

AGENDA FOR REGULAR CMD AND CPOA BOARD MEETINGS
Friday, September 16, 2016

NOTICE IS HEREBY GIVEN that the Regular Meeting of the Boards of Directors of Cordillera Property Owners Association and Regular Meeting of the Cordillera Metropolitan District, Eagle County, Colorado will be held at the Administration Building, 0408 Carterville Road, Edwards, Eagle County, Colorado on Friday, September 16, 2016. The meeting will be held for the following agenda and other matters that may come before the Boards.

CORDILLERA METROPOLITAN DISTRICT

Robert Egan, President, Term to May 2018
Judith G. McBride, Treasurer, Term to May 2018
David Bentley, Vice President, Term to May 2018
David Davies, Secretary, Term to May 2020
Kitty George, Assistant Treasurer/Assistant Secretary, Term to May 2020

CORDILLERA PROPERTY OWNERS ASSOCIATION

Ed Shriner, President, Term to August 2019
Larry Brooks, Term to August 2019
Nanette Kuich, Treasurer, Term to August 2017
Lois Bruce, Secretary, Term to August 2017
Rick Smith, Assistant Treasurer/Assistant Secretary, Term to August 2018

8:30 – 8:45 OPEN CPOA MEETING – Mr. Ed Shriner (CPOA President)

1. Call to Order
2. Declaration of Quorum/Director Qualifications/Disclosure Matters
3. Approval of Agenda
4. Oath of Office
5. Seating of Officers
6. Approval of July 15 Regular Meeting MinutesPage 3
 - a. Organizational Alignment & Strategic Priorities presentationPage 58
7. Approval of 10 August Special Meeting MinutesPage 7
8. Approval of 19 August Special Meeting MinutesPage 9

8:45 – 8:55 OPEN CMD MEETING – Mr. Bob Egan (CMD President)

1. Call to Order
2. Declaration of Quorum/Director Qualifications/Disclosure Matters
3. Approval of Agenda
4. Approval of July 15 Regular Meeting MinutesPage 11
 - a. Organizational Alignment & Strategic Priorities presentationPage 58
5. Approval of 10 August Special Meeting MinutesPage 15
6. Approval of 19 August Special Meeting MinutesPage 17

8:55 – 9:15 Public Input on Non-Agenda Items

9:15 – 9:45 CPOA Announcements/Updates/Action Items – Mr. Ed Shriner

1. Financial Statements and RETA Reports – Steve Thompson.....Page 19
2. Bearden House Donation – Alan Pogue

9:45 – 10:30 CMD Announcements/Updates/Action Items – Mr. Bob Egan

1. Financial Statements – Steve ThompsonPage 28
2. Trailer Parking – Rachel Oys and Trevor Broersma
3. Water Fund – Jason Cowles, Eagle River Water and SanitationPage 38

10:30 – 12:15 Joint CMD and CPOA Items – Mr. Bob Egan and Mr. Ed Shriner

1. Appeal and Board of County Commissioners' Hearing – Alan Pogue
2. 2017 Draft Budget – Rachel Oys
 - a. Draft 2017 Budget included in August financials
 - i. CPOA 2017 proposed budget.....Page 19
 - ii. CMD 2017 proposed budget.....Page 28

AGENDA FOR JOINT CMD/CPOA BOARD MEETING

- b. Process
- c. Personnel and Benefits
- d. Capital Improvements/Equipment
- e. Amenities and Services
- f. Next Steps

12:15 – 12:30 Administrative/Legal Updates

- 1. Administrative Updates
 - a. Management Team Report – Rachel Oys **Page 87**
- 2. Legal Updates

12:30 ADJOURNMENT

NEXT SPECIAL MEETING Thursday, September 22, 2016 at 9:00 a.m. (Tour of Facilities)

NEXT REGULAR MEETING – Friday, October 21, 2016 at 8:30 a.m.

Regular meetings are the 3rd Friday of each month at 8:30 a.m.

CORDILLERA PROPERTY OWNERS ASSOCIATION
REGULAR BOARD MEETING MINUTES
FRIDAY, JULY 15, 2016
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

The Regular Meeting of the Board of Directors of the Cordillera Property Owners Association (CPOA) was called and held on Friday, July 15, 2016, in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

Present: Ed Shriner, President
Rand Garbacz, Vice President
Nanette Kuich, Treasurer
Lois Bruce, Secretary
Rick Smith, Assistant Secretary

ALSO PRESENT

CMD Board Members: Bob Egan, David Bentley, Judith McBride, and David Davies

Others Present: Rachel Oys, General Manager; Jon Erickson, Finance Director; Berniece Gutierrez, Human Resources and Administrative Services Manager; Jaime Walker, Communications Manager; Trevor Broersma, Facilities & Operations Manager; Tracy Stowell, Executive Coordinator; Angelo Fernandez, FreeForm Consulting, Kari Schroeder, McDowell Engineering, Larry Brooks, Bruce Smathers and William Brady.

CALL TO ORDER

Director Shriner called to order the Regular Meeting of the Cordillera Property Owners Association at 8:30 a.m.

APPROVAL OF AGENDA

July 15, 2016 Regular Meeting Agenda

Addition to agenda include DRB Alternates.

Director Kuich moved to approve the July 15, 2016 Regular Meeting Agenda. Seconded by Director Bruce.

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

Approved the July 15, 2016 Regular Meeting Agenda, with addition.

DECLARATION OF QUORUM/DIRECTOR QUALIFICATION

Director Shriner noted for the record a quorum was present for the purpose of doing the business of the Cordillera Property Owners Association.

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

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

APPROVAL OF CONSENT AGENDA ITEMS

Ratification of May and June 2016 Payables

Director Kuich moved to approve the May and June 2016 consent agenda items. Seconded by Director Bruce.

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

Approved the consent agenda items, as presented.

APPROVAL OF MINUTES

May 20, 2016 Regular Meeting Minutes

Director Smith moved to approve the May 20, 2016 Regular Meeting Minutes. Seconded by Director Kuich

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

Approved the minutes of the May 20, 2016 Regular Meeting Minutes.

APPROVAL OF MINUTES

May 31, 2016 Special Meeting Minutes

Director Smith moved to approve the May 31, 2016 Special Meeting Minutes. Seconded by Director Kuich.

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

Approved the minutes of the May 31, 2016 Special Meeting Minutes.

APPROVAL OF MINUTES

June 29, 2016 Special Meeting Minutes

Approval of June 29, 2016 minutes with the addition of the Executive Session also reflecting discussion on personnel issues.

Director Smith moved to approve the June 29, 2016 Special Meeting Minutes with noted changes. Seconded by Director Kuich.

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

Approved the minutes of the June 29, 2016 Special Meeting Minutes with noted changes.

APPROVAL OF MINUTES

June 30, 2016 Special Meeting Minutes

Approval of the June 29, 2016 Special Meeting Minutes with the addition of a statement concerning 170 Community Members in attendance.

Director Smith moved to approve the June 30, 2016 Special Meeting Minutes with noted changes. Seconded by Director Kuich.

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

Approved the minutes of the June 30, 2016 Special Meeting Minutes with noted changes.

APPROVAL OF MINUTES

July 12, 2016 Special Meeting Minutes

Director Smith moved to approve the July 12, 2016 Special Meeting Minutes. Seconded by Director Kuich.

Upon motion duly made and seconded, the Board unanimously by those present.
Approved the minutes of the July 12, 2016 Special Meeting Minutes.

PUBLIC INPUT ON NON-AGENDA ITEMS

No public input.

CPOA ANNOUNCEMENTS/UPDATES/ACTION ITEMS

Financial Statements and RETA Reports

Jon Erickson, Finance Director, provided an update on the financial statements. \$30,000 was allocated to the public relations line item for ReComm for crisis management during the sale of the Lodge and Spa at Cordillera. The Board was supportive of moving the website to the Civic Plus platform for increased functionality and the ability to manage content internally.

Kathleen Craft is considering donating a lot in Cordillera to a non-profit group.

The title company has approached Jon Erickson, Finance Director, to get approval from the CPOA to not collect RETA. Discussion centered around a previous donation of land. Jon will research what this looked like in the past and will establish a policy to be approved by the Board to move forward.

Working Capital

Jon Erickson, Finance Director, provided an update on the working capital.

DRB Alternates

The Design and Review Board are seeking to appoint Eric Jung and Dennis Moran to the Board as alternate members. Erik and Dennis will be able to contribute to the conversations with input but will not have full authority of seated members. In the event there is not a quorum, the alternates will have voting privileges.

Director Shriner moved to approve Erik Young and Dennis Moran as alternates to the Design and Review Board. Seconded by Director Bruce.

Upon motion duly made and seconded, the Board unanimously
Approved the alternates to the Design and Review Board.

Organizational Alignment and Strategic Priorities - PRESENTATION ATTACHED

Rachel Oys, General Manager, presented a power point with Berniece Gutierrez, Human Resource and Administration Manager and Angelo Fernandez of Freeform Consulting. The power point contained an overview of the staffing structure, organizational vision and values and the 2016 work plan. Also included were overviews of each department with accomplishments and what staff hope to accomplish in the future.

Rachel asked for CMD Board approval for an additional \$25,000 for IT and computer purchases and approval for partial care at the Cordillera Equestrian Center.

ADJOURNMENT

Director Kuich moved to adjourn the regular meeting of the Cordillera Property Owners Association. Seconded by Director Garbacz.

Upon motion duly made and seconded, the Board unanimously agreed to **Adjourn** the Regular Meeting of the Cordillera Property Owners Association at 3:04 p.m. on Friday, July 15, 2016.

Respectfully submitted,

Tracy Stowell
Executive Coordinator

DRAFT

CORDILLERA PROPERTY OWNERS ASSOCIATION
SPECIAL BOARD MEETING MINUTES
WEDNESDAY, AUGUST 10, 2016
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

The Special Meeting of the Board of Directors of the Cordillera Property Owners Association (CPOA) was called and held on Wednesday, August 10, 2016, in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

Present: Ed Shriner, President
Rick Smith, Assistant Secretary
Nanette Kuich, Treasurer
Lois Bruce, Secretary
Rand Garbacz, Vice President

ALSO PRESENT

CMD Board Members: Robert Egan, David Bentley, Kitty George, David Davies and Judith McBride

Others Present: Rachel Oys, General Manager; Alan Pogue, Legal Counsel

CALL TO ORDER

Director Shriner called to order the Regular Meeting of the Cordillera Property Owners Association at 4:02 p.m.

DECLARATION OF QUORUM/DIRECTOR QUALIFICATION

Director Shriner noted for the record a quorum was present for the purpose of doing the business of the Cordillera Property Owners Association.

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

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

CPOA EXECUTIVE SESSION

4:04 p.m. Director Shriner and Director Kuich move to enter into Executive Session. Pursuant to 38-33.3-308(4)(b) C.R.S. for the purpose of receiving legal advice from legal counsel regarding the Lodge and Spa at Cordillera and 38-33.3-308(4)(b), C.R.S., to discuss communications related to public records of the CPOA.

4:49 p.m. Director Kuich and Director Bruce move to conclude Executive Session

Present: Robert Egan, Judith McBride, David Bentley, David Davies, Kitty George, Rachel Oys, Alan Pogue.

ADJOURNMENT

Director Kuich moved to adjourn the regular meeting of the Cordillera Property Owners Association. Seconded by Director Bruce.

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

Adjourn the Special Meeting of the Cordillera Property Owners Association at 5:50 p.m. on Wednesday, August 10, 2016.

Respectfully submitted,

Tracy Stowell
Executive Coordinator

DRAFT

CORDILLERA PROPERTY OWNERS ASSOCIATION
SPECIAL BOARD MEETING MINUTES
FRIDAY, AUGUST 19, 2016
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

The Special Meeting of the Board of Directors of the Cordillera Property Owners Association (CPOA) was called and held on Friday, August 19, 2016, in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

Present: Ed Shriner, President
Rick Smith, Assistant Secretary
Nanette Kuich, Treasurer
Lois Bruce, Secretary
Rand Garbacz, Vice President

ALSO PRESENT

CMD Board Members: Robert Egan, Kitty George, Judith McBride, David Davies and David Bentley (by phone).

Others Present: Rachel Oys, General Manager; Alan Pogue, Legal Counsel

CALL TO ORDER

Director Shriner called to order the Regular Meeting of the Cordillera Property Owners Association at 4:00 p.m.

DECLARATION OF QUORUM/DIRECTOR QUALIFICATION

Director Shriner noted for the record a quorum was present for the purpose of doing the business of the Cordillera Property Owners Association.

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

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

JOINT AGENDA ITEM

Annual Meeting Preparation-Both Boards reviewed agenda for the Annual Meeting to be held on Tuesday, August 23, 2016, meeting set-up, elections and staff roles.

CPOA EXECUTIVE SESSION

4:14 p.m. Director Shriner and Director Kuich move to enter into Executive Session. Pursuant to 38-33.3-308(4)(b) C.R.S. for the purpose of receiving legal advice from legal counsel regarding the Lodge and Spa at Cordillera and 38-33.3-308(4)(a), C.R.S., to discuss matters pertaining to agents or employees of the association.

6:25 p.m. Director Garbacz and Director Bruce move to conclude Executive Session

Present: Robert Egan, Judith McBride, David Bentley, David Davies, Kitty George, Rachel Oys, Alan Pogue.

ADJOURNMENT

Director Garbacz moved to adjourn the regular meeting of the Cordillera Property Owners Association. Seconded by Director Bruce.

Upon motion duly made and seconded, the Board unanimously agreed to **Adjourn** the Special Meeting of the Cordillera Property Owners Association at 6:29 p.m. on Friday, August 19, 2016.

Respectfully submitted,

Tracy Stowell
Executive Coordinator

DRAFT

CORDILLERA METROPOLITAN DISTRICT
REGULAR BOARD MEETING MINUTES
FRIDAY, JULY 15, 2016
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

The Regular Meeting of the Board of Directors of the Cordillera Metropolitan District (CMD) was called and held on Friday, July 15, 2016 in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

Present: Robert Egan, President
David Bentley, Vice-President
Judith McBride, Treasurer
David Davies, Secretary

Absent: Kitty George, Assistant Treasurer & Assistant Secretary

ALSO PRESENT

CPOA Board Members: Ed Shriner; Nanette Kuich, Rand Garbacz, Rick Smith and Lois Bruce

Others Present: Rachel Oys, General Manager; Jon Erickson, Finance Director; Berniece Gutierrez, Human Resources and Administrative Services Manager; Jaime Walker, Communications Manager; Trevor Broersma, Facilities & Operations Manager; Tracy Stowell, Executive Coordinator; Angelo Fernandez, FreeForm Consulting, Kari Schroeder, McDowell Engineering, Larry Brooks, Bruce Smathers and William Brady.

CALL TO ORDER

Director Egan called to order the Regular Meeting of the Cordillera Metropolitan District at 8:37 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

July 15, 2016 Regular Meeting Agenda

Director Davies moved to approve the July 15, 2016 Regular Meeting Agenda. Seconded by Director Bentley.

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

Approved the July 15, 2016 Regular Meeting Agenda.

APPROVAL OF CONSENT AGENDA ITEMS

Ratification of May and June 2016 Payables

Director McBride moved to approve the May and June 2016 Consent Agenda Items. Seconded by Director Davies.

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

Approved the consent agenda items, as presented.

APPROVAL OF MINUTES

May 20, 2016 Regular Meeting Minutes

Director McBride moved to approve the May 20, 2016 Regular Meeting Minutes. Seconded by Director Davies.

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

Approved the May 20, 2016 Regular Meeting Minutes, as presented.

APPROVAL OF MINUTES

May 31, 2016 Special Meeting Minutes

Director McBride moved to approve the May 31, 2016 Special Meeting Minutes. Seconded by Director Davies.

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

Approved the May 31, 2016 Special Meeting Minutes, as presented.

APPROVAL OF MINUTES

June 29, 2016 Special Meeting Minutes

Approval of the June 29, 2016 Special Meeting Minutes with the addition of the Executive Session also reflecting discussion of personnel issues.

Director McBride moved to approve the June 29, 2016 Special Meeting Minutes with noted changes. Seconded by Director Davies.

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

Approved the June 29, 2016 Special Meeting Minutes with noted changes.

APPROVAL OF MINUTES

June 30, 2016 Special Meeting Minutes

Approval of the June 30, 2016 Special Meeting Minutes with the addition of a statement that 170 community members in attendance.

Director McBride moved to approve the June 30, 2016 Special Meeting Minutes with noted changes. Seconded by Director Davies.

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

Approved the June 30, 2016 Special Meeting Minutes with noted changes.

APPROVAL OF MINUTES

July 12, 2016 Special Meeting Minutes

Director McBride moved to approve the July 12, 2016 Special Meeting Minutes. Seconded by Director Davies.

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

Approved the July 12, 2016 Special Meeting Minutes, as presented.

PUBLIC INPUT ON NON-AGENDA ITEMS

No Public Input.

CMD ANNOUNCEMENTS/UPDATES/ACTION ITEMS

Financial Statements

Jon Erickson, Finance Director, gave an update on Cordillera Metropolitan Districts' financial records. \$8,000 was reallocated from savings within the property insurance line item for the addition of the HR module ADP Total Workforce. The Board was supportive of moving the website to the Civic Plus platform for increased functionality and the ability to manage content internally.

Employee Handbook

Berniece Gutierrez, Human Resources and Administrative Services Manager, updated the Board on the changes to the Employee Handbook. She stated that the changes will make policy more consistent across the board. Board members suggested increases to the travel reimbursement section. Breakfast was increased from \$10 to \$20, lunch from \$20 to \$25 and dinner from \$25 to \$50.

Director Bentley moved to approve the draft Employee Handbook with discussed changes. Seconded by Director McBride.

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

Approved the draft Employee Handbook with discussed changes.

Traffic Study

Kari Schroeder, McDowell Engineering, presented her findings on a 2016 traffic study conducted on Cordillera Way and Fenno Drive. Kari's presentation highlighted the current conditions, the traffic volume and the speed study conducted on Cordillera roadways. She also included mitigation strategies for improving sight distance at intersections and engineered traffic calming alternatives for the high speed areas found in the study. Dr. Larry Brooks was in attendance and voiced his concern about driver speeds within Cordillera. Dr. Brooks is an advocate for reducing speeds by using speed bumps throughout Cordillera.

It was suggested by Kari to start with the easy plans to help with the sight distance by trimming up vegetation at intersections and slowing traffic down with new striping narrowing down the traffic lanes on Cordillera Way up to Kensington Drive. She will also work on an education plan for residents and guests. Kari and staff will research cameras and speed bumps.

Director Bentley moved to approve the narrowing of striping traffic lanes on Cordillera Way and Fenno Drive, golf crossing striping and visibility mitigation through tree trimming. Seconded by Director McBride.

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

Approved the narrowing of striping traffic lanes on Cordillera Way and Fenno Drive, golf crossing striping and visibility mitigation through tree trimming.

Organizational Alignment and Strategic Priorities - PRESENTATION ATTACHED

Rachel Oys, General Manager, presented a power point with Berniece Gutierrez and Angelo Fernandez of Freeform Consulting. The power point contained an overview of the staffing structure, organizational vision and values and the 2016 work plan. Also included were overviews of each department with accomplishments and what staff hope to accomplish in the future.

Rachel asked for approval for an additional \$25,000 for IT and computer purchases and approval for partial care at the Cordillera Equestrian Center.

Director Davies moved to approve an additional \$25,000 for computer purchases. Seconded by Director Bentley.

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

Approved an additional \$25,000 for computer purchases.

Director Bentley moved to approve partial care at the Cordillera Equestrian Center. Seconded by Director Davies.

Upon motion duly made and seconded, the Board voted 3 to 1 with Director McBride opposing.

Approved partial care at the Cordillera Equestrian Center.

ADJOURNMENT

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

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

Adjourn the Regular Meeting of the Cordillera Metropolitan District at 3:04 p.m. on Friday, July 15, 2016.

Respectfully submitted,

Tracy Stowell
Executive Coordinator

CORDILLERA METROPOLITAN DISTRICT
SPECIAL BOARD MEETING MINUTES
WEDNESDAY, AUGUST 10, 2016
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

The Special Meeting of the Board of Directors of the Cordillera Metropolitan District (CMD) was called and held on Wednesday, August 10, 2016 in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

Present: Robert Egan, President
Judith McBride, Treasurer
Kitty George, Assistant Treasurer & Assistant Secretary
David Bentley, Vice President
David Davies, Secretary

ALSO PRESENT

CPOA Board Members: Ed Shriner; Nanette Kuich, Rick Smith, Rand Garbacz and Lois Bruce

Others Present: Rachel Oys, General Manager; Alan Pogue, Legal Counsel (by phone)

CALL TO ORDER

Director Egan called to order the Special Meeting of the Cordillera Metropolitan District at 4:03 p.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.

CMD EXECUTIVE SESSION

4:04 p.m. Director Egan and Director McBride moved to enter Executive Session. Pursuant to 24-6-404(4)(b) C.R.S. to receive legal advice from legal counsel regarding the Lodge and Spa at Cordillera and 24-6-402(4)(b), C.R.S., to discuss communications related to public records of the CMD.

4:49 p.m. Director Egan and Director McBride move to conclude Executive Session.

Present: Ed Shriner; Nanette Kuich, Rick Smith, Lois Bruce, Rachel Oys, Alan Pogue

ADJOURNMENT

Director Egan moved to adjourn the Special Meeting of the Cordillera Metropolitan District. Seconded by Director McBride.

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

Adjourn the Special Meeting of the Cordillera Metropolitan District at 5:50 p.m. on
Wednesday, August 10 2016.

Respectfully submitted,

Tracy Stowell
Executive Coordinator

DRAFT

CORDILLERA METROPOLITAN DISTRICT
SPECIAL BOARD MEETING MINUTES
FRIDAY, AUGUST 19, 2016
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

The Special Meeting of the Board of Directors of the Cordillera Metropolitan District (CMD) was called and held on Friday, August 19, 2016 in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

Present: Robert Egan, President
Judith McBride, Treasurer
Kitty George, Assistant Treasurer & Assistant Secretary
David Davies, Secretary

By Phone: David Bentley, Vice President

ALSO PRESENT

CPOA Board Members: Ed Shriner; Nanette Kuich, Rick Smith, Rand Garbacz and Lois Bruce

Others Present: Rachel Oys, General Manager; Alan Pogue, Legal Counsel (by phone)

CALL TO ORDER

Director Egan called to order the Special Meeting of the Cordillera Metropolitan District at 4:01 p.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.

JOINT AGENDA ITEM

Annual Meeting Preparation-Both Boards reviewed agenda for the Annual Meeting to be held on Tuesday, August 23, 2016, meeting set-up, elections and staff roles.

CMD EXECUTIVE SESSION

4:15 p.m. Director Egan and Director McBride moved to enter Executive Session. Pursuant to 24-6-404(4)(b) C.R.S. to receive legal advice from legal counsel regarding the Lodge and Spa at Cordillera and 24-6-402(4)(b), C.R.S., to discuss communications related to public records.

6:26 p.m. Director George and Director Egan move to conclude Executive Session.

Present: Ed Shriner; Nanette Kuich, Rick Smith, Lois Bruce, Rand Garbacz, Rachel Oys, Alan Pogue

ADJOURNMENT

Director George moved to adjourn the Special Meeting of the Cordillera Metropolitan District.
Seconded by Director McBride.

Upon motion duly made and seconded, the Board voted unanimously to
Adjourn the Special Meeting of the Cordillera Metropolitan District at 6:29 p.m. on
Friday, August 19, 2016.

Respectfully submitted,

Tracy Stowell
Executive Coordinator

DRAFT

CPOA Financial Highlights

NOTE: Straight-line projection through August is 67% of budgeted amount. Gondola Club is 60% of budgeted amount.

Reporting Exceptions:

Revenues

No Exceptions to Report

Expenditures

No Exceptions to Report

Budget Adjustments:

	2016 Original Budget	2016 Projected Budget	2016 Revised Budget	Increase Decrease Budget	Reason For Change
Expenditures					
Operating					
Items less than \$500					
Legal Fees	38,700	38,700	188,700	150,000	Legal Fees - Lodge
Athletic Ceter					
Items less than \$500				236	
Linen	1,830	1,830	2,400	570	Over Budget
Laundry Expense	12,120	12,120	13,500	1,380	Costs went up
Locker Room Supplies	6,223	6,223	7,500	1,277	Over Budget
Coffee & Snacks	4,846	4,846	5,500	654	Usage is up
Trailhead					
Items less than \$500				356	
Total Expenditures				154,473	
Increase/(Decrease) in Fund Balance				(153,973)	

Cordillera Property Owners Association
Schedule of Revenue & Expenditures and Changes in Fund Balance
2016 Projected Actual and 2017 Proposed Budget

	12/31/2015 Unaudited Fund Bal	2016 Projected Actual			2017 Proposed Budget			12/31/2017 Projected Fund Bal		
		Revenues	Expenditures	Transfers In/Out	Increase (Decrease) Fund Bal	Revenues	Expenditures		Transfers In/Out	Increase (Decrease) Fund Bal
CPOA										
Operating Fund	402,525	3,156,354	(3,616,652)	460,298	0	3,165,876	(3,445,212)	279,336	0	402,525
Capital & Debt Reserve	2,278,307	1,250,000	(408,725)	(860,298)	(19,023)	1,250,000	(408,725)	(679,336)	161,939	2,421,223
	2,680,832	4,406,354	(4,025,377)	(400,000)	(19,023)	4,415,876	(3,853,937)	(400,000)	161,939	2,823,748

Cordillera Property Owners Association
 General Fund
 Statement of Revenue, Expenditures and Changes in Fund Balance
 Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through
 August 31, 2016

	2015 Actual	2016 Original Budget	2016 Projected Actual	YTD Actual Through 8/31/2016	Based on Projected Actual		2017 Proposed Budget	Percent 2017 Budget Over (Under) 2016 Projection
					Variance Favorable (Unfavorable)	Actual % Received or Spent		
Revenues								
Assessments	2,150,500	2,150,000	2,141,600	2,141,300	(300)	100%	2,141,600	0.0%
Communications Contributions	33,035	61,074	61,074	0	(61,074)	0%	61,074	0.0%
DRB Revenue	78,283	65,650	65,650	35,546	(30,104)	54%	65,650	0.0%
Community Assets	135,478	115,969	122,864	1,835	(121,029)	1%	125,014	1.7%
Vail Gondola Club Revenue	661,006	635,195	637,380	626,266	(11,114)	98%	644,752	1.2%
Other Revenue	134,480	127,786	127,786	56,455	(71,331)	44%	127,786	0.0%
Total Revenues	3,192,783	3,155,674	3,156,354	2,861,402	(294,952)	91%	3,165,876	0.3%
Expenditures								
Administrative Expenses								
Administration Contract CMD	1,258,267	1,145,175	1,190,923	892,720	298,203	75%	1,145,175	-3.8%
River Parcel Management	27,096	26,215	26,215	16,382	9,833	62%	26,215	0.0%
DRB Expenses	62,841	71,440	71,440	33,468	37,972	47%	75,030	5.0%
Other Operating Expenses	260,625	181,724	332,174	100,758	231,416	30%	177,275	-46.6%
Trash and Recycle Program	124,003	130,545	130,545	61,318	69,227	47%	130,545	0.0%
Vail Gondola Club	617,129	589,822	589,830	369,869	219,961	63%	605,710	2.7%
Community Assets	941,670	947,506	952,860	740,034	212,826	78%	1,002,672	5.2%
Communications	270,083	293,418	323,418	132,587	190,831	41%	283,343	-12.4%
Total Administrative Expenses	3,561,714	3,385,844	3,617,404	2,347,136	1,270,268	65%	3,445,964	-4.7%
Post Office Revenue	41,414	37,634	37,634	22,583	15,051	60%	37,634	0
Post Office Expenses	39,638	36,882	36,882	23,717	13,165	64%	36,882	0
Net Post Office Revenue (Expense)	1,776	752	752	(1,134)	1,886		752	
Total Expenditures	3,559,938	3,385,092	3,616,652	2,348,270	1,268,382	65%	3,445,212	-4.7%
Revenue Over (Under) Expenditures	(367,155)	(229,418)	(460,298)	513,132	973,431		(279,336)	
Beginning Fund Balance	402,525	402,525	402,525	402,525			402,525	
Transfer From (To) the Capital Reserve	367,155	229,418	460,298	0	460,298		279,336	
Ending Available Cash Balance	402,525	402,525	402,525	915,657	513,132		402,525	

Cordillera Property Owners Association
 Debt Service & Capital Reserve Fund
 Statement of Revenue, Expenditures and Changes in Fund Balance
 Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through
 August 31, 2016

	2015 Actual	2016 Original Budget	2016 Projected Actual	Actual Through 8/31/2016	Based on Projected Actual		2017 Proposed Budget	Percent 2017 Budget Over (Under) 2016 Projection	
					Variance Favorable (Unfavorable)	Actual % Received or Spent			
Revenue									
Real Estate Transfer Assessments	1,334,461	1,250,000	1,250,000	382,456	(867,544)	30.6%	1,250,000		0%
Interest Income									
Total Revenues	<u>1,334,461</u>	<u>1,250,000</u>	<u>1,250,000</u>	<u>382,456</u>	<u>(867,544)</u>		<u>1,250,000</u>		
Expenditures									
Healthy Forest Program	69,279	83,900	83,900	1,265	82,635	1.5%	83,900		0%
Engineering		9,000	9,000				9,000		0%
ACC Projects	173,428	220,085	220,085	145,299	74,786	66.0%	220,085		0%
Trailhead Projects	12,912	95,740	95,740	92,391	3,349	96.5%	95,740		0%
Short Course Projects	32,566	0	0	0	0		0		
Total Capital Projects	<u>288,185</u>	<u>408,725</u>	<u>408,725</u>	<u>238,954</u>	<u>169,771</u>	<u>58.5%</u>	<u>408,725</u>		
Debt Service	400,000	400,000	400,000	0	400,000	0.0%	400,000		0%
Transfer to (From) CPOA	364,205	229,418	460,298		460,298	0.0%	279,336		-39%
Total Expenditures	<u>1,052,390</u>	<u>1,038,143</u>	<u>1,269,023</u>	<u>238,954</u>	<u>1,030,069</u>		<u>1,088,061</u>		
Revenue Over (Under) Expenditures	<u>282,071</u>	<u>211,857</u>	<u>(19,023)</u>	<u>143,502</u>	<u>162,525</u>		<u>161,939</u>		<u>-951%</u>
Depreciation (added for Cash Basis)	84,960								
Beginning Available Fund Balance	<u>1,911,274</u>	<u>2,135,543</u>	<u>2,278,307</u>	<u>2,277,805</u>	<u>(502)</u>		<u>2,259,284</u>		
Ending Available Fund Balance	<u>2,278,305</u>	<u>2,347,400</u>	<u>2,259,284</u>	<u>2,421,307</u>	<u>162,023</u>		<u>2,421,223</u>		

Cordillera Property Owners Association
 Gondola Club
 Statement of Revenue, Expenditures and Changes in Fund Balance
 Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through
 August 31, 2016

	2015 Actual	2016 Original Budget	2016 Projected Actual	Actual Through 8/31/2016	Based on Projected Actual		2017 Proposed Budget	Percent 2017 Over (Under) 2016 Projection	
					Variance Favorable (Unfavorable)	Actual % Received or Spent			
Revenues									
Membership Revenue	39,000	20,000	20,000	7,250	(12,750)	36.3%	20,000		0
Membership Dues	594,075	597,126	599,311	600,191	880	100.1%	604,102		1%
Locker Rental Revenue	7,925	8,730	8,730	10,321	1,591	118.2%	11,250		29%
Seasonal Lease Revenue	20,006	9,339	9,339	8,504	(835)	91.1%	9,400		1%
Total Revenues	661,006	635,195	637,380	626,266	(11,114)	98.3%	644,752		2%
Expenditures									
Wages & Benefits	104,175	135,127	135,127	81,378	53,749	60.2%	128,621		-5%
Lease Expense	279,400	290,748	290,748	193,838	96,910	66.7%	299,479		3%
Repair & Maintenance Expense	70,064	73,978	73,978	47,053	26,925	63.6%	74,854		1%
Depreciation	56,869			0					
Member Expenses	54,718	57,908	57,900	37,659	20,241	65.0%	69,266		20%
Other Operating Expenses	36,366	32,061	32,077	9,941	22,136	31.0%	33,490		4%
Total Operating Expenses	601,593	589,822	589,830	369,869	219,961	62.7%	605,710		3%
Capital Expenses									
Paint VGC	7,550			0	0				
Fixtures & Furniture	7,987			0	0				
Total Capital Expenses	15,537	0	0	0	0		0		
Total Expenditures	617,129	589,822	589,830	369,869	219,961	62.7%	605,710		
Revenue Over (Under) Expenditures	43,877	45,373	47,550	256,397	208,847		39,042		

Cordillera Property Owners Association
Athletic Center
Statement of Revenue, Expenditures and Changes in Fund Balance
Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through
August 31, 2016

	2015 Actual	2016 Original Budget	2016 Projected Actual	Actual Through 8/31/2016	Based on Projected Actual		2017 Proposed Budget	Percent 2017 Budget Over (Under) 2016 Projection
					Variance Favorable (Unfavorable)	Actual % Received or Spent		
Revenues								
Class Revenue	0			0	0			
Personal Training Revenue	2,845	1,720	1,720	1,140	(580)	66.3%	1,720	0.00%
Total Revenues	<u>2,845</u>	<u>1,720</u>	<u>1,720</u>	<u>1,140</u>	<u>(580)</u>	<u>66.3%</u>	<u>1,720</u>	<u>0.00%</u>
Expenditures								
Wages & Benefits	78,192	83,093	83,093	58,447	24,645	70.3%	101,051	21.61%
Operating Expenses	39,336	35,731	40,078	26,087	13,991	65.1%	44,449	10.91%
Repair & Maintenance Expenses	22,473	33,660	33,660	19,661	13,999	58.4%	35,859	6.53%
Fitness Expenses	6,269	6,872	6,872	3,115	3,757	45.3%	6,835	-0.54%
Utilities	59,175	58,234	58,234	27,209	31,025	46.7%	57,996	-0.41%
Total Operating Expenses	<u>205,445</u>	<u>217,590</u>	<u>221,937</u>	<u>134,520</u>	<u>87,417</u>	<u>60.6%</u>	<u>246,190</u>	<u>10.93%</u>
Net Operating Revenue (Expense)	<u>(202,600)</u>	<u>(215,870)</u>	<u>(220,217)</u>	<u>(133,380)</u>	<u>89,301</u>	<u>60.6%</u>	<u>-244,470</u>	
Capital Expenses								
2017 Projects							220,085	
Steam Generator Replacement	11,802			0	0			
ACC Steam Room Remodel	30,611			0	0			
Pool & Spa Replaster	36,715			0	0			
ACC Remodel/Renovation	63,984	220,085	220,085	145,299	74,786	66.0%		
Weight & Cardio Equipment Purchases	0			0	0			
Pool Boiler/Water Heater Replacement	22,283			0	0			
Concept Design - Addition/Remodel	8,033			0	0			
0	0							
Total Capital Expenses	<u>173,428</u>	<u>220,085</u>	<u>220,085</u>	<u>145,299</u>	<u>74,786</u>	<u>66.0%</u>	<u>220,085</u>	
Total Expenditures	<u>378,873</u>	<u>437,675</u>	<u>442,022</u>	<u>279,818</u>	<u>162,203</u>	<u>63.3%</u>	<u>466,275</u>	
Revenue Over (Under) Expenditures	<u>(376,028)</u>	<u>(435,955)</u>	<u>(440,302)</u>	<u>(278,678)</u>	<u>161,623</u>		<u>(464,555)</u>	

Cordillera Property Owners Association
 Trailhead
 Statement of Revenue, Expenditures and Changes in Fund Balance
 Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through
 August 31, 2016

	2015 Actual	2016 Original Budget	2016 Projected Actual	Actual Through 8/31/2016	Based on Projected Actual		2017 Proposed Budget	Percent 2017 Budget Over (Under) 2016 Projection
					Variance Favorable (Unfavorable)	Actual % Received or Spent		
Revenues								
Cordillera Day Camp Revenue	67,180	74,505	81,400	0	(81,400)	0.0%	83,550	2.64%
Facility Fees	500	1,100	1,100	695	(405)	63.2%	1,100	0.00%
Trailhead Rental	0			0	0			
Donation for Equipment	0			0	0			#DIV/0!
Total Revenues	<u>67,680</u>	<u>75,605</u>	<u>82,500</u>	<u>695</u>	<u>(81,805)</u>	<u>0.8%</u>	<u>84,650</u>	<u>2.61%</u>
Expenditures								
Wages & Benefits	67,749	74,854	74,854	49,766	25,088	2	75,948	1.46%
Operating Expenses	34,962	41,256	41,256	21,516	19,740	52.2%	48,772	18.22%
Repair & Maintenance Expenses	8,078	10,185	11,179	8,610	2,569	77.0%	15,786	41.21%
Utilities	29,102	28,834	28,834	15,606	13,228	54.1%	29,746	3.16%
Camp Expenses	22,803	25,609	25,622	14,309	11,313	55.8%	25,257	-1.42%
Total Operating Expenses	<u>162,693</u>	<u>180,738</u>	<u>181,745</u>	<u>109,808</u>	<u>71,938</u>	<u>60.4%</u>	<u>195,509</u>	<u>7.57%</u>
Net Operating Revenue (Expense)	<u>(95,013)</u>	<u>(105,133)</u>	<u>(99,245)</u>	<u>(109,113)</u>	<u>72,096</u>	<u>109.9%</u>		
Capital Expenses								
2017 Projects							95,740	
Concrete Fill & Repair		24,100	24,100	25,975	(1,875)	107.8%		
Carpet Replacement		12,800	12,800	11,002	1,798	86.0%		
Trailhead - Parking Lot Paving & Repair				0	0			
Lightning Detection	9,154			0	0			
Major Pool Repairs	3,759			0	0			
Log Work & Decking & Staining		58,840	58,840	55,414	3,426	94.2%		
Total Capital Expenses	<u>12,912</u>	<u>95,740</u>	<u>95,740</u>	<u>92,391</u>	<u>3,426</u>	<u>96.5%</u>	<u>95,740</u>	
Total Expenditures	<u>175,605</u>	<u>276,478</u>	<u>277,485</u>	<u>202,198</u>	<u>75,364</u>	<u>72.9%</u>	<u>291,249</u>	
Revenue Over (Under) Expenditures	<u>(107,925)</u>	<u>(200,873)</u>	<u>(194,985)</u>	<u>(201,503)</u>	<u>(6,518)</u>		<u>(206,599)</u>	

Cordillera Property Owners Association
Short Course
Statement of Revenue, Expenditures and Changes in Fund Balance
Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through
August 31, 2016

	2015 Actual	2016 Original Budget	2016 Projected Actual	Actual Through 8/31/2016	Based on Projected Actual		2017 Proposed Budget	Percent 2017 Budget Over (Under) 2016 Projection
					Variance Favorable (Unfavorable)	Actual % Received or Spent		
Revenues								
Expense Reimbursement	30,497	31,144	31,144	0	(31,144)	0.0%	31,144	0.00%
Revenue Sharing	34,456	7,500	7,500	0	(7,500)	0.0%	7,500	0.00%
Total Revenues	64,953	38,644	38,644	0	(38,644)	0.0%	38,644	0.00%
Expenditures								
Wages & Benefits								
Short Course Contract	425,000	425,000	425,000	425,000	0	100.0%	425,000	0.00%
Property Taxes			2,095	2,095	(0)	100.0%		
Pro Shop Rent	10,500	10,500	10,500	0	10,500	0.0%	10,500	0.00%
Course & Range Supplies	0			0	0			
Dues & Subscriptions			16	16	0	100.0%		
Fire Protection Expenses	1,116	1,054	1,054	896	158	85.0%	1,054	0.00%
Repair & Maintenance Expenses	6,898	638	638	327	311	51.2%	638	0.00%
Telephone & Utilities	21,775	18,952	18,952	3,742	15,210	19.7%	18,952	0.00%
Irrigation Water	31,716	25,000	25,000	13,513	11,487	54.1%	25,000	0.00%
Total Operating Expenses	497,005	481,144	481,144	445,589	37,666	92.6%	481,144	0.00%
Net Operating Revenue (Expense)	(432,052)	(442,500)	(442,500)	(445,589)	37,666	100.7%	(442,500)	
Capital Expenses								
Repair Water Feature	22,443							
Lightning Detection	5,003							
Comfort Repair Station	5,120							
Total Capital Expenses	32,566	0	0	0	0		0	
Total Expenditures	529,571	481,144	481,144	445,589	37,666	92.6%	481,144	
Revenue Over (Under) Expenditures	(464,618)	(442,500)	(442,500)	(445,589)	(3,089)		(442,500)	

Cordillera Property Owners Association
Real Estate Transfer Assessment Report
Receipts through 9/12/2016

<u>Contract Date</u>	<u>Sale Price</u>	<u>Date Received:</u>	<u>Amount:</u>	<u>Property Transferred:</u>	<u>Seller / Purchaser:</u>
1/29/16	\$ 1,565,000.00	3/15/16	31,300.00	F6 L04	Conway / Saxby
2/9/16	\$ 225,000.00	3/15/16	4,500.00	F24 L58	Wagner / Opes Holding LLC
2/18/16	\$ 69,000.00	3/15/16	1,380.00	F17 B2 L05	Cain / Kat Co Revocable Trust
2/23/16	\$ 1,165,010.00	3/15/16	23,300.20	F11 L20 & L21	Shaw / Jung
3/9/16	\$ 140,000.00	3/15/16	2,800.00	F34 B2 L05	Holleman / Paxton
3/9/16	\$ 85,000.00	3/29/16	1,700.00	F36 B1 L15	GB Properties / Dozois
3/21/16	\$ 479,000.00	3/29/16	9,580.00	F24 L01	W/A Family Trust / Donoho
4/5/16	\$ 2,475,000.00	4/22/16	49,500.00	F27 L31	Smith / Longo
4/19/16	\$ 200,000.00	5/11/16	4,000.00	F34 B1 L03	Hecomovich / Ellis
4/22/16	\$ 796,800.00	5/11/16	15,936.00	F16 L14	Jansma / Collins
4/25/16	\$ 945,000.00	5/11/16	18,900.00	F15 L19	Schmidt / Messenbaugh
4/27/16	\$ 1,000,000.00	5/11/16	20,000.00	F15 L22	Rivera / Sirotta
5/2/16	\$ 3,500,000.00	5/11/16	70,000.00	F36 B2 L05	Ulickey / Lee Trust
5/3/16	\$ 2,313,000.00	5/11/16	46,260.00	F10 L21	Norris / Musso
5/18/16	\$ 955,000.00	6/1/16	19,100.00	F15 L14	Page/Vietto
5/19/16	\$ 900,000.00	6/1/16	18,000.00	F15 L12	Craddock / Henritze
5/24/16	\$ 1,480,000.00	6/16/16	29,600.00	F37 L35	Brave / Seltzer
6/30/16	\$ 830,000.00	7/6/16	16,600.00	F16 L19	Geisman / Wilhelm
8/2/16	\$ 1,345,000.00	8/12/16	26,900.00	F11L14	Ahders/Marshall
8/3/16	\$ 2,550,000.00	8/12/16	51,000.00	F36B2L4	Sansom/Ponce
8/18/16	\$ 169,500.00	8/25/16	33,900.00	F30L10	Freyberg/Ranieri
8/31/16	\$ 1,275,000.00	9/7/16	25,500.00	F16L24	Mastronardi/Areno-McGill-Collison
9/7/16	\$ 162,500.00	9/12/16	6,050.00	F17B1L6	Hartung/Cunningham
9/6/16	\$ 100,000.00	9/12/16	5,162.13	F34B5L17	Blakey/O'Connell
9/7/16	\$ 3,690,000.00	9/12/16	73,800.00	F6L12	Everson/Warmuth

Totals 9/12/16	\$ 28,414,810.00	604,768.33
-----------------------	-------------------------	-------------------

Last Year R.E.T.A.Total as of 9/30/15 \$869,930.50

Checks Received After Month End -

Average Sales Price

	<u>2016</u>	<u>2015</u>
Estate Home	\$ 2,083,001.67	2,032,216.00
Enclave	\$ 904,466.67	1,183,062.50
Land	\$ 199,666.67	169,522.73

Under Contract (based upon List Price)

	<u>Sale Price</u>	<u>Estimated RETA</u>
Estate Homes	\$ -	-
Enclaves	\$ 985,000.00	19,700.00
Land	\$ 275,000.00	5,500.00
Total	\$ 1,260,000.00	\$ 25,200.00

CMD Financial Highlights

NOTE: Straight-line projection through August is 67% of budgeted amount.

Reporting Exceptions:

Revenues

No Exceptions to Report

Expenditures

No Exceptions to Report

Budget Adjustments:

	2016 Original Budget	2016 Projected Budget	2016 Revised Budget	Increase Decrease Budget	Reason For Adjustment
General Fund					
Expenditures					
Legal	126,000	126,000	276,000	150,000	Legal Fees - Lodge
Misc. Office Equipment	21,003	21,003	46,003	25,000	Add equipment
Major Repairs & Equipment	13,000	13,000	27,000	14,000	Added costs
Fuel & Fluids	97,805	97,805	77,805	(20,000)	Lower fuel cost savings
Total Expenditures				<u>169,000</u>	
Increase (Decrease) in Fund Balance				<u>(169,000)</u>	

**Cordillera Metro District and Cordillera Property Owners Association
Schedule of Revenue & Expenditures and Changes in Fund Balance
2016 Projected Actual and 2017 Proposed Budget**

	12/31/2015 Unaudited Fund Bal	2016 Projected Actual				2017 Proposed Budget				12/31/2017 Projected Fund Bal
		Revenues	Expenditures	Transfers In/Out	Increase (Decrease) Fund Bal	Revenues	Expenditures	Transfers In/Out	Increase (Decrease) Fund Bal	
CMD										
General or Operating Fund	2,068,390	5,317,482	(4,329,421)	(1,032,000)	(43,939)	5,497,673	(4,131,203)	(1,032,000)	334,470	2,358,921
CMD - Debt Service Fund	149,379	1,757,094	(2,091,383)	333,157	(1,132)	1,684,094	(2,086,518)	404,611	2,187	150,433
CMMD - Debt Service Fund	135,870	794,361	(887,174)	44,453	(48,360)	794,361	(1,009,316)	215,003	48	87,558
CMD Debt Service Reserve Fund	145,108			22,390	22,390	0		(109,807)	(109,807)	57,691
Water Enterprise Fund	1,822,024	247,000	0	0	247,000	247,000	0	0	247,000	2,316,024
Capital Projects Fund	194,076	6,749	(1,047,704)	1,032,000	(8,955)	6,749	(1,047,704)	1,032,000	(8,955)	176,166
Equestrian Center Fund	125,109	321,122	(369,282)		(48,160)	356,096	(386,956)		(30,860)	46,089
CPOA	4,639,956	8,443,808	(8,724,964)	400,000	118,844	8,585,973	(8,661,697)	509,807	434,083	5,192,883
Operating Fund	402,525	3,156,354	(3,616,652)	460,298	0	3,165,876	(3,445,212)	279,336	0	402,525
Capital & Debt Reserve	2,278,307	1,250,000	(408,725)	(860,298)	(19,023)	1,250,000	(408,725)	(679,336)	161,939	2,421,223
	2,680,832	4,406,354	(4,025,377)	(400,000)	(19,023)	4,415,876	(3,853,937)	(400,000)	161,939	2,823,748

Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through August 30, 2016

	2015 Actual	2016 Original Budget	2016 Projected Actual	YTD Actual Through 8/30/2016	Based on Projected Actual		Percent 2017 Budget Over (Under) 2016 Projection	
					Variance Favorable (Unfavorable)	Actual % Received or Spent		
Equipment Maintenance & Repair	208,508	239,189	233,189	112,433	120,756	48%	274,150	17.6%
Public Safety Expenditures								
Public Safety Wages & Benefits	1,052,625	1,082,615	1,082,615	667,413	415,202	62%	1,063,869	-1.7%
Public Safety Utilities	15,412	16,632	16,632	8,959	7,673	54%	17,694	6.4%
Other Operating Expenses	35,573	40,402	40,402	14,491	25,911	36%	38,911	-3.7%
	<u>1,103,610</u>	<u>1,139,649</u>	<u>1,139,649</u>	<u>690,863</u>	<u>448,786</u>	<u>61%</u>	<u>1,120,474</u>	<u>-1.7%</u>
Total Expenditures	<u>4,069,906</u>	<u>4,161,760</u>	<u>4,329,421</u>	<u>2,550,653</u>	<u>1,778,768</u>		<u>4,131,203</u>	<u>-4.6%</u>
Revenue Over (Under) Expenditures	<u>1,201,014</u>	<u>1,109,485</u>	<u>988,061</u>	<u>1,937,134</u>	<u>949,073</u>		<u>1,366,470</u>	
Transfer to Capital Projects Fund	(895,000)	(1,032,000)	(1,032,000)		1,032,000	0%	(1,032,000)	
Change in Fund Balance	306,014	77,485	(43,939)	1,937,134	1,981,073		334,470	
Beginning Fund Balance	1,760,560	2,084,131	2,068,390	2,068,390	0		2,024,451	
Ending Fund Balance	<u>2,066,574</u>	<u>2,161,616</u>	<u>2,024,451</u>	<u>4,005,524</u>	<u>1,981,073</u>		<u>2,358,921</u>	
Assessed Valuation	80,216,150	98,641,540					101,811,020	3.2%
Mills Levied	42.091	36.111					36.736	1.7%

Cordillera Metropolitan District (Consolidated)
 Debt Service Fund - CMD

Statement of Revenues and Expenditures

Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through
 August 30, 2016

	2015 Actual 12/31/2014	2016 Original Budget	2016 Projected Actual	Actual Through 8/30/2016	Based on Projected Actual		Percent 2017 Budget Over (Under) 2016 Projection
					Variance Favorable (Unfavorable)	Actual % Received or Spent	
Revenues							
Property Taxes CMD Debt Service	1,704,721	1,756,211	1,756,211	1,677,228	(78,983)	96%	1,683,211
Tap Fee Revenue	60,850			12,494	12,494		
CMD Debt Service Interest	3,804	883	883	1,812	929	205%	883
Total Revenues	1,769,375	1,757,094	1,757,094	1,691,535	(65,559)	96%	1,684,094
Expenditures							
Treasurers Fees CMD DS	51,209	52,686	52,686	50,331	2,356	96%	50,496
Debt Service	2,036,899	2,038,697	2,038,697	0	2,038,697	0%	2,036,022
Total Expenditures	2,088,108	2,091,383	2,091,383	50,331	2,041,053	2%	2,086,518
Revenue Over (Under) Expenditures	(318,733)	(334,289)	(334,289)	1,641,204	1,975,493		(402,424)
Transfer from CPOA	331,410	333,157	333,157	0	(333,157)	0.0%	332,908
Transfer from Reserve Fund							71,703
Total Other Financing Sources (Uses)	331,410	333,157	333,157	0	(333,157)		404,611
Change in Fund Balance	12,677	(1,132)	(1,132)	1,641,204	1,642,336		2,187
Beginning Fund Balance	136,702	83,847	149,379	149,379	0		148,247
Ending Fund Balance	149,379	82,715	148,247	1,790,583	1,642,336		150,433
Assessed Valuation	66,284,440	81,404,100					81,123,540
Mills Levied	25.740	21.574					20.749

Cordillera Metropolitan District (Consolidated)
 Debt Service Fund - CMMD
 Statement of Revenues and Expenditures
 Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through
 August 30, 2016

	2015 Actual 12/31/2014	2016 Original Budget	2016 Projected Actual	Actual Through 8/30/2016	Based on Projected Actual		Percent 2017 Budget Over (Under) 2016 Projection
					Variance Favorable (Unfavorable)	Actual % Received or Spent	
Revenues							
Property Taxes CMMD Debt Service	890,999	794,161	794,161	730,659	(63,502)	92%	794,161
Tap Fee Revenue	44,066			0	0		
CMMD Debt Service Interest	3,259	200	200	1,254	1,054	627%	200
Total Revenues	938,324	794,361	794,361	731,913	(62,448)	92%	794,361
Expenditures							
Treasurers Fees CMMD DS	26,796	23,825	23,825	21,929	1,896	92%	23,825
Total Debt Service	839,503	863,349	863,349	0	863,349	0%	985,491
Total Expenditures	866,299	887,174	887,174	21,929	865,245	2%	1,009,316
Revenue Over (Under) Expenditures	72,025	(92,813)	(92,813)	709,984	802,797		(214,955)
Other Financing Sources (Uses)							
Transfer from CPOA	0	44,453	44,453	0	(44,453)	0.0%	176,899
Transfer from Reserve Fund							38,104
Total Other Financing Sources (Uses)	954	44,453	44,453	0	(44,453)		215,003
Change in Fund Balance	72,979	(48,360)	(48,360)	709,984	758,344		48
Beginning Fund Balance	62,891	98,983	135,870	135,870	0		87,510
Ending Fund Balance	135,870	50,623	87,510	845,854	758,344		87,558
Assessed Valuation	16,221,240	19,095,230					22,545,270
Mills Levied	54.928	41.589					37.120
							18.1%
							-10.7%

Cordillera Metropolitan District (Consolidated)
 Debt Service Fund - 2002 Bond Reserve
 Statement of Revenues and Expenditures
 Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through
 August 30, 2016

	2015 Actual 12/31/2014	2016 Original Budget	2016 Projected Actual	Actual Through 8/30/2016	Based on Projected Actual		Percent 2017 Budget Over (Under) 2016 Projection
					Variance Favorable (Unfavorable)	Actual % Received or Spent	
Revenues							
Sinking Fund - Chaveno Interest Income	56			232	232		
Total Revenues	<u>56</u>	<u>0</u>	<u>0</u>	<u>232</u>	<u>232</u>	<u>0</u>	
Transfer From CPOA	68,590	22,390	22,390	0	(22,390)	0.0%	-100.00%
Transfer to Debt Service Funds						(109,807)	
Total Other Financing Sources (Uses)	<u>68,590</u>	<u>22,390</u>	<u>22,390</u>	<u>0</u>	<u>(22,390)</u>	<u>(109,807)</u>	
Revenue Over (Under) Expenditures	<u>68,646</u>	<u>22,390</u>	<u>22,390</u>	<u>232</u>	<u>(22,158)</u>	<u>(109,807)</u>	
Beginning Fund Balance	76,462	145,052	145,108	145,108	0	167,498	
Ending Fund Balance	<u>145,108</u>	<u>167,442</u>	<u>167,498</u>	<u>145,340</u>	<u>(22,158)</u>	<u>57,691</u>	

Cordillera Metropolitan District (Consolidated)
Water Enterprise

Statement of Revenues and Expenditures

Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through August 30, 2016

	2015 Actual 12/31/2014	2016 Original Budget	2016 Projected Actual	Actual Through 8/30/2016	Based on Projected Actual		Proposed 2017 Budget	Percent 2017 Budget Over (Under) 2016 Projection
					Variance Favorable Unfavorable	Actual % Received or Spent		
Revenues								
Water Usage Fees	251,349	247,000	247,000	105,369	(141,631)	43%	247,000	0.0%
Water Tap Fees				0	0			
Total Revenues	<u>251,349</u>	<u>247,000</u>	<u>247,000</u>	<u>105,369</u>	<u>(141,631)</u>	<u>43%</u>	<u>247,000</u>	<u>0.0%</u>
								See Debt Svc Funds
Revenue Over (Under) Expenditures								
Beginning Fund Balance	1,570,675	1,807,675	1,822,204	1,822,204	0		2,069,204	
Ending Fund Balance	<u>1,822,024</u>	<u>2,054,675</u>	<u>2,069,204</u>	<u>1,927,573</u>	<u>(141,631)</u>		<u>2,316,204</u>	

Cordillera Metropolitan District (Consolidated)
 Capital Projects Fund
 Statement of Revenues and Expenditures
 Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through
 August 30, 2016

	2015 Actual 12/31/2014	2016 Original Budget	2016 Projected Actual	Actual Through 8/30/2016	Based on Projected Actual		Proposed 2017 Budget
					Variance Favorable (Unfavorable)	Actual % Received or Spent	
Revenues							
Bearcat Stables Improvements	6,749	6,749	6,749	2,520	4,229	37%	6,749
Cordillera Preservation Found. Donation	9,422			0			
Sale of Equipment	24,075			0	0		
Total Revenues	40,246	6,749	6,749	2,520	4,229	37%	6,749
Expenditures							
2017 Projects Unallocated							1,047,704
Road Repair	388,860	627,378	627,378	545,248	82,130	87%	
Engineering Projects		46,000	46,000	27,347	18,653	59%	
Heavy Equipment Purchases	361,235	301,922	301,922	96,966	204,956	32%	
Admin Building Projects:	10,450						
Maintenance Facility Projects:	3,329	-	-				
Equestrian Center Projects:	10,074	52,404	52,404	8,130	52,404	0%	
Eq. Center - Replace Lower Bard Siding		20,000	20,000		20,000	0%	
Parks & Recreation							
Community Parks/Rec - Fencing	16,724			20,075			
Water Feature & Ponds							
Irrigation Upgrade	25,627						
Security & Telecom Upgrades:							
Other Projects							
Bearcat Pavilion	18,446						
Total Expenditures	834,745	1,047,704	1,047,704	697,766	378,143	67%	1,047,704
	(794,499)	(1,040,955)	(1,040,955)	(695,247)	345,709		(1,040,955)
Transfer from General Fund	895,000	1,032,000	1,032,000	0	1,032,000	0.0%	1,032,000
Total Other Financing Sources (Uses)	895,000	1,032,000	1,032,000	0	1,032,000		1,032,000
Revenue Over (Under) Expenditures	100,501	(8,955)	(8,955)	(695,247)	(686,292)		(8,955)
Beginning Fund Balance	93,575	127,813	194,076	194,076	0		185,121
Ending Fund Balance	194,076	118,858	185,121	(501,171)	(686,292)		176,166

Cordillera Metropolitan District (Consolidated)
 Equestrian Center Fund
 Statement of Revenues and Expenditures
 Actual 2015, Original Budget & Projected Actual 2016, Actual YTD Through
 August 30, 2016

	2015 Actual 12/31/2014	2016 Original Budget	2016 Projected Actual	Actual Through 8/30/2016	Based on Projected Actual		Proposed 2017 Budget	Percent 2017 Budget Over (Under) 2016 Projection
					Variance Favorable (Unfavorable)	Actual % Received or Spent		
Revenues								
Boarding Stall Revenue	197,103	205,865	205,865	106,676	(99,189)	52%	218,405	6.09%
Paddock Revenue	121,674	111,068	111,068	56,056	(55,012)	50%	132,840	19.60%
Other EQ Ctr Revenue	4,573	4,189	4,189	2,604	(1,585)	62%	4,851	15.80%
Total Revenues	323,350	321,122	321,122	165,336	(155,786)	51.5%	356,096	10.89%
Expenditures								
Wages & Benefits	202,926	198,983	198,983	115,293	83,690	58%	219,296	10.21%
Administrative Expenses	34,082	39,239	39,239	752	38,487	2%	47,895	22.06%
Boarding Expenses	67,885	73,445	75,045	26,433	48,612	35%	67,991	-9.40%
Maintenance	14,553	29,856	29,856	11,600	18,256	39%	24,825	-16.85%
Utilities	24,774	25,710	26,159	14,171	11,988	54%	26,949	3.02%
Total Operating Expenses	344,220	367,233	369,282	168,249	201,033	46%	386,956	4.79%
Net Operating Revenue	(20,870)	(46,111)	(48,160)	(2,913)	45,247		(30,860)	
Beginning Fund Balance	145,979	98,168	125,109	125,109	0		76,949	
Ending Fund Balance	125,109	52,057	76,949	122,196	45,247		46,089	

CORDILLERA WATER SYSTEM FIRE FLOW ANALYSIS

UPPER EAGLE REGIONAL WATER AUTHORITY



September 7, 2016

Prepared by

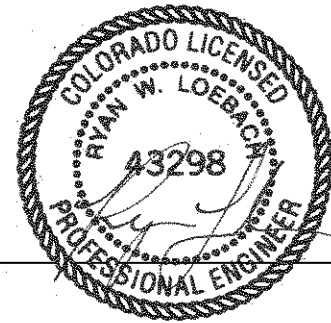


118 WEST SIXTH STREET, SUITE 200
GLENWOOD SPRINGS, CO 81601
970.945.1004
970.945.5948 FAX

CORDILLERA FIRE STORAGE AND FLOW IMPROVEMENTS PLANNING

UPPER EAGLE REGIONAL WATER AUTHORITY

REVIEWED BY



RYAN LOEBACH

SGM Project: 2002-169.097

\\SGMSERV3\PROJECTS\2002\2002-169\097-CORDILLERAFIREFLOW\E-REPORTS\SGM

Background

The purpose of this report is to revise recommendations from the 2009 Upper Eagle Regional Water Authority Water Master Plan Update (UERWA WMP Update) with new fire flow and storage information and related capital improvement projects for the Cordillera area only. This report also provides updated planning-level construction costs for fire flow related recommendations. Numbering of tables and exhibits throughout this report is consistent with the numbering in the 2009 Master Plan.

Summary of Recommended Capital Improvement Projects

Table 1 below gives a summary of recommended fire flow related capital improvements identified in this report. Cost estimates in **Table 1** assume a construction year of 2017. If UERWA anticipates construction to occur later than 2017, we recommend adding a 3% increase for every year after 2017 (based on the average Consumer Price Index for construction costs).

Projects are listed in order of priority in **Table 1**. Project numbers correspond to those shown on **Exhibit 10-2**. Projects that this analysis determined to be necessary for fire flow, but which have already been completed since the 2009 WMP Update, are included below in order to show the effect of the new fire flow requirements. All information in these tables is described in more detail in later sections.

The recommended capital improvement projects below reduce the percentage of hydrants where fire flow available is less than 75% of fire flow required, from 21% to 3% of hydrants within the entire Cordillera system.

Cordillera Metro District and UERWA should weigh the costs vs. benefits of Project C2. It may be necessary to install this project to provide operational flexibility for fire fighters and their pumper trucks in the event of a fire. SGM recommends completing this project to provide this operational flexibility.

Table 1: Cordillera Summary of Recommended Capital Projects

# ¹	Project	Zone	Purpose	Timing	Cap. Cost ²
C7	New 0.11-MG tank–Cord. 3 West	3 West	Fire volume increase	2020-2025	\$ 0.85 M
C2	Line Upgrade – Gore Trail	3 West	Fire flow/reliability/ ops. flexibility	Near term	\$ 0.24 M
C12	Line upgrade – El Mirador	3 East	Fire flow/reliability/ ops. flexibility	<i>Complete</i>	<i>Complete</i>
C5	New PRV - Cord 3 West BPS	3W. / 2W.	Fire volume increase	<i>Complete</i>	<i>Complete</i>
C11	New line & PRV – Andorra to Cordillera Wy	1 West (sub-zone)	Fire flow/reliability	<i>Complete</i>	<i>Complete</i>
C13	New lines (short) for connectivity -Cordillera Wy	3 East	Fire flow, reliability, ops. flexibility	<i>Complete</i>	<i>Complete</i>
<ol style="list-style-type: none"> #s correspond to improvement projects as indicated on Exhibit 10-2 & Table 10-5. Cost estimates in 2017 dollars. If UERWA anticipates construction to occur later than 2017, we recommend adding a 3% increase for every year after 2017 (based on the average Consumer Price Index for construction costs). 					

Water System Analysis: Cordillera

This report evaluates the Cordillera water system, which lies within the Cordillera Metropolitan District, southwest of Edwards. **Exhibit 7-1** presents a schematic of the existing system. **Exhibit 7-2** shows a hydraulic network model layout of the existing Cordillera water system. There are two main branches that supply water to Cordillera’s east and west sides, which are separated by the Squaw Creek Valley.

Cordillera – Water Storage

Current Conditions

Cordillera has five water storage tanks with a total storage capacity of 1.65 MG. **Table 7-1** presents a comparison of current Cordillera tanks versus the storage requirements of each tank’s service area, which includes the zone on which it floats plus any exclusively PRV-fed sub-zones. Storage deficits are calculated two ways: (a) considering only the storage capacity of the tank itself, and (b) considering also the surplus capacity available in storage tanks up to two pressure zones above it. **Table 7-1** notes where a new PRV is needed to take advantage of upper zone tanks’ surplus storage to meet lower zone storage needs.

Table 7-1: Existing Cordillera Water Storage Analysis

Tank Name (Size – MG)	Storage Required in Service Area & Calculated Storage Deficit					Effect of Uphill Tank Surplus Storage on Calculated Storage Deficit		
	Emer gency (MG) ⁵	EQ (MG) ⁵	Fire ¹ (MG)	Total (MG)	In-Zone Deficit (MG)	Uphill Tanks ² (Surplus - MG)	New PRV Needed ³ ?	Final Deficit (MG) ⁴
Tank 3 West (0.25)	0.05	0.03	0.18	0.26	0.01	No Uphill Tank		0.01
Tank 2 West (0.25)	0.04	0.02	0.18	0.24	0	Tank 3 West (0.17)	No	0
Tank 1 West (0.4)	0.21	0.13	0.18	0.52	0.12	Tank 2 West (0.20) Tank 3 West (0.17)	No No	0
Tank 2 East (0.5)	0.09	0.06	0.36	0.51	0.01	Tank 1 West (0.06) Tank 2 West (0.20) Tank 3 East (0.14)	No No Yes	0
Tank 3 East (0.25)	0.07	0.04	0.13	0.24	0	No Uphill Tank		0

1. See **Table 7-3** for fire volume required.
2. Considers tanks in pressure zones up to two zones above the zone of interest. Assumed tanks with no PRV needed are used first. Gray text indicates tank surplus is available but not needed. Surplus calculated as tank volume minus emergency and equalization storage volumes.
3. A PRV needs to be installed to use surplus fire flow from zones above, unless one already exists.
4. Final deficit values assume that PRVs are in place as needed.
5. Emergency and equalization storage volumes are based on population and water demand analysis performed for the UERWA WMP Update.

Table 7-1 indicates:

- Fire needs typically comprise 35 to 75% of the total storage requirement in Cordillera.
- Installation of additional PRVs would not be needed to use surplus volumes to make up for fire flow deficits under existing demands.
- Tank 3 West is the only tank which does not meet the required storage minimum for its service area (deficit of 0.01 MG). The deficit is too small to justify an additional water storage tank.
- A near-term storage tank project is not required to increase storage volumes based on existing conditions.

Future Conditions

Future water demand growth in Cordillera will affect Cordillera water storage requirements by increasing in-zone water deficits enough to require a new storage tank. **Table 7-2** summarizes anticipated Cordillera water storage requirements under projected future demand conditions.

Table 7-2: Future Cordillera Water Storage Analysis

Tank Name (Size – MG)	Storage Required in Service Area & Calculated Storage Deficit				Effect of Uphill Tank Surplus Storage on Calculated Storage Deficit			
	Emer gency (MG) ⁵	EQ (MG) ⁵	Fire ¹ (MG)	Total (MG)	In-Zone Deficit (MG)	Uphill Tanks ² (Surplus - MG)	New PRV Needed ³ ?	Final Deficit (MG) ⁴
Tank 3 West (0.25)	0.11	0.07	0.18	0.36	0.11	No Uphill Tank		0.11
Tank 2 West (0.25)	0.05	0.03	0.18	0.26	0.01	Tank 3 West (0.07)	No	0
Tank 1 West (0.4)	0.34	0.21	0.18	0.73	0.33	Tank 2 West (0.17) Tank 3 West (0.07)	No No	0.09
Tank 2 East (0.5)	0.13	0.08	0.36	0.57	0.07	Tank 1 West (0.00) Tank 2 West (0.17) Tank 3 East (0.11)	No No Yes	0
Tank 3 East (0.25)	0.09	0.05	0.13	0.27	0.02	No Uphill Tank		0.02

1. See **Table 7-3** for fire volume required.
2. Considers tanks in pressure zones up to two zones above the zone of interest. Assumed tanks with no PRV needed are used first. Gray text indicates tank surplus is available but not needed. Surplus calculated as tank volume minus emergency and equalization storage volumes.
3. A PRV needs to be installed to use surplus fire flow from zones above, unless one already exists.
4. Final deficit values assume that PRVs are in place as needed.
5. Emergency and equalization storage volumes are based on population and water demand analysis performed for the UERWA WMP Update.

Table 7-2 indicates:

- Water storage requirements and deficits conditions in the Tank 3 West service area will increase from 0.01 MG to 0.11 MG. See recommended improvements section below for discussion.
- New deficits appear in Tank 1 West and Tank 3 East under future conditions.
- The in-zone deficit for the Tank 1 West service area is projected to increase the most. This is because Tank 1 West is expected to see the largest increase in demand, and because surplus storage above it will decrease due to growth.

Cordillera – System Hydraulic Performance

Fire Flow Delivery

Maximum fire flow requirements for each of the tank zones are provided in **Table 7-3** below. Maximum fire flow locations shown in **Table 7-3** were determined based on Eagle County Assessors building size/area information and the Eagle River Fire Protection District Fire Marshal’s inspections and interpretation of 2015 IBC/IFC Appendix B. Based on discussion with UERWA, Cordillera Metro District, and the Eagle River Fire Protection District Marshal, it was confirmed that all structures in the Cordillera area already have and are required to have fire sprinklers, and are currently less than 13,400 square foot with a Type 5 construction type. Therefore, all other structures not listed in **Table 7-3** qualify for a reduced flow of less than 1,500 GPM with similar or smaller duration.

Figure 7-1 shows the performance distribution of fire flow availability in Cordillera under current maximum day demand conditions. These results indicate:

- Given current fire flow targets, Cordillera’s fire flow availability is poor with insufficient fire flow at more than 30% of Cordillera water model nodes.
- The Cordillera system has 11% of all water model nodes with fire flows less than 50% of required flow.

Figure 7-1: Cordillera Area Fire Flow Delivery Performance – Current Conditions

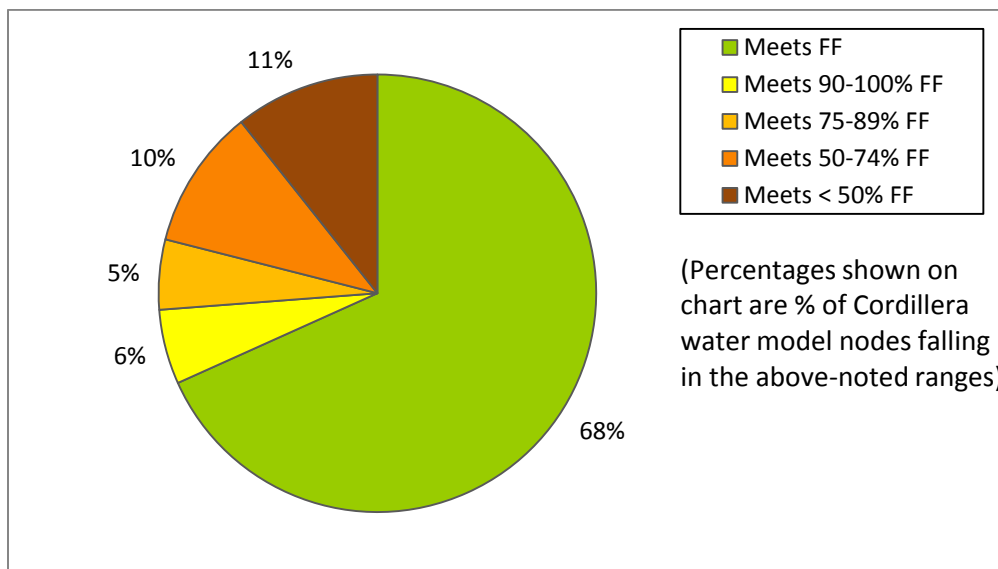


Table 7-3: Cordillera Fire Flow Requirements by Tank Service Area

Tank Zone	Maximum Fire Flow Location & Address	Building Area & Occupancy Type	Construction Type: Building Construction Materials	Req'd Fire Flow (GPM)	Sprinklers?	Allowed Percent Flow Reduction	Reduced Fire Flow (GPM) Duration (hrs)	Req'd Fire Storage Volume (MG)
3 West	Cordillera Summit Course Clubhouse 190 Gore Trail Edwards, CO 81632	8,000 SF Commercial	Type V: wood frame, cedar shake roof, wood siding	2,500	Yes	75%	1,500 GPM 2 hrs	0.18
2 West	Cordillera Summit Athletic Club 327 Settlers Loop Edwards, CO 81632	10,056 SF Commercial	Type V: wood frame, cedar shake roof, wood siding	2,750	Yes	75%	1,500 GPM 2 hrs	0.18
1 West	Mountain Course Clubhouse 650 Club House Dr Edwards, CO 81632	20,400 SF Commercial	Type V: wood frame, cedar shake roof, wood siding	3,750	Yes	75%	1,500 GPM 2 hrs	0.18
2 East	The Lodge and Spa at Cordillera 2205 Cordillera Way Edwards, CO 81632	59,000 SF Commercial	Type V-A: exterior stucco, steel frame, may have fire rated walls, composite shingle roof	4,250	Yes	75%	1,500 GPM 4 hrs	0.36
3 East	Residential Property 220 Casteel Ridge Rd Edwards, CO 81632	24,000 SF Residential	Type V: wood frame, rock wall exterior, composite shingle roof	4,250	Yes	50%	2,125 GPM 1 hrs	0.13

Future fire flow availability and requirements are shown in **Exhibit 10-2. Table 7-4** highlights parts of Cordillera with the most significant and widespread fire flow deliveries.

Table 7-4: Cordillera Locations with Critical Deficits in Available Fire Flow

Location Description	Fire Flow (GPM)		
	Required	Available Current	Available Future
<p>Area near the suction side of Cordillera West BPS #4 Hydrants tied to the 8, 10 and 12-inch line near Tank 3 West include 1435 Gore Trail, 59 Jackson Path, 21 Pikes Way and 139 Pikes Way. With the conservative estimates of pressure boundary conditions of 20 psi at the flowing hydrant and 20 psi residual within the pressure zone, it is not possible to meet fire flow in this area.</p>	1,500	0	0
<p>Cordillera Tank 3 East Service Area³ The majority of residences / structures within the Tank 3 East service area have fire flow needs that are not being met. 64% of total nodes in Tank 3 East Service Area currently have available fire flow less than 75% of required fire flow.</p>	2,125 ²	Avg: 1,052 Min: 860	Avg: 1,032 Min: 847
<p>Lowest PRV'd Tanks 2 and 3 East Service Areas SGM identified this service area because of the new PRV installed at the intersection of Granada Glen and Cordillera Way, and as a means of making recommendations for its settings. The PRV provides water service and fire flow to a large area served jointly by Cordillera Tank's 2 and 3 East. To maintain pressures close to 120 PSI, while still allowing sufficient fire flows to pass, SGM recommends that PRV 2, be set no less than HGL = 8,250 ft.</p>	1,500	2,100	2,100
<p>Notes:</p> <ol style="list-style-type: none"> 1. Project C2 described below addresses first two critical deficits described above. 2. Only one residence requires 2,125 gpm., remaining structures require 1,500 gpm. 3. Projects C11 and C12 described below address third critical deficit described above. 			

RECOMMENDED IMPROVEMENTS: CORDILLERA

Cordillera System Recommended Capital Improvements

This section presents recommended fire flow related capital improvements for the Cordillera system. **Exhibit 10-2** is a Cordillera water model map showing recommended improvements.

Recommended Cordillera Improvements - Water Storage

The water system analysis above shows that increased demand due to population growth produces a need for increased water storage in Cordillera. **Table 10-1** summarizes Cordillera recommended water storage capacity improvements. The only recommended storage improvement is one additional 0.11 MG tank adjacent to the existing Tank 3 West, increasing the total capacity at this site to 0.36 MG.

The proposed addition to Tank 3 West is sized with the assumption that the Fire Protection District would only have to fight a fire in one zone at a time. Given this assumption, the additional storage needed at the Tank 3 West site is equal to the largest in-zone deficit on the west side from **Table 7-2** (0.11 MG for Zone 3 West or 0.09 MG for Zone 1 West).

Constructing additional storage in the highest zone minimizes the system-wide storage volume increase required. No additional storage is recommended to meet the future deficit of 0.02 at Tank 3 East. This deficit can be met with changes in operations or by accepting a small amount of risk associated with providing a smaller emergency water volume in the tank. In addition, time will tell if enough growth would require additional storage in this area.

Table 10-1: Cordillera Recommended Water Storage Capacity Improvements

Tank Name	Total Tank Capacity (MG)		Resulting Future In-Zone Deficit (MG)	No. Zones Affected
	Existing	Recommended		
Tank 3 West	0.25	0.36	0	3

Table 10-2 illustrates the benefits of “putting the storage at the top.” A PRV is necessary between Tank 3 West and Tank 2 West to improve fire flow transmission and to download this water into lower zones. This is project C-5 in **Exhibit 10-2** and **Table 10-3**, which has already been completed. A PRV is a key to maximizing the benefit of the additional storage volume. Also it will be necessary to monitor water quality in the upper tanks and flush the system, as needed, to maintain water quality.

Table 10-2: Cordillera Future Water Storage Analysis with Recommended Improvements

Tank Name (Size – MG)	Storage Required in Service Area & Calculated Storage Deficit					Effect of Uphill Tank Surplus Storage on Calculated Storage Deficit		
	Emer gency (MG) ⁵	EQ (MG) ⁵	Fire ¹ (MG)	Total (MG)	In-Zone Deficit (MG)	Uphill Tanks ² (Surplus - MG)	New PRV Needed ³ ?	Final Deficit (MG) ⁴
Tank 3 West (0.25& 0.11)	0.11	0.07	0.18	0.36	0	No Uphill Tank		0
Tank 2 West (0.25)	0.05	0.03	0.18	0.26	0.01	Tank 3 West (0.32)	No	0
Tank 1 West (0.4)	0.34	0.21	0.18	0.73	0.33	Tank 2 West (0.17) Tank 3 West (0.18)	No No	0
Tank 2 East (0.5)	0.13	0.08	0.36	0.57	0.07	Tank 1 West (0.00) Tank 2 West (0.17) Tank 3 East (0.11)	No No Yes	0
Tank 3 East (0.25)	0.09	0.05	0.13	0.27	0.02	No Uphill Tank		0.02

1. See **Table 7-3** for fire volume required.
 2. Considers tanks in pressure zones up to two zones above the zone of interest. Assumed tanks with no PRV needed are used first. Gray text indicates tank surplus is available but not needed. Surplus calculated as tank volume minus emergency and equalization storage volumes.
 3. A PRV needs to be installed to use surplus fire flow from zones above, unless one already exists.
 4. Final deficit values assume that PRVs are in place as needed.
 5. Emergency and equalization storage volumes are based on population and water demand analysis performed for the UERWA WMP Update.

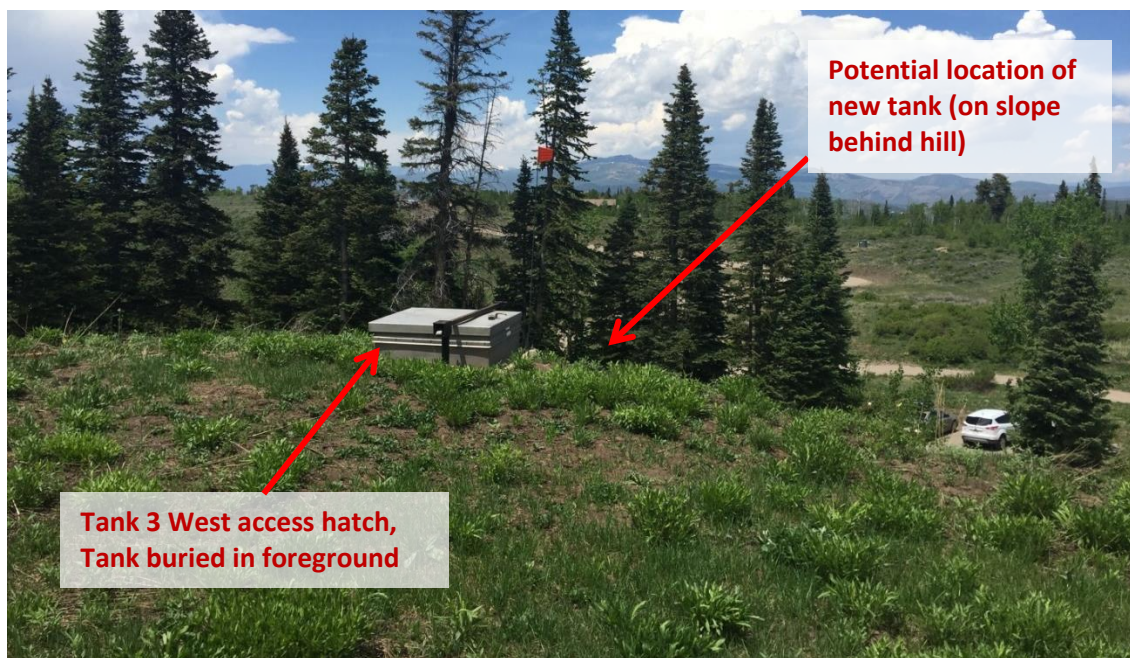
Color Key: Upgraded Tank
Zone Affected by Upgraded Tank

SGM suggests constructing a second 0.11 MG tank located next to the existing Tank 3 West. **Figure 10-1** below, an aerial image of the Tank 3 West site, highlights the location of the existing 0.25 MG Tank 3 West and an approximate proposed location of the new 0.11 MG tank. **Figure 10-2** below shows the existing Tank 3 West and the space next to it where an additional tank could be added. As seen in the photos, the gradient and topology of the site pose a challenge.

Figure 10-1: Aerial view of existing Tank 3 West and potential site for new tank



Figure 10-2: Tank 3 West Site Visit: facing northwest from on top of existing tank



Recommended Cordillera Improvements - PRVs

Adding new PRVs in Cordillera is a cost-efficient and water age-minimizing way to improve available fire flows and volumes to lower pressure zones and to improve service reliability / operational flexibility.

Table 10-3 summarizes Cordillera PRVs which were determined in this analysis to be necessary for fire flow, but which have already been completed since the 2009 WMP Update. **No future PRV projects are necessary.**

Table 10-3: Cordillera Recommended New PRV Stations

Proj No.	Comp-lete?	Proposed PRV (Recommended downstream HGL, ft.)	Tank/Zone		MDD ² in Area below new PRV (MGD)	Storage Deficit In Zone Below (MG)	New Add'l Storage Made Available via new PRV to Zone Below ¹ (MG)	
			Above PRV	Below PRV			1-Zone	2-Zones ²
C5	Yes	Cordillera 3 West PRV (8,840)	Tank 3 West	Tank 2 West	0.12	0.46	0.57	0.57
C11*	Yes	Andorra to Cordillera Way PRV (7,940)	Does not make additional storage available. Increases system reliability to the customers on Cordillera Way served currently by dead-end 6" and increases fire flow availability.					

* Indicates PRV significantly improves available fire flow delivery rate to locations with a shortfall.
 1. Values based on future demands and recommended tank upgrades.
 2. "2-Zones" value indicates surplus volume from first zone above + second zone above where 2 zones are present.

Recommended Cordillera Improvements – Transmission

Table 10-5 presents recommended Cordillera transmission projects, which aim to achieve one or more of the following goals:

- Increase available fire flow.
- Provide accessibility to water storage/fire volume in a higher zone’s tank(s).
- Increase fire flow reliability/operational flexibility by increasing system connectivity.

Table 10-5 lists recommended projects whose primary purpose is to increase fire flow availability. **Table 10-5** also supports prioritization of the projects by showing how much each project increases fire flow availability. Note that some of the PRV improvement projects listed in **Table 10-3** are included as components of overall improvement projects listed in **Table 10-5** because sets of improvements are needed to achieve full transmission goals in some areas.

Project numbers in **Table 10-5** correspond to the number originally assigned in the 2009 UERWA WMP Update. Projects that this analysis determined to be necessary for fire flow, but which have already been completed since the 2009 WMP Update, are included below in order to show the effect of the new fire flow requirements.

Table 10-5: Cordillera Recommended Transmission Improvement Projects

Proj No.	Complete?	Project Location	Project Elements	Project Purpose	Fire Flow Improvement for Affected Area
C2	No	Gore Trail	Replace 8" with 10" (780 LF)	Increase fire flow availability in Tank 3 West pressure zone	Avg FF available for 7 affected nodes below Tank 3 West increased from 385 gpm to 1,692 gpm. FF met at 30 of 34 nodes.
C11	Yes	Fenno Drive & Red Draw Road	Install new 8" (1,120 LF) and PRV	Provide looping to increase FF to Red Draw area	Avg FF available for 4 affected nodes below the "Near Air-Vac PRV" increased from 833 gpm to 1,745 gpm. FF met at 2 of 4 nodes.
C12	Yes	El Mirador Rd. and Grenada Hill Rd. below Tank 3 East	Replace 6" line with 8" (1,377 LF)	Increase fire flow availability in Tank 3 East pressure zone	Avg FF available at all 25 affected nodes in Tank 3 East zone increased from 1,295 gpm to 1,952 gpm. FF met at 21 of 25 nodes.
C13	Yes	i. 170 Cord. Way	Connect 10" to 6"	Increase connectivity and FF transmission capacity to customers served off of Tank 3 East	Avg FF available at 15 affected nodes in Tank 3 East zone increased from 1,147 gpm to 1,669 gpm. FF met at 13 of 15 nodes.
	Yes	ii. Upstream of 2035 Cordillera Wy. PRV	Connect 10" and 6"		

Project C12

Note that after all the recommended upgrades, fire flow is still not met at 220 Casteel Ridge Road from Tank 3 East (1,642 gpm available, 2,125 needed). In order to meet fire flow at 220 Casteel Drive from only Tank 3 East, 3,300 ft of 8" pipeline would need to be replaced with 12" pipeline coming off of Tank 3 East. SGM recommends fighting a fire at 220 Casteel Drive by connecting to a hydrant(s) on the Tank 2 East High zone. Therefore, it is not necessary to meet all the fire flow at 220 Casteel Ridge Road from Tank 3 East only, and a larger line from Tank 3 East is not needed.

Project C2

The proposed upgrade targets a critical deficit in the Tank 3 West Zone. The area includes 7 hydrants in the area below Tank 3 West, serving about 13 homes on Gore Trail, Jackson Path, and Pikes Way. The challenge with these hydrants is that the elevations range from 9,202 ft to 9,342 ft (only 22 ft below the elevation of Tank 3 West).

Table 10-6 below shows that the deficit in this area can also be met by relaxing boundary conditions, and accepting some risk to local water quality. With a boundary condition of 20 psi at the flowing hydrant and 20 psi residual within the pressure zone, it is not possible to meet fire flow in this area. However, if the boundary constraints in this area are relaxed to allow a near vacuum at the flowing hydrant and residual within the

pressure zone, then fire flow can be provided to all but 2 hydrants (6 homes). These homes can achieve 1,420 gpm under these circumstances.

Even if project C-2 is installed, fighting a fire in this area would require reducing pressure to 5 psi at the flowing hydrant and 5 psi residual within the pressure zone for four of the hydrants, and reducing pressure to 2 psi at the hydrant and 2 psi residual at another four hydrants. This is shown in **Table 10-6** below.

Cordillera Metro District and UERWA should weigh the costs vs. benefits of Project C2. It may be necessary to install this project to provide operational flexibility for fire fighters and their pumper trucks in the event of a fire. SGM recommends completing this project to provide this operational flexibility.

Table 10-6: Benefits of Project C-2

Hydrant No.	Elevation (ft)	With No Upgrades			With Project C2			Homes Served By Hydrant
		Pressure (psi)		Fire Flow Avail. (gpm) <i>1,500 needed</i>	Pressure (psi)		Fire Flow Avail. (gpm) <i>1,500 needed</i>	
		At the flowing hydrant	Residual in zone		At the flowing hydrant	Residual in zone		
J-227	9,202	0.01	0.01	1,824	5	5	1,760	1 home on Gore Trail
J-228	9,306	0.01	0.01	1,523	2	2	1,621	4 homes on Pikes Wy
J-229	9,328	0.01	0.01	1,420	2	2	1,510	4 homes on Jacksons Path and Pikes Way
J-230	9,315	0.01	0.01	1,420	2	2	1,510	2 homes on Jacksons Path
J-231	9,342	0.01	0.01	1,504	5	5	1,575	2 homes on Gore Trail below Tank 3 West
J-285	9,332	5.00	5.00	2,273	5	5	2,262	No homes currently
J-396	9,248	0.01	0.01	1,669	5	5	1,607	No homes currently

Recommended Cordillera Improvements – Capital Projects

This section presents overall prioritization and planning-level capital cost estimates for all the Cordillera Metro District water system fire flow related capital projects identified. Cost estimates assume a construction year of 2017. If UERWA anticipates construction to occur later than 2017, we recommend adding a 3% increase for every year after 2017 (based on the average Consumer Price Index for construction costs). Projects are listed in order of priority in **Table 10-7**. Project numbers correspond to those shown on **Exhibit 10-2**. More detailed cost information is available in **Appendix A**.

Projects that this analysis determined to be necessary for fire flow, but which have already been completed since the 2009 WMP Update, are included below in order to show the effect of the new fire flow requirements.

Cordillera Metro District and UERWA should weigh the costs vs. benefits of Project C2. It may be necessary to install this project to provide operational flexibility for fire fighters and their pumper trucks in the event of a fire. SGM recommends completing this project to provide this operational flexibility.

Table 10-7: Cordillera Summary of Recommended Capital Projects

# ¹	Project	Zone	Purpose	Timing	Cap. Cost ²
C7	New 0.11-MG tank–Cord. 3 West	3 West	Fire volume increase	2020-2025	\$ 0.85 M
C2	Line Upgrade – Gore Trail	3 West	Fire flow/reliability/ ops. flexibility	Near term	\$ 0.24 M
C12	Line upgrade – El Mirador	3 East	Fire flow/reliability/ ops. flexibility	<i>Complete</i>	<i>Complete</i>
C5	New PRV - Cord 3 West BPS	3W. / 2W.	Fire volume increase	<i>Complete</i>	<i>Complete</i>
C11	New line & PRV – Andorra to Cordillera Wy	1 West (sub-zone)	Fire flow/reliability	<i>Complete</i>	<i>Complete</i>
C13	New lines (short) for connectivity -Cordillera Wy	3 East	Fire flow, reliability, ops. flexibility	<i>Complete</i>	<i>Complete</i>
<ol style="list-style-type: none"> #s correspond to improvement projects as indicated on Exhibit 10-2 & Table 10-5. Cost estimates in 2017 dollars. If UERWA anticipates construction to occur later than 2017, we recommend adding a 3% increase for every year after 2017 (based on the average Consumer Price Index for construction costs). 					

Ref No. C2				
Upgrade 8" to 10" on Gore Tr.				
Planning-Level Capital Costs				
Item Description	Qty.	Units	Unit Cost	Line Cost
10" DIP Under Pavement Complete and In Place	780	lf	\$ 200	\$ 156,000
10" Gate Valves	3	ea	\$ 3,100	\$ 9,300
Connect new 10" to existing 2 hydrants	1	ls	\$ 5,000	\$ 5,000
Planning Const. Cost Contingency @ 15%	1	ls	\$ 25,545	\$ 25,545
Construction Total				\$ 195,845
Survey @ 5%	1	ls	\$ 9,792	\$ 9,792
Engineering Design & Construction @15%	1	ls	\$ 29,377	\$ 29,377
Total Capital Cost in 2017 Dollars				\$ 235,014
\$				0.24

Notes

- no clearing and grubbing
- low to no traffic
- no paving stone replacement
- no service tap replacement
- no driveway replacement
- no curb/gutter
- no landscaping costs
- no groundwater barriers
- no new hydrants

Ref No. C7				
Additional 0.11 MG tank adjacent to Tank 3 West				
Planning-Level Capital Costs				
Item Description	Qty.	Units	Unit Cost	Total Cost
Tank Construction Costs	110,000	gallons	\$ 5.69	\$ 626,297
5% Contingency	5	%	\$ 31,315	\$ 31,315
Factor for relative difficulty of Tank 3 West at 30%	30	%	\$ 187,889	\$ 187,889.17
Total Capital Cost 2017 Dollars				\$ 845,501
\$				0.85

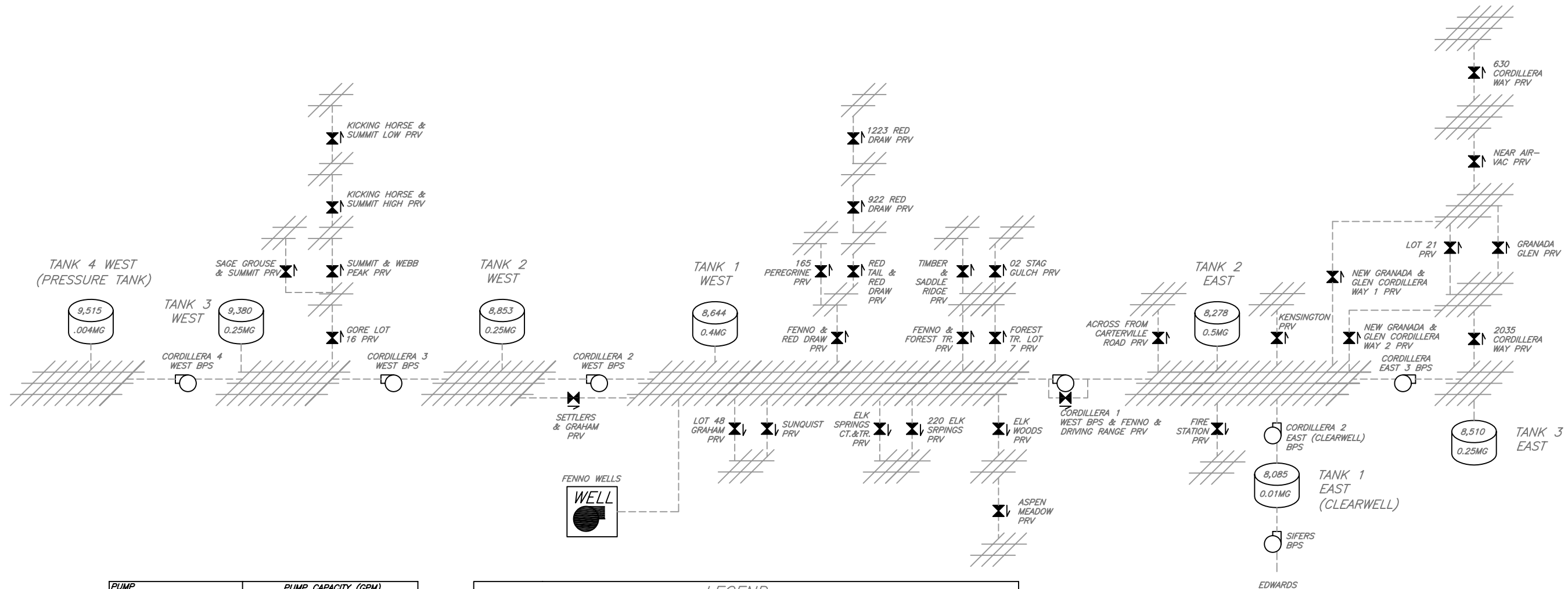
Project Name - Construction Year	Type	Capacity	Total Cost of Construction	Cost 2017	
				Escalation / year	Unit Cost in 2017 Dollars (\$/gal)
Colorado Springs Broadmoor 1 Tank - 2014	Welded Steel	0.25 MG	\$ 1,375,000	\$ 1,416,250	\$ 5.67
Mountain Star Tank - 2016	Concrete	0.27 MG	\$ 1,500,000	\$ 1,545,000	\$ 5.72

Notes:

The \$1.6M number for West Tank 3 assumes a 5% contingency and provides a buffer for concrete vs. welded steel.

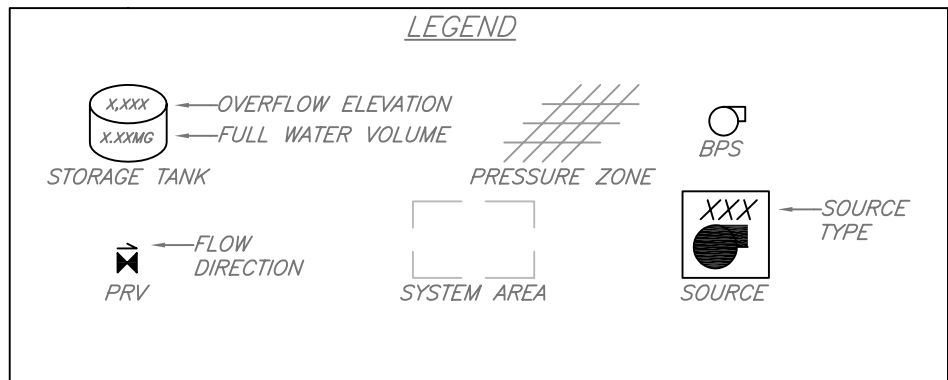
The costs for the Colorado Springs and Mountain Star tanks were scaled up by a factor of 30% to account for the relative difficulty of construction at the Tank 3 West site:

- access
- distance for concrete hauling
- existing topology
- deep foundation or significant earthwork



PUMP NAME	PUMP CAPACITY (GPM)			TOTAL	FIRM
	PUMP 1	PUMP 2	PUMP 3		
CORDILLERA 2 EAST (CLRWEL)	650	650	650	1,950	1,300
SIFERS	825	500	500	1,825	1,000
CORDILLERA 3 EAST	100	100		200	100
CORDILLERA 1 WEST	175	175		350	175
CORDILLERA 2 WEST	290	290		580	290
CORDILLERA 3 WEST	200	200		400	200
CORDILLERA 4 WEST	100	100	28	228	128
CORDILLERA (FENNO) WELL 1	25			25	0
CORDILLERA (FENNO) WELL 2	20			20	0
CORDILLERA (FENNO) WELL 3	160-80			80	0
CORDILLERA (FENNO) WELL 4	160-180			180	0
CORDILLERA (FENNO) WELL 5	35			35	0
CORDILLERA (FENNO) WELL 6	20-50			50	0
CORDILLERA (FENNO) WELL 7	180-100			100	0

CORDILLERA WELL CAPACITY BASED ON 01/07 LEONARD RICE ENGINEERS, INC. TESTED AND ANTICIPATED PUMPING RATE

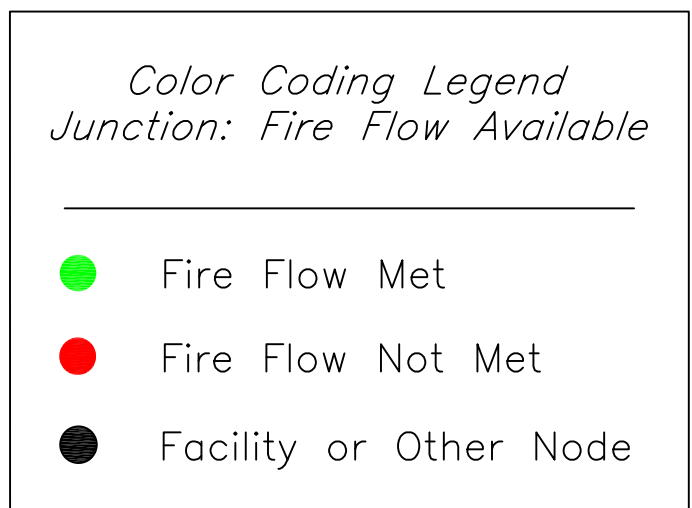
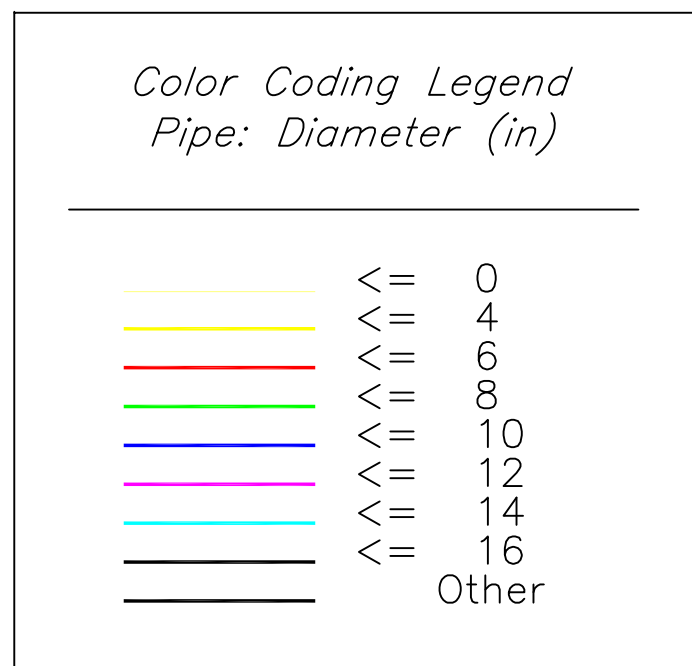


11 OF

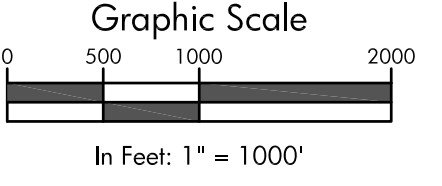
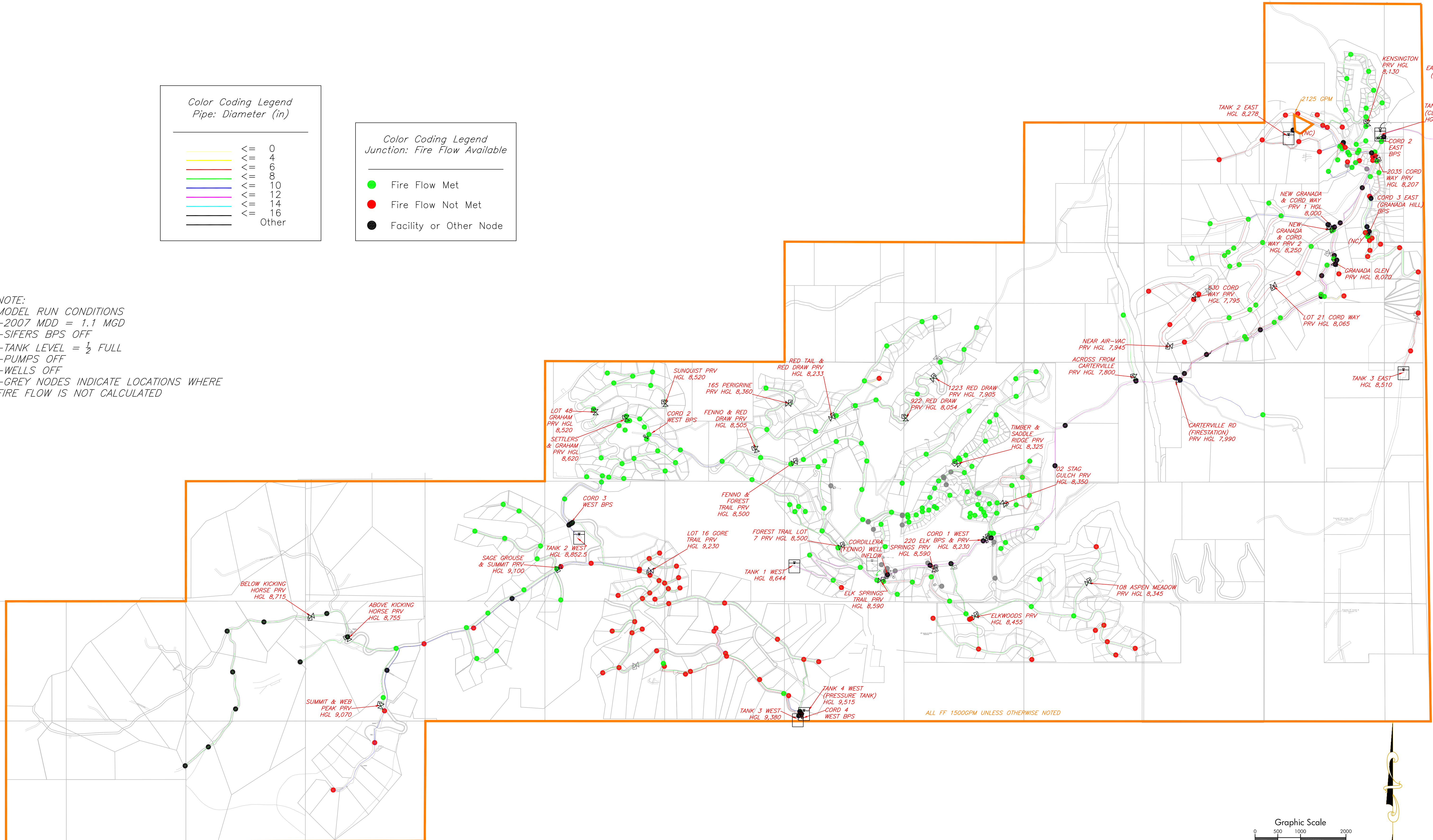
Job No. 2002-169
 Drawn by: SU
 Date: 10/09
 Appr. by:
 File: Cordillera.dwg

Exhibit 7-1
 Cordillera Existing
 System Schematic

UERWA
 WATER MASTER PLAN UPDATE



NOTE:
 MODEL RUN CONDITIONS
 -2007 MDD = 1.1 MGD
 -SIFERS BPS OFF
 -TANK LEVEL = 1/2 FULL
 -PUMPS OFF
 -WELLS OFF
 -GREY NODES INDICATE LOCATIONS WHERE
 FIRE FLOW IS NOT CALCULATED



C:\2021\2021-169\169-097-CordilleraFireFlow\169-097-CordilleraFireFlow.dwg, 9/7/2016, 12:13 PM, By: Bailey, Loppak

SGM
 118 West Sixth Street, Suite 200
 Glenwood Springs, CO 81601
 970.945.1004 www.sgm-inc.com

UERWA
 Cordillera Water System Analysis

#	Revision	Date	By
1			

Exhibit 7-2 Current
 Available Fire Flow
 Cordillera

Job No.	2002-169-097	1 2
Drawn by:	BRL	
Date:	09/07/2016	
File:	CordNW3.tbl	

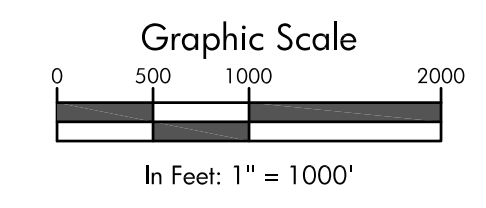
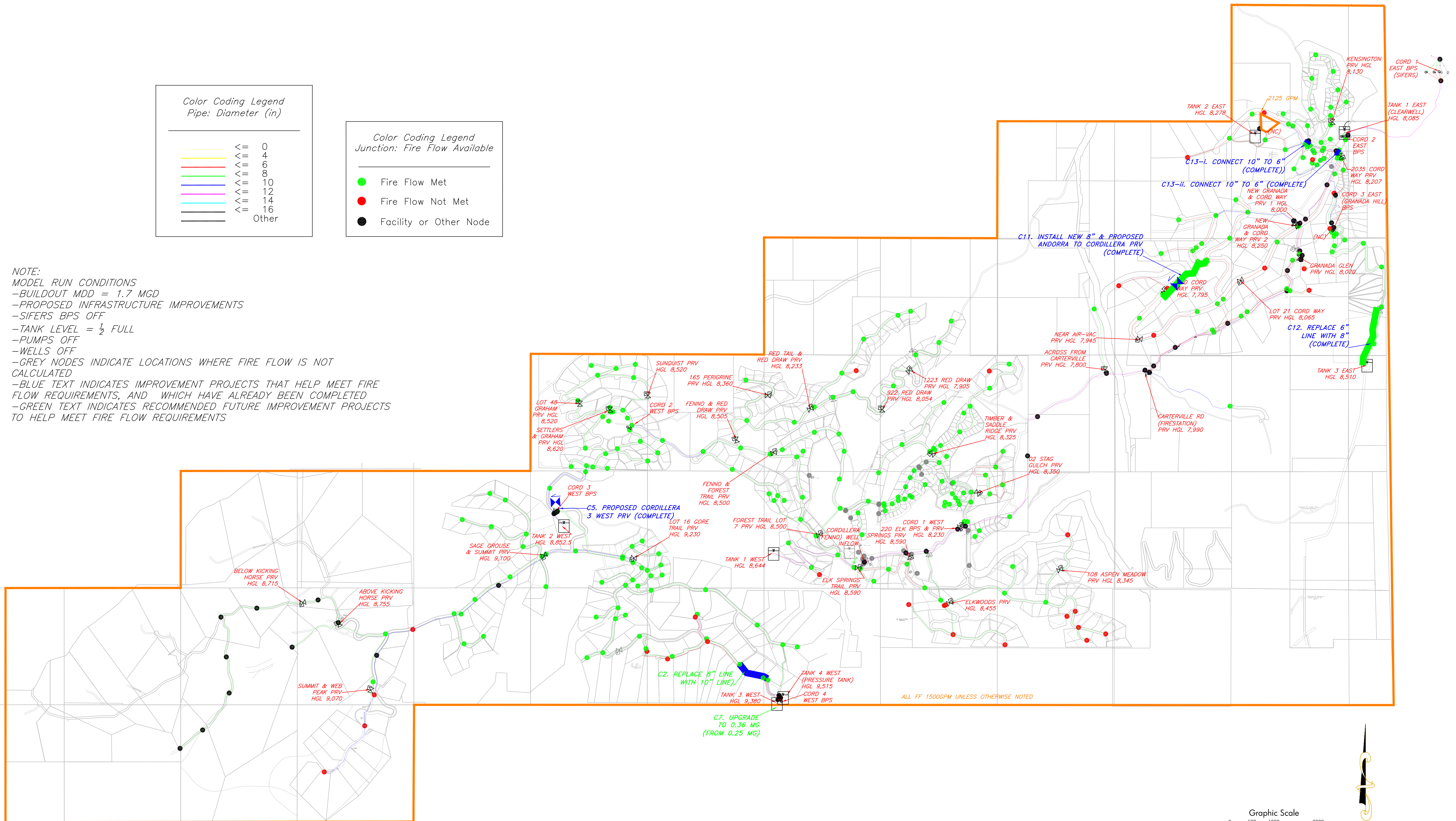
Color Coding Legend
Pipe: Diameter (in)

Yellow	<= 0
Orange	<= 4
Red	<= 6
Green	<= 8
Blue	<= 10
Purple	<= 12
Cyan	<= 14
Black	<= 16
Grey	Other

Color Coding Legend
Junction: Fire Flow Available

Green Circle	Fire Flow Met
Red Circle	Fire Flow Not Met
Black Circle	Facility or Other Node

NOTE:
 MODEL RUN CONDITIONS
 -BUILDOUT MDD = 1.7 MGD
 -PROPOSED INFRASTRUCTURE IMPROVEMENTS
 -SIFERS BPS OFF
 -TANK LEVEL = 1/2 FULL
 -PUMPS OFF
 -WELLS OFF
 -GREY NODES INDICATE LOCATIONS WHERE FIRE FLOW IS NOT CALCULATED
 -BLUE TEXT INDICATES IMPROVEMENT PROJECTS THAT HELP MEET FIRE FLOW REQUIREMENTS, AND WHICH HAVE ALREADY BEEN COMPLETED
 -GREEN TEXT INDICATES RECOMMENDED FUTURE IMPROVEMENT PROJECTS TO HELP MEET FIRE FLOW REQUIREMENTS



SGM
 118 West Sixth Street, Suite 200
 Glenwood Springs, CO 81601
 970.945.1004 www.sgm-inc.com

UERWA
 Cordillera Water System Analysis

#	Revision	Date	By
1			

Exhibit 10-2 Recommended
 Cordillera Infrastructure

Job No.	2002-169.097	2
Drawn by:	BRL	
Date:	09/07/2016	2
	RWL	
File:	CordWMS3_brl	



Organizational Alignment and Strategic Priorities



July 15, 2016

AGENDA

- Organizational Review
 - Structure
 - Accomplishments to Date
 - Looking Forward (Input on Service Delivery and Budgets)
 - Strategic Priorities/High Impact Goals
 - Administration
 - Recreation
 - Public Safety
 - Operations
 - Equestrian Center
 - Fleet



MISSION, VISION AND VALUES

Mission

To be a premier residential mountain community

Community Vision Statement

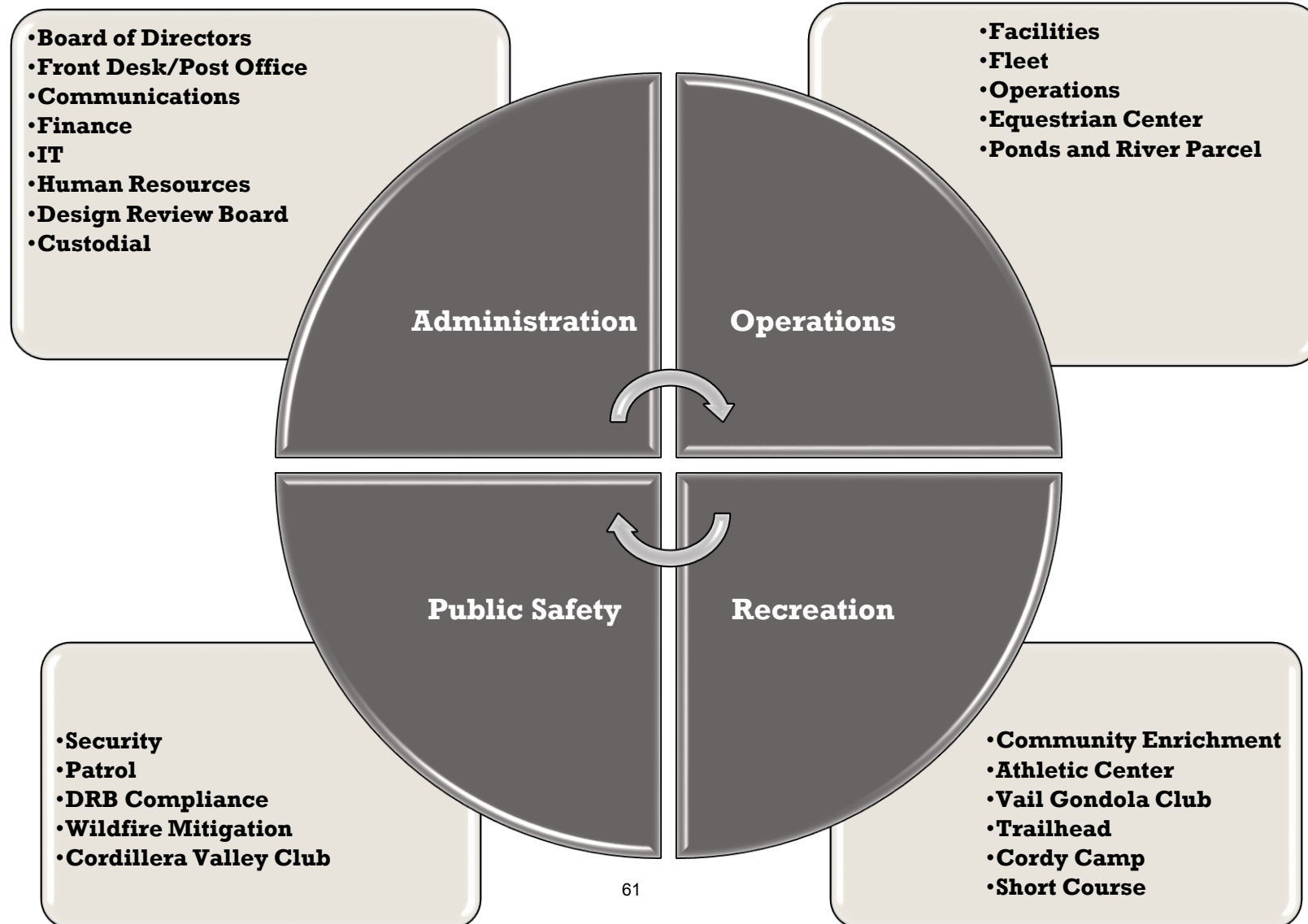
- ❖ Offer top-tier amenities, outstanding infrastructure, and exceptional community services in a financially prudent manner consistent with resident and property owner expectations.
- ❖ Provide year-round amenities desired by our residents and property owners and do so in harmony with The Club at Cordillera as it is key to the sports, recreational, and social activities for our community and The Lodge & Spa at Cordillera.
- ❖ As stewards of the Cordillera Property Owners Association and Cordillera Metro District, manage Cordillera as one unit and collaborate on all issues.
- ❖ Operate in an open, transparent manner and seek community input on important initiatives.
- ❖ Show great respect for our land and preserve its integrity.
- ❖ Employ staff who are professional, highly trained, and committed to the community.
- ❖ Provide an experience that captures the warmth of family, neighbors, and friends.
- ❖ Be known for giving and caring within the Vail Valley.
- ❖ Be a benchmark for other communities striving for excellence.

Core Values

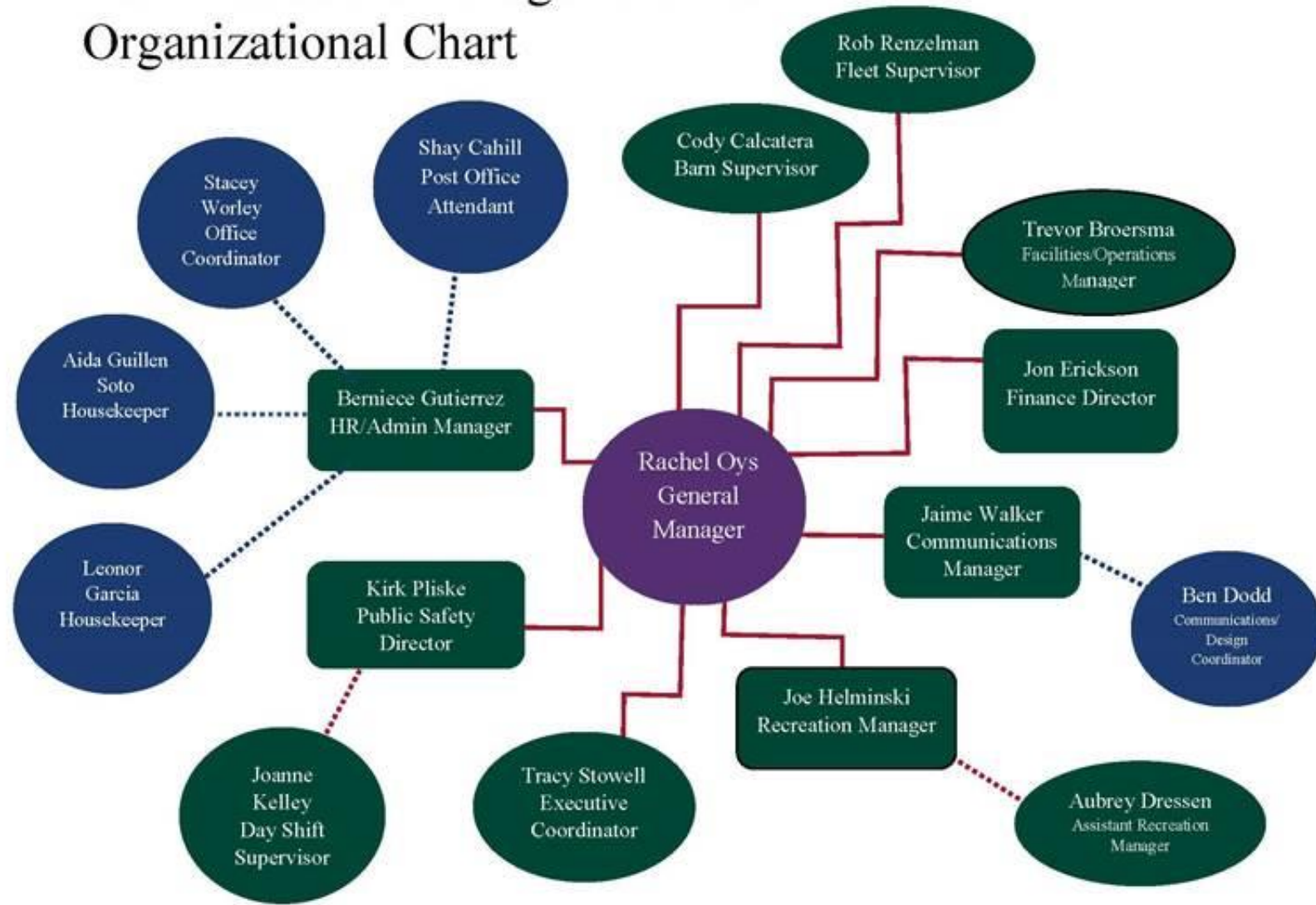
Integrity - Respect - Communication - Creativity - Community - Excellence - Transparency - Fiscal Prudence



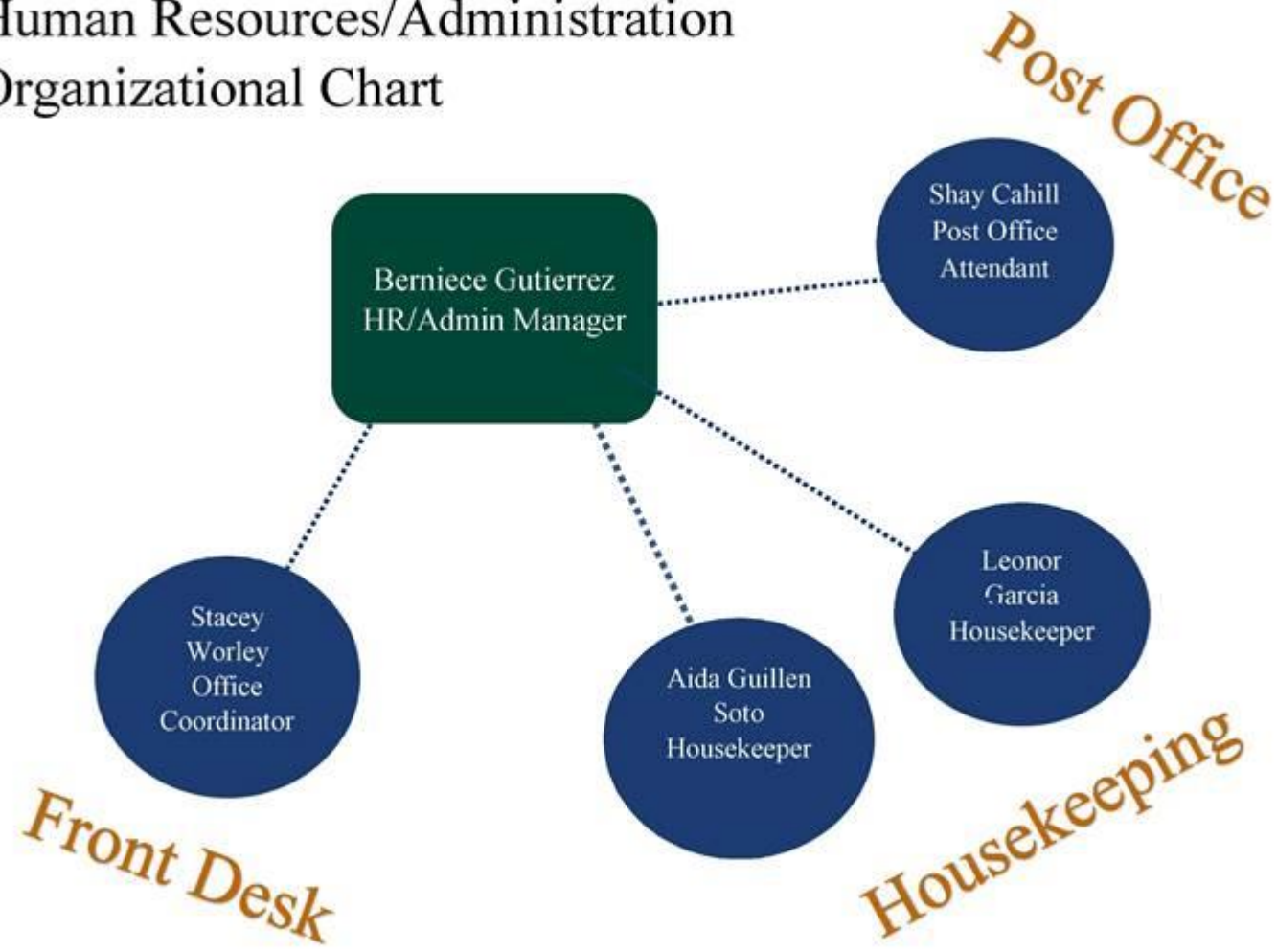
ORGANIZATIONAL REVIEW



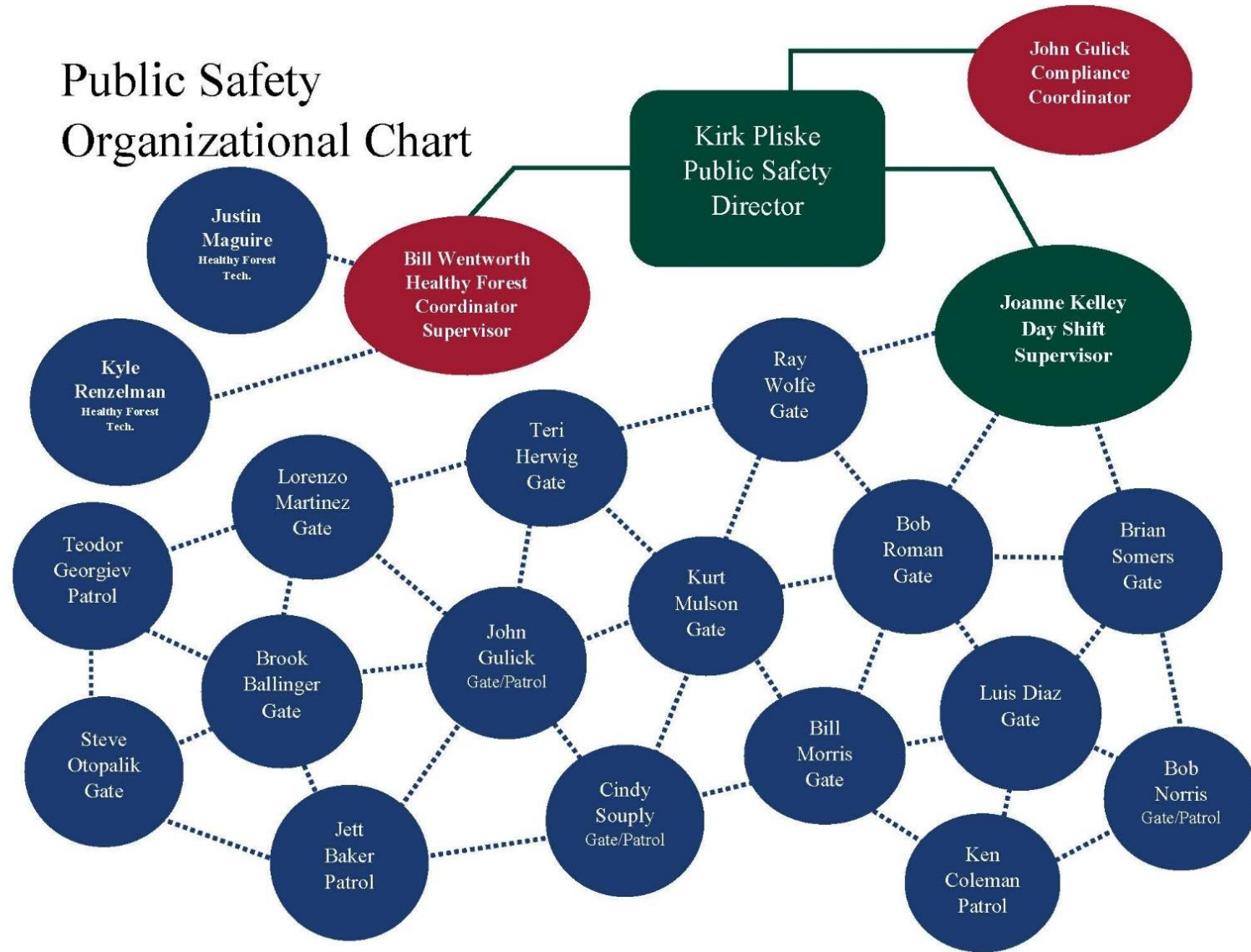
Administration/Management Team Organizational Chart



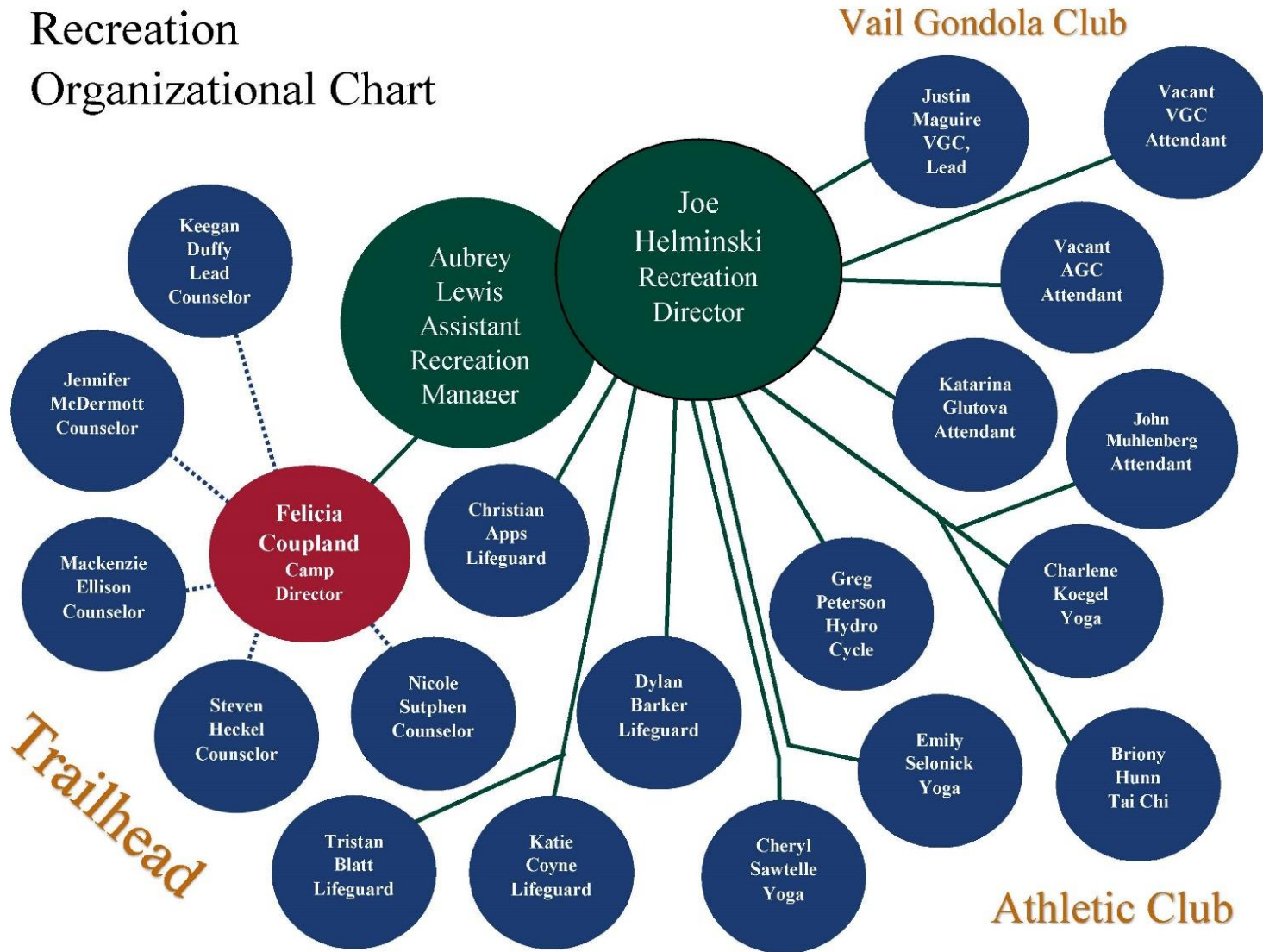
Human Resources/Administration Organizational Chart



Public Safety Organizational Chart



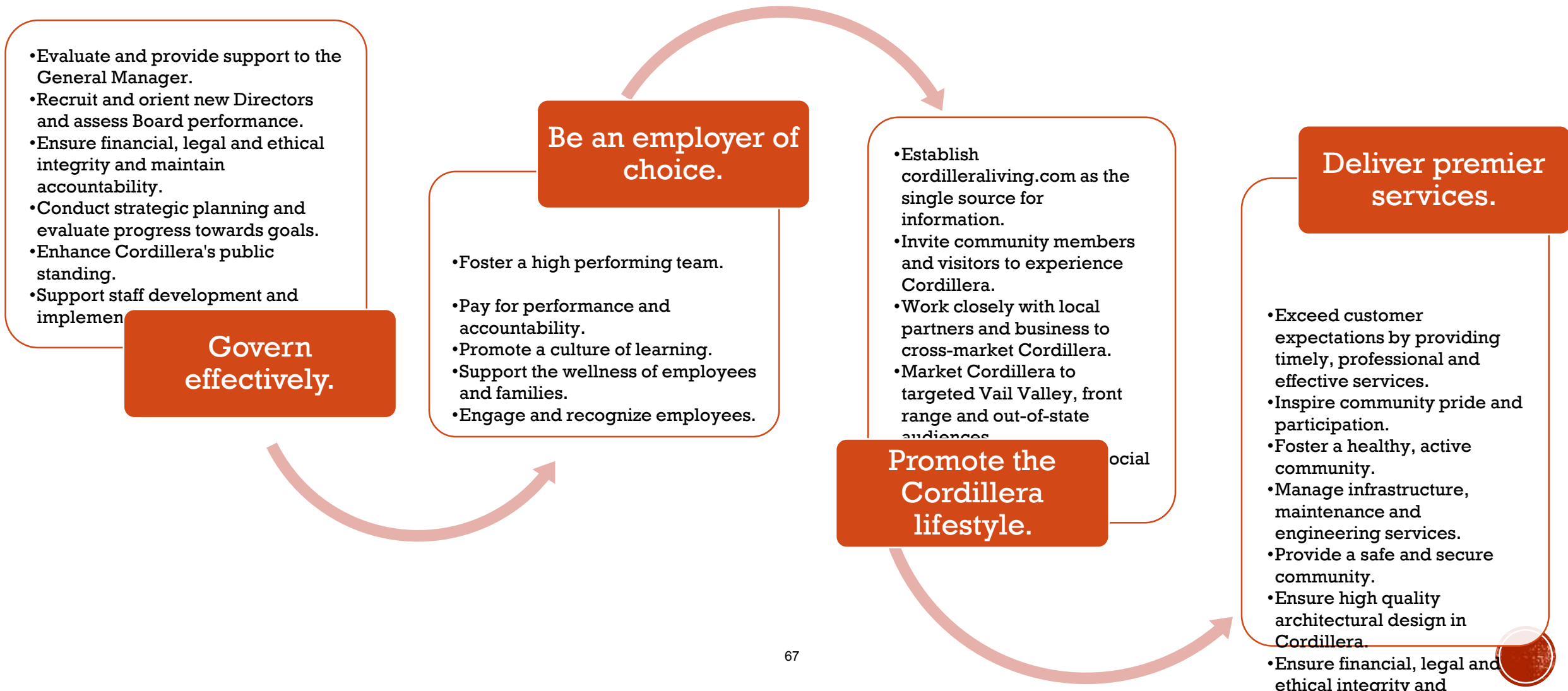
Recreation Organizational Chart



Facilities/Community Operations Organizational Chart



2016 WORK PLAN AT A GLANCE



2016 WORK PLANS

- ❖ Roadmap to advance our mission
- ❖ Developed by the team and represents our work
- ❖ Each team member is integral
- ❖ Identifies goals, strategies, action steps, timeframes, responsibility, evaluation indicators and target group
- ❖ Responsible for implementing, continuously evaluating and modifying as appropriate
- ❖ **Ultimate outcomes:**
 - ❖ Maximize each team member's strengths, foster integration and promote a positive, accountable culture
 - ❖ Encourage cooperation, collaboration and integration within the community and Vail Valley
 - ❖ Progressively position the community for future opportunities
 - ❖ Exceed community expectations

*Coming together is a beginning.
Keeping together is progress.
Working together is success.*
- Henry Ford



ORGANIZATIONAL SWOT



Strengths

Culture/Management

- Teamwork
- Dedicated & highly skilled team
- Long term employees
- Commitment to customer service
- Work well together between departments
- Low turnover rate
- Staff care
- Communicate openly with each other
- Relationships with home owners
- Property owners recognize staffs hard work
- Community
- Tools & resources
- New leadership
- Administrative capacity

Boards

- Boards care & are dedicated

Human Resources

- Competitive benefits
- Taking care of employees

Finance

- Strong finances

Facilities

- Well maintained infrastructure
- Development & planning done well
- Unique amenities
- Natural beauty
- Troon - Mike Henritze

Weaknesses

Culture/Management

- Organizational structure, culture, capacity and depth
- Communications
- Turnover for certain areas
- Morale, micromanagement
- Lack of decisions
- Support from management
- Distrust of management
- Role clarification
- Accountability
- Teamwork
- Recognition
- Inefficiencies
- Administrative assistance

Boards

- Board(s) Governance
- Lack of clear communication
- Conflicting messages

Human Resources

- Hiring Process (slow)
- Staffing shortage (coverage)
- Trainings
- Pay ranges
- GIS, DRB capacity
- Leadership training
- Performance review

process

- Employee handbook
- Training

Finance

- Difficult budgeting process
- Budget cuts

IT

- IT Capacity
- Public safety database
- Computer systems, phone
- Technical assistance
- Guard1 system
- Delayed response and installation
- Software or lack of

Communications

- Marketing
- Branding
- Skills

Facilities

- Resource allocations
- Gates need new carpet & counters
- Need waterproof and women's options for uniforms
- Equestrian center boarding costs, appearance, lack of marketing

Opportunities

Culture/Management

- New administration
- Staffing & culture
- Cohesion between departments
- Willingness to accept change
- Implement smooth running org with purpose
- Develop better relationships between departments
- Create great work environment
- Teamwork
- Relationships
- Employee morale

Human Resources

- 90 day probationary period
- Part time, seasonal employees
- Continuous training

IT

- ABDI system

Facilities

- Cordy Camp
- Equestrian Center
- Road & roadway improvements
- Cordillera entrance
- Vail Valley Jet Center
- Environmental stewardship

Communications

- Communications & marketing
- Cordillera brand

Community Partnerships

- Memberships for VGC, Club, Lodge
- Collaboration as a community

Relationships with owners, vendors, community

- Additional community support & participation
- Synergy with Club, Lodge, and other entities
- Broker Relationships
- Property Owner engagements
- Preferred Builder Program
- Attach Club membership to every property
- Renewed vitality at Lodge
- Community Relations
- Asset management

Other

- Sale of lodge
- Desirability of living in the Vail Valley
- Connections with Club members
- Attracting younger families
- Increased property values
- Development units associated with Lodge Development potential held by Wilhelm's

Threats

- Other day camps
- Equestrian Center low occupancy
- Workman's comp claims
- Lack of coordination within Cordillera orgs
- Loss of good, knowledgeable staff
- Disconnect from home owners
- Drop in overall service
- Lack of community participation
- Limited appeal of gold and skiing to younger generations
- Long term viability of the Club
- High cost of living
- Potential economic downturn again
- Aging property owners
- Lack of younger families in community
- Large home sizes
- Financial forecasting, revenue and sustainability of facilities, services, etc.
- Complacency
- Turnover
- Thinking there is only one approach
- Board of Directors membership changes

ORGANIZATIONAL DEVELOPMENT

Where Are We?

- 15 months into new leadership
- The effect of change
- Current concerns
- Intent of strategy (WHY?)
- Values

How Did We Get Here?

- Process
 - Culture alignment
 - Feedback work sessions
 - Job Descriptions
 - Total Compensation Analysis
 - Performance Evaluations
 - Monthly engagement meetings
- Accomplishments
 - Better pay
 - Better benefits
 - More involvement
 - Improved processes

Where Are We Going?

- Update and refine business processes
- Attract and retain competent staff
- Build on success with total compensation
- Enhance the service level
- Continue improving morale

We Are Not Alone.

-Trends in the valley

-Challenges in the public sector

-Consequences of waiting



CULTURE

OUR TEAM COMMITS...

Declaration and Values

Service with Purpose

Trust, Respect, Integrity, Positive, Diversity, Awe-Inspiring, Ability, Flexible, Comradery and Accountable

Operating Agreements

Deliver WOW Through Service

Assume Good Intent and Extend Trust

Foster Open and Honest Relationships

With Communication

Build a Positive Team and Family Spirit

Pursue Growth and Learning

Be Humble

Do More With Less

Explore, Innovate and Share

Embrace and Drive Change

Be Passionate, Determined and

Accountable

Create Fun

Graveyard

Micro-Management/Authority

Old Policies, Antiquated Systems/Policies

Lack of Commitment, Entitlement, "I am owed", Paycheck Collectors, "Not My Job" or "Tell Me What to Do" Attitude

Dishonesty, Distrust

Lack of Communication

Drama, Disrespect, Non-Team Play, Selfish

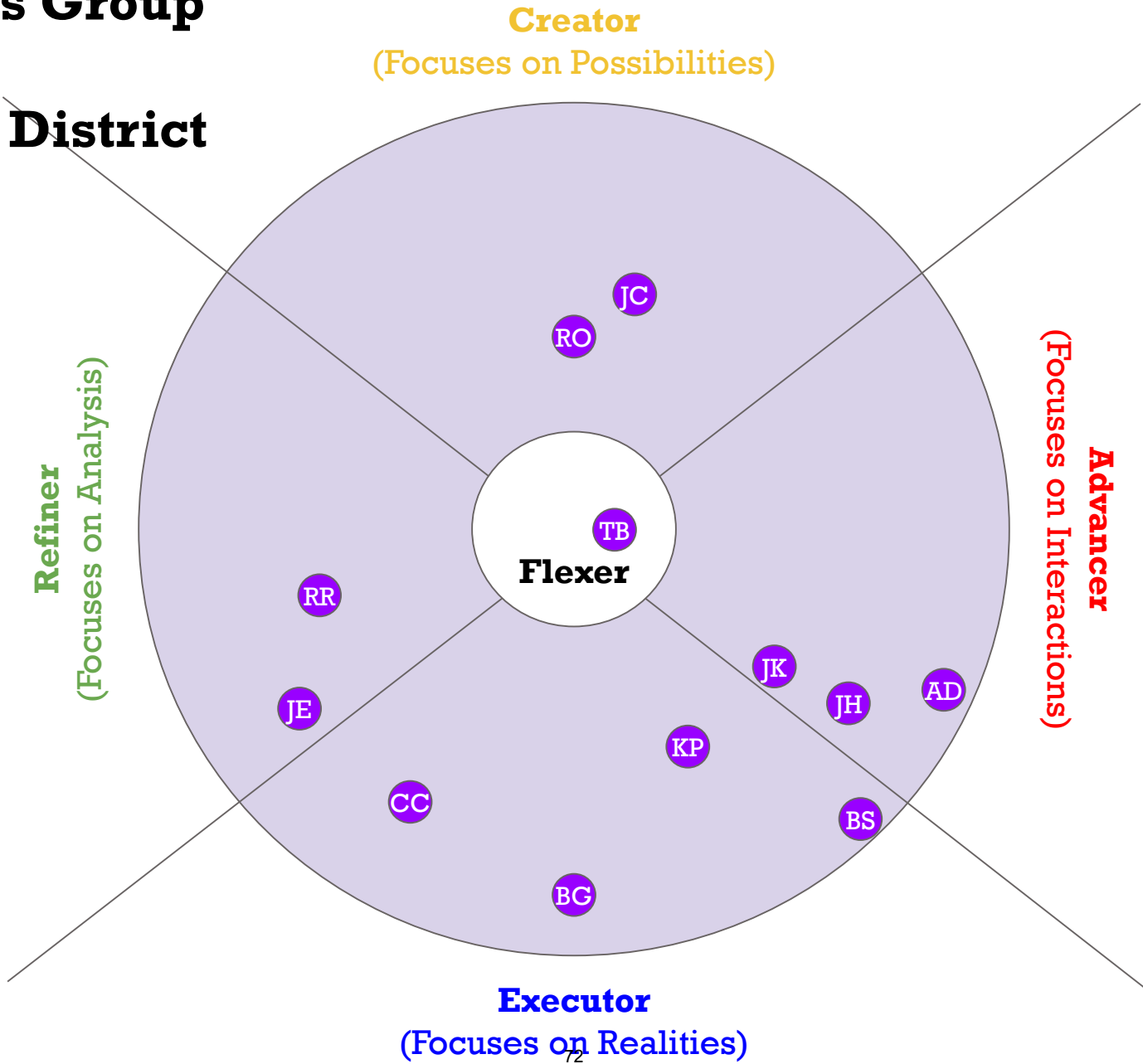
Emergency Reactions to Non-Emergency Situations



Team Dimensions Group Profile

Cordillera Metro District

March 2016



HUMAN RESOURCES / ADMINISTRATION

Accomplishments

- Enhanced communications and expectations
- Increased employee engagement and trainings
- Competitive health benefits
- Centralized Human Resources
- Updated Employee Handbook
- Revamped cleaning, office, food supplies procedures and processes
- Created Front Desk and Post Office Standing Operating Procedures
- Reallocated Front Desk Receptionist to Executive Coordinator

Looking Forward

- Post Office Operating Systems and Hours
- Administrative System Review
- Records Retention
- ADP Workforce Now
- PTO Accruals
- Medical, dental, vision, life and disability plan design and carrier changes
- Onboarding
- 2017 Merit
- Culture Survey
- Decrease workers compensation, overtime and unemployment expenditures



INFORMATION AND TECHNOLOGY

Accomplishments

- iPhones for staff (data)
- 2016 RFP and Technology Assessment
 - All Mountain Technologies/Mitchell and Company
 - **High risk area for the organization and minimal capacity for operations**
- Expanded contract with Mitchell and Company
 - Install new NAS at the fleet facility. Utilize the current point to point wireless to transfer backups there. Creates offsite backups without the expense of paying for expensive cloud storage.
 - Firewall at main office is antiquated. VOIP traffic is impacted by performance and new security methods need to be implemented. The new firewall allows for content filtering for network and moves away from OpenDNS for content control.
 - Antivirus & Server Monitoring
 - Ongoing Server maintenance through December 2016.
 - Cost: \$25,000

Looking Forward

- ADP
- ABDI
- Civic Plus
- CYMA
- GPS System for Public Safety
- Computerized Maintenance Management System
- New computers and monitors
- 5-10 year technology plan and replacement schedule
- 2017 budget needs and wish list



FINANCE

Accomplishments

- 2016 Audit
- CMD and CPOA Elections
- Finance Assessment
- Preparation for 2017 Budget Planning

Looking Forward

- CYMA
- Purchase Cards/ Electronic Bill Paying
- Financial Policy Review/Creation
- 2017 Budget Planning Process
 - Boards and GM Guidance
 - Management Retreat
 - Budget Think Tank



FINANCE ASSESSMENT

Results of interviews conducted 5/10, 5/11, 5/19/16 by Christine Stouder

- Consolidate accounting inputs
 - Investigate a suitable purchasing-card type program to automate disbursements
 - The goal is to eliminate credit limit issues, house account reconciliation issues and late payment issues
- Investigate bulk transaction imports into CYMA.
 - Potential transaction types to import:
 - Payroll entries
 - Purchasing card transactions
 - Recurring disbursements not attached to purchasing card transactions (utilities, insurance, budgets)
 - Once the viability & use of purchase card transactions are determined, automate other recurring transactions if needed (utilities, EFT or ACH transmission of accounts payable disbursements)
- Investigate real-time access to CYMA for departmental users:
 - Consider de-centralized invoice input to eliminate individual Excel checkbook tracking
 - Grant online-access for GL detail research & reporting
 - Utilize CYMA for budget/actual reporting
 - Determine if there is a need for CYMA account numbering restructuring to aid in generating departmental reports
- Convert all accounts receivable billing activity to CYMA
- Consolidate reporting tasks:
 - Train managers in accessing CYMA data
 - Train appropriate managers in reviewing accounts receivable aging data
 - Train managers in ADP reporting
 - Longer-term: consider utilizing budget module for budget development
- Board:
 - Provide a short lesson in governmental accounting issues, including budget monitoring and amendments
 - Review level of detail provided in Board packets & assess with the Boards if it should be at more executive level reporting & less detail



COMMUNITY OPERATIONS

Accomplishments

- Snowplowing (staff, equipment, routes)
- Road Shoulders
- Guiderail replacement
- 2016 Road Program
- Traffic Study
- State Bid System for Fleet
- Colorado Pool Scapes contract for ACC and Trailhead
- Aligned Facility, Operations and Fleet Team

Looking Forward

- Capital Improvement Plan
 - Deferred Project List
 - Computerized Maintenance Management System
 - Reserve Study
- Equipment Storage on Summit
- Traffic Study pilot
- Road Program update
- Plan for old equipment
- Lower Barn Siding
- Street Lighting
- And more!



EQUESTRIAN CENTER

25 Stall Barn
2 Indoor Riding Arenas
Outdoor Riding Arena
Round Pen
Trail Access
10 Paddocks for Outdoor Boarding
18 Paddocks for Stall Horse
Turnout

Accomplishments

- Completed LEAN Team Exercise
- Facility improvements
- Staff satisfaction
- Fair and Rodeo marketing
- August Dirt Dance/Horsin Around Day

Looking Forward

- Operations charges to CEC
- Workman's Compensation
 - Revised staffing model (Com ops shifts, other)
 - Outsource
- Partial Care
- Lower Barn Rental



CURRENT STATE

- **Occupancy has been declining over the last 8 years**

- 2008 Occupancy: 49 horses
- 2009 Occupancy: 48 horses
- 2010 Occupancy: 43 horses
- 2011 Occupancy: 43 horses
- 2012 Occupancy: 43 horses
- 2013 Occupancy: 41 horses
- 2014 Occupancy: 38 horses
- 2015 Occupancy: 32 horses
- 2016 Occupancy: 28 horses

- **2016 Original Budget**

- Revenues - \$321,122
 - 13 Property Owner Horses
 - \$575 for Paddock
 - \$965 for Stall
 - \$995 for Dutch Door Stall
 - 17 Non-Property Owner Horses
 - \$685 for Paddock
 - \$1,075 for Stall
 - \$1,105 for Dutch Door Stall
 - 5 Short Term/Seasonal Horses
 - **No Rate Increases for 4 Years**
- Expenditures - \$367,233
 - 170 man hours per week
 - 4.25 FTE
 - 3 Full Time, 3 Part Time
- **\$46,111 Shortfall**

- **2016 Revised Budget**

- Revenues - \$297,122
 - 10 Property Owner Horses Currently
 - 17 Non-Property Owner Horses Currently
 - 3 Short Term/Seasonal Horses
- Expenditures - \$345,262
 - 150 man hours per week
 - Reduced staffing by .5 FTE
 - One less full time employee, filling with part time staff
 - Reduced associated horse costs (grain, hay, shavings)
- **\$48,140 Shortfall**



EXPANDED MODEL

Full Care Horse Boarding Daily

- Grooming arenas
- Stall and Paddock cleaning
- Three feedings per day
- Turnout for stall horses
- Blanket change
- Sweeping the barn
- Snow removal in Winter
- Full Care Services (current service and rates provided to all horses)

Property Owners: Paddock - \$575, Stall - \$965, Dutch Door Stall - \$995

Non Property Owners: Stall - \$1,075, Dutch Door Stall - \$1,105, Paddock - \$685

Add Partial Care Boarding

- PC paddock horses will be placed together in upper paddock (2 per)
- PC paddock boarder responsible for cleaning/removing manure and hay from paddocks twice weekly and cleaning auto waterers twice weekly.
- PC stall horses will be turned out in terrace paddocks
- PC stall boarder responsible for cleaning/ removing manure, wet areas, and hay from stalls daily and terrace paddocks twice weekly. Stall water buckets are to be cleaned twice weekly and paddock auto waterers to be cleaned twice weekly.
- PC stall horses will be billed for shavings used.

Partial Care Boarders Not Meeting Standard of Care

- PC boarders will be assessed fees failure to maintain standards of cleanliness

Partial Care Fee Structure

Paddock: \$340 PO/\$450 NPO

Stall: \$560 PO/\$670 NPO

Dutch Door: \$590 PO/\$700 NPO

Rent the Lower Barn Increase Marketing



PUBLIC SAFETY

Accomplishments

- Staff engagement
- PTO policy
- Clarification of roles
- ABDI implementation
- Health Forest catch up
 - Checklist for ignition zones
- Trailer Parking process
- Name Tags!

Looking Forward

- Full Utilization of ABDI
- Modified organizational structure
 - Consistent schedule
 - 10 hour shifts
 - Gatehouse
 - Staffed from 5AM-1AM (including CVC)
 - 4 Shift Leads in Dispatch
 - Patrol
 - Two day patrols 7am-5pm & 9am-7pm
 - One overnight patrol 7pm-5am (including CVC)
 - Training Lead
 - DRB Compliance
 - Daily check list for patrol
 - Weekly check list for DRB Coordinator
 - Coordinated follow
- Align CVC
 - ABDI
 - 20 hour gate coverage
 - Enhanced patrol and DRB compliance
- Minimize overtime, enhance service level and improve morale



RECREATION

Accomplishments

- Vail Gondola Club skier visits up 14%
- Athletic Center usage up 38%
- Trailhead Pool Complex
- Cordillera Day Camp
- Troon management of Short Course
- Café/Trailhead Club House
- Community Enrichment Events

Looking Forward

- Balance of high service level and work loads amongst staff
- Community Survey
- ACC
 - Create a FTE- ACC Supervisor (reallocate 1 FTE Attendant= \$25,000 difference)
 - Diversify ACC programming
 - Invest in equipment/facility upgrade (machines, paint and electrical approx. \$125,000)
- VGC/Cordy Camp
 - Create a FTE VGC/Cordy Camp Supervisor (reallocate seasonal FTE Attendant= \$25,000 difference)
- Facility needs managed by Operations
- Community events managed by Communications
- Consideration: Equestrian Center, Fly Fishing and Bearcat



COMMUNICATIONS

Accomplishments

- Shared position with ACC/VGC
- Cordilleraliving.com
- Property Owner Communications
- Events
- Partnerships with VVP, VBR, Vail Centre

Looking Forward

- Community Communications Survey
- Directory
- Home Owner Packets
- Continued enhancements to website
- Emergency Communications
- Comprehensive Communications Plan



STRATEGIC INITIATIVES

- Master Plan/Strategic Plan
 - Alignment of Amenities/Service Plans
- Food and Beverage Service
- General Store, Café/Kitchen, FFO, Bearcat Leases
- Transportation
- Capital Improvement Plan/ Reserve Study
- CMD/CPOA Service Agreement
- Public Relations/Marketing
- Troon
- Design Review Board
- Bundling of Benefits
- Culture of Service and Efficiencies
- Allocation of Personnel
- **What would the Boards like to see for budget planning process?**



2017 APPROACH

Guiding Principles

Strategic Alignment - Strength-Based Organizational Structure - Key Priorities Established - Premier Services - Fiscal Stewardship - Future Visioning

Annual Work Plans

- ❖ Roadmap to advance our mission
- ❖ Identifies goals, strategies, action steps, timeframes, responsibility, evaluation indicators and target group (Work Plans)
- ❖ Responsible for implementing, continuously evaluating and modifying as appropriate
- ❖ Ultimate outcomes:
 - ❖ Maximize each team member's strengths, foster integration and promote a positive, accountable culture
 - ❖ Encourage cooperation, collaboration and integration within the community and Vail Valley
 - ❖ Progressively position the community for future opportunities
 - ❖ Exceed community expectations

Budget

- ❖ Address the community's current needs and position for future needs
- ❖ Make strategic investments in our human resources to attract and retain a qualified workforce
- ❖ Plan and fund investments in the capital assets of the community that maximize the use and life
- ❖ Adhere to fund balance, debt service and other financial policies
- ❖ Ensure the ongoing financial health of the community
- ❖ Protect the bond rating

2017 BUDGET CALENDAR- DRAFT

Jul 25- Budget Kick Off

Present Schedule
Set Expectations

Aug 5- Capital Outlay & Prioritization

Master Plans and Strategic Plans
Prioritization of 2017 Capital
Think about Infrastructure (Roads, Facilities, IT)
Wish list

Aug 12- Personnel Requests

Justifications
Org Charts

Aug 19- Operations Expenditures

Zero Based
Utilities, Admin, Contracts, Consultants, Studies, IT, Training/Travel, Benefits

Aug 26- Draft Budgets Due

County should have released Assessed Valuations

Sept 12- Draft to Boards

Work session to discuss process
Prepare Memos for Both Capital and Operations Expenditures

Sept 21- Presidents/Treasurers Work Session

Work session to discuss process
Prepare Memos for Both Capital and Operations Expenditures

Oct 5- Budget Board Presidents/Treasurers Approval

Recommend to Full Board
Prepare Presentation

Oct 17- Draft to Full Board

Submit to Full Board Prior to October Meeting for Review

Oct 21- Presentation to Board for Approval



NEXT STEPS

- Budget Planning
- Board Governance
 - Roles
 - Communications
 - Relationship to GM
- Annual Meeting



Special Projects and Updates

CPOA Governing Documents Update

The Court has approved the A&R Declaration for Cordillera Sept. 6, 2016. The documents have been submitted to Eagle County for recording.

CPOA Election

Two director positions were open for three-year terms. The CPOA Board of Directors election was held Aug. 23 during the Annual CPOA meeting. There were four candidates vying for two open positions. Rand Garbacz was term limited and Ed Shriner finished his first term. The membership elected Ed Shriner and Larry Brooks whose terms will expire August 2019. The CPOA will seat officers at the Sept. 16 meeting.

Information and Technology

Mitchell and Company (MC) completed installing the new firewall at the administration building and added new server monitoring software. MC is now monitoring and providing monthly maintenance on all servers. Staff is finalizing an order for eight new computers in 2016 and completing a 5-year replacement schedule for all information technology related hardware through 2021.

Finance

Delinquent Accounts

As of end of business September 12, 41, delinquent properties had an unpaid balance with a total amount outstanding of \$406,530.68. As of the July Board Meeting, there were 47 properties with an outstanding balance of \$455,932. Of the 41 outstanding properties, 16 properties have balances from years before 2016, totaling \$282,502.37 in outstanding balances.

RETA Summary

RETA Collected as of 9/30/15	\$604,768.33
Checks received after month end	\$0.00
Prior Year RETA as of 9/30/15	\$869,930.50

Under Contract (based upon List Price)

	List Price	Estimated RETA
Estate Home		
Enclave	\$985,000	\$19,700
Land	\$275,000	\$5,500
Total	\$1,260,000	\$25,200

HUMAN RESOURCES

New Hires

- Margaret Olle, Recreation
- Laura Burke, Equestrian Center
- Manny Rodriguez, Facilities

Open Positions

Full-time

- Finance Director

Part-time

- Barn Hand

Recognition for Years of Service

Salvador Garcia, Community Operations 20 yrs.

Joanne Kelley, Public Safety 20 yrs.

Ray Wolfe, Public Safety 15 yrs.

Antonio Garcia, Community Operations 10 yrs.

Bill Morris, Public Safety 10 yrs.

Brian Somers, Public Safety 5 yrs.

Luis Diaz, Public Safety 5 yrs.

Cody Calcaterra, Equestrian Center 5 yrs.

Committees

The Recognition and Engagement committee is planning a fall celebration for all employees and families Saturday, Sept. 17.

The Safety Committee met Aug. 22 at the Trailhead. Committee members completed a walkthrough of the facility. All safety concerns were logged and now serve as a work plan for staff. The next meeting is set for Sept. 20.

Recruitment of Finance Director

Posting Timeframe: August 4-19, 2016

Contact: Berniece Gutierrez bgutierrez@cordillerametro.org

Posted on the following websites: Vail Daily/Indeed, Vail Valley Partnership, ICMA, GFAO, CANPO and network emails

Application Review: August 22-24, 2016 by Rachel Oys and Berniece Gutierrez. 26 inquiries, 12 applications received, 9 selected for interviews.

First Interviews: September 1-2, 2016 by Rachel Oys, Berniece Gutierrez, Christine Stouder and Joe Helminski

Second Interviews: September 6, 2016 by 2 panels. Panel 1: Bob Egan, Ed Shriner, Nannette Kuich, Judy McBride, Steve Thompson and Rachel Oys. Panel 2: Berniece Gutierrez, Aubrey Lewis, Jaime Walker and Trevor Broersma.

Training and Career Development

Tracy Stowell is attending a Mountain States Employer Council Human Resources 101 course Sept. 20 and 21.

Trevor Broersma is attending an Advanced Facilities Management and Engineering conference Sept. 14 and 15.

Public Safety will be offering a CPR and First Aid course for all employees the first two weeks in October.

Benefits

The 2016-2017 planning continues with Hays Consulting. Hays is compiling quotes from Cigna, Centura, CNIC, Anthem and Kaiser for comparisons. Quotes are due the week of Sept. 19. Open enrollment will begin November 1.

The Employee Handbook is completed and printed. All employees have received a copy.

Workers' Compensation

Currently have eight open claims.

- Community Operations has seven.
- Recreation has one.

COMMUNICATIONS

Events

Events held throughout the summer were open to property owners and the general public alike. The purpose of these efforts was to bring more Vail Valley residents and visitors to the community to have them learn about and experience firsthand the Cordillera's lifestyle and amenities. Creating a buzz around the valley about Cordillera's is anticipated to have beneficial outcomes for the Cordillera brand.

The following is a list of events since mid-July:

- July 21: Cordillera staff volunteered to greet and scan tickets during the Eagle County Fair and Rodeo July 21. Volunteers wore Cordillera Equestrian t-shirts to promote name recognition of the Cordillera Equestrian facility, which is open to the public for boarding and riding lessons. In addition, the Cordillera Equestrian Center (CEC) was a silver-level sponsor of the rodeo. The silver-level sponsorship afforded the opportunity for two banners at the event, one in the arena, and name recognition in the newspaper and on the website. This opportunity placed Cordillera and the CEC brand in front of nearly 3000 people each night of the rodeo and in front of countless more in the paper and online.

- Aug. 10: Cordillera hosted the Dirt Dance Concert at Bearcat Stables. Down from North Routt County, The Ranch Hand Band played cowboy and western music with square dancing and instruction. Due to severe rainstorms throughout the valley, attendance was less than anticipated: crowd size was about 100 people, 57 guests were property owners or guests of property owners.
- Aug. 27: Cordillera hosted an afternoon of Horsin' Around Saturday, Aug. 27. Over 300 people, many of whom were not property owners, gathered at the Cordillera Equestrian Center for horse demonstrations, pony rides, a stick horse race, a scavenger hunt and calf roping (on a machine). Mountain Valley Horse Rescue was our partner on the event with proceeds from a raffle going to the charity. With many of the attendees not being homeowners, we maintain the ability to attract guests from the wider community

Website

A kick-off meeting was held with our Civic Plus project manager in mid-August. Staff is now working on deliverables which include completing optimization, content and Domain Name System forms, collecting photos and logos as well as current website statistics and the existing site map. A timeline on the project follows:

Sept. 23 Photos and Deliverables Due Date
 Sept. 27 Website Optimization Meeting
 Oct. 11 Layout Proposal Meeting
 Dec. 16 Final Design Approval Date
 Dec. 30 Content Due Date
 Jan. 25 Website Reveal Meeting
 Jan. 27 Training
 Feb. 10 Final Website Approval Due Date
 Feb. 23 Website Launch

As a reminder, since the deployment of the current website we have identified the need for additional capabilities to make the website a more robust and useful communication tool; hence the decision to move the website to a new platform.

Highlights of the next iteration of the website will include:

- Page editing capabilities (including page addition and deletions),
- A dynamic, self-administered news and announcements page,
- Integrated email notification system with text messaging capabilities,
- Alert center and emergency alert notification functions,
- Forms builder and agenda center,
- Intranet with a secure login for both homeowners and employees,
- Multiple calendars and
- Site search functionality

In addition, Anric Blatt, a Cordillera resident and self-described techie, meet with staff to review functionality ideas and web applications. He provided some valuable insight on database development, user engagement and security that staff is working to incorporate. Anric has also volunteered to be a beta-tester for the new site before it goes live.

Communications since Mid-July

- 8 *Next Week in Cordillera* (weekly) and two combined *Cordillera Connections* and *Next Week in Cordillera* with an average of 57.4 percent open rate.
- Worked with general manager on community updates regarding the Lodge; 8 *Flashes* sent.
- Ongoing social media community updates.
- Supported general manager and coordinated with public relations firm ReComm in drafting a *Briefing Document and Q&A* regarding the pending sale of the Lodge and Spa.

Advertising

- Three *Cordillera Spirit* advertisements.
- Utilized VVP member benefits to promote events.
- Vail Daily Horsin Around Day advertising.
- Advertising on KZYR and The Mile promoting Cordy Camp, the Short Course, Dirt Dance and Horsin Around Day.

Design and Collateral

- Designed and ordered Cordillera flags for events.
- Designed event promotional materials.
- Coordinating and designing new property owner Directory.

ReComm Updat:

The following is a description of public relations efforts by ReComm Global on behalf of the Cordillera Metro District and Cordillera Property Owners Association from August to Sept. 1, 2016.

Meetings and Introductions

- Attended strategy meetings regarding the Lodge & Spa at Cordillera acquisition.
- Attended regular Cordillera meeting with team.
- Attended Property Owners Annual Meeting.
- Met with Rachel Oys, Jaime Walker and attorney Alan Pogue.
- Jens Werner met with Jamie Walker regarding Crisis Communications Plan (not related to Lodge & Spa transaction).

Events

- Continued planning logistics and executed the final summer concert
 - Aug. 10, 2016, Dirt Dance Concert
 - Handled food and beverage logistics.
 - Coordinated venue logistics with Jill from Bearcat as well as issues such as parking.
 - Coordinated with band for performance, etc.
 - Planned promotion, including radio ads, and distributed and successfully placed press release.

- Horsin' Around Day
 - Successfully placed a press release about the event.
 - Coordinated radio ads with KZYR.

Media Relations

The intent of the media relations portion of the public relations campaign is to pitch and create positive stories and opinion pieces in the local media, further shaping the perception of Cordillera amongst locals, second homeowners and destination guests. Beyond the local media relations portion of the campaign, we continue to pitch and sow the seeds for regional and national coverage.

- Clips
 - “Sounds of summer concert series continues with Dirt Dance at Bearcat Stables” – Vail Daily and Vail Weekly 8-9-16.
 - <http://www.vaildaily.com/news/23323932-113/cordilleras-sounds-of-summer-series-continues-with-dirt>
 - “Have some fun horsin around at Cordillera in Edwards this Saturday” – Vail Daily and Vail Weekly 8-26-16.
 - <http://www.vaildaily.com/entertainment/23607196-113/cordilleras-free-horsin-around-day-includes-demonstrations-horse>
- Pitching
 - Cordillera summer Events
 - Undiscovered Destination in the Valley
 - Pitched to (Including but not limited to): Local, Regional and National outlets and journalists.
- Hosting
 - ReComm Global has put hosting opportunities on hold until further notice from Oys and Walker.
 - In response the ambiguity surrounding the Lodge & Spa at Cordillera.

Tactics and deliverables for Aug. 1- Sept. 1, 2016

- Continued to implement communications plan.
- Continued to communicate performers for the summer concerts, planning and execution of the final summer events.
- Continued managing radio ads with KZYR.
- Developed Crisis Communication plan for Cordillera (not related to Lodge & Spa sale).

Athletic Center

Summer 2016 Daily Usage & Class Attendance:

May - 18 users per day average (17 percent increase when compared to 2015) with a class average of four users.

June - 34 users per day average (24 percent increase when compared to 2015), with a class average of six.

July - 55 users per day average (3 percent increase when compared to 2015), with a class average of five.

August - 49 users per day average 40 percent increase when compared to 2015), with a class average of seven.

Overall usage is up 28 percent when compared to 2015 year to date. The usage is up 44 percent when compared to 2013, the CPOA's first year of operation.

Cordy Camp

Dates

- Camp was offered Monday through Friday, June 1 to Aug. 19, 2016. Children ages ranged from five to 12.

Attendance

- 1604 unique camper visits, up 17 percent when compared to 2015.
- 28 Campers per day on average.

Trailhead Pool

Attendance Memorial Day through Labor Day 2016

- 3172 pool users, 2 percent increase when compared to 2015.
- 29 per day on average (not including Cordy Camp).

Monday Night Football at the Trailhead

Denver Broncos versus Houston Texans

Monday, Oct. 24, 6 p.m. to 10 p.m.

Game starts at 6:30 p.m., Football food and drink will be provided.

Short Course

Information and Schedule

Closing Day is Saturday, Oct. 8.

Tee times start at 9 a.m. (Tee times move to 10 a.m. Oct. 1).

Shop hours: One hour before first tee time to 6 p.m.

Range hours: One hour before first tee time to 6 p.m.

Course is closed Wednesday's for maintenance.

Range and shop closing hours are subject to change to a later time depending on activity.

Rates

Property owner: no green fee

Property owner guest: \$25 green fee

Public rate: \$35 green fee

Junior rate:\$15 green fee

Cart fee: \$13 (cart not required)

Property owners receive 20 percent off merchandise.

Schedule a tee time by calling 970-926-3988

Vail Gondola Club

Open House

- 10 a.m. to 3 p.m. Sunday, Oct. 2,

Vail Mountain

- Opening Day, Friday, Nov. 18
- Closing Day, Sunday, April 23

Membership Status (As of 9/9/16)

- 8 memberships sold 2016, 6 resignations.
- 3 Active Family Leases.
- 196 current members (leases, resigned paying and honorary membership included).
- 105 CPOA members, 31 Lodge, Club and CVC, 61 non-property owner members.
- 195 total revenue generating units.
- 5 Memberships available (four additional memberships become available Jan. 1, 2016).

Usage

- 2015/2016 Skier visits were up over 14 percent when compared to 2014/2015 (previously the busiest season). 12,336 skier visits in total.
- 2015/2016 daily skier average was 82.

Projects

- The Community Operations team continues with a minimum one time per week sweeping plan throughout the summer in order to keep Cordillera roads free of rocks, sand and other debris.
- Staining of signs around the Cordillera property is completed on Divide side.
- Installation of new buck rail and stacked rail fence around the property will begin late this month.
- Repair all broken/damaged curbs around property has begun on the Divide.
- Repair all broken/damaged ventilation pipes for vaults in ground is complete.
- Clean out blocked culverts around the property to allow for better drainage is complete.

Trails

- Trails are in great summertime condition with flowers everywhere.
- New trail entry buck rail fencing will be constructed over the next few months.
- East and West Elk Spring are now open and continue to be repaired from last year's logging.
- Trail Conditions Update:
 - Reindeer Loop: Summer conditions throughout.
 - Lower El Miador Connector: Summer conditions throughout.
 - Upper El Mirador Ridge: Summer conditions throughout.
 - Camino Del Norte: Summer conditions throughout.
 - Territories: Summer conditions throughout.
 - Red Draw Loop: Summer conditions throughout.
 - Trailhead and Timber Trail Loops: Summer conditions throughout.
 - East/West Elk Springs: summer conditions throughout.
 - Beau's Trail: Summer conditions throughout.
 - Granada Glen Pond Trail: Summer conditions throughout.

Equestrian Center

- Lower barn siding project is complete and looks fantastic!
- Paddock fence repairs have been completed by the Operations Team.
- Installation of automatic horse waterers will be completed Sept. 16 by the Operations Team.

Current Occupancy

- 14 stall horses and 18 paddock horses.
- 3 new paddock horses under the new Partial Care program.

River Parcel and Ponds

- New Red Draw water feature pump motor was installed.
- Red Draw pond dredging is nearly complete by the Operations Team.
- Summit pond aeration system is being repaired and fish stocking will take place in spring.

Public Safety and DRB

Management Team Report

Incident Reports

In July and August, Public Safety responded to 90 calls ranging from alarms (fire, intrusion and medical), animal incidents, property damage, suspicious activity, homeowner assists, water leaks, gas leak, gate incidents, noise complaints and vehicle assists.

On Aug. 1, Public Safety was notified of a broken gas line that was sheared off at the meter next to the house at 917 Eagles Glen. Public Safety along with Eagle River Fire and Black Hills Energy responded. Public Safety controlled access to the scene and assisted Engine 12 by notifying the neighbors of the hazard and contacting the property manager of the residence. Black Hills Energy turned the gas off and isolating the broken line. The hazard was mitigated, the residence house was ventilated and Black Hills energy cleared the scene.

On July 8, along with Eagle River Fire, Eagle County Paramedics and the Sheriff's department, Public Safety staff responded to a CPR call for a young child. All agencies worked well together to save the child's life. Many emergency members (along with a Cordillera Public Safety officer) were acknowledge by the county for a service award.

Healthy Forest

This summer's inspections have been completed and owners are in the process of completing their work. We are currently starting some of the inspections for next summer as time allows. We are in the final stages of cleanup of the black bear project. The last of the debris piles will be removed and the road repairs have been completed. Staff received quotes suggesting the most cost effective way to remove the remaining debris piles would be to burn.

Education and Training

Community CPR/AED classes this summer were a success. The feedback from the homeowners that took the classes were interested in a future First Aid class maybe next spring or summer.

CPR/First Aid classes for staff will be scheduled for the beginning of October. Multiple sessions will be offered to accommodate schedules and departments.

FYI

With the increase of animal activity before winter and temperatures dropping, staff is communicating with homeowners, employees and construction sites workers the importance of driving safely and within the speed limits of our community.

Hunting season is upon us! We have updated our hunting form to help keep track and accountability of all hunters coming through the property. Once the form is filled out the homeowner will receive a pass to put in their vehicle.

As a reminder, the security gates are not staffed from 1 to 5 a.m. Guests seeking entrance should call public safety by dialing ##001 on the Sentex Box, not from their cell phones, to be granted remote access. Property owners are kindly asked to alert Public Safety that they are expecting guests between 1 and 5 a.m.

Design Review Board

Buildout Analysis					
Neighborhood	Total Units Allowed *	Completed	Review Process	Under Construction	% Buildout**
Divide	202	165	0	5	82 percent
Ranch	400	309	1	2	77 percent
Summit	248	92	1	5	37 percent
Totals	910	566	2	12	62 percent

* 910 is total density allowed by the current PUD

** Does not include properties under construction

Under Construction	
Divide	
	Status
220 Casteel	exterior materials
155 Granada Hill	Final inspection
270 Cordillera Way	Final inspection
322 Granada Glen	foundations - ILC
465 Little Andorra	foundations - ILC

Ranch	
	Status
2623 Fenno	Final inspection
832 Forest Trail	Framing

Summit	
	Status
923 Summit Trail	Final Landscape
1282 Gore Trail	framing - ILC
49 Lady Belle Way	Foundation ILC
96 Lady Belle Way	Foundation ILC

Territories	
	Status
7 Territories	framing - ILC

Review Process	
Divide	
	Status

Ranch		
		Status
121 Elk Springs Tr	HOLD	
205 Elk Springs Tr	Sketch 8.9.14	

Summit		
		Status
299 Gore Trail	Final- 9.8.15	Expired

Territories		
		Status
19 Territories	Pre-design 8.9.16	

Design Review Board

Gene Shanahan – Chairperson
David Staat – Board Member
Lee Hegner - Board Member
Judy LaSpada - Board Member
Henry Reed - Board Member

Millie Aldrich – DRB Administrator
John Gulick – DRB Compliance Officer
Paul Miller - Architect Director
Scott Sones - Landscape Arch. Dir.

July 12, 2016, DRB Agenda
Administrative Offices, 408 Carterville Road

All times are approximate and subject to change
8:30 a.m. Leaving from Administrative office

Site Visits:

8:45 a.m. 205 Elk Springs Trail – Lauterbach Residence

9:15 a.m. Call to order
Approval of June Minutes
Review Agenda – Project overview

9:45 a.m. Lauterbach Residence – 205 Elk Springs – Sketch Review
Applicant: Owner / Mike Lauterbach

Staff Approvals - 11

Payne: 310 Little Andorra – patio and gas fire pit, DRB - Approved
Millsap: 49 Kicking Horse Trail – landscape, entry gate, exterior lighting, DRB -

Approved

Scaff: 18 Stag Gulch – solid stain variance / color change, DRB – Approved
Club Cottage: HOA garden – landscape improvement, DRB / Club – Approved
McCarty: 322 Granada Glen – Technical Review, DRB – Approved
Gray: 57 Hawks Leap – landscape improvements, HOA / DRB – Approved
Vietto: 80 Club Cottage – patio and gas fire fit, HOA / DRB – Approved
662 Saddle Ridge: solid stain variance, DRB – Approved
Kon: 96 Pikes Way – exterior chandelier, DRB – Approved
Pattee: 1282 Gore Trail – window revisions, DRB – Pending
Kloehn-Speer: 2636 Fenno – color change, DRB - Pending

Single Family Construction Starts

Peterson-Anderson: 49 Lady Belle

Single Family Final Inspection

Groves-Rutherford: 795 Gore Trail

Staff Updates

DRB alternate member
Dennis Moran – review DRB alternate

Active Construction Sites / Build-out Analysis
DRB Newsletter topic suggestions
DRB Definitions

Compliance Officer Updates

Other Business

12 p.m. Adjourn

Design Review Board

Gene Shanahan – Chairperson
Millie Aldrich – DRB Administrator
David Staat – Board Member
Lee Hegner - Board Member
Judy LaSpada - Board Member
Henry Reed - Board Member

Dennis Moran – Alternate Board Member
Eric Jung -Alternate Board Member
John Gulick – DRB Compliance Officer
Paul Miller - Architect Director
Scott Sones - Landscape Arch. Dir.

August 9, 2016 DRB Agenda
Administrative Offices, 408 Carterville Road

All times are approximate and subject to change

8:30 a.m. Leaving from Administrative office

Site Visits:

8:45 a.m. 737 Granite Springs – Negrin Residence

9:15 a.m. 594 Winchester Trail – O’Connor Residence

9:45 a.m. 832 Forest Trail – Wilson Residence

10:15 a.m. 102 Saddle Ridge – Johnson Residence

10:30 a.m. Call to order
Approval of July Minutes
Review Agenda – Project overview

11 a.m. Lauterbach Residence – 205 Elk Springs – Sketch Review
Applicant: Owner / Mike Lauterbach

11:45 a.m. O’Connor Residence – 594 Winchester Trail – Pre-Design Review
Applicant: Kyle Webb – K.H. Webb Architects

12:30 p.m. Negrin Residence – 737 Granite Springs – Final Review: fence and stone wall
Applicant: Owner / Lazaro Negrin

12:45 p.m. Johnson Residence – 102 Saddle Ridge - Bearcat – Final Review: tree removal request

Applicant: Owner / Tom Johnson

1 p.m. Wilson Residence – 832 Forest Trail – Warning letter / Fine letter, non-compliance
Applicant: Owner / Joe Wilson

Staff Approvals - 2

Lahti – 465 Little Andorra, Technical Review – Approved
Seltzer – 141 Martingale Land, Final Review – solid stain / color change - Approved

Single Family Construction Starts - 2

McCarty – 322 Granada Glen
Lahti – 465 Little Andorra

Single Family Final Inspection - 2

Deutschman – 117 Norgaard Way
Moran – 26 Pikes Way

Staff Updates

Active Construction Sites / Build-out Analysis
DRB Newsletter topic suggestions
DRB Definitions

Compliance Officer Updates

Wilson – 832 Forest Trail

Other Business

2 p.m. Adjourn

Design Review Board - Minutes

Tuesday, 14 June 2016

408 Carterville Road, Cordillera, Colorado

ATTENDANCE

Members Present	Gene Shanahan Chair David Staat, Board Member Lee Hegner, Board Member Henry Reed – Board Member
Members Absent	Judy LaSpada – Board Member
Others present:	Millie Aldrich - DRB Administrator Paul Miller – DRB Architectural Consultant

CALL TO ORDER

9:02 a.m.

DECLARATION OF QUORUM/DIRECTOR QUALIFICATION

Declaration was noted for the record a quorum was present for the purpose of doing business of the Cordillera Design Review Board.

DISCLOSURE MATTERS – Millie Aldrich has a conflict of interest and removed herself during the discussion of 96 Lady Belle Way.

APPROVAL OF AGENDA –DRB unanimously approved the agenda.

APPROVAL OF MINUTES – Minutes from May 10, 2016, approved, moved by Hegner second by Staat all in favor.

PUBLIC INPUT – Greg and Carolina Ellis at 1304 Gore Tail to observe a DRB meeting

DRB ACTION ITEM –

1. Reilly Residence – 96 Lady Belle Way

9:30 a.m.

Review: Final

Present: Millie Aldrich, Pure Design Studio / Ric Fields, Fieldscape / Heide Reilly, Owner / Dave Peterson, Builder / Carlene Anderson, Interior Designer

Final – Approved with comments (See memo located in Page 3)

STAFF APPROVALS - 4

- Saxby: 12 Stag Gulch Ct – tree removal, DRB - **Approved**
- Askew: 86 Jacksons Path – landscape improvements, DRB - **Approved**
- Sticksel – 2513 Fenno – enlarge driveway entry, DRB – **Approved**
 - DRB Administrator to review with Metro hidden driveway concerns
- Reed – 343 Pine Marten – bocce court, DRB – **Approved**

CONSTRUCTION STARTS

No Construction Starts

FINAL INSPECTION

No Final Inspection

COMPLIANCE OFFICER UPDATES

- 35 Red Draw – remove survey tape from site
- 737 Granite Springs – email: owner is required to attend a DRB meeting for their fence
 - Send owner first warning letter, review property encroachment, CMD encroachment, ERWS clearances for fire hydrant

ADMINISTRATIVE UPDATES

- DRB alternate members interviewed
 - Eric Jung

- Richard Mark
- Dennis Moran will attend the July DRB meeting to interview with the Board
- Active Construction Sites / Build-out Analysis
- Bearcat HOA – variance assessment
 - DRB Administrator will follow up with Alan Pogue
- Fenno Blanket easement – utility, equestrian, cross-country ski
 - DRB Administrator will follow up with Alan Pogue

OTHER BUSINESS

- Roofing seminar – educating homeowners what to look for in the roof bids
 - If the event is not held on Cordillera property and the sponsors would like to circulate information about the event, DRB could post something in the newsletter.
 - The Board cannot endorse a product or installer
- The speed on Fenno is a great concern with the construction at 2636 Fenno, cyclist and pedestrians.
 - Review with Public Safety if active enforcement is a possibility: speed bumps, ticketing
 - A traffic study has been prepared by Community Development and will be presented to CMD on June 30.
 - Reed is getting a proposal to extend a paved shoulder for pedestrians, cyclist and club maintenance vehicles

ADJOURNMENT

11:58 p.m.

There being no further information before the Cordillera Design Review Board, the meeting was adjourned.

Design Review Board – Staff Memorandum

Date: 6/14/2016

Applicant: Reilly Residence
Location: 96 Lady Belle Way / Lot 4, Block 4, Filing 34
Representative: Millie Aldrich – Pure Design Studio
DRB Coordinator:
Review: Final

Project Overview

The Reilly Residence is a new residence located at 96 Lady Belle Way / lot 4, Block 4, Filing 34. The site is 2.807 acres. The proposed residence is 4,432 square feet, per drawing set 5/31/16. The Reilly Residence is being reviewed for Final and is subjected to the Summit Design Guidelines.

Board Comments:

SITE PLAN

- If possible locate the leach field outside of the existing aspen grove area, closer to proposed residence.
 - Could a P.E.T. septic system be used?
- Shift driveway to the north and / or wind through existing trees. Keep as many aspens on the downhill south side of drive.
 - Comment from Sketch
- Provide more evergreen screening on the north side of the parking area.
 - Comment from Sketch
- There are five less Aspen on the new plan that could still be of value and should be considered to be added back into the design.
- There are a significant number of less native shrubs that have been removed and should be added back as well as adding native shrubs at the leach field and all other disturbed areas to further enhance and naturalize these areas.
- Pull in limits of disturbance to stay on Lot 4 property.

ARCHITECTURAL

- There is much variation in the sizes of the window head trim. There should be some degree of consistency.
- The living room beam has been eliminated and two support brackets have been added on either side.
 - Add additional support brackets for living room overhang.

General Comments:

Final – Approved 4-0 with comments

Design Review Board - Minutes
Tuesday, July 12 2016
408 Carterville Road, Cordillera, Colorado

ATTENDANCE

Members Present	Gene Shanahan Chair David Staat, Board Member Lee Hegner, Board Member
Members Absent	Judy LaSpada – Board Member Henry Reed – Board Member
Others present:	Millie Aldrich - DRB Administrator Paul Miller – DRB Architectural Consultant

CALL TO ORDER

9:37 a.m.

DECLARATION OF QUORUM/DIRECTOR QUALIFICATION

Declaration was noted for the record a quorum was present for the purpose of doing business of the Cordillera Design Review Board.

DISCLOSURE MATTERS – No conflicts of interest were noted.

APPROVAL OF AGENDA –DRB unanimously approved the agenda.

APPROVAL OF MINUTES – Minutes from June 14, 2016, approved, moved by Hegner second by Staat all in favor.

PUBLIC INPUT – No public input was noted.

DRB ACTION ITEM –

2. Lauterbach Residence – 205 Elk Springs **10:05 a.m.**
Review: Pre-Design
Present: Mike Lauterbach
Pre-Design – Not Approved (See memo located in Page 3)

STAFF APPROVALS - 11

- Payne: 310 Little Andorra – patio and gas fire pit, DRB - **Approved**
- Millsap: 49 Kicking Horse Trail – landscape, entry gate, exterior lighting, DRB - **Approved**
- Scaff: 18 Stag Gulch – solid stain variance / color change, DRB – **Approved**
- Club Cottage: HOA garden – landscape improvement, DRB / Club – **Approved**
- McCarty: 322 Granada Glen – Technical Review, DRB – **Approved**
- Gray: 57 Hawks Leap – landscape improvements, HOA / DRB – **Approved**
- Vietto: 80 Club Cottage – patio and gas fire fit, HOA / DRB – **Approved**
- 662 Saddle Ridge: solid stain variance, DRB – **Approved**
- Kon: 96 Pikes Way – exterior chandelier, DRB – **Approved**
- Pattee: 1282 Gore Trail – window revisions, DRB – **Approved**
- Kloehn-Speer: 2636 Fenno – color change, DRB - **Approved**

CONSTRUCTION STARTS

- Peterson-Anderson – 49 Lady Belle

FINAL INSPECTION

Groves-Rutherford: 795 Gore Trail

COMPLIANCE OFFICER UPDATES

ADMINISTRATIVE UPDATES

- DRB alternate members interviewed
 - Dennis Moran

- Active Construction Sites / Build-out Analysis

OTHER BUSINESS

- Notify Rachel Oys and Ed Shriner for alternate DRB members
 - Eric Jung
 - Dennis Moran

ADJOURNMENT

12:10 p.m.

There being no further information before the Cordillera Design Review Board, the meeting was adjourned.

Design Review Board - Staff Memorandum

Date: 7/14/2016

Applicant: Elk Spring Trail Residence
Location: 205 Elk Spring Trail / Lot 15, Filing 7
Representative: Michael Lauterbach
DRB Coordinator: Millie Aldrich
Review: Pre-Design

Project Overview

The Elk Spring Trail Residence is a new residence located 205 Elk Spring Trail / Lot 15, Filing 7. The site is 2.432 acres. The proposed residence is 3,452 square feet, per drawing set 1/30/15. The Elk Spring Trail Residence is being reviewed for Pre-Design and is subject to the Ranch Design Guidelines.

Board Comments:

Site and Landscape Plan

- Show a Limit of Disturbance
- Relocate the drive to the east to avoid removing a mature aspen grove.
 - Review increasing the driveway slope, currently 4 percent and 5 percent
- The large evergreen tree to the Northeast of the auto court and North of the guest parking space is shown to be filled within its canopy. This will kill the tree and can be avoided if a retaining wall were proposed below the auto court to bring the limit of disturbance away from its drip line.
- A similar comment for the two of the three trees at the guest parking area. A retaining wall will minimize site disturbance. It's doubtful a retaining wall will save the third tree.
- The three Aspen to the West of the removed Aspen can be preserved with better attention to site disturbance.
- The three Aspen to the North of the Master Bedroom can also be preserved.
- Same comment for the Aspen to the West of the Master Bedroom.

- The three Aspen to the South of the Garage can easily be saved.
- The large evergreen tree to the Southwest of it is described as having its roots cut within its drip line. There's no reason this has to be.
- There are no proposed contour lines between the 8330 at the bottom of the entry stairs and the last set of risers to the house.
- It appears an area drain will be required south of the entry walk to account for site drainage in that area.
 - Proposed grading plan does not accommodate proper drainage from the west side of master bedroom around the building. The drainage swale line is not reflected with the proposed grading.
- It's also not clear where water will flow to the North of the entry walk.
 - Review garage window near the entry and grade elevation.
- There is not enough space allocated for positive drainage away from the home on the uphill side, east of the master bedroom.
- Identify what material will the drive be?
- Identify what material will the walk be?
- How will water sheeting off the roof be accounted for at the ground level?
- The swale lines in the back isn't coordinated with the proposed grades.
- Provide elevation and location of the proposed address marker.
- How will the culvert ends be treated?
- Proposed grades show the driveway to be at elevation 28 above the proposed culvert. The culvert is 18" diameter and should be a couple of feet below the surface of the drive. The uphill elevation of the culvert shows an existing elevation of about 28 and the downhill elevation to be about 26. Clarify all of these grades.
- The Plant Legend describes the plant material for Sheets L1.1 and L1.2. No L1.2 included.
- Minimum size for an evergreen tree size 10 ft.
- 2 Colorado spruce are in the legend but only one proposed on the plan
- Evergreens that are planted within 20 feet of the fire mitigation line. The 20 foot offset line must include the evergreen drip edge.

Architectural

- The floor plan response to the topography by stepping floor levels is a good approach to this sloping site.
 - Floor plan seems more articulated than it needs to be, creating overly complex roof forms. Building massing does not appear to be consistent with ranch theme.
 - The main level steps but the basement create more excavation on-site.
- The roof plan is still overly complex and not resolved with simple ranch forms as the guidelines suggest.

- Roof plan and elevations are not coordinated – the roof plan shows a shed roof over the study that ties in from the ridgeline at the master and this is not shown on the elevations.
- The minimum roof pitch is 3:12. The overly large shed roof at the garage could be improved by extending an 8:12 ridge perpendicular (and centered) to the one shown over the single-car bay, then add 3:12 shed roof over the deck and stepped form on the south side of the garage.
- Metal roofing should be used as an accent to the main roofing material.
- There is not a sense of unity in the composition of this building throughout - from the massing/roof forms to the window patterns, there is no consistency of expression that ties the building together. It is in need of an architect (as required, not a draftsman) to design it.
- The cantilevered forms should have expressed structure supporting them.
- Provide all partial elevations.
- The 10” steel deck rail appears to be very heavy. 4.03.07C Balconies and railing should be light in appearance.
- Additional details are needed for clarity: garage doors, corner trim, wood siding, stone and cap, etc.
 - One stain color for the siding was presented and 4 different types of wood siding
 - 12” horizontal with chinking
 - 12” horizontal no chinking
 - 7” horizontal no chinking (could be drafting error)
 - 6” vertical
 - Window trim in conflict with corner trim, must be resolved.
- Exterior siding materials are shown inconsistently.
- Materials must wrap on the outside corner
 - Do not change materials on an outside corner
- Suggest adding stone base to entry column to strengthen the hierarchy of the front entry. Also add embedded column and stone base on opposite side at exterior corner.
 - The corrugated metal siding as a base below the wood siding at the entry appears to be an awkward detail. Stone would be preferable for the reasons stated above.
- The character/massing would benefit from expressing the chimney.
 - This would help to reinforce the additive architecture approach where the center of the house was the original structure.
- The stone should be raised to the underside of the cantilevered floor at the garage.

General Comments

The character of this proposed home does not reflect well the spirit of the Design Guidelines. The guidelines suggest that building forms in The Ranch should be understated and simple, having an appearance of being added on to over time. Overall this does not appear to be a very well-conceived building design, having the appearance of a disjointed floor plan that has roof forms haphazardly forced upon it.

4.03.04. Roofs

Roofs are a very prominent visual element of a building and as such provide a strong unifying characteristic between buildings. Consistent roof forms are also an important element in support of the design style for The Ranch. A simple pattern of primary and secondary roof forms, dormers, and a limited palette of materials and colors are the primary design objectives for roofs.

The design of the home is an investment and must be thoughtfully laid out by an architect.

Pre-Design – Not Approved