
RECORD OF PROCEEDINGS

Chatfield Corners Metropolitan District October 15, 2019, Meeting Minutes

Minutes of the Regular Meeting of the Board of Directors Chatfield Corners Metropolitan District October 15, 2019

The Regular meeting of the Board of Directors of the Chatfield Corners Metropolitan District, Eagle County, Colorado, was held Tuesday, October 15, 2019, at 5:30 p.m. at the Eagle Valley Rod and Gun Club located at 100 Gun Club Road, Gypsum, Eagle County, Colorado in accordance with State regulations.

Attendance The following Directors were present and acting:

- David Barton
- Grant Murphy
- Joe Schwan
- Mike Woods
- Patrick Johnson

Also in attendance were:

- Chris Huffman, Sagebrush Services
- Beth Johnston, Marchetti & Weaver, LLC, Secretary for the Meeting
- Joe Klosterman, owner 211 Autumn Glen St
- Kristen Klosterman, owner 211 Autumn Glen St
- Tina Lamb, owner 20 Autumn Glen St
- Johann Marx, owner 115 Stoney Creek St
- Laura Jensen, owner 845 Grundel Rd
- Nancy Willson, 879 Grundel Rd
- Elizabeth Wood, Rocky Mountain Custom Landscapes

Call to Order The Regular Meeting of the Board of Directors of Chatfield Corners Metropolitan District was called to order at 5:33 by Director Murphy noting a quorum was present.

Conflict of Interest

Board members were asked to disclose any potential conflicts of interest in accordance with State Statute. There were no potential conflicts disclosed by any of the Board members.

Changes to Agenda

Due to conflict of scheduling with a Town of Gypsum meeting, agenda items 4 and 5 were moved to the end.

Public Input Ms. Jensen gave background on her residency in Chatfield Corners and the desire to have horses near her home. Ms. Jensen explained that she had researched the option to allow horses on the 2 acre lots in Chatfield Corners with the Town of

RECORD OF PROCEEDINGS

Chatfield Corners Metropolitan District October 15, 2019, Meeting Minutes

Gypsum and also polled her neighbors to see if they would be opposed. Following the presentation, there was general discussion on the impacts of allowing horses in Chatfield Corners and the requirements to change the Declaration, Design Review Guidelines, Rules and Regulations, and other organizing documents. Following discussion, the Board tasked Ms. Jensen with polling the community to determine support and preparing a plan and suggested guidelines for allowing horses to present to the Board for consideration.

Ms. Lamb reviewed the current water and flooding problems in some areas of Chatfield Corners. General discussion continued on who was responsible for the underdrain system, actions taken by Town of Gypsum to alleviate the flooding, and possible support from the District to assist homeowners on reaching a solution with the Town. The Board agreed to assist in owner efforts by sending communications from the Town to the District email distribution list to assist with keeping owners updated. The Board also offered suggestions on working with the Town and researching historical land and water records.

District Manager's

Report The Board reviewed the District Manager's Report.

Covenant Enforcement

Report Ms. Johnston reviewed the report with the Board. Director Woods resigned from the Covenant Enforcement committee and Mr. Marx volunteered to take his place. There was general discussion on what constitutes a violation, who determines a violation, and covenant enforcement procedures. Ms. Johnston explained that the procedures were currently being reviewed by the District's attorney so there may be changes in procedures based on the recommendations.

Mr. Huffman noted that during his locates and inspection rounds that several owners seemed to be encroaching on District property for mowing and improvements such as fences and firepits. The Board requested that Management send letters to the properties in question.

Locates Specialist

Report Mr. Huffman reported that there were more locate requests than previously anticipated but despite that, he was able to keep up. Mr. Huffman explained his process for locates to the Board and Ms. Johnston reviewed the forecast for locates.

Raw Water System

Report Mr. Huffman reported that more water was used this year, 59,948,000 gallons versus 41,610,000 gallons in 2018, but that the District was still below its allocated usage. Mr. Huffman also reported

1. The pumps were good and the time clocks working as expected

RECORD OF PROCEEDINGS

Chatfield Corners Metropolitan District October 15, 2019, Meeting Minutes

2. The butterfly valve motor was replaced
3. The new head gate seems to be in good condition however it was not opened due to the ample water at the beginning of the season
4. The pond #2 did not have the liner replaced as originally planned but the clay liner was patched and seems to be holding
5. For 2019, there is nothing projected to be rebuilt but the main pond and step pond would be dredged. Ewing Trucking is going to provide estimates in January.

Landscape Proposals

Ms. Johnston gave background of the landscape request for proposals, site visit, and submission of proposals. The Board reviewed the summary of proposals included in the packet and discussion continued on expectations of the landscapers and if the District should take a more compartmentalized approach for the various aspects such as tree care, weed mitigation and general maintenance and irrigation. Following discussion, the Board requested that the contractors be invited to attend the next Board meeting to discuss their bids in more detail.

Vendor Contracts

Ms. Johnston gave background of the irrigation issues due to unknown persons making adjustments to irrigation valves and clocks. Ms. Johnston noted that the one remaining unlockable irrigation clock had been replaced with a lockable clock and reviewed the estimate for installing lockable irrigation valve boxes to address the problems. The Board reviewed the proposal and requested that the boxes be changed out this year, if possible. Following discussion and upon motion duly made and seconded, it was unanimously

RESOLVED to approve the Proposal from Brush Creek Landscaping to purchase and install 21 lockable irrigation valve boxes.

The board reviewed the holiday lights proposal from Jabulani Services and upon motion duly made and seconded, it was unanimously

RESOLVED to approve the Proposal from Jabulani Services to install the holiday lights for 2019 and 2020.

The board reviewed the snow removal proposal from Brush Creek Landscaping and upon motion duly made and seconded, it was unanimously

RESOLVED to approve the Proposal from Brush Creek Landscaping for snow removal for the 2019-2020 season.

RECORD OF PROCEEDINGS

Chatfield Corners Metropolitan District October 15, 2019, Meeting Minutes

There was a general discussion on having an on-site property manager for the summer season and also using specialized contractors. The Board requested that management obtain bids for tree care, weed mitigation, and on-site management for presentation at the next District meeting.

Owner

Education Ms. Johnston explained that the State requires the Chatfield Corners Owners Association to provide at least one owner education opportunity per year. Ms. Johnston reviewed the information on noxious weeds included in the packet for owner education given the proliferation of and complaints received about noxious weeds within the community

Financial Statements

Ms. Johnston reviewed the financial statements included in the packet. There was general discussion on the forecast for 2019 and the different budgets prepared for 2020.

Water Rate Increase

Ms. Johnston stated that the notice of meeting to consider a rate increase had been posted on the District's website as required by State statute. The Board reviewed the water rates and the amounts projected to be needed in the future for capital improvements per the Reserve Study. After discussion, and upon motion duly made and seconded, it was unanimously

RESOLVED to approve a \$0.91 per month irrigation water rate increase from \$28.84 to \$29.75 beginning January 1, 2020.

Budget

Ms. Johnston stated the meeting had been published as the public hearing to adopt the 2020 Budget. The public hearing was opened to take comments on the proposed budget. Ms. Johnston explained that there were two proposed budgets prepared, one based on the landscaping proposal received from Brush Creek Landscaping, labeled BCL, and the other based on the middle landscaping proposal received, labeled Fitz, and that all other expenses were the same for both budgets. Ms. Johnston reported that there was a slight increase to the assessed valuation and operating mill levy increased slightly to 12.729 mills and the debt service mill levy decreased slightly to 24.498 mills. Ms. Johnston explained that funds were budgeted for the capital projects from the reserve study, weed mitigation, and an on-site manager. Following review and discussion, the public hearing was closed. Upon motion duly made and seconded, it was unanimously

RESOLVED to approve the Resolutions to Adopt the 2020 Budget labeled Fitz, subject to minor adjustments; and

RECORD OF PROCEEDINGS

Chatfield Corners Metropolitan District October 15, 2019, Meeting Minutes

FURTHER RESOLVED to approve the Resolution to Set the Mill Levies at 12.729 mills for operations and 24.498 mills for debt service, and

FURTHER RESOLVED to approve the Resolution to Appropriate Sums of Money for spending in 2020.

Ms. Johnston explained the funds were included on the District's 2020 budget to cover the Chatfield Corners Owners Association administration and upon motion duly made and seconded, it was unanimously

RESOLVED to approve the Chatfield Corners Owners Association budget for \$0 in 2020, and

FURTHER RESOLVED to set assessments for 2020 to \$0.

Audit

Exemption After reviewing the 2019 forecast, Ms. Johnston noted that the District was projected to qualify to submit an Application of Exemption from Audit for 2019. The Board requested that Marchetti and Weaver, LLC, prepare an Application for Exemption from Audit for 2019.

Accounts

Payable Ms. Johnston reviewed the Accounts Payable list included in the packet and the accounts payable process. After discussion and review, by motion duly made and seconded it was unanimously

RESOLVED to approve and ratify the accounts payable list distributed in the Board packet.

CCOA Director Murphy updated the Board on the Accounts Receivable for Chatfield Corners Owners Association.

Minutes Upon review and by motion duly made and seconded it was unanimously

RESOLVED to approve the June 18, 2019, meeting minutes as presented.

Online Meeting

Notice The Board reviewed the Resolution included in the meeting packet and following discussion, and by motion duly made and seconded it was unanimously

RESOLVED to approve the Amended and Restated Meeting Resolution approving online notice of meetings.

RECORD OF PROCEEDINGS

Chatfield Corners Metropolitan District October 15, 2019, Meeting Minutes

**Investment
Policy**

The Board reviewed the Resolution included in the meeting packet and following discussion, and by motion duly made and seconded it was unanimously

RESOLVED to approve the Resolution Establishing a District Investment Policy.

Annual Administrative

Resolution The Board reviewed the Resolution included in the meeting packet and following discussion, and by motion duly made and seconded it was unanimously

RESOLVED to approve the 2020 Annual Administrative Matters Resolution as presented.

Election

Resolution Ms. Johnston explained that a regular election to elect directors would be held in May 5, 2020 and that State statutes were changing district elections from even to odd years. Ms. Johnston reviewed the 2020 election resolution included in the meeting packet noting that 3 director seats were up for election. Following discussion, and by motion duly made and seconded, it was unanimously

RESOLVED to approve the 2020 Regular Special District Election Resolution as presented.

**Future
Meetings**

The Board reviewed and approved the proposed 2020 meeting calendar, confirming that the next meeting would be held on March 3, 2020.

Adjournment There being no further business to come before the Board, by motion duly made and seconded, it was unanimously

RESOLVED to adjourn the Regular meeting of the Chatfield Corners Metropolitan District Board of Directors this 15th day of October 2019.

Respectfully submitted,



Beth Johnston
Secretary for the Meeting