

CORDILLERA METROPOLITAN DISTRICT  
REGULAR BOARD MEETING MINUTES  
FRIDAY, DECEMBER 16, 2016  
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

The Regular Meeting of the Board of Directors of the Cordillera Metropolitan District (CMD) was called and held Friday, December 16, 2016, in accordance with the applicable statutes of the State of Colorado.

**ATTENDANCE**

Present: Robert Egan, President  
David Bentley, Vice-President  
Kitty George, Assistant Treasurer & Assistant Secretary (adjourned at 10:52 a.m.)  
Judith McBride, Treasurer  
David Davies, Secretary

**ALSO PRESENT**

CPOA Board Members: Ed Shriner; Nanette Kuich, Lois Bruce, Rick Smith (via telephone) and Larry Brooks (via telephone).

**Others Present:**

Rachel Oys, general manager; Alan Pogue, legal counsel; Scott Proper, finance director; Berniece Gutierrez, human resources and administrative services manager; Jaime Walker, communications manager; Trevor Broersma, facilities operations manager; Joe Helminski, recreation director; Tracy Stowell, executive coordinator; and Kirk Pliske, public safety director.

**CALL TO ORDER**

Director Egan called to order the Regular Meeting of the Cordillera Metropolitan District at 8:33 a.m.

**DECLARATION OF QUORUM/DIRECTOR QUALIFICATION**

Director Egan noted for the record a quorum was present for the purpose of doing the business of the Cordillera Metropolitan District.

**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF MEETING AT LEAST 72 HOURS IN ADVANCE OF THE MEETING.**

All board members acknowledged receiving notice of the regular meeting at least 72 hours in advance. No conflicts of interest were noted.

**APPROVAL OF AGENDA**

**December 16, 2016, Regular Meeting Agenda**

Director McBride moved to approve the December 16, 2016, Regular Meeting Agenda. Seconded by Director Bentley.

Upon motion duly made and seconded, the Board voted unanimously.

**Approved** the December 16, 2016, Regular Meeting Agenda.

**APPROVAL OF CONSENT AGENDA ITEMS**

Minutes of the Regular Meeting of the Cordillera Metropolitan District held Friday, December 16, 2016

## **APPROVAL OF MINUTES**

### **October 21, 2016, Special Meeting Minutes**

Director Davies moved to approve the October 21, Special Meeting Minutes. Seconded by Director McBride.

Upon motion duly made and seconded, the Board voted unanimously.

**Approved** the October 21, 2016, Special Meeting Minutes as presented.

## **CMD EXECUTIVE SESSION**

8:35a.m. Director Davies and Director George moved to enter into Executive Session. Pursuant to 24-6-402(4)(b), C.R.S. for the purpose of discussing with general counsel and special counsel, pending legal action related to the permitted uses of the Lodge and Spa at Cordillera.

9:53 a.m. Director Egan and Director McBride move to conclude Executive Session.

Present: Ed Shriner; Nanette Kuich, Rick Smith (via telephone), Larry Brooks (via telephone), Lois Bruce, Rachel Oys, Alan Pogue (via telephone) and Lew Harstead (via telephone).

No Action taken during executive session.

## **PUBLIC INPUT ON NON-AGENDA ITEMS**

Directors have heard chatter in the community that owners are concerned about not moving forward with the ACC remodel and that classes are overbooked. Oys stated that with the remodel on hold, staff submitted items in the CPOA capital budget for 2017. This includes new cardio equipment and flooring in cardio room, repair shower pans in men's and women's locker rooms and repair pickle ball courts and nets. Directors inquired about adding an additional yoga class in the morning. Helminski will look into this.

## **CMD ANNOUNCEMENTS/UPDATES/ACTION ITEMS**

### **Financial Statements**

Scott Proper, finance director, presented a summary of the financials.

- YTD-wages are not posted; finance is working on changing the allocation process to best practice.
- Staff will combine the Equestrian Center with the general operating fund.

Proper is requesting that the CMD Board approve the 2016 Budget amendment. The amendment will cover the cost of the building stabilization project at the vehicle storage facility. This topic was discussed during public input and during the budget hearing on October 21, 2016.

Director Bentley moved to approve the 2016 Budget Amendment Resolution. Seconded by Director George.

Upon motion duly made and seconded, the Board voted unanimously.

**Approved** the 2016 Budget Amendment Resolution.

### **2016 Audit**

McMahan and Associates has submitted an engagement letter to complete the annual audit for CMD and CPOA. If engaged, the audit should be finalized by June. Staff is seeking a motion to engage the auditor.

Director George moved to approve the engagement of McMahan and Associates to perform the CMD 2016 financial audit. Seconded by Director Bentley.

Upon motion duly made and seconded, the Board unanimously by those present.

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**Approved** the engagement of McMahan and Associates to perform the CMD 2016 financial audit.

## **JOINT CMD AND CPOA AGENDA ITEMS**

### **2017 Service Agreement**

Proper presented the 2017 Service Agreement between the CPOA and CMD at the October 21, 2017 Budget Hearing Special Meeting. This is an agreement is a payment from the CPOA to CMD to help cover operating costs of the CPOA. The total cost for CPOA in 2017 is \$1,093,447.00

Director Bentley moved to approve the 2017 Service Agreement between CPOA and CMD. Seconded by Director McBride.

Upon motion duly made and seconded, the Board unanimously by those present.

**Approved** the 2017 Service Agreement between CPOA and CMD.

### **2017 Meeting Schedule**

Oys proposed going to bimonthly or quarterly board meeting schedule with special meetings scheduled on an as needed basis. A budget by month will be included in board packets and the annual meeting will still be scheduled in August. Board presidents and treasurers will meet on a regular basis and a planning session will also be scheduled for 2017. Regular board meeting schedule is as follows:

- 4<sup>th</sup> Friday of March, June and September
- 3<sup>rd</sup> Friday of December

Director Bentley moved to approve the new regular board meeting schedule of the 4<sup>th</sup> Friday of March, June and September and the 3<sup>rd</sup> Friday of December. Seconded by Director Davies.

Upon motion duly made and seconded, the Board unanimously by those present.

**Approved** the new regular board meeting schedule of the 4<sup>th</sup> Friday of March, June and September and the 3<sup>rd</sup> Friday of December

### **Management Team Reports**

- CCR's voting information has been sent out. Voting ends on January 20, 2017.
- Boards will start compiling materials for Oys performance review. A special meeting will be scheduled for both boards to complete.
- An employee opinion survey will be conducted in February.
- CPOA assessments will be sent to property owners via USPS on Monday, December 19, 2016.
- New this year, the 2016 Annual Report outlines accomplishments for 2016 and planned projects for 2017.
- ReComm, our public relations firm, will move to an on call basis for 2017.

## **ADJOURNMENT**

Director Davies moved to adjourn the Regular Meeting of the Cordillera Metropolitan District. Seconded by Director Bentley.

Upon motion duly made and seconded, the Board voted unanimously to

**Adjourn** the Regular Meeting of the Cordillera Metropolitan District at 11:02 a.m. Friday, December 16, 2016.

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "T. Stowell", written over a horizontal line.

Tracy Stowell  
Executive Coordinator