone
Jeff Erb, President, arrived at 5:50 pm
Amy Fehr, Treasurer
Bailey Foley, Secretary
Gabe Gelman, Vice President, Buildings & Grounds

Other attendees:

Dawn Schilling, Schilling and Company Inc.
Melissa Lanning, Essenza Architecture
Christa Plaza, Essenza Architecture
Drew Miller, AD Miller
Adam Miller, AD Miller
Eric Bakanowski, AD Miller
JC Chambers, MPM Recreation, joined by phone
Jason Pomerantz, Resident
Suzy Vaughn, Resident
Cindi Gelman, HOA Rep/Resident
Molly Carr, Swim Team Rep
Terry Wong, USTA Rep/Resident, departed at 6:35 pm
Rebecca Hite, USTA Rep/Resident, by phone, departed at 6:35 pm
Jack Campbell, Pool Committee/Resident
Sarah Shepherd, Circuit Rider of Colorado

**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 8:51 pm by Director Erb.

No public comment.

Director Erb closed the public hearing at 8:52 pm.

Board Discussion

The Board presented the 2022 budget as presented by Director Fehr.

Cindi Gelman shared that the HOA is able to share the 50% maintenance cost on the entrance beds again in 2022.

Membership fees were discussed. In support of increase USTA leagues the board set the tennis fees at \$100 for residents and \$150 for non-residents, and \$50 for one-time emergency substitutions.

To balance the budget and maintain the new facilities that will be constructed and repaired in 2022, membership fees for 2022 were set as follows: Resident Family \$400, Resident Individual \$240, Senior Resident Family \$275, Senior Resident Individual \$225, Non-resident Family \$750, Non-resident Individual \$450, Resident Tennis Membership \$100, and Non-resident Tennis Membership \$250.

2021 Budget Amendment

Upon a motion by Director Erb with a second by Director Draudt, the Board voted 5-0 to approve the 2021 budget amendment resolution, as presented.

Adoption of the 2022 Budget, Appropriate Funds, Set 2022 Mill Levy

The draft 2022 Budget was properly noticed in the Villager Legals and was circulated to the Board before October 15, 2021.

Upon motion by Director Erb, and seconded by Director Draudt, the Board voted 5-0 to approve the 2022 Budget, as presented, to appropriate funds, and to set the mill levy as detailed in the 2022 Budget Resolution.

_____, Secretary for meeting



**MINUTES OF THE DECEMBER 7, 2021 SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF
THE SUNDANCE HILLS METROPOLITAN DISTRICT
BOARD OF DIRECTORS**

A special meeting of the board of directors was held at 1:30 pm on December 7, 2021 via Zoom.

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:

Rebecca Hite, Resident and HOA Representative
Tom Boucha, FCI Constructors, arrived at 2:00pm
Christa Plaza, Essenza Architects
JC Chambers, MPM Recreation Management
Max Pedersen, FCI Constructors, arrived at 2:00pm
Melissa Lanning, Essenza Architects
Sally Newcomb, Resident
Cindi Gelman, Resident and HOA Representative
Donna Johnston, Resident
Terry Wong, Resident and Pool Planning Committee Member
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 1:31 pm and declared a quorum.

The Board approved the agenda by acclamation.

Public Input:

No public input.

**Board Member &
Manager Items:**

Discussion and consider approval of contractor for design build services

The design team and district management and pool management discussed concerns that have come up with pricing from the AD Miller team. It has been difficult to solidify pricing during pre-construction. Discussion followed. Two representatives from FCI Constructors attended the meeting to discuss their team's process with the Board. Discussion followed. FCI discussed how they would work hard to get updated pricing to the Board in time for the committee work session on December 17th.

Upon motion by Director Erb and seconded by Director Draudt, the Board voted 5-0 to ask for a final invoice for design services to date from AD Miller and notify the AD Miller that the District does not intend to proceed with construction services.

Upon motion by Director Erb and seconded by Director Draudt, the Board voted 5-0 engage FCI to complete design services, and keep the preconstruction services to \$1,500.

Adjournment: The meeting was adjourned at 2:33 pm by acclamation.

The next meeting will be a Regular Meeting, held on January 10, 2022 at 5:30 p.m. via Zoom/in person, depending upon the status of construction and the health situation.

Secretary for meeting



**MINUTES OF THE DECEMBER 22, 2021 SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF
THE SUNDANCE HILLS METROPOLITAN DISTRICT
BOARD OF DIRECTORS**

A special meeting of the board of directors was held at 8:45 am on December 22, 2021 via Zoom.

Attendance

Directors:

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

Absent (whose absence was excused): Bailey Foley, Secretary

Other attendees:

Tom Boucha, FCI Constructors
Christa Plaza, Essenza Architects
JC Chambers, MPM Recreation Management
Max Pedersen, FCI Constructors
Melissa Lanning, Essenza Architects
Terry Wong, Resident and Pool Planning Committee Member
Jack Campbell, Resident and Pool Planning Committee Member
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 8:50 am and declared a quorum.

The Board approved the agenda by acclamation.

Public Input:

No public input.

**Board Member &
Manager Items:**

Tennis Membership 2021 Closeout

The Board discussed the few outstanding USTA tennis participants at the facility in 2021. There are 3 outstanding payments. 2 of these members did not participate fully or at all in 2021 and Terry Wong has offered to pay for the one additional member's fees to close out these outstanding registrations prior to the year end. This will allow for a complete reconciliation of memberships in 2021 and timely opening of 2022 Tennis-only membership registration. Discussion followed.

Upon a motion by Director Draudt, seconded by Director Gelman, the Board voted

4-0 to approve the proposal, as presented. Management will write off the two memberships and make arrangements for payment of the remaining fee.

The Board thanked Mr. Wong for his work on this project.

Discussion and consider approval of contractor for design build services

Discussion followed regarding budget and scope recommendations from FCI Constructors and the design team after initial work at the committee meeting on December 17th.

Upon motion by Director Erb and seconded by Director Gelman, the Board voted 4-0 to proceed with construction services by FCI Constructors, and approved the contract form, scope and budget. This approval allows management and the design team to provide FCI Construction the notice to proceed with construction management oversight and to notify its subcontractors to begin ordering materials and staging for work to being on or around January 10, 2022.

Management will coordinate with legal counsel to execute the contract.

Permits for the project are expected to be issued prior to January 10.

Adjournment: The meeting was adjourned at 10:43 pm by acclamation.

The next meeting will be a Regular Meeting, held on January 10, 2022 at 5:30 p.m. via Zoom/in person, depending upon the status of construction and the health situation.

Secretary for meeting

FLOOR PLAN DEMO KEYNOTES

#	COMMENT
1	DEMO CABINETS AND COUNTERTOPS, PREP FOR MILLWORK
2	DEMO COUNTERTOP
3	SMALLER DASED LINE INDICATES EXISTING LOW WALL BELOW COUNTERTOP TO REMAIN
4	DEMO PORTION OF WALL FOR ACCESSIBLE COUNTERTOP
5	DEMO SHELVES
6	DEMO CONC. SLAB, PREP FOR SLOPED RESTROOM SLAB AND RECESSED SHOWER SLAB
7	DEMO EXTERIOR WALL AND PREP FOR NEW DOOR OPENING
8	(E) WINDOW TO REMAIN
10	DEMO (E) CONC. SLAB
11	DEMO PLUMB. FIXTURES, RE: PLUMB. DWGS.
12	DEMO POOL EQUIPMENT AND ASSOCIATED PIPING, RE: AQ. DWGS FOR DEMO IN THIS AREA
13	DEMO LOUVER WALL
15	DEMO WALLS AND DOORS AS INDICATED
18	DEMO (E) FIRE EXTINGUISHER AND SALVAGE FOR RELOCATION
19	DEMO SIDEWALK AND PREP FOR CONCRETE
20	DEMO LOW METAL FENCE
21	(E) DRINKING FOUNTAINS TO REMAIN
22	DEMO WALL AND PREP FOR BOTTLE FILLER ROUGH IN
23	DEMO STAIRS AND PLATFORM
24	(ALT #) PREP (E) CONCRETE SLAB TO RECIEVE EPOXY FINISH

FLOOR PLAN DEMO NOTES

- WRITTEN DIMENSIONS AND EXISTING CONDITIONS SHALL BE VERIFIED IN FIELD BY THE CONTRACTOR AND/OR HIS/HER SUB-CONTRACTORS.
- DO NOT SCALE DRAWINGS.
- CONTRACTOR TO VERIFY LOCATION OF ALL EXISTING UTILITIES AND HVAC/PLUMBING/ELECTRICAL SYSTEMS.
- ANY AMBIGUITY OR DISCREPANCY DISCOVERED SHALL BE REPORTED IMMEDIATELY TO THE ARCHITECT AND ENGINEERS.
- ALL EXISTING SIGNAGE TO BE REMOVED AND PREPARED FOR REPLACEMENT, U.N.O.
- AREAS NOTED WITH "NIC" INDICATES NOT IN CONTRACT.
- ALL AREAS TO RECEIVE NEW LIGHTING SHOULD BE CLEAR OF PREVIOUS WIRING, CONDUIT, AND LIGHTS.
- REFER TO M/E/P AND FP DEMOLITION AND NEW WORK DRAWINGS FOR ADDITIONAL REQUIREMENTS.
- PROVIDE PROTECTION AGAINST MOISTURE, IMPACT, AND OTHER TYPES OF DAMAGE AT ALL OPENINGS CREATED BY SELECTIVE DEMOLITION AND NEW CONSTRUCTION WORK. REPAIR AND REPLACE DAMAGED AREAS AS PART OF SCOPE OF WORK.
- PROVIDE TEMPORARY PROTECTION, SUPPORT, BRACING, SEALING, AND CAPPING OF EXISTING PARTITIONS, CEILINGS, PIPES, DUCTS, CONDUITS, ETC., SHOWN TO BE PARTIALLY DEMOLISHED. THE TEMPORARY WORK SHALL KEEP THE PARTIALLY DEMOLISHED WORK STABILIZED. WHERE EXISTING CONSTRUCTION IS SHOWN TO BE PARTIALLY DEMOLISHED, EXTEND DEMOLITION AS MINIMAL A DISTANCE AS REQUIRED TO INSTALL NEW WORK INDICATED.
- REMOVE CEILINGS & ASSOCIATED HANGERS AND SUPPORTS IN LOCATIONS TO RECEIVE NEW CEILINGS. SEE THE FINISH SCHEDULE AND REFLECTED CEILING PLANS.



SUNDANCE HILLS PARK AND POOL FACILITY
REMODEL & ADDITION
5626 S GALENA ST
GREENWOOD VILLAGE, CO 80111



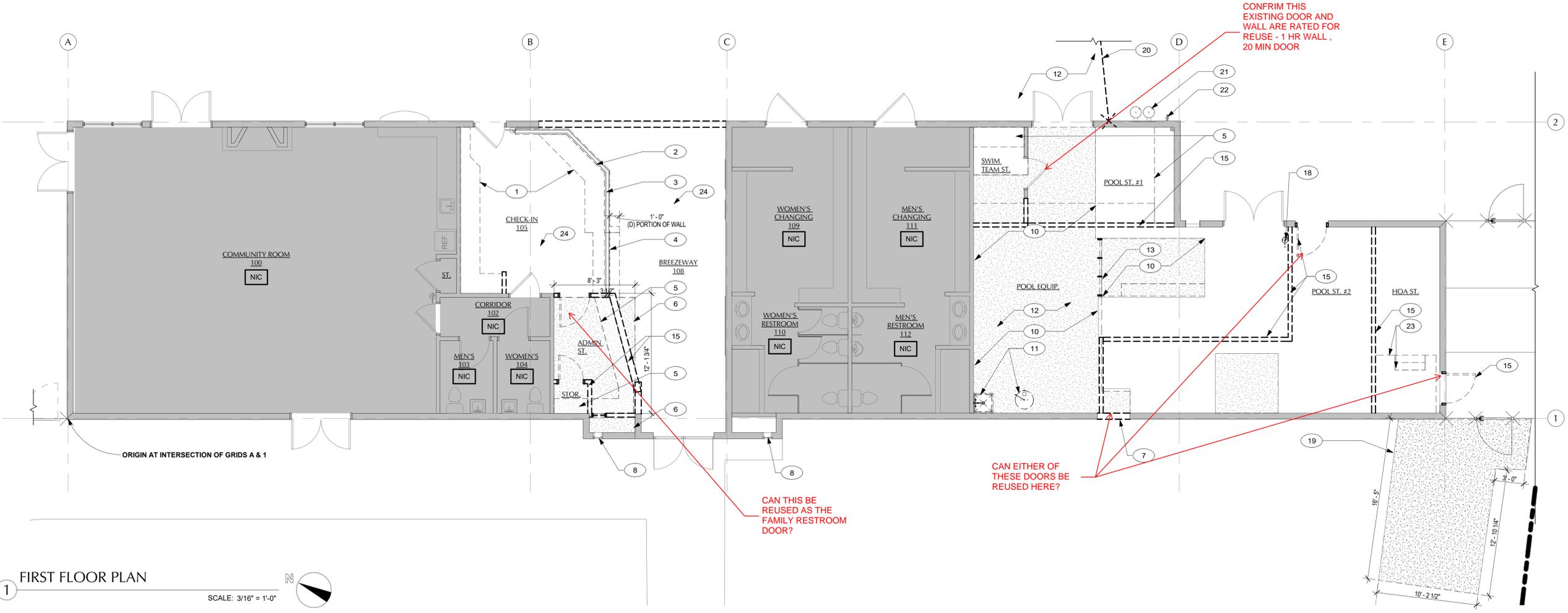
ISSUE:
100% CD SET
DATE:
1/13/2022
REVISIONS:

DRAWN BY:
ML, MS
REVIEWED BY:
CP

PROJECT #:
2101
DRAWING TITLE:

FIRST FLOOR DEMO PLAN
SHEET #:

AD101



SEE UPDATED LOG FROM FCI THAT NOTES CHANGES MADE AT 12/22/21 MEETING - WILL BE SENT IN A SEPARATE EMAIL WHEN IT IS RECEIVED



PROJECT Sundance Hills	
BUDGET TREND LOG - POTENTIAL SCOPE CHANGES, TRACKING ITEMS AND VALUE ENGINEERING	
DATE: December 17, 2021	BUDGET GOAL \$ 1,794,627
BTL-01:	CURRENT ESTIMATE \$ 2,148,157

ITEM#	DESCRIPTION	STATUS	APPROXIMATE AMOUNT	CLARIFICATIONS
NEW & OUTSTANDING ITEMS				
5	Only Replace Damaged Coping (No Waterline Tile)	P	(47,300)	Previously Rejected (R). Reconsider this line-item
18	Re-use existing lighting in Pool Pump room	P	(5,700)	
19	Remove Epoxy Finish in Breezeway/Check-In. Existing to Remain	P	(3,795)	
20	Remove Trex bench outside Community Room	P	(744)	
21	Remove additional Spray Features at Wading Pool	P	(7,500)	
22	Remove Millwork at Check-In 105 from Base Scope	P	(21,285)	
23	IT/AV by FCI	P	17,500	Allowance previously carried by Owner. Will get competitive pricing at 100% CD
24	Re-use existing fence	P	(15,662)	
25	Remove Restroom from Base Scope	P	(80,000)	
ACCEPTED ITEMS				
1	Foot Wash Station ILO Shower	A	(10,272)	95% CD Alternate 3
2	Remove Tennis Court Work from Base Scope	A	(113,523)	
4	Hight Country Pools Good Faith Concession	A	(25,000)	
6	Eliminate Cold Water Run at Dive Pool & Zero-Entry	A	(4,000)	Verify with Cole
7	Round Escutcheons ILO Keyhole Escutcheons	A	(1,000)	
8	Accu Tab 1030 ILO 3070AT	A	(3,000)	
9	Eliminate Rescue Tubes, Life Hooks and Portable Vacuum	A	(3,700)	Portable Vacuum preferred in base scope if possible
11	Eliminate Backwash and Heater flow meters	A	(1,200)	Confirm Value with Tyler
12	Intelliflo VSF Pump ILO Whisperflo with VFD	A	(5,700)	
13	Eliminate Grab Rail Replacement from Base Scope	A	(4,500)	
14	Alternate Autofill (K1100 ILO ELC)	A	(2,500)	
15	Alternate ADA Lift	A	(3,000)	
16	Eliminate light replacement from Base Scope	A	(3,200)	May be further savings from Electrician
17	Rough-in for UV only (Add at a later date)	A	(10,000)	
REJECTED ITEMS				
3	Eliminate Trash Enclosure from Base Scope	R	(15,000)	Required per the AHJ
10	Do not refinish the starting blocks	R	(6,200)	Possibly more to maintain
TOTAL ACCEPTED ITEMS:			\$ (190,595)	LEGEND A = ACCEPTED P = PENDING R = REJECTED X = ITEM DEPENDENT ON OTHER
ESTIMATE LESS ACCEPTED ITEMS:			\$ 1,957,562	
ITEMS NEEDED TO REACH BUDGET (AFTER ACCEPTED ITEMS ONLY):			\$ 162,935	
TOTAL PENDING ITEMS:			\$ (164,486)	
ESTIMATE LESS ACCEPTED & PENDING ITEMS:			\$ 1,793,076	
SAVINGS NEEDED TO REACH BUDGET (AFTER ACCEPTED + PENDING):			\$ (1,551)	
TOTAL REJECTED ITEMS:			\$ -	

GO BACK TO THE COMMUN. FOR GENERAL FUND MONEY

MAY/NOV ELECTION REQUEST

TRASH ENCLOSURE:

BUILDING DEPT NOTED THAT THIS NEEDS TO STAY IN THE PROJECT

THE WORKING GROUP TEAM ASKED IF IT WOULD IT BE POSSIBLE TO BUILD THE FENCE IN THE NEAR FUTURE - WOULD THE CITY CONSIDER THIS?

HAVE NOT RECEIVED A FORMAL NOTICE FROM THE CITY ABOUT THE TRASH COMPLAINTS, ALTHOUGH THE CITY NOTED THAT THEY RECEIVED SOME.

The Tri-County Health Department has just released a full copy of the Order (attached and link) as follows:

- **Duration.** This TCHD Public Health Order shall be in effect from November 24, 2021, at 12:01 a.m. and shall remain in effect through at least January 2, 2022 and shall continue thereafter until Staffed ICU Bed Capacity in the North Central Emergency Preparedness Region reaches 10% or greater for 14 consecutive days, unless extended, rescinded or amended in writing by the Executive Director of TCHD.

- **Face Coverings Required for all Individuals 2 Years of Age and Older.** Individuals 2 years of age or older, regardless of vaccination status, must wear a face covering while entering or within any Public Indoor Space, unless exempt or actively engaged in an activity specifically set forth in the Order.

- **“Public Indoor Space”** means any enclosed indoor area that is publicly or privately owned, managed, or operated to which individuals have access by right or by invitation, expressed or implied, or that is accessible to the public, serves as a place of employment, or is an entity providing services. Public Indoor Spaces include all enclosed indoor areas that are not an individual’s residence.

- **Exemptions to Face Covering Requirements.** The following individuals are exempt from the face covering requirements of this Order:

- Individuals under age 2;
- Individuals who cannot medically tolerate a face covering.

- **Exceptions to Face Covering Requirements.** Individuals performing any of the following activities are excepted from the face covering requirements of this Order while the activity is being performed:

- Individuals who are hearing impaired or otherwise disabled or who are communicating with someone who is hearing impaired or otherwise disabled and where the ability to see the mouth is essential to communication;
- Individuals who are seated at a food service establishment or actively eating or drinking;
- Individuals who are receiving a personal, religious, or medical service where the temporary removal of the face covering is necessary to perform the service;
- Individuals who are asked to temporarily remove their face covering for identification purposes in furtherance of a particular service requiring legal identification;
- Individuals who are actively engaged in a public safety role, such as law enforcement personnel, firefighters, or emergency medical personnel;
- Individuals who are giving a speech for broadcast or an audience, so long as they remain at least twelve (12) feet away from non-household members;
- Individuals who are alone in an enclosed room or only with members of their same household;
- Individuals who are actively engaged in a performing arts performance, leading religious services, or engaged in other similar activities, so long as the individual maintains at least twelve (12) feet distance from non-household members;
- Individuals actively playing an instrument that cannot otherwise be played while wearing a face covering;
- Individuals who are in a swimming pool and actively engaged in a pool activity in which their face covering might become wet;
- Individuals actively engaged in gymnastics, tumbling, cheer, or wrestling, where it is not safe to wear a face covering;
- Individuals inside a “Fully Vaccinated Facility”

- **“Fully Vaccinated Facility”** means a Public Indoor Space in which TCHD has verified that the owner, operator, or manager:

- Implements mandatory vaccination policies, in writing, requiring all employees, staff, guests, customers, and all other individuals to show “Proof of Full Vaccination” before being permitted to enter their Public Indoor Space;

- “Proof of Full Vaccination” means one of the following forms of documentation demonstrating receipt of one dose of a single dose COVID-19 vaccine or two doses of any two-dose COVID-19 vaccine as recommended by the Advisory Committee on Immunization Practices (“ACIP”) in accordance with the recommended timelines:

- COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes the name of the person vaccinated, the type of vaccine provided, and the date the last dose was administered)

- A photo of a COVID-19 Vaccination Record Card;

- A photo of a COVID-19 Vaccination Record Card stored on a phone or electronic device;

- Documentation of COVID-19 vaccination from a healthcare provider; or

- Digital record accessed through the myColorado application.

- Submits a self-attestation to TCHD in accordance with TCHD’s Fully Vaccinated Facility Guidance;

- Receives written confirmation from TCHD that their self-attestation has been received and approved;

- Continues requiring Proof of Full Vaccination for all individuals entering the facility in accordance with TCHD's Fully Vaccinated Facility Guidance;
 - Agrees to compliance inspections as deemed necessary by TCHD; and
 - Posts signs at all entrances indicating that the facility is a Fully Vaccinated Facility, and that Proof of Full Vaccination is required for entry.
-
- **Signage Requirements.** All facilities must post signs at entrance(s) indicating face coverings are required for all individuals, regardless of vaccination status.
 - Please see <https://covid19.colorado.gov/print-materials> for sample print materials.

 - **Denial of Entry.** Except for the limited exemptions and exceptions provided above, no owner, operator, or manager of a Public Indoor Space may allow an individual to enter or be within that Public Indoor Space unless the individual is wearing a Face Covering as required by this Order.

Please let me know if you need any additional information or have any questions.

MASK

REQUIRED



IN THIS BUILDING

PUBLIC HEALTH ORDER REQUIRING FACE COVERINGS FOR ALL INDIVIDUALS 2 YEARS OF AGE AND OLDER IN ALL PUBLIC INDOOR SPACES

Pursuant to C.R.S §§ 25-1-506, 508, and 509, the Tri-County Health Department (“TCHD”) issues this Public Health Order Requiring Face Coverings For All Individuals 2 Years Of Age And Older In All Public Indoor Spaces in Adams County and Arapahoe County.

TCHD is working to stop the spread of SARS-CoV-2 virus (“COVID-19”). To support this effort and to address the growing crisis in hospital capacity, the Tri-County Board of Health finds it necessary to implement mitigation measures to require all individuals 2 years of age and older to wear Face Coverings while within any public indoor space in Adams and Arapahoe Counties. The intent of this Order shall be to control and reduce the spread of COVID-19, to prevent unnecessary deaths and serious illness, to prevent the rationing of health care, and to maintain consistent health care capacity.

FINDINGS

Whereas, TCHD has public health jurisdiction over Adams and Arapahoe Counties. In furtherance of its jurisdiction, TCHD has the power and duty to investigate and control the causes of epidemic or communicable diseases and conditions affecting the public health within its jurisdiction, as well as the power and duty to close schools and public places and to prohibit gatherings of people when necessary to protect public health, and to establish, maintain, and enforce isolation and quarantine, and in pursuance thereof, to exercise physical control over property and over persons within TCHD’s jurisdiction as it may find necessary for the protection of public health; and

Whereas, COVID-19 is a respiratory illness that spreads easily between people through respiratory or aerosolized droplets that people expel when they breathe, talk, cough, or sneeze. Persons can be infected with COVID-19 and be asymptomatic yet still contagious, including vaccinated persons; and

Whereas, the continued increased spread of COVID-19 is evidenced in the data showing, as of November 22, 2021 the 7-day cumulative incidence rate for Adams County was 345.7/100,000 which represents an increase of 10.8 times the 7-day cumulative incidence rate of 32.1/100,000 for Adams County on July 1, 2021. For Arapahoe County, as of November 22, 2021 the 7-day cumulative incidence rate was 302.7/100,000 which represents an increase of 9.1 times the 7-day cumulative incidence rate of 33.2/100,000 for Arapahoe County on July 1, 2021.

Whereas, deaths due to COVID-19 continue to be a significant outcome of infection, cumulative deaths of COVID-19 cases for Adams County as of November 22, 2021 total 959 and 983 for Arapahoe County.

Whereas, the Colorado Department of Public Health and Environment (“CDPHE”) first detected the Delta variant of the COVID-19 virus in Colorado during the week of April 18, 2021; and as of

the week of October 31, 2021, the Delta variant constitutes 99.64% of all COVID-19 tests sampled in Colorado, is approximately twice as contagious as previous variants of COVID-19, and may cause more severe illness particularly in unvaccinated persons; and

Whereas, unvaccinated persons remain the greatest concern for continued COVID-19 spread and disease burden, and fully vaccinated persons with Delta variant breakthrough infections can spread the virus to others; and

Whereas, COVID-19 vaccines continue to provide the greatest protection against infection, hospitalizations, and deaths in Adams and Arapahoe Counties. Currently, unvaccinated individuals are 4.0 times more likely to be infected with COVID-19 than fully vaccinated individuals. Unvaccinated individuals who test positive for COVID-19 are 5.8 times more likely to be hospitalized due to COVID-19 as compared to fully vaccinated individuals. Unvaccinated individuals who test positive for COVID-19 are 6.3 times more likely to die due to COVID-19 as compared to fully vaccinated individuals.

Whereas, there is a heightened risk of disease spread as evidenced in data showing, as of November 22, 2021, a 7-day incidence rate (cases/100,000 population) of 345.7 in Adams County and 302.7 in Arapahoe County, defined as “High Community Transmission” by the U.S. Centers for Disease Control and Prevention (“CDC”); and

Whereas, to reduce the risk of individuals becoming infected with the Delta variant and possibly spreading it to others, the CDC recommends all individuals, including fully-vaccinated individuals, to wear Face Coverings in public indoor spaces in areas of substantial or high transmission; and

Whereas, despite the CDC recommendation and a recent [Public Health Advisory](#) from TCHD, other metro area health departments, and CDPHE recommending mask wearing in public indoor spaces, mask use by residents in Adams and Arapahoe Counties remains under 60%, substantially lower than in neighboring counties which have implemented mask mandates; and

Whereas, Colorado has a growing crisis in hospital capacity, particularly in staffed ICU beds and as of November 17, 2021, there were 1,526 individuals hospitalized with COVID-19, more than 80% of the number of individuals hospitalized during the peak of the pandemic when 1,847 individuals were hospitalized as of December 1, 2020. As of November 17, 2021, there were only 69 staffed Intensive Care Unit (“ICU”) beds available statewide; and

Whereas, the number of individuals requiring hospital level of care for COVID-19 is increasing. As of November 18, 2021, 204 individuals in Adams County and 219 individuals in Arapahoe County were hospitalized for COVID-19; and

Whereas, on October 31, 2021, in response to increasing hospital admissions and hospital staffing shortages that threaten the availability and accessibility of hospital level of care, the CDPHE and Governor Jared Polis issued Orders activating crisis standards of care across the state of Colorado; and

Whereas, the shortage of staffed ICU beds is not only caused by increasing rates of COVID-19, resulting in increasing rates of individuals experiencing severe illness requiring hospital level of care, but also increasing numbers of individuals requiring hospitalization for conditions for which care has been deferred and individuals experiencing conditions that typically require hospitalization like heart attacks and car accidents; and

Whereas, the growing crisis in hospital capacity has been exacerbated by the declining numbers of hospital workers, particularly nursing staff, attributed to burnout after 20-months of extremely challenging pandemic-related work; and

Whereas, limited hospital capacity and the implementation of crisis standards of care have the potential to negatively impact access to and quality of hospital care for individuals experiencing any type of medical condition requiring hospital level of care statewide; and

Whereas, projections by the Colorado School of Public Health Modeling Team show a 50% chance of hospital demand exceeding hospital capacity over the next 7-weeks if the current trajectory of disease spread continues; and

Whereas, vaccination is the most effective way to prevent transmission of COVID-19, to limit COVID-19 hospitalizations and deaths and to prevent the health care system from becoming overwhelmed; however, increased rates of vaccination and greater use of booster vaccines will not immediately reduce the transmission of COVID; and

Whereas, scientific evidence shows that the wearing of Face Coverings by individuals is safe and assists in reducing virus transmission more immediately by reducing the spread of respiratory droplets; and

Whereas, Face Covering requirements in all public indoor spaces is intended to reduce the spread of COVID-19 and, in turn, reduce the number of individuals experiencing severe illness requiring hospitalization and help to prevent the need for rationing of health care.

ORDER

Pursuant to the authority granted to the TCHD Board of Health in C.R.S. §§ 25-1-506(3)(b) and 25-1-508(5)(g), as well as TCHD's Executive Director in C.R.S. §25-1-509, consistent with the CDPHE and CDC guidance, and at the authorization and direction of the TCHD Board of Health, the following is ordered:

- 1. Face Coverings Required for all Individuals 2 Years of Age and Older.** Individuals 2 years of age or older, regardless of vaccination status, must wear a **Face Covering** while entering or within any **Public Indoor Space**, unless exempt pursuant to Section 3 of this Order or actively engaged in an activity described in Section 4 of this Order.
- 2. Definitions.**

- a. Fully Vaccinated Facility** means a **Public Indoor Space** in which TCHD has verified that the owner, operator, or manager:
- i.** Implements mandatory vaccination policies, in writing, requiring all employees, staff, guests, customers, and all other individuals to show **Proof of Full Vaccination** before being permitted to enter their **Public Indoor Space**;
 - ii.** Submits a self-attestation to TCHD in accordance with **TCHD’s Fully Vaccinated Facility Guidance**;
 - iii.** Receives written confirmation from TCHD that their self-attestation has been received and approved;
 - iv.** Continues requiring **Proof of Full Vaccination** for all individuals entering the facility in accordance with **TCHD’s Fully Vaccinated Facility Guidance**;
 - v.** Agrees to compliance inspections as deemed necessary by TCHD; and
 - vi.** Posts signs at all entrances indicating that the facility is a **Fully Vaccinated Facility** and that **Proof of Full Vaccination** is required for entry.
- b. Face Covering or Facial Covering or Mask** must meet the requirements of the CDC mask attributes here: <https://www.cdc.gov/quarantine/masks/mask-travel-guidance.html>. When possible, TCHD recommends individuals wear a medical grade face covering such as a surgical mask instead of a cloth face covering. If a medical grade face covering is unavailable, a cloth face covering should meet the CDC requirements identified above.
- c. Household Members** means individuals who reside in the same **Residence**.
- d. Proof of Full Vaccination** means one of the following forms of documentation demonstrating receipt of one dose of a single dose COVID-19 vaccine or two doses of any two-dose COVID-19 vaccine as recommended by the Advisory Committee on Immunization Practices (“ACIP”) in accordance with the recommended timelines:
- i.** COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control & Prevention or WHO Yellow Card) which includes the name of the person vaccinated, the type of vaccine provided, and the date the last dose was administered); or
 - ii.** A photo of a COVID-19 Vaccination Record Card; or
 - iii.** A photo of a COVID-19 Vaccination Record Card stored on a phone or electronic device; or

- iv. Documentation of COVID-19 vaccination from a healthcare provider; or
 - v. Digital record accessed through the [myColorado](#) application.
- e. **Public Indoor Space** means any enclosed indoor area that is publicly or privately owned, managed, or operated to which individuals have access by right or by invitation, expressed or implied, or that is accessible to the public, serves as a place of employment, or is an entity providing services. **Public Indoor Spaces** include all enclosed indoor areas that are not an individual's **Residence**.
- f. **Residence** means the real property upon which an individual resides with other members of their household, including a room in a motel or hotel or a residential room for students at an education facility. Residence does not include any common areas that may be used by multiple households. Residence also includes a motor vehicle when being used for personal use by an individual or their same household.
3. **Exemptions to Face Covering Requirements.** The following individuals are exempt from the **Face Covering** requirements of this Order:
- a. Individuals under age 2.
 - b. Individuals who cannot medically tolerate a **Face Covering**.
4. **Exceptions to Face Covering Requirements.** Individuals performing any of the following activities are excepted from the **Face Covering** requirements of this Order while the activity is being performed:
- a. Individuals who are hearing impaired or otherwise disabled or who are communicating with someone who is hearing impaired or otherwise disabled and where the ability to see the mouth is essential to communication;
 - b. Individuals who are seated at a food service establishment or actively eating or drinking;
 - c. Individuals who are receiving a personal, religious, or medical service where the temporary removal of the **Face Covering** is necessary to perform the service;
 - d. Individuals who are asked to temporarily remove their **Face Covering** for identification purposes in furtherance of a particular service requiring legal identification;
 - e. Individuals who are actively engaged in a public safety role, such as law enforcement personnel, firefighters, or emergency medical personnel;
 - f. Individuals who are giving a speech for broadcast or an audience, so long as they remain at least twelve (12) feet away from non-household members;

- g. Individuals who are alone in an enclosed room or only with members of their same Household;
 - h. Individuals who are actively engaged in a performing arts performance, leading religious services, or engaged in other similar activities, so long as the individual maintains at least twelve (12) feet distance from non-household members;
 - i. Individuals actively playing an instrument that cannot otherwise be played while wearing a **Face Covering**;
 - j. Individuals who are in a swimming pool and actively engaged in a pool activity in which their **Face Covering** might become wet;
 - k. Individuals actively engaged in gymnastics, tumbling, cheer, or wrestling, where it is not safe to wear a **Face Covering**;
 - l. Individuals inside a **Fully Vaccinated Facility**.
5. **Americans with Disabilities Act.** The requirements of this Order shall be applied in a manner consistent with the Americans with Disabilities Act (42 U.S.C. § 12101 *et seq.*), Title VII of the Americans with Disabilities Act (42 U.S.C. § 2000e *et seq.*), the Colorado Anti-Discrimination Act (C.R.S. §24-34-401 *et seq.*), and any other relevant federal or State law. TCHD recommends that all facilities subject to this Order review the State of Colorado’s [Civil Rights Guidance](#).
6. **Signage Requirements.** All facilities subject to this Order must post signs at entrance(s) indicating **Face Coverings** are required for all individuals, regardless of vaccination status. Please see <https://covid19.colorado.gov/print-materials> for sample print materials.
7. **Denial of Entry.** Except for the limited exemptions and exceptions provided in Sections 3 and 4 above, no owner, operator, or manager of a **Public Indoor Space** may allow an individual to enter or be within that **Public Indoor Space** unless the individual is wearing a **Face Covering** as required by this Order.
8. **Legal Recourse.** TCHD will attempt to seek voluntary compliance through education, technical assistance and warning notices. However, this Order may be enforced by any appropriate legal means. It is unlawful for any person, entity, or facility to willfully violate, disobey, or disregard this Order. Any person, entity, or facility that does so may be subject to the penalties provided in C.R.S. §§25-1-516. In addition, any person, entity, or facility that is in violation of this Order may be subject to a civil action, including but not limited to injunctive relief pursuant to C.R.S. § 25-1-514 and reimbursement of expenses pursuant to C.R.S. §25-1-516(3), as well as reporting to the appropriate licensing agency. Any individual who endangers the health of others by knowingly entering or remaining in a **Public Indoor Space** in violation of the terms of this Order may be subject to penalties, including but not limited to penalties for trespass.

- 9. Duration.** This TCHD Public Health Order shall be in effect from November 24, 2021, at 12:01 a.m. and shall remain in effect through at least January 2, 2022 and shall continue thereafter until [Staffed ICU Bed Capacity in the North Central Emergency Preparedness Region](#) reaches 10% or greater for 14 consecutive days, unless extended, rescinded or amended in writing by the Executive Director of TCHD.
- 10. Recommendations.** The following recommendations are not requirements of this Order, but are recommended:
- a.** Businesses and facilities that permit individuals to remove a face covering while performing one of the activities listed in paragraph 4 are strongly recommended to use at least one of the following ventilation strategies:
 - i.** Keep open all available windows and doors accessible to fresh outdoor air as long as air quality and weather conditions permit;
 - ii.** Keep on a fully operational HVAC system; or
 - iii.** Utilize appropriately sized portable air cleaners in each room.
 - b.** Businesses and facilities are encouraged to implement remote work and activities where possible and move all activities outdoors that can be performed outdoors. When performing activities indoors, increase ventilation via opening doors and windows, turning on HVAC systems, or using other air filtration systems.
 - c.** People who are outdoors, in close proximity to other people who are not part of their household, are strongly encouraged to wear a **Face Covering**.
 - d.** People are strongly encouraged to wear a **Face Covering** when present in an indoor **Residence** if someone who is not part of the person's Household is present.
 - e.** Businesses and other entities subject to this Order are strongly encouraged to provide a **Face Covering** at no cost to people who do not have one upon entry into the facility.
 - f.** Businesses and other entities subject to this Order are strongly encouraged to require vaccination of all employees.

OTHER PUBLIC HEALTH ORDERS RELATED TO COVID-19

This Order is intended to be and shall be read and construed in concert with and as a supplement and addition to all federal, state, and local laws and orders related to COVID-19.

To the extent any federal, state, municipal, facility, or other TCHD rules, orders or laws are more restrictive than what is set forth herein, such rules, orders or laws control. This includes CDC's [Requirement for Persons Age 2+ Years to Wear Masks While on Conveyances and at](#)

[Transportation Hubs](#) and TCHD's [Public Health Order Requiring Facial Coverings In All Individuals Aged 2 Years And Older In Schools And Child Care Settings](#).

ADVISEMENT AND ADDITIONAL INFORMATION

Along with CDPHE, TCHD is tasked with protecting the health, safety, and welfare of the citizens of Adams and Arapahoe Counties as it relates to epidemic and communicable diseases, including COVID-19. This Order is necessary to control transmission of that disease to persons and to maintain consistent healthcare capacity in TCHD's jurisdiction. Immediate issuance of this Order is necessary for the preservation of public health, safety, and welfare.

If you have questions regarding this Order, or to report suspected violations of this Order please contact TCHD at 303-220-9200 or view the COVID-19 information on TCHD's website at www.tchd.org. Please do not call 911 to report violations of this public health order.

Any person aggrieved and affected by this Order is entitled to Colorado state district court judicial review of this Order pursuant to and in accordance with C.R.S. §25-1-515. However, the aggrieved and affected person must continue to comply with the terms of this Order while his, her, or its request for judicial review is pending.

If any part or provision of this Order or the application thereof to any person or circumstance is held to be invalid, the remainder of this Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the parts and provisions of this Order are severable.

DONE AND SIGNED, as the official Order of the Executive Director/Public Health Director of the Tri-County Health Department on this 23rd day of November, 2021 at the authorization and direction of the TCHD Board of Health.

TRI-COUNTY HEALTH DEPARTMENT



By: John M. Douglas, Jr., M.D.
Executive Director



JBK Landscape LLC
 1250 S Chambers Rd. Aurora, CO 80017
 303-751-0192

Proposal #: 15213
 2022 Dog Stations

We at JBK Landscape LLC appreciate the opportunity to provide you with this proposal. The list of services included in the bid are listed below.

Date:	Monday, November 22, 2021	Phone:	303-482-1002
Property:	Sundance Hills	Fax:	
Contact:	Sarah Shepherd	Alt Phone:	
Address:	5626 S Galena St	Email:	sees@ccrider.us
City, ST, ZIP:	Greenwood Village CO 80111		

COMMENTS

Service 3 stations each week for the 2022 season. Total to be billed each month \$105.00.

LANDSCAPE MATERIALS	QTY	UNIT	PRICE
3 dog stations	3.00	\$35.00 per month per station	
This price includes material and labor for the job specifications listed above. Price includes clean up and removal of debris from the project site.			Subtotal \$ 1,260.00
FINAL PAYMENT IS DUE UPON COMPLETION OF JOB.			Tax \$ 0.00
			Total \$ 1,260.00

Any changes made will result in a change in price. Should irrigation repairs be required, they will be provided on a time and material basis. Labor cost per hour and cost of plant material will remain as quoted. All changes must be approved and signed off on by both parties. We cannot accept responsibility for accidents or delays that are beyond our control. JBK Landscape LLC workers are fully covered by Workers Compensation.

This job #: 15213 may be withdrawn from us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

We accept the prices and specifications listed above. We authorize JBK Landscape LLC to complete this work.

Printed Name

Date

Signature

Please feel free to call with any questions or concerns that you might have at 303-751-0192