

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

WESTGLENN METROPOLITAN DISTRICT

Held: Tuesday, December 8, 2020 at 11:00 a.m., at 3650 E.  
1<sup>st</sup> Ave, Suite 200 Denver, CO 80206

### Attendance

The special meeting of the Board of Directors of the Westglenn Metropolitan District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Directors, having confirmed their qualifications to serve on the Board, were in attendance:

Jim Sullivan  
Michael Seeley

Also present were Elizabeth A. Dauer, Esq., Seter & Vander Wall, P.C.; and Kay Hamel, District Accountant; and Richard Hamel, District Maintenance Supervisor.

### Call to Order

Director Sullivan convened the special meeting at 11:24 a.m., noting that a quorum of the Board was present and had confirmed their continuing qualification to serve as Directors.

### Disclosure Matters

The Board had been previously advised that pursuant to Colorado law, certain disclosures by the Board members might be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member confirmed the contents of written disclosures previously made, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting. The Directors specifically noted that they are members of a limited liability company that purchased additional ground located in the District on September 30, 1999, in an arms-length transaction. The Board determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Board to act.

Director Seeley reported he had disclosed his interest as an owner of property located within the District, and his association with Brookhill VII, LLC, developers in the District. This disclosure is associated with approval of items on the agenda

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that may affect his interests.

Director Sullivan had disclosed his interest as an owner of property located in the District, and his association with Sullivan Group Incorporated, and Brookhill VII, LLC, developers in the District. This disclosure is associated with approval of items on the agenda that may affect his interests.

## Approval of Minutes

Upon motion made, seconded and unanimously carried, the minutes of the November 16, 2020 special meeting were approved as presented.

## Financial Matters / Payment of Claims

Ms. Hamel presented the District's financial reports for the period ending November 30, 2020. Director Sullivan inquired of Ms. Hamel who confirmed that all accounting continues to be maintained according to GAAP, there were no unusual transactions during the time period, there were no transactions involving the directors; and, the District remains capable of paying its obligations through 2020. Ms. Hamel noted that a principal payment was made on the outstanding bonds, noting the current principal balance of \$1,948,000. Upon motion made by Director Sullivan, the financial report was accepted as presented.

## Public Hearing re: 2020 Amended and 2021 Proposed Budgets

Director Sullivan opened the public hearing on the 2020 amended budget and proposed 2021 budget. Noting that no public were present, he closed the public hearing.

Ms. Hamel presented the amended 2020 budget. She discussed that the receipt of the development fee necessitated a budget amendment to appropriate funds in the capital projects fund from \$0 to \$800,190. Upon motion by Director Sullivan, second by Director Seeley, and discussion, the Board approved the 2020 budget amendment as presented and approved the 2020 budget amendment resolution as presented.

Ms. Hamel presented the proposed 2021 budget and discussed the mill levy for 2021. The Directors affirmed their desire to set the mill levies for debt service and general operating expenses at 19 and 9 mills, respectively. Upon motion by Director Sullivan, second by Director Seeley, and discussion, the Board approved the 2021 budget as presented, appropriated funds, certified the mill levy, and approved the budget resolution as presented.

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- Dog Park Project                      Director Sullivan reported that December, 8, 2020 is the final day to accept bids for the dog park project.
- Attorney Report                        Ms. Dauer noted that an award of the contract for the dog park construction work, if any, must occur at a future district meeting. She also noted that the Board has 90 days to award the contract, per the bid documents.
- Park Update/ Maintenance Status Report                      Mr. Hamel discovered that a thief stole the backflow preventer in the Westglenn Metro District park. He promptly notified the police. He reported that a new request for locates was issued due to a damaged high voltage electrical line. He also noted that winter watering has not yet begun due to equipment problems.
- Other Business                         The Board determined to set the January meeting for January 15, 2021 at 11:00 a.m.
- Adjournment                             There being no further business to come before the Board, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 11:49 a.m.

  
Secretary for the Meeting

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