

**AGENDA FOR REGULAR CMD AND SPECIAL CPOA BOARD MEETINGS
Friday, December 15, 2017**

NOTICE IS HEREBY GIVEN that the Special 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 **Cordillera Administration Office, 0408 Carterville Road**, Cordillera, Eagle County, Colorado on Friday, December 15, 2017.

CORDILLERA METROPOLITAN DISTRICT

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

CORDILLERA PROPERTY OWNERS ASSOCIATION

Ed Shriner, President, Term to August 2019
Mike Grier, Vice President, Term to August 2020
Rick Smith, Treasurer, Term to August 2018
Larry Brooks, Secretary, Term to August 2019
Jerri More, Assistant Treasurer/Assistant Secretary, Term to August 2020

8:30 – 8:40 OPEN CMD MEETING – Ms. Judith McBride (CMD President)

1. Call to Order
2. Declaration of Quorum/Director Qualifications/Disclosure Matters
3. Approval of Agenda
4. Approval of Consent Agenda Items
 - a. Approval of October 24 Special Meeting Minutes 3
 - b. Approval of November 6 Special Meeting Minutes 23

8:40 EXECUTIVE SESSION

Executive session pursuant to Section 24-6-402(4)(b), C.R.S. (CMD) for the purpose of receiving legal advice regarding Grisoni offer to purchase CMD property with the intent to request county approval on vacating lot line and to receive legal advice from general counsel and special litigation counsel with respect to pending litigation filed by CSMN.

9:45 – 9:55 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. Approval of Consent Agenda Items
 - a. Approval of October 24 Special Meeting Minutes 25
 - b. Approval of November 6 Special Meeting Minutes 48
 - c. Approval of November 30 Special Meeting Minutes 50

9:55 – 10:15 PUBLIC INPUT – Ms. Judith McBride and Mr. Ed Shriner

10:15 – 11:00 JOINT ITEMS – Ms. Judith McBride and Mr. Ed Shriner

1. Short Course Ponds and Water Feature– Patrick Wilhelm
2. Approval of 2018 Meeting Schedule – Rachel Oys
3. Management Team Report– Rachel Oys.....52

11:00 – 11:30 CMD ITEMS – Ms. Judith McBride

1. Approval of 2017 Budget Amendment– Rachel Oys
2. Approval of 2017 Audit Engagement with McMahan and Associates.....92
3. Approval of Annual Administrative Matters Resolution– Alan Pogue
4. Approval of 2018 Election Resolution– Alan Pogue

11:30 – 11:40 CPOA ITEMS – Mr. Ed Shriner

1. Approval of 2017 Audit Engagement with McMahan and Associates.....96

11:45 CMD ADJOURNMENT

11:45 EXECUTIVE SESSION

Executive session pursuant to Section 38-33.3-308(4)(b), C.R.S. (CPOA) for the purpose to receive legal advice from general counsel and special litigation counsel with respect to pending litigation filed by CSMN.

1:00 CPOA ADJOURNMENT

NEXT REGULAR MEETING – TBD

CORDILLERA METROPOLITAN DISTRICT
SPECIAL BOARD MEETING MINUTES
TUESDAY, OCTOBER 24, 2017
408 CARTERVILLE ROAD, CORDILLERA, COLOARD

The Special Meeting of the Board of Directors of the Cordillera Metropolitan District (CMD) was called and held Tuesday, October 24, 2017, in accordance with the applicable statues of the State of Colorado.

ATTENDANCE

Present: Bob Egan, Treasurer
David Bentley, Secretary
Kitty George, Assistant Treasurer/Assistant Secretary
Via phone Judy McBride, President
David Davies, Vice President

ALSO PRESENT

CPOA Board Members: Ed Shriner, Larry Brooks, Rick Smith, Jerri More (by phone).

Others Present:

Alan Pogue, legal counsel; Rachel Oys, general manager; Joe Helminski, recreation director; Trevor Broersma, community operations director; Kirk Pliske, public safety director; Aubrey Lewis, recreation assistant manager; Jaime Walker, communications manager; Tracy Stowell, executive coordinator; Steve Thompson, Thompson Financial; Andrew Larson, CFO Systems and 5 members of the public.

CALL TO ORDER

Director McBride called to order the Special Meeting of the Cordillera Metro District at 8:36 a.m.

DECLARATION OF QUORUM/DIRECTOR QUALIFICATIONS

Director McBride noted for the record a quorum was present to conduct the business of the Cordillera Metro District.

Since Director McBride was on the phone, she delegated the chair to Director Egan.

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 AGENDA

Director Bentley moved to approve the Special CMD board meeting agenda for Tuesday, October 24, 2017. Seconded by Director George.

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

Approved the October 24, 2017 Special Meeting Agenda.

APPROVAL OF CONSENT AGENDA ITEMS

Approval of September 22 and September 29 Regular Meeting Minutes

Changes to the minutes include noting that the Air Alliance is a 501c3; CPOA's approval of combining Red Draw Lots 14, 15 and 16 was approved pending CMD's decision to sell a parcel to make contiguous; and, the addition that the CMD board's decision to not proceed with the Rule 106 appeal.

Director George moved to approve the September 22 and September 29, 2017, Regular Meeting Minutes with the changes noted above. Seconded by Director Bentley.

Upon motion duly made and seconded, the Board voted unanimously. **Approved** the September 22 and 29, 2017, Regular Meeting Minutes.

PUBLIC INPUT

Nancy Alexander, 101 Red Draw, had several concerns regarding budget items. The shuttle service was provided in the past, but it was never financial feasible. She believes most people would prefer to use their own car. The coffee maker at the post officer is a good idea, but she thinks that \$18,000 is a lot of money. The lockers at the athletic center are not used except to hang coats by most that use the facility. The district owning horses was tried once several years ago, but it was too expensive to maintain the horses; she suggested working with Bearcat to teach people to ride. The use of the Short Course is difficult to determine because people can walk on at any point; she wondered what the plan was for its long-term operations. She asked about the outsourcing of the overnight shift for public safety and of the finance director and why an extra \$25,000 was allocated for communications.

Director Shriner, General Manager Oys and Public Safety Director Kirk Pliske responded to her questions. The shuttle service and the coffee machine for the café were removed from the budget. Discussions with Troon thus far have been to return to the 2016 operations model for the Short Course. The outsourcing of the finance director position is temporary, because the recruitment process was unsuccessful in finding qualified candidates. CFO Systems provides some needed expertise and will process back-logged accounting. Retaining the company is not the intended long-term fix. The night shift for public safety was outsourced, because, again, recruiting for the position was unsuccessful; in fact, no application was received and existing staff was burdened with overtime and burn-out. Citadel officers will be consistent, wear Cordillera uniforms and be trained on Cordillera procedures. All summer, communication and marketing were emphasized by the community. There is a placeholder in the budget for a marketing assessment and for implementation; another \$15,920 is for branding photos and videography.

Director Shriner noted that he received emails for public input which are summarized below.

Joel and Lanie Edinberg, 610 Andorra, had similar concerns to Mrs. Alexander's. They urged CMD spend money on the appeal. The letter is attached for the record.

Chris and Paige Cumming, 21 Pikes Way, had a question regarding the Metro District purchasing horses.

Scott and Terri Glasser, 340 Elk Spring Trail, sent an email to Director Shriner expressing their concerns about the wildlife population in the community. They highlighted a lack of red tail hawk, fox, coyote, deer and porcupine, among other. Director Shriner sees a lot of wildlife, but noted that the elk herd has declined. Public Safety Director Pliske explained that the elk herd is down statewide and the Colorado Department of Parks and Wildlife is conducting research to determine the cause. Director Shriner also noted that he talked with Troon regarding their turf management practices and confirmed that their fertilizers are organic, they do not use fungicide or herbicides. Poisons that are used to control the vole population do not persist in the environment and impact predator species.

JOINT ITEMS

2018 CMD Budget

Director Egan open the CMD budget discussion addressing the line item to purchase horses.

General Manager Oys reviewed the reasons why horses were included as a cafeteria option in the equestrian center budget which included increasing property owner interaction with the facility, improving staff morale by diversifying responsibilities, providing increased programming to the community as well as to valley residents and reinforcing the western heritage at the entrance of the community. Adding the horses will not change the insurance coverage amounts as the District already has the highest level of coverage. A business plan will be developed.

Director Bentley encouraged support of the program noting that the administration should explore the programming possibilities and develop the business plan. There has been a decline in Cordillera-owned horses and this may induce future demand. Since Dominique's return, people from outside the community are raving about the facility.

Director George reinforced the point that the facility is part of the western heritage and something the community wanted kept. She pointed out that Bearcat is at capacity and does not have the interest in teaching people to ride; they have a different business model. She further wanted to see the topic be presented in the community survey.

Director Davies considers the line item a placeholder, or pilot, until a business plan can be developed where demand for the service and profitability is demonstrated.

Director Bentley moved to include the purchase of horses as a pilot program for the Cordillera Equestrian Center in the Cordillera Metro District 2018 budget. Seconded by Director George.

Upon motion duly made and seconded, the Board unanimously **Approved** the placeholder for the purchase of horses.

The next topic of discussion was health insurance for CMD employees. General Manager Oys explained that staff was able to negotiate a 16 percent increase in premiums. Benefits total \$440,996 for health, dental and vision; employees with spouse and/or family will continue to make contributions. For 2018, there are 41 employees budgeted on the insurance plan; in 2017,

27 employees were budget with 38 employees actually enrolled. The District is a level funded plan and it will likely shop for other types of plans in 2019. As annual performance evaluations occur, employees will be provided a total compensation statement.

Director Smith pointed out 2017 was an unusual year for claims as the District has eight large claims accounting for approximately 80 percent of insurance costs. The Rocky Mountain Region has the highest health care market in the United States so the District should not lag in coverage.

Director McBride asked if there were wage adjustments for 2018 like there were for 2017. General Manager Oys explained that FreeForm Consulting did a wage comparison last year, so adjustments were made in specific departments accounting for approximately \$40,000 in adjustments. This year there are minor change in wages accounting for only \$13,000 to \$15,000 in adjustments. The goal is to stay competitive but not be outside the market when compared to the rest of the valley and the Mountain States Employers Council. A 3.5 percent merit pool was included in the budget.

Directors Egan, Shriner, McBride and Legal Counsel Alan Pogue discussed the need for budgeting for legal expenses in light of the CSMN Investments lawsuit. Each of the entities has their own insurance company which will assign counsel. If the District and/or Association so choose, they can hire and pay for all or a portion of additional counsel. It was remarked that a budget amendment could be made at a later date when more was known.

Director McBride asked Steve Thompson, financial consultant, if the mill levy went up. He explained that the final numbers will not be available until December. The assessed valuation (AV) for the operations and CMMD debt went down 3.3 percent and 4.9 percent, respectively. CMMD Debt AV went up 4.1 percent. All Eagle County AV's were impacted on the downside because the assessment rate on residential property was changed from 7.96 percent to 7.20 percent a 9.5 percent decrease. If the net change in AV was down it is because the increase from the county wide reassessment done every two years did not exceed the decrease in the assessment rate.

Director Egan opened the CMD public budget hearing at 9:32 a.m.

Nancy Alexander, 101 Red Draw, suggested putting a placeholder in the budget for legal expenses.

Legal Counsel Pogue and Director Egan explained that the insurance companies would cover expenses unless the District/Association wanted different counsel and it was too early in the process to have an idea of possible legal costs. General Manager Oys pointed out that there is \$206,000 in legal fees in the budget.

Director Egan closed the CMD public budget hearing.

Director George moved to approve the resolution summarizing expenditures and revenues for each fund and adopting a budget, appropriating sums of money to each fund in the amounts and for the purposes set forth herein, and levying general property taxes for the year 2018 to help

defray the costs of government, for Cordillera Metropolitan District, Eagle County, Colorado, for the calendar year beginning on the 1st day of January, 2018, and ending on the last day of December, 2018. Seconded by Director Bentley. Upon motion duly made and seconded, the Board unanimously **Approved** the Cordillera Metro District 2018 budget.

CPOA Budget

General Manager Oys continued the conversation by outlining changes in the CPOA budget and follow up items since the September 22 and September 29 meetings which are highlighted after the minutes and presentation.

Director Smith asked to address the healthy forest increase; he also urged consistent communication on the Douglas Fir Beetle so property owners know what they have to do to protect their trees. Public Safety Director Pliske explained how the Douglas Fir Beetle has been found within Cordillera and already claimed large Douglas Fir trees near the Trailhead. The Pine Beetle epidemic from years past cost the community millions of dollars to address. Public safety is hoping to combat the Douglas Fir Beetle with three main tactics to hopefully reduce the beetles impact on the community and therefore minimize long-term costs. They are working with the Forest Service on this issue. For individual homeowners, pheromone packets will be available at minimal costs.

General Manager Oys discussed the CPOA capital improvements budget, pointing out that several items are placeholders for future board discussion.

Director Smith asked Recreation Director Helminski about the keyless locker locks. Helminski explained that the existing locks do not function, often getting jammed, which is a constant concern for property owners. Director Smith pointed out that the keyless locks will be a permanent solution as they are simple to operate and do not require keys that could get lost.

Community Operations Director Broersma explained the estimate for the Short Course water feature and irrigation pond construction. He met with Alliance Golf (who did the Summit pond relining in 2014 for Troon). The initial quote was \$300,000, but after walking the property it was determined that significant cart work by pond three will be needed and the culvert by pond three is mostly crushed. The cost for the project is \$335,000 with a contingency for remobilization in the spring, if needed. Broersma worked with this company previously; they offered the best price and have solid reputation for quality work.

Director George asked if money from the water fund could be used for this project. Directors Egan and McBride and Counsel Pogue pointed out that the water fund money needed to be for “public benefit” and some of the Water Fund is earmarked to Eagle River Water and Sanitation District for water plan projects that benefit Cordillera.

Director Shriner urged cooperation and a partnership between the CMD, CPOA and Kensington to pay for the work. Only pond four is for irrigation of the Short Course; the other three ponds and spillways are aesthetics. Directors George, Bentley and Shriner will attend a Kensington meeting in the coming days.

Management of the fishing parcel was discussed. The fishing program will be put out to RFQ. Director More asked why fishing was outsourced initially. The employee, who was also a guide, resigned.

At the previous meeting Director Brooks asked if the land around the Short Course maintenance facility could be used. DRB administrator and Community Operations Manager Broersma explained that parcel B is open space and contains the maintenance building and the Grouse on the Green. Its permitted uses are community recreation including a par three golf course, golf course and recreation maintenance facility. Parcel C is the Short Course. Parcel D is the Kensington neighborhood. Permitted uses within C and D include Helipad, community recreation including indoor/outdoor with food and beverage service, teaching facility, pro shop, etc., community safety, service, golf maintenance and administrative facilities, and a par three golf course for recreational use in conjunction with parcels B and D. Map included after the minutes.

Director Grier at the previous meeting requested an aerial overlay of the Trailhead project from Reardon Pools. John Herr, Reardon Pools, will not come back to complete drawings unless Reardon Pools is selected as the contractor. The estimate remains the same with the exception of expanded concrete sitting areas. Director Shriner stated that this line item should be included in the budget as the work will be needed.

Director Shriner then asked about the Vail Gondola liabilities and requested that the Vail Gondola Club be included in the Association's balance sheet. Recreation Director Helminski advised that until all authorized memberships are sold, two new memberships from the association will be sold for each resigned membership sold. Additionally, each member has acknowledged, upon purchase of a membership, that in the event that the club ceases operation at some point in the future, for whatever reason, there are not funds reserved to refund initiation fees and the members may not receive any refund of initiation fees upon the club ceasing to operate.

The Vail Gondola Club name change was discussed. Director More urged incorporating Cordillera but not eliminating "Vail." Recreation Director Helminski pointed out that the VGC advisory committee, comprised to two non-Cordillera owners and one Cordillera property owner, do not support a name change at this time as the reasons that it was changed five years ago remain. The one Cordillera property owner on the committee was a stronger proponent of adding Cordillera back into the name. Director Bentley reminded all that the name change was made to attract non-Cordillera members and to take away the stigma from the bankruptcy and the associated lawsuit.

Director Shriner shared that he and Director Smith meet with Michael Henritze and Jack LoBiondo from Troon to discuss ways to support each other. The Club wants continued fishing rights and shared that the Short Course was an asset.

There was discussion about the annual assessment rate and whether it should be discounted for on-time payment. Directors Brooks and Shriner contended that if the CPOA needs the full \$2800 then there should not be an early payment discount. By removing the discount, funds will aid in

covering capital improvements. Directors More and Egan pointed out that this will appear as a 10 percent increase as many people took advantage of the discount.

Director Bentley moved to approve the Service Agreement as presented. Seconded by Director George. Upon motion duly made and seconded, the Board unanimously **Approved** the Service Agreement.

Requests for Combining Lots/Vacating Lot Lines

General Manager Oys expressly indicated that CMD is considering the Grisoni request and will likely call an executive session at a later date for further consideration.

EXECUTIVE SESSION

11:15 a.m. Director George and Director Bentley moved to enter into Executive Session pursuant to Section 24-6-402(4)(b), C.R.S. for the purpose of receiving legal advice from legal counsel with respect to pending litigation filed by CSMN.12:45 p.m. Director George and Director Bentley moved to conclude Executive Session

Present: Ed Shriner, Rick Smith, Larry Brooks, Jerri More (via telephone), Rachel Oys, Alan Pogue, Lew Harstead (via telephone) and Tom Wilner (via telephone).

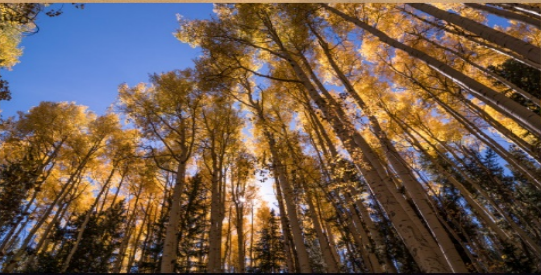
No action was taken in executive session.

ADJOURNMENT

Director Bentley moved to adjourn the Special Meeting of the Cordillera Metro District. Seconded by Director George. Upon motion duly made and seconded, the Board unanimously agreed to **Adjourn** the Special Meeting of the Cordillera Metro District at 12:47 p.m. Tuesday, October 24, 2017.

Respectfully submitted,

Jaime Walker
Communications Manager



CMD and CPOA Budget Planning



October 24, 2017

CMD Proposed 2018 Budget

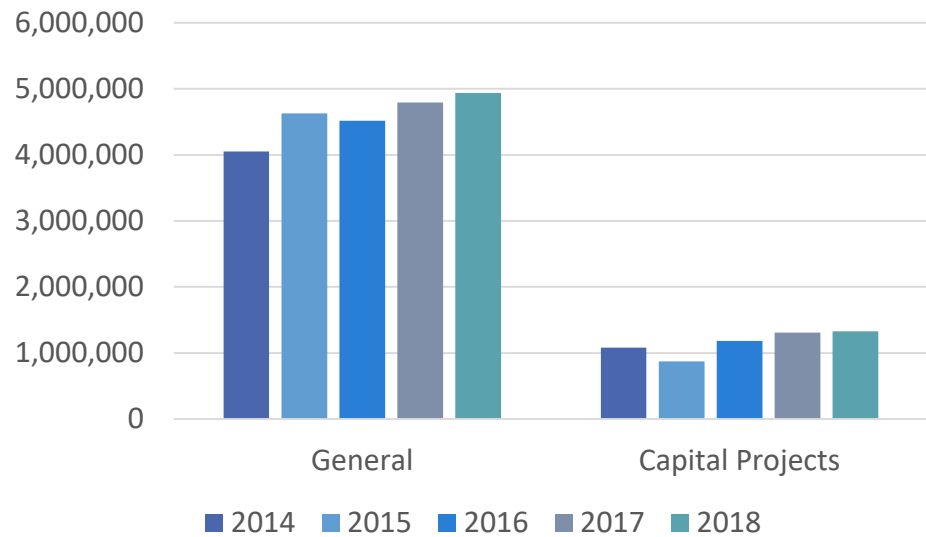
2018 Proposed Budget

CMD	2018 Proposed Budget			Increase (Decrease)	12/31/2018 Projected Fund Bal
	Revenues	Expenditures	Transfers In/Out	Fund Bal	Fund Bal
General or Operating Fund	6,124,580	-4,912,705	-1,292,000	-80,125	1,944,774
CMD - Debt Service Fund	1,691,211	-2,059,916	325,926	-42,779	24,807
CMMD - Debt Service Fund	794,361	-1,001,836	126,899	-80,576	15,213
Debt Service Reserve Fund	0	0	-52,825	-52,825	0
Water Enterprise Fund		0	0	0	2,204,592
Capital Projects Fund	0	-1,345,477	1,292,000	-53,477	20,181
Equestrian Center Fund	Closed in 2017				
	8,610,152	-9,319,934	400,000	-309,782	4,209,567

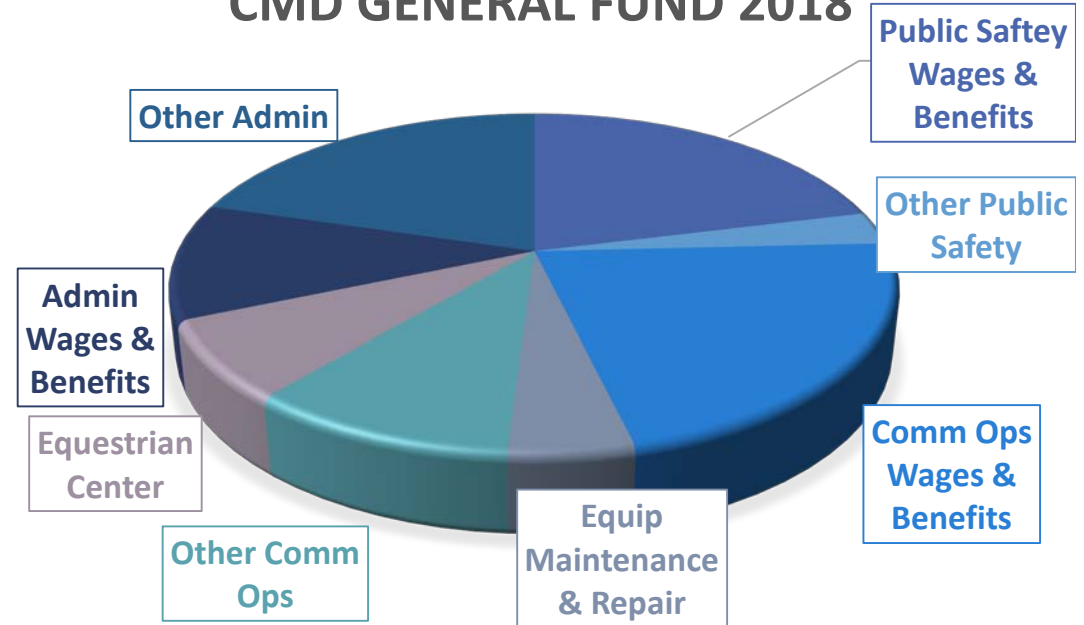
Revenues by Fund	Projected 2017	Proposed 2018	Increase Decrease
General Fund	5,896,687	6,124,580	3.86%
CMD Debt Service Fund	1,691,211	1,691,211	0.00%
CMMD Debt Service Fund	794,361	794,361	0.00%
Water Fund	107,014	-	-100.00%
Total Revenues	8,489,273	8,610,152	1.42%
Expenses by Fund			
General Fund	4,793,999	4,912,705	2.48%
CMD Debt Service Fund	1,786,521	1,733,990	-2.94%
CMMD Debt Service Fund	794,313	874,937	10.15%
Debt Reserve Fund	115,000	52,825	-2.53%
Capital Projects Fund	1,380,388	1,345,477	-2.53%
Water Fund	-	-	
Total Expenses	8,870,221	8,919,934	0.56%
Increase (Decrease) in Fund Balance	(380,948)	(309,782)	-18.68%
Does not include interfund transfers			

CMD Historical Expenditures

	2014	2015	2016	2017	2018
General	4,051,102	4,629,025	4,515,284	4,793,999	4,912,705
Capital Projects	1,080,568	873,484	1,179,580	1,308,388	1,345,477
	5,131,670	5,502,509	5,694,864	6,102,387	6,258,182



CMD GENERAL FUND 2018



Mill Levy

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
CMD Operating Mill Levy	25.231	24.306	22.009	22.933	20.691	21.135	31.478	31.579	39.691	42.091	36.111	38.034	41.510
CMD Debt Mill Levy	12.121	27.034	23.165	23.165	19.663	19.663	26.535	22.72	25.48	25.74	21.574	20.797	21.880
CMMD Debt Mill Levy	35.893	50.981	37.22	37.22	33.273	33.273	60.728	56.804	57.011	54.928	41.589	41.478	39.850

District	Mill Rate	\$ per \$1M Home	\$ per \$100K Lot
CMD Consolidated	41.51	\$2,988.72	\$1,203.79
CMD Debt	21.88	\$1,575.36	\$634.52
CMMD Debt	39.85	\$2,869.20	\$1,155.65

Water Fund

Water Fund	2014	2015	2016	2017	2018
Revenue					
Water Usage Fees	249,353	247,000	275,554	107,014	-
Total Revenue	249,353	247,000	275,554	107,014	-
Expenses					
	-	-	-	-	-
Revenue Over (Under) Expenses	249,353	247,000	275,554	107,014	-
Ending Fund Balance	1,575,024	1,822,024	2,097,578	2,204,592	2,204,592

CPOA Proposed 2018 Budget

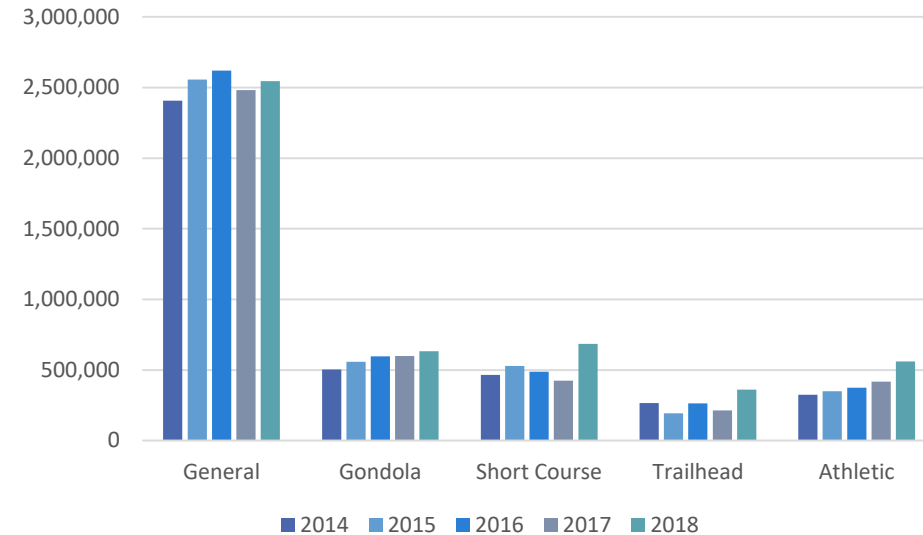
2018 Proposed Budget

	Revenues	Expenditures	Transfers In/Out	Increase (Decrease) Fund Bal	12/31/2018 Projected Fund Bal
Operating Fund	3,099,360	-3,565,178	465,818	-	-
Capital & Debt Reserve	1,250,000	-749,797	-865,818	-365,615	2,818,318
	4,349,360	-4,314,975	-400,000	-365,615	2,818,318

	Projected 2017	Proposed 2018	Percent Change
Revenues			
Dues & Other Revenue	2,311,250	2,309,750	-0.1%
RETA	1,250,000	1,250,000	0.0%
Vail Gondola Club	644,752	648,815	0.6%
Trailhead	85,200	89,045	4.5%
Athletic Center	1,750	1,750	0.0%
Short Course	84,506	50,000	-40.8%
Total Revenues	4,377,458	4,349,360	-0.6%
Expenses			
Communication	296,939	247,168	-16.8%
CMD Service Agreement	1,116,666	1,093,673	-2.1%
Debt Service	400,000	400,000	0.0%
DRB	67,430	67,430	0.0%
Administrative	495,225	535,794	8.2%
Healthy Forest	66,770	127,000	90.2%
Vail Gondola Club	599,712	634,446	5.8%
Trailhead	214,600	365,626	70.4%
Athletic Center	418,717	457,329	9.2%
Short Course	425,166	786,509	85.0%
Total Expenses	4,101,225	4,714,975	15.0%
Increase (Decrease) in Fund Balance	276,233	(365,615)	-232.4%

CPOA Historical Expenditures

Activity	Historical Expenditures				
	2014	2015	2016	2017	2018
General	2,406,859	2,555,336	2,521,668	2,482,416	2,471,065
Gondola	504,007	558,870	596,403	599,712	634,446
Short Course	466,209	528,381	487,843	425,166	786,509
Trailhead	265,512	194,627	263,177	214,600	365,626
Athletic	324,037	350,212	374,625	561,208	457,329
	3,966,624	4,187,426	4,243,716	4,283,102	4,714,975



Homeowner Assessments & RETA

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
	Proposed											
CPOA Annual Assessment (per property)	\$1,030	\$1,040	\$1,040	\$1,560	\$2,080	\$3,100	\$2,600	\$2,600	\$2,800	\$2,800	\$2,800	\$2,800
RETA Revenue	\$2,706,066	\$1,445,431	\$1,212,080	\$1,387,228	\$642,755	\$708,443	\$1,107,880	\$1,380,788	\$1,334,461	\$1,400,762	\$1,250,000	\$1,250,000

CMD Capital Improvements

\$1,345,477

\$666,267	Road Program: Fenno to Cimmeron, Winchester Trail, CEC parking lot	Fleet:
\$40,000	Epoxy coat floors in shop	\$8,000 Rock hound Attachment
\$6,500	Aeration pumps for Red Draw and Bearden ponds	\$132,000 Oshkosh Snow Blower
\$5,000	Trail signage	\$40,000 Swap Loader H2O tank
\$16,000	Divide gatehouse roof	\$12,000 Trails ATV
\$16,000	Radio replacement (14)	\$189,000 International 7400
\$12,000	AED's (4)	\$36,000 F-350
\$5,000	Administration windows	\$36,000 F-350
\$8,210	Administration trash bin enclosure	\$21,500 Toyota Tacoma
\$5,000	Human resources fire resistant filing cabinet	\$8,300 Monroe V-box Sander
\$23,300	Painting upper barn exterior, interior and 11 sheds	
\$22,900	Build 3 new tack up stalls, 2 quarantine stalls, repair exterior trim, install new human door, build new dutch door, replace 2x6 posts in front of dutch doors, repair siding south garage door	Budgeted for future board discussion:
\$4,000	Repair roof	\$18,000 Horses (plan to be developed and shared prior to purchase)
\$4,500	Mirror installation arena	

Note: Reduce total by \$10,000; storage facility siding moved to 2017

CPOA Capital Improvements \$749,797

\$127,000 Healthy Forest: Douglas Fir Beetle

\$17,900 ACC: Pool furniture

\$13,800 ACC: Tennis court crack repair and
windscreen

\$16,500 ACC: Common area flooring

\$8,210 ACC: Trash bin enclosure

\$14,421 Post Office: Trash bin enclosure

\$8,210 Trailhead: Trash bin enclosure and
storage shed

\$100,000 Trailhead: Replace roof

\$15,784 Post Office: New office workspace desk, new
parcel locker shelves and chinking in market
repair

Budgeted for future board discussion:

\$18,000 Trailhead: Conceptual design and estimating for pool
remodel

\$26,200 ACC: Keyless locker locks

\$15,772 ACC: Trim Work, new front reception work area

\$18,000 ACC: Pool deck new surface/repair

\$350,000 Short Course: Water feature and irrigation pond
construction

Follow Up Items from September 22 and 29, 2017:

Completed:

- ✓ Provide the following contracts to boards:
 - Vista Bahn building – CPOA/VGC lease
 - Windrose – CPOA Water agreement
 - Troon – CPOA Short Course Management agreement
 - Taste 5 Catering – CPOA kitchen lease
 - Fly Fishing Outfitters
 - Fly Fishing Agreement
- ✓ Revise 2018 CMD and CPOA Service Agreement
- ✓ Finalize wages and benefit sheet based on information from Hays Consulting and total comp study/market analysis
- ✓ Revise Water Fund to show no revenue after May 1, 2017
- ✓ Correct wages and recreation management slide \$71,000 instead of \$57,269
- ✓ Verify with SDA that there is no increase by adding equestrian center owned horses and providing clinics, lessons and/or trail rides
 - Note: Verified no increase to insurance
- ✓ Move \$18,000 for horses to capital expenditures
 - Note: Currently in budget as a placeholder, staff will develop to bring before the boards for consideration at a later date
- ✓ Update 2018 CVC contract costs with new health insurance numbers
- ✓ Remove \$10,000 from CMD capital for vehicle storage
- ✓ Remove CPOA capital remove boilers (add as 2017 expense)
- ✓ Budget for, but circle back to the board for more in-depth discussions for the following CPOA capital including pool deck, lockers, trim work/front desk, Trailhead conceptual and short course
- ✓ CPOA capital remove post office door, cafe tables and chairs, ACC fitness classroom flooring
- ✓ Update short course number with Troon's 2018 estimates
- ✓ Identify uses of Short Course maintenance building are identified under parcel D and B
 - Note: Permitted as long as associated with use of golf course operations
- ✓ Request an aerial overlay of the trailhead project from Reardon Pools
 - Note: John Herr, Reardon Pools, did come up with his drone, however the footage and pictures did not come out due to his gyro on his camera did not work. John does not plan on coming back up to do any drawings unless we choose to go with his company and he will provide drawings for a minimal costs. His estimate for **XX** will look the same as it is today but with expanded concrete sitting areas.
- ✓ Update Short Course quote after onsite evaluation
 - Note: Trevor met with Daryl Driscoll, Alliance Golf.
All four streams: \$72,930
Lake #1: \$25,670
Lake #2: \$33,438
Lake #3: \$26,436
Lake #4 (irrigation lake): \$122,795; this includes deepening and widening the pond for more storage.

Pipe replacement under cart path at hole six: \$15,500; does not include cart path work.

Cart path work: \$5,000: this is concrete only, labor is from our staff prepping and smoothing.

Daily labor rate for 6 people with housing for sod work: \$2,400 per day; estimated 10 days for a total of \$24,000

Sod costs: \$10,000 estimate

Total cost: \$335,769

Budgeted: \$350,000 (Additional money is allocated in the event they get snowed out and have to come back in the next spring; mobilization cost is \$12,300)

- ✓ Compile information on VGC Liabilities
 - Verify initial costs paid for by members
 - Pull refundable language and list
 - Identify contribution to General Fund
 - Note: Add

In development:

- Hold a trail maintenance day
- Look into food truck for Trailhead during summer peak hours
- Conduct new homeowner outreach for VGC
- Develop cost estimates to rebrand VGC
- Marketing firm discussions will occur in the future
- Established new homeowner welcome committee
- Develop a long term financial plan and reserve fund
- Conduct analysis of taxes versus assessments for service agreement in the future

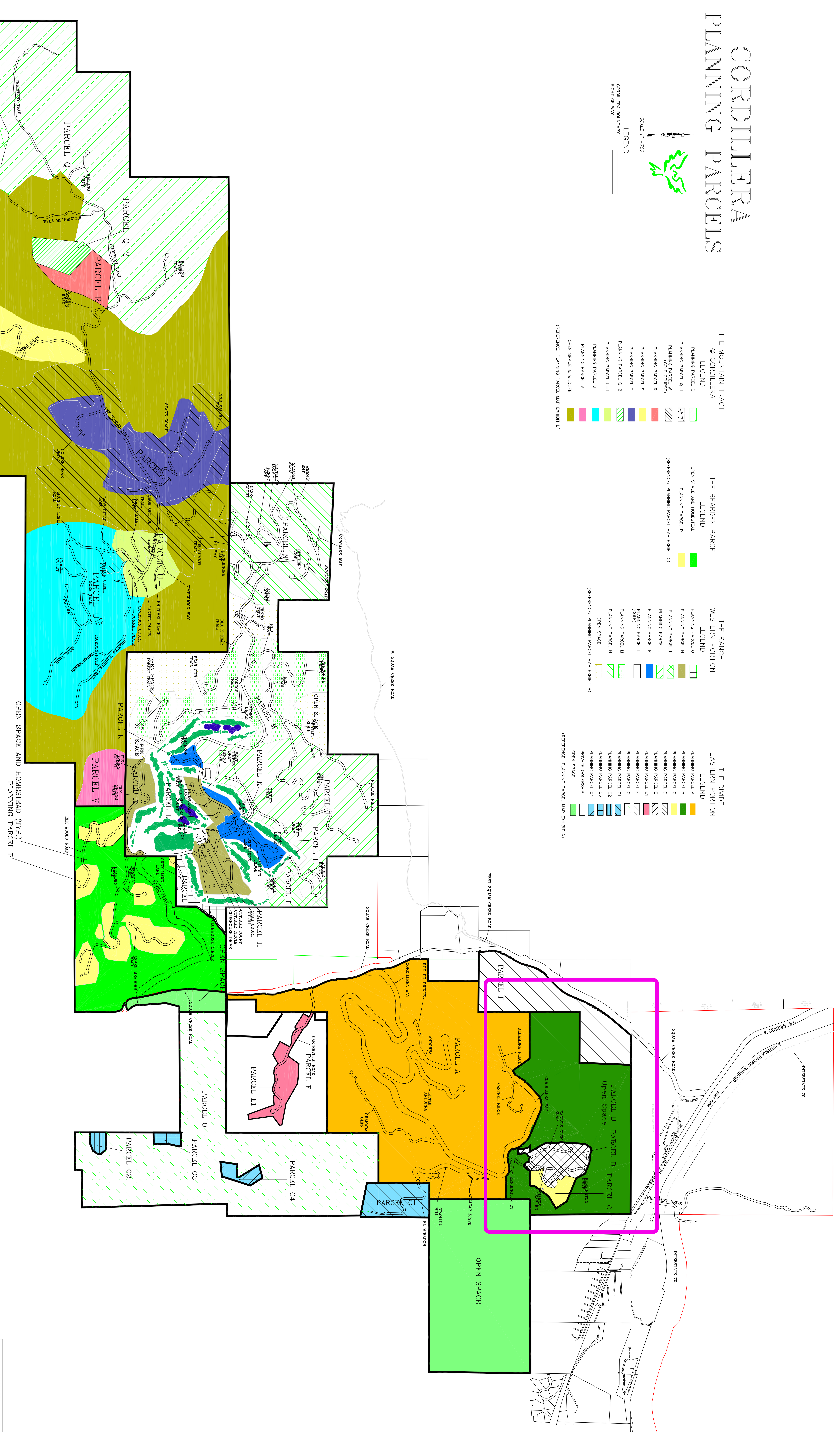
CORDILLERA PLANNING PARCELS



SCALE 1" = 200'

CORDILLERA BOUNDARY
RIGHT OF WAY

- THE MOUNTAIN TRACT
@ CORDILLERA**
- LEGEND**
- PLANNING PARCEL Q
 - PLANNING PARCEL Q-1
 - PLANNING PARCEL W (GOLF COURSE)
 - PLANNING PARCEL R
 - PLANNING PARCEL S
 - PLANNING PARCEL T
 - PLANNING PARCEL Q-2
 - PLANNING PARCEL U-1
 - PLANNING PARCEL V
 - OPEN SPACE & WILDLIFE
(REFERENCE: PLANNING PARCEL MAP EXHIBIT D)
- THE BEARDEN PARCEL**
- LEGEND**
- OPEN SPACE AND HOMESTEAD
 - PLANNING PARCEL P
(REFERENCE: PLANNING PARCEL MAP EXHIBIT C)
- THE RANCH
WESTERN PORTION**
- LEGEND**
- PLANNING PARCEL G
 - PLANNING PARCEL H
 - PLANNING PARCEL I
 - PLANNING PARCEL J
 - PLANNING PARCEL K
 - PLANNING PARCEL L
(GOLF)
 - PLANNING PARCEL M
 - PLANNING PARCEL N
 - OPEN SPACE
(REFERENCE: PLANNING PARCEL MAP EXHIBIT B)
- THE DIVIDE
EASTERN PORTION**
- LEGEND**
- PLANNING PARCEL A
 - PLANNING PARCEL B
 - PLANNING PARCEL C
 - PLANNING PARCEL D
 - PLANNING PARCEL E
 - PLANNING PARCEL F
 - PLANNING PARCEL G
 - PLANNING PARCEL O1
 - PLANNING PARCEL O2
 - PLANNING PARCEL O3
 - PLANNING PARCEL O4
 - PRIVATE OWNERSHIP
 - OPEN SPACE
(REFERENCE: PLANNING PARCEL MAP EXHIBIT A)



THE
SUMMIT

THE
RANCH

THE
DIVIDE

This map is representational only, and does not determine any boundaries or rights. It is not intended to be relied upon for any legal interpretation or other use whatsoever.

**CORDILLERA
PLANNING
PARCELS**

**Johnson, Kunkel
& Associates, Inc.**
ARCHITECTURAL & CIVIL ENGINEERING

Terraviva
ENVIRONMENTAL & CIVIL ENGINEERING

CORDILLERA METROPOLITAN DISTRICT
SPECIAL BOARD MEETING MINUTES
MONDAY, NOVEMBER 6, 2017
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

The Special Meeting of the Board of Directors of the Cordillera Metropolitan District (CMD) was called and held Monday, November 6, 2017, in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

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

Via Telephone: Kitty George, Assistant Treasurer & Assistant Secretary
David Davies, Vice President

OTHERS PRESENT:

Rachel Oys, general manager; Alan Pogue (via telephone), legal counsel; Jillian Gale (via telephone), legal counsel; and Lisa Mickley (via telephone), legal counsel.

CALL TO ORDER

Director McBride called to order the Special Meeting of the Cordillera Metropolitan District at 7:59 a.m.

DECLARATION OF QUORUM/DIRECTOR QUALIFICATION

Director McBride 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

November 6, 2017 Special Meeting Agenda

Director Egan moved to approve the November 6, 2017 Special Meeting Agenda. Seconded by Director Bentley.

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

Approved the November 6, 2017 Special Meeting Agenda.

CMD EXECUTIVE SESSION

8:02 a.m. Director Egan and Director Bentley moved to enter into Executive Session. Pursuant to 24-6-402(4)(b), C.R.S. (CMD) for the purpose of receiving legal advice from general counsel and special litigation counsel with respect to pending litigation filed by CSMN.

2:30 p.m. Director Egan and Director McBride move to conclude Executive Session.

Present: Alan Pogue, Rachel Oys, Jillian Gale and Lisa Mickley.

No Action taken during executive session.

ADJOURNMENT

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

Upon motion duly made and seconded, the Board voted unanimously to **Adjourn** the Special Meeting of the Cordillera Metropolitan District at 10:18 a.m. Monday, November 6, 2017.

Respectfully submitted,

Tracy Stowell
Executive Coordinator

DRAFT

CORDILLERA PROPERTY OWNERS ASSOCIATION
SPECIAL BOARD MEETING MINUTES
TUESDAY, OCTOBER 24, 2017
408 CARTERVILLE ROAD, CORDILLERA, COLOARD

The Special Meeting of the Board of Directors of the Cordillera Property Owners Association (CPOA) was called and held Tuesday, October 24, 2017, in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

Present: Ed Shriner, President
Rick Smith, Treasurer
Larry Brooks, Secretary
Via phone: Jeri More, Assistant Treasurer/Assistant Secretary
Absent (excused) Mike Grier, Vice President

ALSO PRESENT

CMD Board Members: Bob Egan, David Bentley, Kitty George, Judy McBride (via phone), David Davies (via phone).

Others Present:

Alan Pogue, legal counsel; Rachel Oys, general manager; Joe Helminski, recreation director; Trevor Broersma, community operations director; Kirk Pliske, public safety director; Aubrey Lewis, recreation assistant manager; Jaime Walker, communications manager; Tracy Stowell, executive coordinator; Steve Thompson, Thompson Financial; Andrew Larson, CFO Systems and 5 members of the public.

CALL TO ORDER

Director Shriner called to order the Special Meeting of the Cordillera Property Owners Association at 8:33 a.m.

DECLARATION OF QUORUM/DIRECTOR QUALIFICATIONS

Director Shriner noted for the record a quorum was present to conduct 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 AGENDA

Director Smith moved to approve the Special CPOA board meeting agenda for Tuesday, October 24, 2017. Seconded by Director More.

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

Approved the October 24, 2017 Special Meeting Agenda.

APPROVAL OF CONSENT AGENDA ITEMS

Approval of September 22 and September 29 Regular Meeting Minutes

Changes to the minutes include noting that the Air Alliance is a 501c3; CPOA's approval of combining Red Draw Lots 14, 15 and 16 was approved pending CMD's decision to sell a parcel to make contiguous; and, the addition that the CMD board's decision to not proceed with the Rule 106 appeal.

Director Smith moved to approve the September 22 and September 29, 2017, Regular Meeting Minutes with the changes noted above. Seconded by Director Shriner.

Upon motion duly made and seconded, the Board voted unanimously. **Approved** the September 22 and 29, 2017, Regular Meeting Minutes.

PUBLIC INPUT

Nancy Alexander, 101 Red Draw, had several concerns regarding budget items. The shuttle service was provided in the past, but it was never financial feasible. She believes most people would prefer to use their own car. The coffee maker at the post office is a good idea, but she thinks that \$18,000 is a lot of money. The lockers at the athletic center are not used except to hang coats by most that use the facility. The district owning horses was tried once several years ago, but it was too expensive to maintain the horses; she suggested working with Bearcat to teach people to ride. The use of the Short Course is difficult to determine because people can walk on at any point; she wondered what the plan was for its long-term operations. She asked about the outsourcing of the overnight shift for public safety and of the finance director and why an extra \$25,000 was allocated for communications.

Director Shriner, General Manager Oys and Public Safety Director Kirk Pliske responded to her questions. The shuttle service and the coffee machine for the Café were removed from the budget. Discussions with Troon thus far have been to return to the 2016 operations model for the Short Course. The outsourcing of the finance director position is temporary, because the recruitment process was unsuccessful in finding qualified candidates. CFO Systems provides some needed expertise and will process back-logged accounting. Retaining the company is not the intended long-term fix. The night shift for public safety was outsourced, because, again, recruiting for the position was unsuccessful; in fact, no application was received and existing staff was burdened with overtime and burn-out. Citadel officers will be consistent, wear Cordillera uniforms and be trained on Cordillera procedures. All summer, communication and marketing were emphasized by the community. There is a placeholder in the budget for a marketing assessment and for implementation; another \$15,920 is for branding photos and videography.

Director Shriner noted that he received emails for public input which are summarized below.

Joel and Lanie Edinberg, 610 Andorra, had similar concerns to Mrs. Alexander's. They urged CMD spend money on the appeal. The letter is attached to these minutes.

Chris and Paige Cumming, 21 Pikes Way, had a question regarding the Metro District purchasing horses.

Scott and Terri Glasser, 340 Elk Spring Trail, sent an email to Director Shriner expressing their concerns about the wildlife population in the community. They highlighted a lack of red tail hawk, fox, coyote, deer and porcupine, among other. Director Shriner sees a lot of wildlife, but noted that the elk herd has declined. Public Safety Director Pliske explained that the elk herd is down statewide and the Colorado Department of Parks and Wildlife is conducting research to determine the cause. Director Shriner also noted that he talked with Troon regarding their turf management practices and confirmed that their fertilizers are organic, they do not use fungicide or herbicides. Poisons that are used to control the vole population do not persist in the environment and impact predator species.

JOINT ITEMS

2018 CMD Budget

Director Egan opened the CMD budget discussion with comments about the line item to purchase horses.

General Manager Oys reviewed the reasons why horses were included as a cafeteria option in the equestrian center budget which included increasing property owner interaction with the facility, improving staff morale by diversifying responsibilities, providing increased programming to the community as well as to valley residents and reinforcing the western heritage at the entrance of the community. Adding the horses will not change the insurance coverage amounts as the District already has the highest level of coverage. A business plan will be developed.

Director Bentley encouraged support of the program noting that the administration should explore the programming possibilities and develop the business plan. There has been a decline in Cordillera-owned horses and this may induce future demand. Since Dominique's return, people from outside the community are raving about the facility.

Director George reinforced the point that the facility is part of the western heritage and something the community wanted kept. She pointed out that Bearcat is at capacity and does not have the interest in teaching people to ride; they have a different business model. She further wanted to see the topic be presented in the community survey.

Director Davies considers the line item a placeholder, or pilot, until a business plan can be developed where demand for the service and profitability is demonstrated.

The next topic of discussion was health insurance for CMD employees. General Manager Oys explained that staff was able to negotiate a 16 percent increase in premiums. Benefits total \$440,996 for health, dental and vision; employees with spouse and/or family will continue to make contributions. For 2018, there are 41 employees budgeted on the insurance plan; in 2017, 27 employees were budget with 38 employees actually enrolled. The District is a level funded plan and it will likely shop for other types of plans in 2019. As annual performance evaluations occur, employees will be provided a total compensation statement.

Director Smith pointed out 2017 was an unusual year for claims as the District has eight large claims accounting for approximately 80 percent of insurance costs. The Rocky Mountain Region has the highest health care market in the United States so the District should not lag in coverage.

Director McBride asked if there were wage adjustments for 2018 like there were for 2017. General Manager Oys explained that FreeForm Consulting did a wage comparison last year, so adjustments were made in specific departments accounting for approximately \$40,000 in adjustments. This year there are minor change in wages accounting for only \$13,000 to \$15,000 in adjustments. The goal is to stay competitive but not be outside the market when compared to the rest of the valley and the Mountain States Employers Council. A 3.5 percent merit pool was included in the budget.

Directors Egan, Shriner, McBride and Legal Counsel Alan Pogue discussed the need for budgeting for legal expenses in light of the CSMN Investments lawsuit. Each of the entities has their own insurance company which will assign counsel. If the District and/or Association so choose, they can hire and pay for all or a portion of additional counsel. It was remarked that a budget amendment could be made at a later date when more was known.

Director McBride asked Steve Thompson, financial consultant, if the mill levy went up. He explained that the final numbers will not be available until December. The assessed valuation (AV) for the operations and CMMD debt went down 3.3 percent and 4.9 percent, respectively. CMMD Debt AV went up 4.1 percent. All Eagle County AV's were impacted on the downside because the assessment rate on residential property was changed from 7.96 percent to 7.20 percent a 9.5 percent decrease. If the net change in AV was down it is because the increase from the county wide reassessment done every two years did not exceed the decrease in the assessment rate.

Nancy Alexander, 101 Red Draw, suggested putting a placeholder in the budget for legal expenses.

Legal Counsel Pogue and Director Egan explained that the insurance companies would cover expenses unless the District/Association wanted different counsel and it was too early in the process to have an idea of possible legal costs. General Manager Oys pointed out that there is \$206,000 in legal fees in the budget.

CPOA Budget

General Manager Oys continued the conversation by outlining changes in the budget and follow up items since the September 22 and September 29 meetings which are highlighted after the minutes and presentation.

Director Smith asked to address the healthy forest increase, and he urged consistent communication on the Douglas Fir Beetle so property owners know what they have to do to protect their trees. Public Safety Director Pliske explained how the Douglas Fir Beetle has been found within Cordillera and already claimed large Douglas Fir trees near the Trailhead. The Pine Beetle epidemic from years past cost the community millions of dollars to address. Public safety is hoping to combat the Douglas Fir Beetle with three main tactics to hopefully reduce the

beetles impact on the community and therefore minimize long-term costs. They are working with the Forest Service on this issue. For individual homeowners, pheromone packets will be available at minimal costs.

General Manager Oys discussed the CPOA capital improvements budget, pointing out that several items are placeholders for future board discussion.

Director Smith asked Recreation Director Helminski about the keyless locker locks. Helminski explained that the existing locks do not function, often getting jammed, which is a constant concern for property owners. Director Smith pointed out that the keyless locks will be a permanent solution as they are simple to operate and do not require keys that could be lost.

Community Operations Director Broersma explained the estimate for the Short Course water feature and irrigation pond construction. He met with Alliance Golf (who did the Summit pond relining in 2014 for Troon). The initial quote was \$300,000, but after walking the property it was determined that significant cart work by pond three will be needed and the culvert by pond three is mostly crushed. The cost for the project is \$335,000 with a contingency for remobilization in the spring, if needed. Broersma worked with this company previously; they offered the best price and have solid reputation for quality work.

Director George asked if money from the water fund could be used for this project. Directors Egan and McBride and Counsel Pogue pointed out that the water fund money needed to be for “public benefit” and some of the Water Fund is earmarked to Eagle River Water and Sanitation District for water plan projects that benefit Cordillera.

Director Shriner urged cooperation and a partnership between the CMD, CPOA and Kensington to pay for the work. Only pond four is for irrigation of the Short Course; the other three ponds and spillways are aesthetics. Directors George, Bentley and Shriner will attend a Kensington meeting in the coming days.

Management of the fishing parcel was discussed. The fishing program will be put out to RFQ. Director More asked why fishing was outsourced initially. The employee, who was also a guide, resigned.

At the previous meeting Director Brooks asked if the land around the Short Course maintenance facility could be used. DRB administrator and Community Operations Manager Broersma explained that parcel B is open space and contains the maintenance building and the Grouse on the Green. Its permitted uses are community recreation including a par three golf course, golf course and recreation maintenance facility. Parcel C is the Short Course. Parcel D is the Kensington neighborhood. Permitted uses within C and D include a Helipad, community recreation including indoor/outdoor with food and beverage service, teaching facility, pro shop, etc., community safety, service, golf maintenance and administrative facilities, and a par three golf course for recreational use in conjunction with parcels B and D. Map included after the minutes.

Director Grier at the previous meeting requested an aerial overlay of the Trailhead project from Reardon Pools. John Herr, Reardon Pools, will not come back to complete drawings unless Reardon Pools is selected as the contractor. The estimate remains the same with the exception of expanded concrete sitting areas. Director Shriner stated that this line item should be included in the budget as the work will be needed.

Director Shriner then asked about the Vail Gondola liabilities and requested that the Vail Gondola Club be included in the Association's balance sheet. Recreation Director Helminski advised that until all authorized memberships are sold, two new memberships from the association will be sold for each resigned membership sold. Additionally, each member has acknowledged, upon purchase of a membership, that in the event that the club ceases operation at some point in the future, for whatever reason, there are not funds reserved to refund initiation fees and the members may not receive any refund of initiation fees upon the club ceasing to operate.

The Vail Gondola Club name change was discussed. Director More urged incorporating Cordillera but not eliminating "Vail." Recreation Director Helminski pointed out that the VGC advisory committee, comprised to two non-Cordillera owners and one Cordillera property owner, do not support a name change at this time as the reasons that it was changed five years ago remain. The one Cordillera property owner on the committee was a stronger proponent of adding Cordillera back into the name. Director Bentley reminded all that the name change was made to attract non-Cordillera members and to take away the stigma from the bankruptcy and the associated lawsuit.

Director Shriner shared that he and Director Smith meet with Michael Henritze and Jack LoBiondo from Troon to discuss ways to support each other. The Club wants continued fishing rights and shared that the Short Course was an asset.

There was discussion about the annual assessment rate and whether it should be discounted for on-time payment. Directors Brooks and Shriner contended that if the CPOA needs the full \$2800 then there should not be an early payment discount. By removing the discount, funds will aid in covering capital improvements. Directors More and Egan pointed out that this will appear as a 10 percent increase as many people took advantage of the discount.

Director Smith moved to approve the 2018 CPOA the budget as presented, incorporating the Trailhead pool, with an Annual Assessment of \$2800 properly explained. Seconded by Director Brooks. Upon motion duly made and seconded, the Board Unanimously **Approved** the Cordillera Property Owners Association 2018 budget with \$2800 Annual Assessment.

Director Smith moved to approve the Service Agreement as presented. Seconded by Director Brooks. Upon motion duly made and seconded, the Board unanimously **Approved** the Service Agreement.

Requests for Combining Lots/Vacating Lot Lines

General Manager Oys expressly indicated that CMD is considering the Grisoni request and will likely call an executive session at a later date for further consideration.

DRB Administrator Millie Aldrich presented the request to combine Lot 1 and Lot 19 on Winchester Trail in the Territories. There is a home being built on Lot 19 and the owners wish to vacate the lot line, thereby combining both lots into approximately one 73-acre parcel. There is a Cordillera hiking trail that crosses Lot 19 which is in an easement, and all of the lower section of Lot 19 is a wildlife corridor where no construction would be allowed. The owners request that the lower part of Winchester Trail be removed because it will not be servicing more than one property. If it is moved, then ERFDP will need to relocated a fire hydrant up the road. The DRB approved the lot combining.

Directors Smith and Brooks wanted to make sure the owners understood that there is a trail easement on the property.

Director Smith moved to approve the DRB recommendation to combine lots 1 and 19 on Winchester Trail and further clarify and communicate the existence of the trail easement. Seconded by Director Brooks. Upon motion duly made and seconded, the Board unanimously **Approved** the lot combination of Lot 1 and Lot 19 on Winchester Trail.

EXECUTIVE SESSION

11:15 a.m. Director Smith and Director Brooks moved to enter into Executive Session pursuant to Section 38-33.3-308(4)(b), C.R.S. for the purpose of receiving legal advice regarding the pending Rule 106 matter.

12:45 p.m. Smith Shriner and Director Brooks moved to conclude Executive Session

Present: Bob Egan, Kitty George, David Bentley, Judy McBride (via telephone), David Davies (via telephone), Rachel Oys, Alan Pogue, Lew Harstead (via telephone) and Tom Wilner (via telephone).

No action was taken in executive session.

CPOA ITEMS

CPOA Rule 106 Matter and Benson's Funding Request

Director Shriner explained there was litigation filed Friday, October 20 against individuals, CMD and CPOA by CSNM the investment group with Concerted Care Group (CCG). The lawsuit was filed in federal court.

The CPOA notified the insurance carriers of the lawsuit; CMD and CPOA have different carriers. The Boards may or may not elect to use the legal counsel appointed by insurance carrier. The CPOA has been advised to table the Benson funding request because the Association does not want to hamper its insurance coverage of the new suit.

CPOA decided at the September 29 meeting to proceed with the 106 appeal. In addition, during the September 29 meeting, the Board decided to survey the community regarding the request made by Tom Wilner to fund the Benson appeal. A survey seeking input on the Benson appeal

was sent to the community; there were 303 valid responses with 169 in favor of supporting the Benson appeal; 134 against funding the Benson appeal.

Russ Schmeiser, 170 Casteel Ridge, asked for clarification on the numbers as well as clarification on the decision to table the Benson request to which both Director Shriner and Legal Counsel Pogue provided. Pogue noted the board is tabling the discussion until next week when counsel for the new case is identified and engaged.

Jared Rapp, 350 Little Andorra, believes the federal suit will wait until the State court has made the final ruling. He also wondered if the Board will make a decision regarding the Benson appeal before the court deadline.

Director Shriner confirmed the deadline is November 3 to submit a letter to the court.

ADJOURNMENT

Director Smith moved to adjourn the Special Meeting of the Cordillera Property Owners Association. Seconded by Director Brooks. Upon motion duly made and seconded, the Board unanimously agreed to **Adjourn** the Special Meeting of the Cordillera Property Owners Association at 1:06 p.m. Tuesday, October 24, 2017.

Respectfully submitted,

Jaime Walker
Communications Manager

Jaime Walker

Subject: FW: Email regarding Special Meeting for Proposed Budget Items

From: Lainie Edinburg <egelow@aol.com>

Date: October 20, 2017 at 4:31:11 PM MDT

To: bbaumgartner@centurytel.net, bob@egan-texas.com, davidreesdavies@gmail.com, dcbski@gmail.com, kittyjgeorge@gmail.com, edshriner@gmail.com, smith.rallan@gmail.com, lwbrooks@comcast.net, jerralynsmith@gmail.com, mgrier@wardengrier.com, apogue@isp-law.com, roys@cordillerametro.org, input@cordillerametro.org

Subject: Email regarding Special Meeting for Proposed Budget Items

To CMD and CPOA Board Members,

We are writing this email to let you know our thoughts and concerns about some of the following proposed budget items we have heard about which we strongly oppose. In the past, the proposed budget was sent out to the community well enough in advance so that it could be thoroughly reviewed by those people interested well in advance of the public meeting. It really seems that this community seems to have "lost it's way" to try to provide hotel like amenities to improve "guest services" when this is a residential community with no "guests."

1. There is a proposal for the CMD to purchase 3 horses for rental purposes. We don't understand why the CMD would want to be in the horse rental business when Bear Cat Stables has done a great job for any horse rental needs of the Cordillera Community for the last 20+ years.

We believe the equestrian center had a "rental" horse(s) a number of years ago. The horse wasn't heavily utilized and there were potential liability issues. Why would the CMD want to even consider making that mistake again?

2. There is a proposal for the purchase of approximately \$ 18,000 for a Cappuccino machine for the Cafe/Post office. Coffee is currently available at the Post Office and there is really no need for this community to pay for an expensive Cappuccino machine.

3. There is a proposal for \$ 26,000 to install combination locks at the Summitt Athletic Club to enhance the "guest" experience. Joel regularly uses the SAC and he nor anyone else even bother to ever lock their locker or if they do, a key is sufficient.

4. There is a reference to a Shuttle Service which we assume is to the Ski Slopes which has already failed a number of times

in the past 17 years. This service is extremely costly and was hardly used by the community who prefer to drive their own cars to the slopes.

We have been permanent full time residents of this Cordillera Community for the past 17 years.

We have serious concerns that the above expenditures could be spent in a more productive way to protect and to enhance property values.

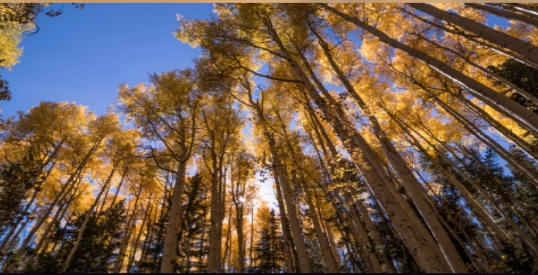
We understand the CMD has decided to not participate in the appeal of the Eagle County Judge's decision affirming the Eagle Commissioner's decision which incorrectly interpreted our PUD. It would seem to be a much better use of CMD's fund to join the CPOA in the appeal of this decision than on the above expenditures. At the very least the Cordillera PUD is the responsibility and under the purview of the CMD not the CPOA. It is the fiduciary responsibility of the CMD to protect and enforce their PUD. At the very minimum it is essential that if the CMD refuses to participate in this appeal that they assign any and all of their rights to the CPOA to properly fight this case on appeal.

Finally we are very concerned that 3 CMD Board Members have their homes for sale to permanently leave the Cordillera community. It appears to be a serious conflict for them to be participating in making long term decisions that will effect the Cordillera community when they will no longer live here. They should consider abstaining from voting on these serious decisions or even resigning from their current positions.

We are requesting that the President of either board read this email into the record and it be included in the minutes of the Special Meeting of October 24th.

We thank you for your time and consideration.

Lainie Edinburg & Joel Kaye



CMD and CPOA Budget Planning



October 24, 2017

CMD Proposed 2018 Budget

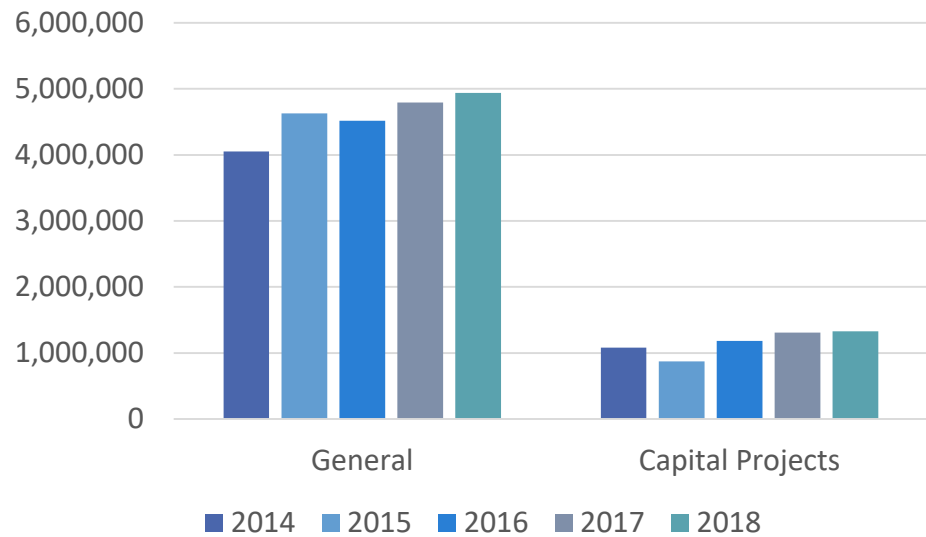
2018 Proposed Budget

CMD	2018 Proposed Budget			Increase (Decrease)	12/31/2018 Projected Fund Bal
	Revenues	Expenditures	Transfers In/Out	Fund Bal	Fund Bal
General or Operating Fund	6,124,580	-4,912,705	-1,292,000	-80,125	1,944,774
CMD - Debt Service Fund	1,691,211	-2,059,916	325,926	-42,779	24,807
CMMD - Debt Service Fund	794,361	-1,001,836	126,899	-80,576	15,213
Debt Service Reserve Fund	0	0	-52,825	-52,825	0
Water Enterprise Fund		0	0	0	2,204,592
Capital Projects Fund	0	-1,345,477	1,292,000	-53,477	20,181
Equestrian Center Fund	Closed in 2017				
	8,610,152	-9,319,934	400,000	-309,782	4,209,567

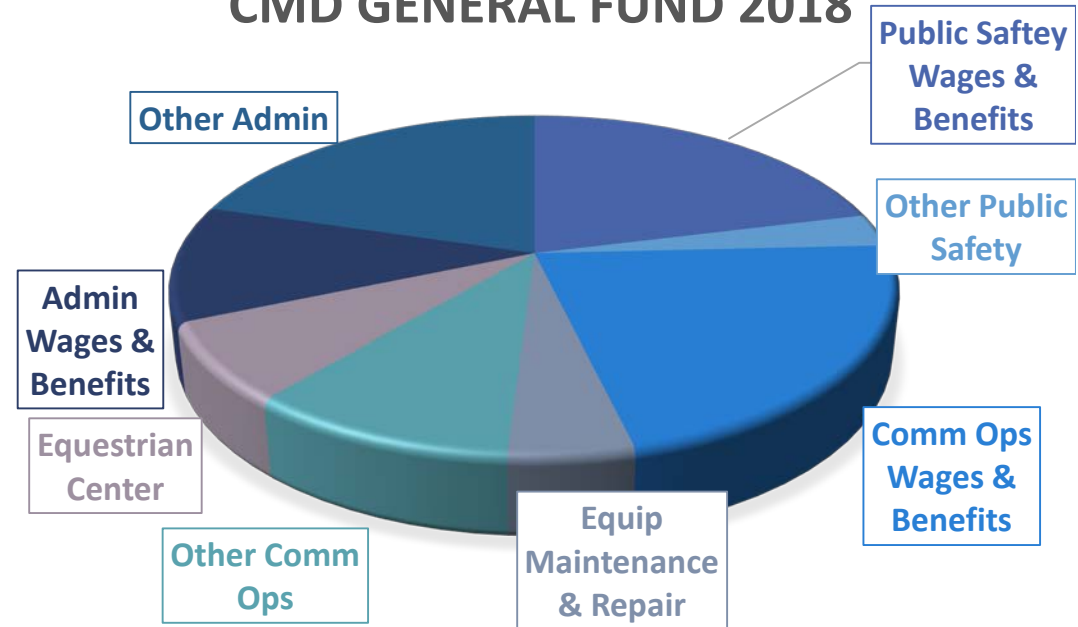
Revenues by Fund	Projected 2017	Proposed 2018	Increase Decrease
General Fund	5,896,687	6,124,580	3.86%
CMD Debt Service Fund	1,691,211	1,691,211	0.00%
CMMD Debt Service Fund	794,361	794,361	0.00%
Water Fund	107,014	-	-100.00%
Total Revenues	8,489,273	8,610,152	1.42%
Expenses by Fund			
General Fund	4,793,999	4,912,705	2.48%
CMD Debt Service Fund	1,786,521	1,733,990	-2.94%
CMMD Debt Service Fund	794,313	874,937	10.15%
Debt Reserve Fund	115,000	52,825	-2.53%
Capital Projects Fund	1,380,388	1,345,477	-2.53%
Water Fund	-	-	
Total Expenses	8,870,221	8,919,934	0.56%
Increase (Decrease) in Fund Balance	(380,948)	(309,782)	-18.68%
Does not include interfund transfers			

CMD Historical Expenditures

	2014	2015	2016	2017	2018
General	4,051,102	4,629,025	4,515,284	4,793,999	4,912,705
Capital Projects	1,080,568	873,484	1,179,580	1,308,388	1,345,477
	5,131,670	5,502,509	5,694,864	6,102,387	6,258,182



CMD GENERAL FUND 2018



Mill Levy

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
CMD Operating Mill Levy	25.231	24.306	22.009	22.933	20.691	21.135	31.478	31.579	39.691	42.091	36.111	38.034	41.510
CMD Debt Mill Levy	12.121	27.034	23.165	23.165	19.663	19.663	26.535	22.72	25.48	25.74	21.574	20.797	21.880
CMMD Debt Mill Levy	35.893	50.981	37.22	37.22	33.273	33.273	60.728	56.804	57.011	54.928	41.589	41.478	39.850

District	Mill Rate	\$ per \$1M Home	\$ per \$100K Lot
CMD Consolidated	41.51	\$2,988.72	\$1,203.79
CMD Debt	21.88	\$1,575.36	\$634.52
CMMD Debt	39.85	\$2,869.20	\$1,155.65

Water Fund

Water Fund

	2014	2015	2016	2017	2018
Revenue					
Water Usage Fees	249,353	247,000	275,554	107,014	-
Total Revenue	249,353	247,000	275,554	107,014	-
Expenses					
	-	-	-	-	-
Revenue Over (Under) Expenses	249,353	247,000	275,554	107,014	-
Ending Fund Balance	1,575,024	1,822,024	2,097,578	2,204,592	2,204,592

CPOA Proposed 2018 Budget

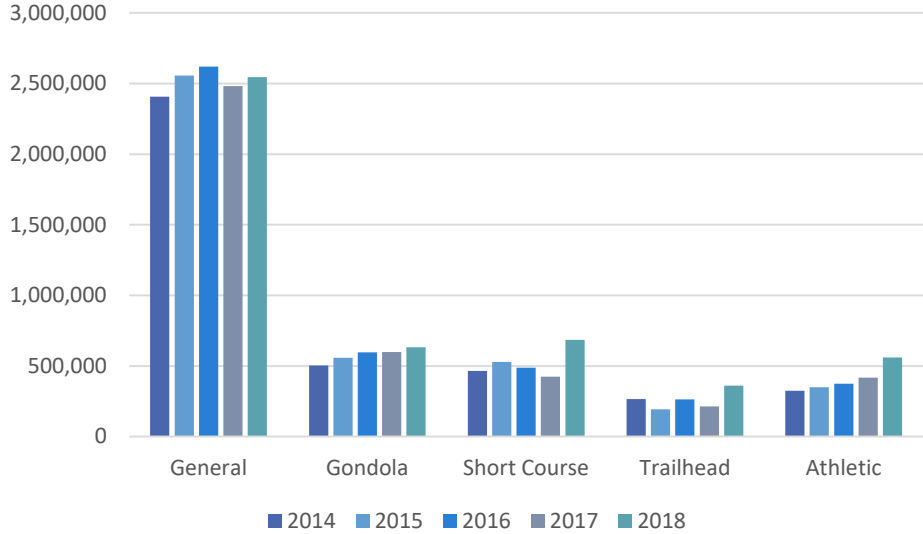
2018 Proposed Budget

	Revenues	Expenditures	Transfers In/Out	Increase (Decrease) Fund Bal	12/31/2018 Projected Fund Bal
Operating Fund	3,099,360	-3,565,178	465,818	-	-
Capital & Debt Reserve	1,250,000	-749,797	-865,818	-365,615	2,818,318
	4,349,360	-4,314,975	-400,000	-365,615	2,818,318

	Projected 2017	Proposed 2018	Percent Change
Revenues			
Dues & Other Revenue	2,311,250	2,309,750	-0.1%
RETA	1,250,000	1,250,000	0.0%
Vail Gondola Club	644,752	648,815	0.6%
Trailhead	85,200	89,045	4.5%
Athletic Center	1,750	1,750	0.0%
Short Course	84,506	50,000	-40.8%
Total Revenues	4,377,458	4,349,360	-0.6%
Expenses			
Communication	296,939	247,168	-16.8%
CMD Service Agreement	1,116,666	1,093,673	-2.1%
Debt Service	400,000	400,000	0.0%
DRB	67,430	67,430	0.0%
Administrative	495,225	535,794	8.2%
Healthy Forest	66,770	127,000	90.2%
Vail Gondola Club	599,712	634,446	5.8%
Trailhead	214,600	365,626	70.4%
Athletic Center	418,717	457,329	9.2%
Short Course	425,166	786,509	85.0%
Total Expenses	4,101,225	4,714,975	15.0%
Increase (Decrease) in Fund Balance	276,233	(365,615)	-232.4%

CPOA Historical Expenditures

Activity	Historical Expenditures				
	2014	2015	2016	2017	2018
General	2,406,859	2,555,336	2,521,668	2,482,416	2,471,065
Gondola	504,007	558,870	596,403	599,712	634,446
Short Course	466,209	528,381	487,843	425,166	786,509
Trailhead	265,512	194,627	263,177	214,600	365,626
Athletic	324,037	350,212	374,625	561,208	457,329
	3,966,624	4,187,426	4,243,716	4,283,102	4,714,975



Homeowner Assessments & RETA

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
	Proposed											
CPOA Annual Assessment (per property)	\$1,030	\$1,040	\$1,040	\$1,560	\$2,080	\$3,100	\$2,600	\$2,600	\$2,800	\$2,800	\$2,800	\$2,800
RETA Revenue	\$2,706,066	\$1,445,431	\$1,212,080	\$1,387,228	\$642,755	\$708,443	\$1,107,880	\$1,380,788	\$1,334,461	\$1,400,762	\$1,250,000	\$1,250,000

CMD Capital Improvements

\$1,345,477

\$666,267	Road Program: Fenno to Cimmeron, Winchester Trail, CEC parking lot	Fleet:
\$40,000	Epoxy coat floors in shop	\$8,000 Rock hound Attachment
\$6,500	Aeration pumps for Red Draw and Bearden ponds	\$132,000 Oshkosh Snow Blower
\$5,000	Trail signage	\$40,000 Swap Loader H2O tank
\$16,000	Divide gatehouse roof	\$12,000 Trails ATV
\$16,000	Radio replacement (14)	\$189,000 International 7400
\$12,000	AED's (4)	\$36,000 F-350
\$5,000	Administration windows	\$36,000 F-350
\$8,210	Administration trash bin enclosure	\$21,500 Toyota Tacoma
\$5,000	Human resources fire resistant filing cabinet	\$8,300 Monroe V-box Sander
\$23,300	Painting upper barn exterior, interior and 11 sheds	
\$22,900	Build 3 new tack up stalls, 2 quarantine stalls, repair exterior trim, install new human door, build new dutch door, replace 2x6 posts in front of dutch doors, repair siding south garage door	Budgeted for future board discussion:
\$4,000	Repair roof	\$18,000 Horses (plan to be developed and shared prior to purchase)
\$4,500	Mirror installation arena	

Note: Reduce total by \$10,000; storage facility siding moved to 2017

CPOA Capital Improvements \$749,797

\$127,000 Healthy Forest: Douglas Fir Beetle

\$17,900 ACC: Pool furniture

\$13,800 ACC: Tennis court crack repair and
windscreen

\$16,500 ACC: Common area flooring

\$8,210 ACC: Trash bin enclosure

\$14,421 Post Office: Trash bin enclosure

\$8,210 Trailhead: Trash bin enclosure and
storage shed

\$100,000 Trailhead: Replace roof

\$15,784 Post Office: New office workspace desk, new
parcel locker shelves and chinking in market
repair

Budgeted for future board discussion:

\$18,000 Trailhead: Conceptual design and estimating for pool
remodel

\$26,200 ACC: Keyless locker locks

\$15,772 ACC: Trim Work, new front reception work area

\$18,000 ACC: Pool deck new surface/repair

\$350,000 Short Course: Water feature and irrigation pond
construction

Follow Up Items from September 22 and 29, 2017:

Completed:

- ✓ Provide the following contracts to boards:
 - Vista Bahn building – CPOA/VGC lease
 - Windrose – CPOA Water agreement
 - Troon – CPOA Short Course Management agreement
 - Taste 5 Catering – CPOA kitchen lease
 - Fly Fishing Outfitters
 - Fly Fishing Agreement
- ✓ Revise 2018 CMD and CPOA Service Agreement
- ✓ Finalize wages and benefit sheet based on information from Hays Consulting and total comp study/market analysis
- ✓ Revise Water Fund to show no revenue after May 1, 2017
- ✓ Correct wages and recreation management slide \$71,000 instead of \$57,269
- ✓ Verify with SDA that there is no increase by adding equestrian center owned horses and providing clinics, lessons and/or trail rides
 - Note: Verified no increase to insurance
- ✓ Move \$18,000 for horses to capital expenditures
 - Note: Currently in budget as a placeholder, staff will develop to bring before the boards for consideration at a later date
- ✓ Update 2018 CVC contract costs with new health insurance numbers
- ✓ Remove \$10,000 from CMD capital for vehicle storage
- ✓ Remove CPOA capital remove boilers (add as 2017 expense)
- ✓ Budget for, but circle back to the board for more in-depth discussions for the following CPOA capital including pool deck, lockers, trim work/front desk, Trailhead conceptual and short course
- ✓ CPOA capital remove post office door, cafe tables and chairs, ACC fitness classroom flooring
- ✓ Update short course number with Troon's 2018 estimates
- ✓ Identify uses of Short Course maintenance building are identified under parcel D and B
 - Note: Permitted as long as associated with use of golf course operations
- ✓ Request an aerial overlay of the trailhead project from Reardon Pools
 - Note: John Herr, Reardon Pools, did come up with his drone, however the footage and pictures did not come out due to his gyro on his camera did not work. John does not plan on coming back up to do any drawings unless we choose to go with his company and he will provide drawings for a minimal costs. His estimate for **XX** will look the same as it is today but with expanded concrete sitting areas.
- ✓ Update Short Course quote after onsite evaluation
 - Note: Trevor met with Daryl Driscoll, Alliance Golf.
All four streams: \$72,930
Lake #1: \$25,670
Lake #2: \$33,438
Lake #3: \$26,436
Lake #4 (irrigation lake): \$122,795; this includes deepening and widening the pond for more storage.

Pipe replacement under cart path at hole six: \$15,500; does not include cart path work.

Cart path work: \$5,000: this is concrete only, labor is from our staff prepping and smoothing.

Daily labor rate for 6 people with housing for sod work: \$2,400 per day; estimated 10 days for a total of \$24,000

Sod costs: \$10,000 estimate

Total cost: \$335,769

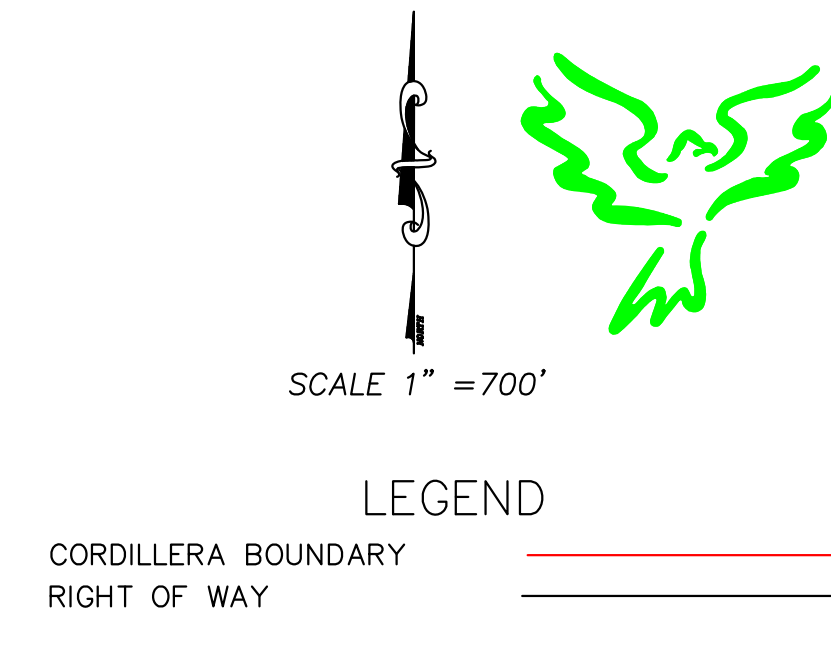
Budgeted: \$350,000 (Additional money is allocated in the event they get snowed out and have to come back in the next spring; mobilization cost is \$12,300)

- ✓ Compile information on VGC Liabilities
 - Verify initial costs paid for by members
 - Pull refundable language and list
 - Identify contribution to General Fund
 - Note: Add

In development:

- Hold a trail maintenance day
- Look into food truck for Trailhead during summer peak hours
- Conduct new homeowner outreach for VGC
- Develop cost estimates to rebrand VGC
- Marketing firm discussions will occur in the future
- Established new homeowner welcome committee
- Develop a long term financial plan and reserve fund
- Conduct analysis of taxes versus assessments for service agreement in the future

CORDILLERA PLANNING PARCELS



**THE MOUNTAIN TRACT
© CORDILLERA
LEGEND**

PLANNING PARCEL Q	[Symbol]
PLANNING PARCEL Q-1	[Symbol]
PLANNING PARCEL W (GOLF COURSE)	[Symbol]
PLANNING PARCEL R	[Symbol]
PLANNING PARCEL S	[Symbol]
PLANNING PARCEL T	[Symbol]
PLANNING PARCEL Q-2	[Symbol]
PLANNING PARCEL U-1	[Symbol]
PLANNING PARCEL U	[Symbol]
PLANNING PARCEL V	[Symbol]
OPEN SPACE & WILDLIFE (REFERENCE: PLANNING PARCEL MAP EXHIBIT D)	[Symbol]

**THE BEARDEN PARCEL
LEGEND**

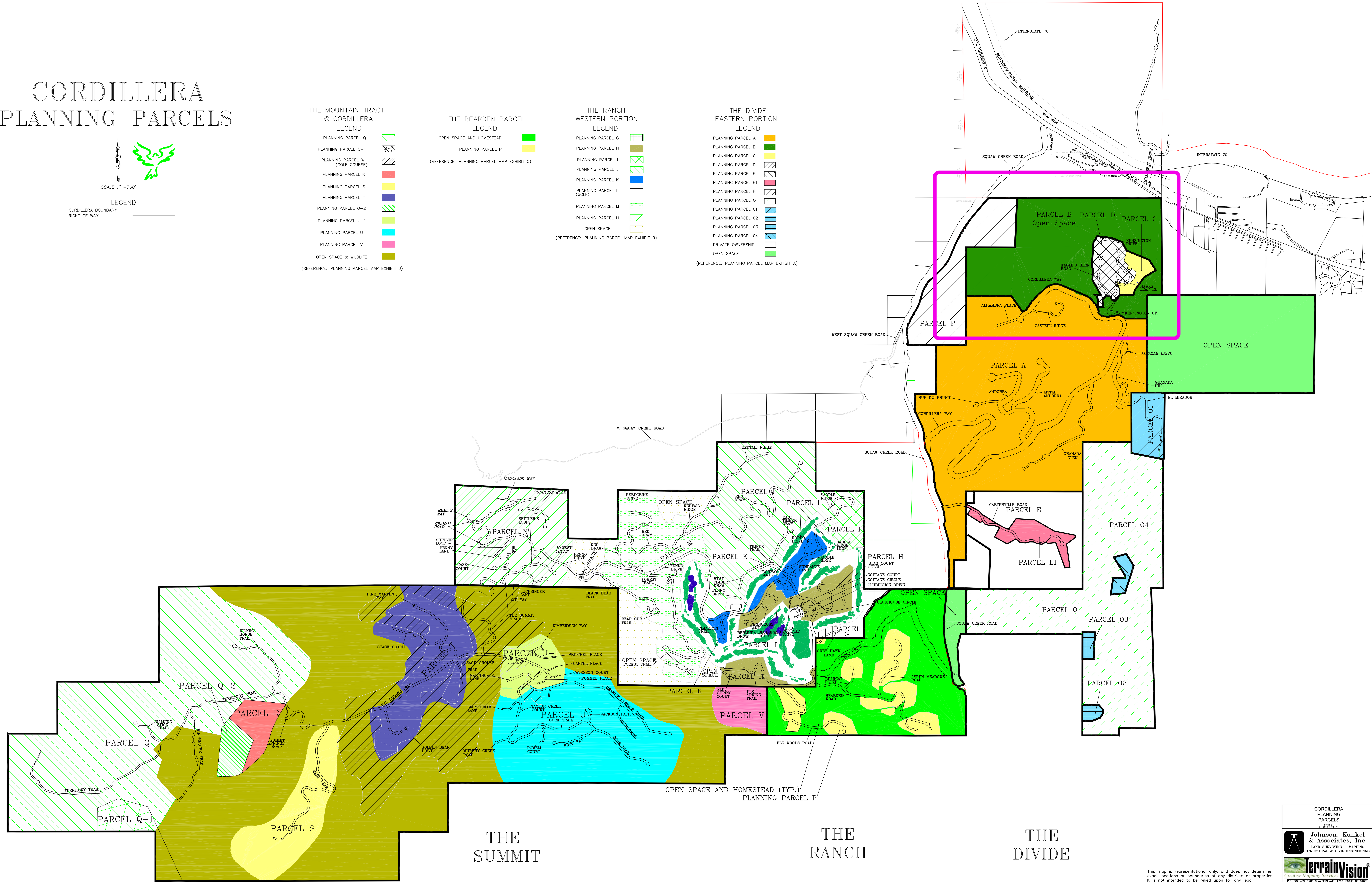
OPEN SPACE AND HOMESTEAD	[Symbol]
PLANNING PARCEL P (REFERENCE: PLANNING PARCEL MAP EXHIBIT C)	[Symbol]

**THE RANCH
WESTERN PORTION
LEGEND**

PLANNING PARCEL G	[Symbol]
PLANNING PARCEL H	[Symbol]
PLANNING PARCEL I	[Symbol]
PLANNING PARCEL J	[Symbol]
PLANNING PARCEL K	[Symbol]
PLANNING PARCEL L (GOLF)	[Symbol]
PLANNING PARCEL M	[Symbol]
PLANNING PARCEL N	[Symbol]
OPEN SPACE (REFERENCE: PLANNING PARCEL MAP EXHIBIT B)	[Symbol]

**THE DIVIDE
EASTERN PORTION
LEGEND**

PLANNING PARCEL A	[Symbol]
PLANNING PARCEL B	[Symbol]
PLANNING PARCEL C	[Symbol]
PLANNING PARCEL D	[Symbol]
PLANNING PARCEL E	[Symbol]
PLANNING PARCEL E1	[Symbol]
PLANNING PARCEL F	[Symbol]
PLANNING PARCEL O1	[Symbol]
PLANNING PARCEL O2	[Symbol]
PLANNING PARCEL O3	[Symbol]
PLANNING PARCEL O4	[Symbol]
PRIVATE OWNERSHIP	[Symbol]
OPEN SPACE (REFERENCE: PLANNING PARCEL MAP EXHIBIT A)	[Symbol]



© 2016 Johnson, Kunkel & Associates, Inc. All rights reserved. 10/20/2015 11:55 AM. Adobe PDFMaker

CORDILLERA PLANNING PARCELS

Johnson, Kunkel & Associates, Inc.
LAND SURVEYING · MAPPING
STRUCTURAL & CIVIL ENGINEERING

TerrainVision
E-Profile Mapping Services

This map is representational only, and does not determine exact locations or boundaries of any districts or properties. It is not intended to be relied upon for any legal descriptions or other land use documents.

PO BOX 402 THE SHARPS CO. P.O. BOX 55 81631
PHONE: (303) 326-7444 FAX: (303) 326-7444
WWW.JKA.COM

CORDILLERA PROPERTY OWNERS ASSOCIATION
SPECIAL BOARD MEETING MINUTES
MONDAY, NOVEMBER 6, 2017
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 Monday, November 6, 2017, in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

Present: Ed Shriner, President
Rick Smith, Treasurer

Via Telephone: Mike Grier, Vice President
Larry Brooks, Secretary
Jerri More, Assistant Treasurer/Assistant Secretary

ALSO PRESENT

Others Present: Alan Pogue (via telephone), legal counsel; Miles Buckingham (via telephone), legal counsel; and Rachel Oys, general manager.

CALL TO ORDER

Director Shriner called to order the Special Meeting of the Cordillera Property Owners Association at 9:30 a.m.

APPROVAL OF AGENDA

November 6, 2017 Special Meeting Agenda

Director Smith moved to approve the November 6, 2017 Special Meeting Agenda. Seconded by Director Brooks.

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

Approved the November 6, 2017 Special Meeting Agenda.

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

9:34 a.m. Director Smith and Director Grier moved to enter into Executive Session. Pursuant to 38-33.3-308(4)(b) C.R.S. (CPOA) for the purpose of receiving legal advice from general counsel and special litigation counsel with respect to pending litigation filed by CSMN.

11:30 a.m. Director Smith and Director Grier move to conclude Executive Session

Present: Rachel Oys (arrived 10:18 a.m.), Alan Pogue and Miles Buckingham (departed at 10:31 a.m.).

ADJOURNMENT

Director Smith moved to adjourn the Special Meeting of the Cordillera Property Owners Association. Seconded by Director Grier.

Upon motion duly made and seconded, the Board unanimously agreed to **Adjourn** the Special Meeting of the Cordillera Property Owners Association at 11:31 a.m. on Monday, November 6, 2017.

Respectfully submitted,

Tracy Stowell
Executive Coordinator

DRAFT

CORDILLERA PROPERTY OWNERS ASSOCIATION
SPECIAL BOARD MEETING MINUTES
THURSDAY, NOVEMBER 30, 2017
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 Thursday, November 30, 2017, in accordance with the applicable statutes of the State of Colorado.

ATTENDANCE

Present: Ed Shriner, President
Rick Smith, Treasurer

Via Telephone: Mike Grier, Vice President
Larry Brooks, Secretary
Jerri More, Assistant Treasurer/Assistant Secretary

ALSO PRESENT

Others Present: Alan Pogue (via telephone), legal counsel; and Miles Buckingham (via telephone), legal counsel.

CALL TO ORDER

Director Shriner called to order the Special Meeting of the Cordillera Property Owners Association at 11:00 a.m.

APPROVAL OF AGENDA

November 30, 2017 Special Meeting Agenda

Director Smith moved to approve the November 30, 2017 Special Meeting Agenda. Seconded by Director Grier.

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

Approved the November 30, 2017 Special Meeting Agenda.

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. 72-hour notice waived. No conflicts of interest were noted.

CPOA EXECUTIVE SESSION

11:05 a.m. Director Smith and Director Grier moved to enter into Executive Session. Pursuant to 38-33.3-308(4)(b) C.R.S. (CPOA) for the purpose of receiving legal advice from general counsel and special litigation counsel with respect to pending litigation filed by CSMN.

11:58 a.m. Director Smith and Director Grier move to conclude Executive Session

Present: Alan Pogue and Miles Buckingham.

OPEN MEETING

Director Smith moved to approve joint representation of CPOA and Ed Shriner by Nemirow Perez, led by Miles Buckingham and to direct payment of a \$5,000 retainer to Nemirow Perez and authorize Director Smith to execute engagement letter on behalf of CPOA. Seconded by Director More.

Upon motion duly made and seconded, the Board voted unanimously. **Approved** the \$5,000 retainer and engagement letter with Nemirow Perez and joint representation.

ADJOURNMENT

Director Smith moved to adjourn the Special Meeting of the Cordillera Property Owners Association. Seconded by Director Grier.

Upon motion duly made and seconded, the Board unanimously agreed to **Adjourn** the Special Meeting of the Cordillera Property Owners Association at 12:03 p.m. on Thursday, November 30, 2017.

Respectfully submitted,

Tracy Stowell
Executive Coordinator

Cordillera Back Road Access to Brush Creek Valley

Rachel Oys and Alan Pogue have had additional conversations with BLM and Eagle County regarding the Territories Trail. The BLM expressed their willingness to consider an arrangement for seasonal access (gated, not just in emergency situations), provided that Eagle County agreed to the same construct. Eagle County has not agreed to any access other than emergency. Eagle County has drafted the conservation easement language to allow for emergency egress and ingress along the road way and the BLM is already party to an agreement with Cordillera for that use.

Shared Driveways and Access Roads

The District recently completed a review of the status of all access areas historically plowed by the District and have concluded that the District has no legal right, nor obligation, to maintain or plow the access way to 21 properties. The Board of Directors of the District has determined it is the best interests of the District and the Cordillera community for the District to maintain and plow the access way, and in order to do so, have drafted letters and “Right-of-Way Maintenance Easement Agreement” easements. Letters will be sent to the property owners Dec. 18 - 29, 2017.

Community Survey

Andrej Birjulin of Confluence Research and Training met with the management team Nov. 8 to brainstorm specific questions to include in the community survey. Survey objectives, timeline and questions are in development. A draft will be provided to the management team, boards and planning committee for review and comment throughout January.

Fishing Management RFQ/RFP

November 27 the Cordillera Metro District (CMD) and Cordillera Property Owners Association (CPOA) invited qualified fly fishing businesses to submit proposals for managing all fishing resources on Cordillera property. Notice of this Statement of Qualifications has been published at CordilleraLiving.com under bid postings at www.cordilleraliving.com/bids.

Schedule for RFQ/P

November 30, 2017	Request for Qualifications/Proposal Issued
December 7, 2017	Non-mandatory Site Visit
December 22, 2017	Submittals Due
January 5, 2018	Potential Interviews
January 22, 2018	Tentative Selection

2018 Contracts

Contract service agreements for 2018 include, but not limited to, the following list:

<ul style="list-style-type: none">• A&A Septic Service• ABDI• ADP	<ul style="list-style-type: none">• Honey Wagon• Iceanogle Seaver Pogue• Indian Summer Outfitters (Bearcat Stables)
---	---

<ul style="list-style-type: none"> • Alpine Arms • Borne Engineering • CEC Boarders • CFO Systems • Cigna • Civic Plus • Citadel • Collage Creative • Colorado Vegetation Management • Comcast • Community Controls • Cordillera Spirit/N2 Publishing • Cordillera Valley Club (Public Safety) • CYMA • Eagle County IGA (Snow Removal) • Eagle River Fire Protection District (Fuel Agreement) • Eagle River Water and Sanitation (Water Permits) • Edwards Electronics • Edwards post office • Facility Dude • Fleet Matics • FreeForm Consulting (Training and Development) • Hays Consulting • Holy Cross 	<ul style="list-style-type: none"> • Mitchell and Company • Mountain Water Works • Orkin • Otis • Preventative Tree Spraying • Professional Printing Center • Pure Design (Design Review Board) • Rocky Mountain Custom Landscaping • Slifer Smith and Frampton (General Store Lease) • Steve Thompson • Supra • Taste 5 Catering (Café Lease) • Trailer Parking Leases • Troon • Vail Beaver Creek Magazine • Vail Daily • VGC Lease • River Contract
---	--

Equine Enteric Coronavirus Outbreak

In late October, several horses at the Cordillera Equestrian Center became ill with Equine Enteric Coronavirus. It is a highly contagious gastrointestinal illness with a 7 - 10 percent fatality rate. The virus is transmitted in a horse's manure and anything that it contacts. This illness can infect horses who then remain asymptomatic but are contagious to other horses. This presents a significant challenge when trying to halt the spread of a disease as healthy-appearing horses can still cause other horses to get sick. Additional information is available at <https://ahdc.vet.cornell.edu/news/equineentericcoronavirus.cfm>.

In consultation with the Littleton Equine Medical Center, veterinarians Dr. Stocker and Dr. O'Brien and researching recommended biosecurity measures, a protocol was developed for the barn. Since there were infected horses in different areas of the barn, the decision was made not to isolate the horses for the following reasons: additional stress on the sick horses, significant exposure to other horses had already occurred, there was not enough space to adequately quarantine several horses for 21-plus days, and the risk of contaminating other areas of the facility. All horses showing symptoms were separated as much as possible from other horses so

that they were not sharing waterers or fence lines. Staff took twice daily temperatures on all horses throughout the outbreak.

Biosecurity measures included using disposable gloves for all horse handling, bleach footbaths when entering and exiting all paddocks and stalls, all floors were swept and bleached multiple times a day, bleach footbaths at the barn entrances, washing and disinfecting all equipment after each use and placing it in a disinfected area, disinfecting kubodas several times a day, frequent hand sanitizing, disinfecting all feeders and waterers and handling horses with known infection last.

Due to the difficult in containing the spread of the virus, the necessary biosecurity measures and the increased work load, the decision was made to close the barn and place it under quarantine to prevent horses from traveling and potentially spreading the illness to other places on Oct. 26 for nearly four weeks. Additional staffing and resources were allocated to the barn. The Equestrian Center staff, trainers and boarders and Community Operations, Recreation and Administration teams provided support during this labor intensive response in providing quality care and management.

On Nov. 10, test results indicated that 15 out of 30 horses had confirmed cases of coronavirus and by Dec. 7, only two horses remain positive for the coronavirus.

Information Technology

Information technology infrastructure at both gates was upgraded with new equipment racks and custom wiring to protect the equipment from accidental damage. This was completed in October.

Post Office

Locked storage lockers were recently built in the café. This new space is intended to warehouse packages that are not picked up within the 15 day period after delivery. The new storage space is nearly at capacity already, so property owners are encouraged to be prompt to pick up their packages.

The post office has 860 mail boxes, in excess of one for each address in Cordillera. Currently there are only 830 lots or addresses within the development. Of the 860 mail boxes, 312 boxes are not being used because some property owners own more than one lot or the lots are vacant with the owners living elsewhere.

Staff met with the post office mail carriers on Dec. 5 to discuss processes and compliance. One of the issues discussed, are the seven property owners who do not have an assigned mail box due to how the physical address was assigned when the houses and driveways were built. Postal carriers must follow a “line of travel” in address order when delivering the mail. Due to the way the seven physical addresses were assigned, they are out of mail box order relative to the other

address on the street and are not in the “line of travel;” therefore these addresses were not given a Cordillera Post Office box in the right order. Until now, the carriers would make exceptions to the “line of travel” for some boxes. They will no longer be making this accommodation and boxes were closed by the Edwards Postmaster. During the post office meeting, a few solutions were identified: these seven property owners could use the Edwards Post Office to receive their mail; they could use 360 Carterville Road (the Cordillera post office physical address) as their address and the post office attendant would sort their mail rather than the postal carriers; or rename and rekey all mail boxes in the post office. The seven property owners will be contacted and given the one of the above-mentioned options in addition to offering the temporary use of their old box until a more permanent solution is implemented.

An audit of the post office boxes will be complete by mid-January to determine which boxes could be reorganized to accommodate the seven addresses. This will allow staff to hopefully make room while only having to rename and rekey a limited amount of mail boxes. More information will be forthcoming once the audit is complete.

Finance

Alongside Steve Thompson, financial consultant, CFO Systems (Andrew Larson and Stephanie Juneau) was also retained in September to provide additional support and to improve accounting processes and systems. The finance department continues to complete the day-to-day activities such as processing payroll, accounts payable, accounts receivable, etc. while implementing process-improvements whenever possible such as in cash receipting and purchasing.

2018 Budget

A public hearing for the 2018 budget was held Oct. 24. The CMD approved a resolution adopting the budget and certified the 2018 mill levies. Required documentation was sent to the State of Colorado, fulfilling the statutory reporting requirements.

The 2018 CMC/CPOA budget is available on the website at www.CordilleraLiving.com/budget. In addition, a Flash was sent to the community Dec. 1 containing a link to the document.

Mill Levy Certification

CMD’s mill levy certifications were completed and submitted Friday, Dec. 8, 2017 (they are due by Friday, Dec. 15, 2017). The CMMD bond levy is 39.979 mills, generating \$794,152 in revenue on a gross assessed valuation of \$19,864,220. The CMD bond levy is 21.919 mills, generating \$1,683,215 in revenue on a gross assessed valuation of \$76,792,530. The CMD (Consolidated) operating levy is 41.598 mills, generating \$3,945,851 in revenue on a gross assess valuation of \$94,856,760.

CPOA Annual Assessment

The CPOA annual assessment will be sent to property owners via mail Dec. 18 - 29, 2017. Annual assessment will remain at \$2,800. However, there will not be a \$300 discount for paying

the assessment by a specific date. **The 2018 assessment is due by Jan. 31 instead of March 1.** The real estate transfer assessment (RETA) will remain at 2 percent.

Bond Refinance

CMD refinanced two bonds in October. The rates on the loans were 1.91 percent for the Series 2017A and 2.18 percent for the Series 2017B. The final maturity on the loans was not extend, so the 2017A loan will mature Dec. 1, 2019 and the 2017B loan will mature Dec. 1, 2022. The net present value savings for the 2017A loan is 2.19 percent and 6.48 percent for the 2017B loan.

2017 RETA

January	\$(37,495.60)
February	\$52,696.50
March	\$191,740.00
April	\$88,500.00
May	\$102,200.00
June	\$118,150.00
July	\$0
August	\$0
September	\$185,200.00
October	\$495,850.00
November	\$102,200.00
December	TBD
Total	\$1,299,040.00

Note: Revenue Accrual for 2016 revenue recorded in 2017

Delinquent Accounts

Steve Thompson of Thompson Financial and Jerry Oliver of Porterfield and Associates initiated the collection process of CPOA delinquent assessments. First notice letters were sent via certified return receipt to delinquent property owners Sept. 15. Second notice letter were sent Nov. 17. This collection process resulted in 34 out of 72 delinquent property owners paying past due assessments totaling \$127,413 with \$263,687 still outstanding. CPOA will follow through with delinquent account owners within 30 days of the second letter by turning accounts over to a collection agency, filing a lawsuit or filing for foreclosure of a lien against the property.

Cash Receipting Systems: CYMA, Alpine Bank, Online Payments

After a review of existing cash receipting systems, CFO Systems undertook an overhaul to improve timeliness, accuracy and efficiency. With the help of Alpine Bank, a new Digital Bank Lockbox was established (with a Grand Junction, Colorado post office Box) to manage the receipting of payments which include all CPOA and Vail Gondola Club annual dues; eventually, this system will also accommodate receipting from the equestrian center, trailer parking and others.

In addition, new invoice templates were developed with CYMA which included a remittance coupon and unique electronic scanline for the bank to read electronically. To improve payment

convenience for the community members, an online payment portal was implemented in November; which is accessible at www.cordilleralive.com.

Combined, these new systems will help reduce human administrative costs, improve timeliness, accuracy, efficiency and streamline the reporting cycle. Since implementation two weeks ago, the organization received 52 payments of 194 Vail Gondola Club invoices of which 12 payments, or 23 percent, occurred through the new online payment portal with the remainder in traditional checks processed accurately through Alpine Bank's Digital Bank Lockbox.

The note below was included with the VGC annual dues invoices and will be included with the CPOA annual dues invoices.

Cordillera is pleased to announce new payment options beginning November 2017.

Cordillera residents and Vail Gondola Club members can now pay dues using one of the following methods:

*(1) Via U.S. mail -- Note the new mailing address: **P.O. Box 4100, Grand Junction, Colorado 81502-4100**. All check payments are now being processed in Grand Junction; please do not mail payments to the Cordillera Administration Office.*

- Please be sure to clip and mail the Remittance Slip (at the bottom of your invoice) with your check for accurate processing.*
- If applicable, please adjust the address at your online bank for any previously established Automatic Bill Pay.*

(2) Online (new) – Go to www.CordilleraLiving.com and select the “Online Payments” button on the home screen. ACH Payments (i.e., electronic check) are now accepted online.

- Either “Create Account” or select “Make A One-Time Payment Here.”*
- Follow the prompts to process your payment.*

CYMA

In an effort to support managers in accessing information, basic training was conducted in October to teach managers how to run vendor, customer and expense reports. Additional training will be conducted in the future surrounding budget-to-actual reports.

The accounting system, CYMA, is currently running CYMA2014, which is no longer supported. Annual updates have not been completed. An update to CYMA2017 will be needed in the near future. At that time, it may be beneficial to review other accounting systems such as New World Systems or AccuFund and conduct a needs-assessment.

Annual Audit

McMahan & Associates has submitted engagement letters to complete the annual audit in spring 2018 for CMD and CPOA.

Purchasing Systems:

The purchasing card program (P-Cards) was implemented in May, but its full functionality had not been executed. Training was held in October for card holders and additional internal controls were established surrounding the program. Monthly processing procedures were also developed. The program is now mostly implemented with additional vendors added every month. Next steps will be to further automate the payments to recurring vendors, such as utilities, cable, etc. Once fully-implemented, the program will substantially reduce the number of manual checks being generated by the organizations and streamline the reporting cycle.

Human Resources

Anniversaries

November

- 1 yr. Nick Boye
- 10 yrs. Bill Wentworth
- 16 yrs. Joanne Kelley

December

- 1 yr. Janet Hill
- 1 yr. Maria Soto
- 1 yr. Steve Friend
- 5 yrs. Katarina Glutova
- 10 yrs. Joe Helminski

Hiring

Administrative Assistant: Cynthia Aguilar began her tenure with Cordillera this summer at the post office. Cynthia easily transitioned into the role of administrative assistant in the administration office in the beginning of November. Before joining Cordillera's team, Cynthia was a case manager in Economic Services for Eagle County Department of Human Services where she exceeded service standard goals, allocated funding, managed State partnerships and agency contracts as well as implemented process improvements. Her experience also includes time as a vault clerk at Costco Warehouse where she coordinated daily cash reconciliation and various accounting transactions. Originally from El Paso, Texas, she has lived in California, Utah, and most recently in Hawaii. She holds a certification in Addictions Counseling (CACII) with the State of Colorado. She continues to work part-time two nights a week with Colorado Counseling, Inc. Cynthia lives in Eagle with her two children, Sofia (18) who is a senior at Eagle Valley High School and Cristian (21) who is a third year at CU-Boulder.

Human Resources: Erin McCuskey joined the Cordillera team as the human resource manager Nov. 29. Erin brings experience in human resources from Vail Resorts and Vail Valley Medical Center and most recently from White Lodging at Brush Creek Ranch in Saratoga, Wyoming, where she served as the Director of Human Resources. Her position at the Brush Creek Ranch tasked her with a broad range of responsibilities including oversight of employee relations, staff

training and leadership development, processing payroll, benefits, workers' compensation and leave as well as overseeing the employee housing and meal program. Erin also has experience in employee recruiting efforts, onboarding, conflict resolution and performance improvement from her time at Vail Resorts and Vail Valley Medical Center. Erin holds a Bachelor of Arts in Journalism & Mass Communication from Iowa State University and is PHR certified. She is also a former HCHRA (SHRM) board member. Originally from Ames, Iowa, Erin enjoys travel, the outdoors, learning new things and being involved with the community.

Post Office Assistant: Carol Perea joined the Cordillera team in the post office after Thanksgiving as the new post office assistant. Carol comes to Cordillera via way of Las Vegas, Maryland and North Dakota. She has broad knowledge of post office operations from her time running a satellite office in Bismarck as well as business experience from assisting in a startup. Originally from Delta, Colorado, Carol lives in Gypsum with her husband. She has three children and six grandchildren, many of whom reside in the valley. In her spare time, she enjoys time outside, fishing and watching her grandchildren.

Open Positions

Full Time

- Public Safety Officer
- Assistant Project Manager
- Finance Manager

Part Time

- Public Safety Officer
- Equestrian Center Barn Hand

Committees

The Recognition and Engagement Committee met monthly October through December to plan different employee events. In November, Richard Bailey with Taste 5 Catering, cooked a traditional Thanksgiving meal for all staff; 45 employees attended the feast.

The committee also planned a holiday party for all staff Dec. 8 at the 10th Mountain Distillery in Gypsum.

Congratulations to the following employees who received bird bucks and have redeemed a gift card in the last three months.

- Cindy Souply, Public Safety
- Nick Boye, Community Operations
- Bob Roman, Public Safety
- Steve Friend, Public Safety
- Manny Rodriguez, Community Operations
- Bob Roman, Public Safety
- Ray Wolfe, Public Safety

The Safety Committee met Oct. 18 and Nov. 15. Discussion topics included potential ice buildup on the equestrian center roof, slip and falls, workers' compensation and the distribution of traction devices purchased last spring through the safety grant reimbursement program.

Foot traction devices have been distributed to public safety and community operations staff members for icy conditions throughout the winter.

Safety/Facilities Suggestion Box Program Winners

- Jaime Walker, Administration-City Market
 - Suggested the installation of additional lighting in the administration building parking lot.
- Jose Valesco, Community Operations-City Market
 - Suggested flagger certification for all community operations and public safety staff.
- Cindy Souply, Public Safety-City Market
 - Suggested the installation of a solar/motion light at the employee parking lot at the Divide Gate.

Training and Career Development

Jaime Walker attended a daylong COSPRA (Colorado School Public Relation Association) training in November focusing on brand development and crisis communication.

Kirk Pliske attended a daylong training in November on the Principles of Management through the Mountain States Employers Council in Denver. Kirk also attended The Art of Managing Up in December.

Jon Reid and Fred Scheim attended training at the snow and ice show through the Accredited Snow Contractors Association. Jon completed the "Winter Maintenance Supervisor Workshop" and Fred attended the "Cutting Edge Solutions" class.

Workers' compensation

The District currently has no workers' compensation claims.

Benefits

All full-time staff attended one of two open enrollment meetings. Hays Consulting presented the 2018 employee benefit package. This included medical, dental, vision, life and disability insurance. Thirty-six out of 39 employees have opted to enroll into the medical plan. Each employee received a wellness gift of an electric toothbrush.

The wellness benefit for 2017 includes the purchase of a ski pass or a \$400 reimbursable wellness benefit.

Communications

Website

Updates to the website occur daily. Updates since September include:

- Posting of agendas, minutes and the 2018 budget,
- Calendar updates,
- RFP/RFQ for Fly Fishing services,
- News Flash announcements that include all “Cordillera Connection” content,
- Creation of snowplow contractor registration form,
- Job positions,
- DRB agenda, minutes and meeting dates,
- Image updates,
- Online bill-pay portal activation,
- Neighborhood HOA contacts and
- Revisions to the employee list, among others.

The webcams are the second most viewed page on the website. The service provider required that custom HTML code be added to the website that creates a timeout view when left running past 20 minutes.

Communications since September

- Six Cordillera Connection newsletters were sent with an average of 62 percent open rate. To date, 27 Cordillera Connection newsletters were sent in 2017.
- Four Flashes were sent in relation to the Lodge legal proceedings, Benson survey and the new lawsuit.
- Ten general announcement Flashes were sent on a variety of topics. To date 62 Flashes were sent in 2017.
- Social media updates are ongoing and include posting of recent job openings and the reseeded of open space by community operations and public safety staff.

Advertising

- Brand awareness ads will run in the Vail Daily over the Christmas/new year’s holiday week. In addition, digital brand awareness ads will run in the online version of “Vail Beaver Creek Magazine” through February using various tactics to target specific audiences.
- Collage Creative designed the December, January and February “Cordillera Spirit” advertisements. In addition Collage Creative designed the “Mountain Living,” “Vail/Beaver Creek” and “Vail Daily” advertisements.
- Display classified employment advertisements were placed in the “Vail Daily.”

Events

On Sept. 23 the Cordillera Equestrian Center was the venue of the second annual Horsin Around Day. Despite drenching rain, approximately 200 people toured the barn, enjoyed pony rides, horse demonstrations, a goat petting zoo, children’s activities and barbecue from Moe’s BBQ.

Collateral

- Produced and mailed a post card regarding the Benson appeal funding request.
- Produced and mailed the holiday card to the community.
- Identified and purchased board gifts and Community Day giveaways.

Miscellaneous

- Charles Townsend Photography was retained to develop photography and videography assets for use in advertising, website and design. The first photo shoot occurred in September to capture the fall colors with Director Smith as a model on the fishing parcel. The videographer and photographer will be working throughout the winter and into next summer to capture the Cordillera lifestyle.
- Webb Strategic Communication was contacted for possible future public relations support.
- Staff attended two Eagle County public information officers (PIO) meetings.
- The 2017 Annual Report, which captures department highlights and 2018 initiatives, will be posted to the website and emailed to the community by Dec. 31.

Recreation

Management Team Report

Vail Gondola Club

2017/2018 Ski Season Dates

- Vail Mountain opened for the season Wednesday, Nov. 22, and is scheduled to remain open through Sunday, April 15.
- The Vail Gondola Club open for the 2017/2018 ski season Monday, Nov. 13, beginning its 11th full ski season.

Annual Dues

There were no annual dues increases for the 2017/2018 ski season, this the fifth year in a row with no increase. The annual dues rate for Cordillera property owners is \$3,050 and for non Cordillera property owners \$3,300. Members were invoiced Tuesday, Nov. 21, and payments can now be made online at cordilleraliving.com. The club initiation fee is \$10,000 and is nonrefundable.

Staffing

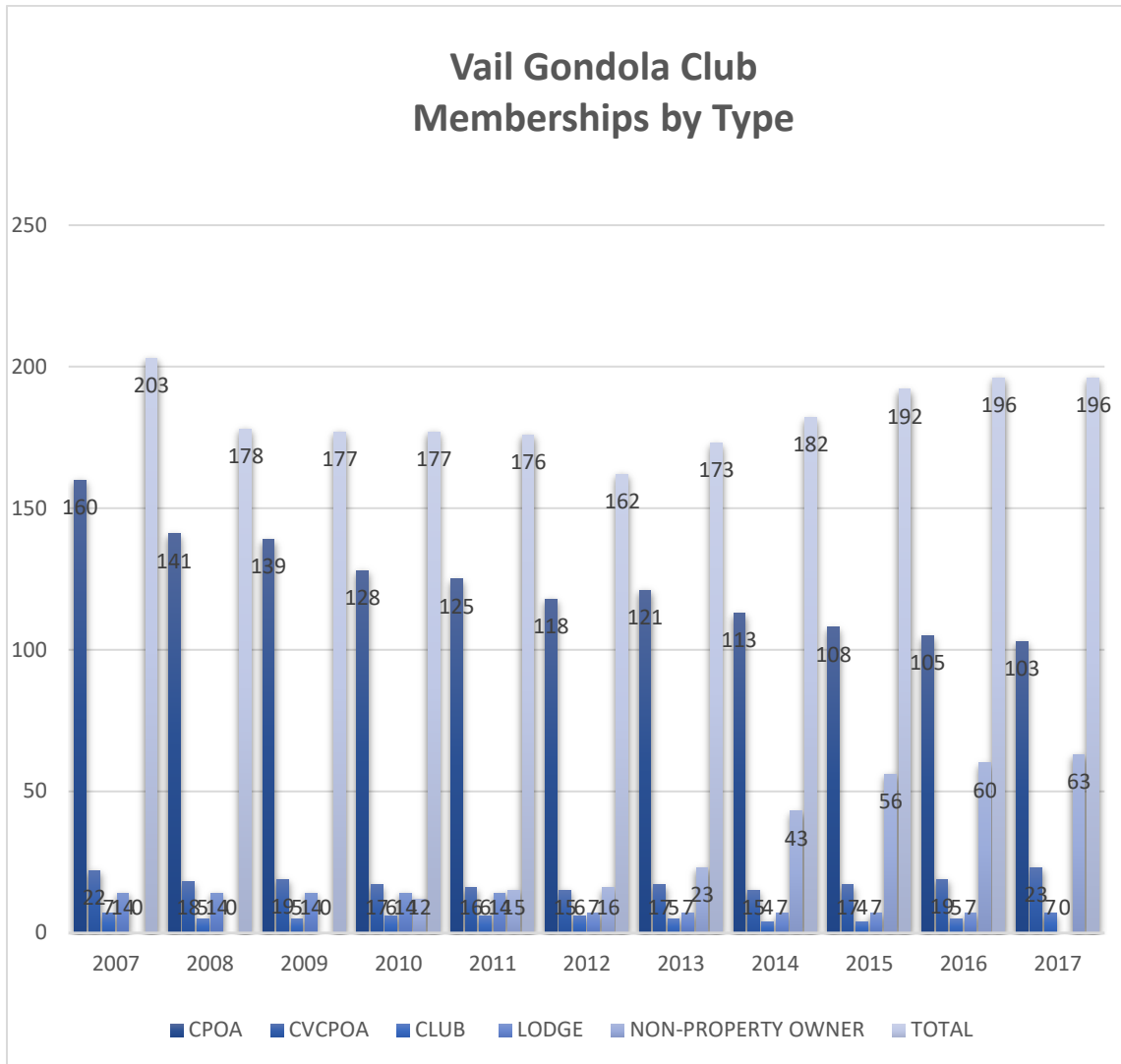
VGC team returning staff members: Justin Maguire, Nathan Asoian, Aubrey Lewis and Keegan Duffy. Justin and Nate have begun their seventh season while Aubrey and Keegan have begun their fifth and second years of service respectively.

Vista Bahn Building Lease

The initial extension period commenced Jan. 1, 2010 and shall terminate Aug. 31, 2018. Between 180 days and 210 days before the expiration of the initial extension period, written notice will be provided to exercise the right to further extend the lease for an additional extension period. This is the first of three additional extension periods for which the right to renew has been reserved.

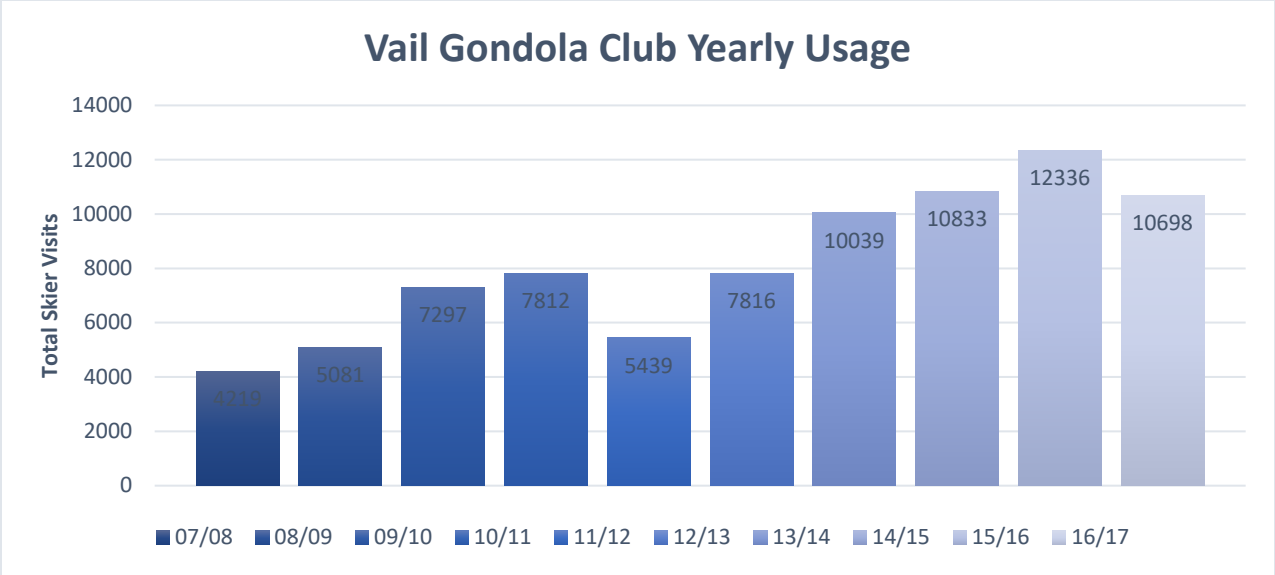
Membership Status (As of 12/1/17)

- Memberships sold 2016 - 17, resignations - 10
- Memberships sold 2017 - 8, resignations - 5
- Current members - 196
- Total revenue generating units – 194
- Memberships available – 3



Usage

- November 2017 skier visits were up despite the lack of early season snow coverage.
- Overall usage in 2016/2017 was down 13 percent when compared to 2015/2016. This decrease in usage was due to poor snow conditions and a decrease in lodge use.



Athletic Center

Hours

Open seven days a week to residents and owners, the ACC provides attendant assistance from 7 a.m. to 5 p.m. Weight machines, fitness class studio, locker rooms, steam rooms and the pool/spa are also available unattended from 5 to 7 a.m. and from 5 to 11 p.m. with a proximity/key card.

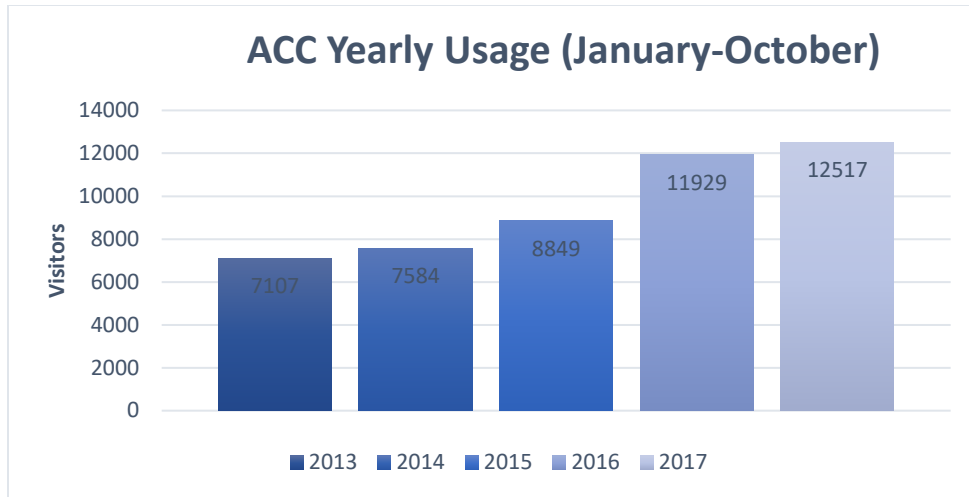
Beginning Monday, Dec. 4, the weight room at the Athletic Center at Cordillera (ACC) was closed while the facility boilers were being replaced. ACC users experienced cooler room temperatures during the repairs. Due to the cooler temperatures, beginning Tuesday, Dec. 5, Yoga relocated to the Trailhead.

Fitness Classes

Currently the Athletic Center offers nine weekly complimentary fitness classes including yoga, hydro cycling, tai chi, basi Pilates, fit ball and arms-to-abs.

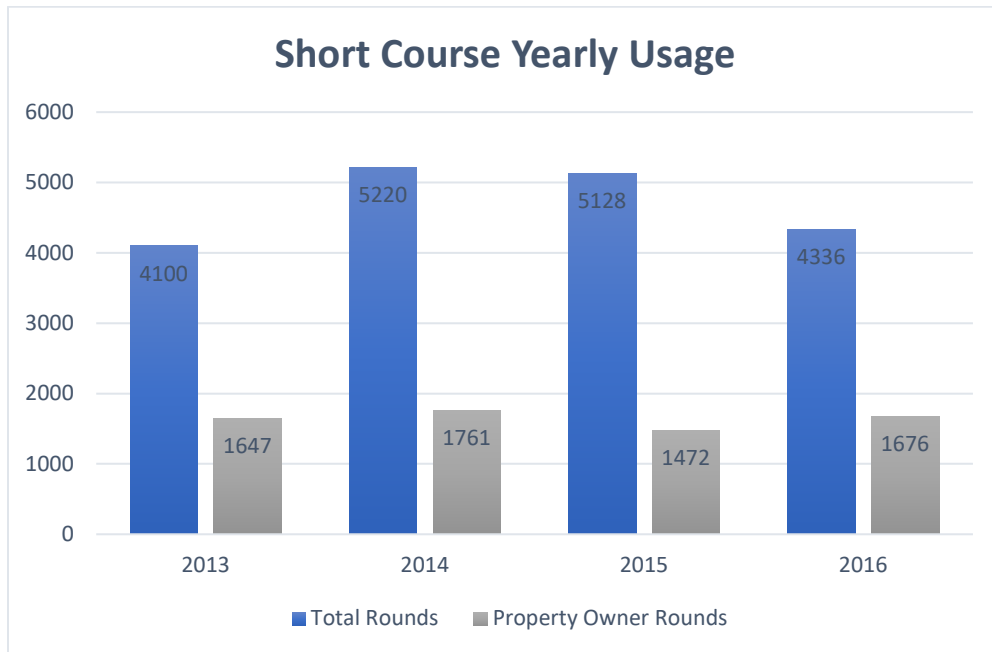
Usage

- January through October usage was up 5 percent when compared to 2016.
- Overall usage was up 35 percent when comparing 2015 to 2016. There were over 14,000 unique visits in 2016.



Short Course

The Short Course opened May 19, 2017, and closed Oct. 8, 2017. The course was open for walking to Cordillera property owners, their guests and Club at Cordillera members. The course was closed on Wednesdays for maintenance and parking was available on Kensington Court. Troon Management performed course maintenance and the conditions were widely reported as superb.



Community Enrichment

Monday Night Football at the Trailhead

Monday, Oct. 30, 6 p.m.

Approximately 40 property owners attended the matchup between the Broncos and Chiefs. Complimentary football fare and an array of beverage options were provided by the CPOA.

Holiday Wine Tasting at the Trailhead

Wednesday, Dec. 13, 5:30 -7:30 p.m.

Brought to the community by the CPOA, complimentary wine will be provided by Beaver Liquors and food prepared by Taste 5 catering.

Operations

Management Team Report

Projects

- Weed spraying around CMD/CPOA properties was completed for the 2017 season. Over 100 properties were identified in the upper Ranch and Summit neighborhoods that have extensive weed infestations. A plan is being developed to notify these homeowners.
- The speed bumps on Fenno near the Trailhead facility and Cordillera Way were removed.
- The residing of the community operations vehicle storage building took two weeks and was completed by mid-November.
- The trailer parking lot project is complete with new gates for the parking lots and 10 small trees from around the property were transplanted onto the berms to create a visual screen.
- Over 100 street lamps were upgraded with new LED lights, the light poles were stained and light fixtures painted.
- The operations team finished painting all 82 fire hydrants throughout Cordillera in early November.
- New boilers were installed in the ACC. The project was completed by mid-December.
- New holiday lights were hung at both gate houses. This is done every three to four years and the lights are on their fifth year.
- Phase two of the guardrail project was completed. However, the original guiderail on Fenno hill has settled significantly and will need to be raised. This is scheduled for 2019.

Fleet

- The car wash hours were extended for the summer season to Monday through Friday, 5 to 10 p.m. and Saturday and Sunday, 8 a.m. to 8 p.m.
- The fleet team is testing liquid de-icing equipment.
- The fleet team is currently testing carbide cutting edges for the snow plows in the hopes of significantly reducing the labor of changing blades from every week to every two months.

Trails

- The winter trails in the Territories were marked with new blue trail marking poles.
- All trails are open and are in great condition (weather dependent).
- Staff is researching new signage options for all trails on the property. Current signage is wood wrapped metal signs on wood posts. The availability of metal signs on metal posts what will eliminate the need for yearly maintenance is being researched.

Equestrian Center

- The footing replacement project was completed in September in time for Horsin Around Day. This project also included new wall boards throughout the arena.
- Operations worked with Holy Cross and Wattsup LED to find new lighting options for the equestrian center. The LED lighting will cost \$29 after a \$100 rebate from Holy Cross. The monthly cost savings is projected to be around \$500. Installation of the new lights is expected to be complete by the end of the year.
- Operations completed replacing the horse wash-stall wall boards. This area received all new water tight wall boards, new lighting and an overhead hose for washing horses.

River Parcel and Ponds

- All water feature pumps were winterized.
- The Granada Glenn aeration pump was repaired and activated.
- The Red Draw water feature pump was replaced due to a failed bearing.
- The fishing ponds at Granada Glenn and Bearden have been stocked.
- The Red Draw pond and park underwent a major restoration by the trail staff which included painting the pavilion. Irrigation repairs were also made.
- Trails staff continues to tidy the walking paths along the river by cutting back the overgrown brush, fixing stairs and removing trip hazards.

Public Safety and DRB

Management Team Report

Incident Reports

Mid-September through Nov. 12, public safety responded to 100 calls ranging from alarms (fire, intrusion, low temp and water flow), complaints, reports of property damage and suspicious person(s), vehicle assists, traffic accidents, parking issues, animal issues, wildlife reports, gas leaks, homeowner assists, medicals and noise complaints.

On Sept. 26, Nick and Manny from community operations were installing shelves in the Divide gatehouse when they heard a crash on Squaw Creek. They responded and helped with traffic control until patrol arrived. A vehicle was trying to turn onto Cordillera Way when it was rear-ended by another vehicle. Both parties were Cordillera resident and no injuries were reported. Insurance information was exchanged and a report was filed.

On Sept. 29, a homeowner called the Ranch gatehouse reporting that a bicyclist had passed by her home several times while yelling at to have her dog leashed. She confronted the bicyclist explaining that the dog was on private property. The bicyclist then stated that he carries a gun. When public safety arrived at her home, the bicyclist had left the area. Public safety instructed the homeowner to contact the Sheriff's office, notify public safety and try to take a picture if a similar instance were to happen again.

On Oct. 16, Public Safety received a phone call about a golf cart that had rolled down the ditch by Spring Creek in Cordillera Valley Club. Patrol arrived on the scene and found no one accompanying the golf cart. Patrol contacted the owner who explained that the golf cart was parked on the side of the street and rolled down the hill with no one in it. The owner had already called a tow truck to remove the golf cart.

On Oct. 22, while the night patrol was conducting a walkthrough of the Trailhead, the gas stove was found on with a strong smell of gas in the building. The night patrol officer turned the gas off, opened the doors and windows. Eagle River Fire engine 12 arrived on scene to find no hazards and that the gas smell was dissipating. The gas stove would not relight, so operations was notified of the need to examine the stove the next day. Both patrol and engine 12 cleared the call.

On Nov. 3, a homeowner reported to public safety that the chain gate at the Grouse on the Green had been damaged. Public safety responded to find the chain on the ground alone with the posts laying in the parking lot. Patrol stopped by the Lodge and spoke with the maintenance personnel on-site. They thanked us for the information and proceeded to fix the chain and posts.

Health Forests

This year 71 properties were due for their wildfire mitigation inspections; thus far, 64 have completed their mitigation and will be sent letters of completion (below):

Dear Cordillera property owner,

Your property has been reviewed by Cordillera Public Safety. The wildfire mitigation has been certified as meeting the minimum standards. Mitigation will need to be maintained and any new landscaping must be approved by Public Safety. Your property will next be reviewed in 2022. Thank you for your continued cooperation with our wildfire program.

Healthy Forest Manager, Bill Wentworth

Seven properties have not completed their work and have been given extensions until June 15, 2018.

Open space wildfire mitigation projects completed this year includes:

- Cut and removed dead and ladder fuels on open space below 33 Timber Trail.
- Removed ladder fuels surrounding the administration and post office buildings.
- Removed dead trees and thinned brush on Cordillera Way west of the Short Course maintenance facility and Casteel Ridge.
- Removed serviceberry bushes below the cul-de-sac on Redtail Ridge.
- Removed ladder fuels from the street by the hiking trail along Fenno above Red Draw.
- Removed heavy brush below the Git-a-long Trail (fire road) within 100 feet of the trail.

A number of trees had to be removed this summer. The list are as follows:

- 21 Douglas Fir
- 13 Lodge Pole
- 115 Aspen, Spruce and Sub-Alpine Fir

Communications and the scheduling of inspections for properties that are due for fire mitigation in 2018 will occur in early spring. Additional fire mitigation work will continue in 2018 on Cordillera open space.

Douglas Fir Beetle

The Colorado State Forest Service has inspected the community and collected data on the Douglas Fir Beetle. Areas that are already affected were identified and an action plan for the community was developed for 2018.

Cordillera Douglas-fir Beetle Action Plan

Introduction

Purpose

The purpose of this document is to help guide the Cordillera Property Owner's Association understand the nature of Douglas-fir beetle (DFB) and the actions they can take to control Douglas-fir beetle populations in order to protect Douglas-fir trees and forests within the community. For additional information on Douglas-fir beetle, please refer to the Colorado State Forest Service Quick Guide Series Publication FM 2016-1 Douglas-fir Beetle.

Current Status of Douglas-fir Beetle Activity in Cordillera

Currently, only one active infestation has been identified in Cordillera centered around The Trailhead community area on Fenno Dr. (see map). The earliest trees to be attacked were large trees greater than 14 inches in diameter that had experienced some form of root damage such as mechanical injuries, soil compaction, or additional soil deposition above the root collar. These trees subsequently became weakened and susceptible to attack. As beetle populations grew, nearby healthier trees were attacked, all greater than 14 inches in diameter and all less than a ¼ mile from the epicenter.

No additional infestations have been found to date.

Characteristics of Susceptible Douglas-fir Stands and Trees

The most important factor that increases susceptibility to Douglas-fir beetle attack is tree age and diameter. Susceptibility to attack increases when trees exceed 120 years in age or when diameter exceeds 14 inches. Other factors that can predispose trees to attack are high stand densities greater than 250 square feet of basal area, stand composition

greater than 50 percent Douglas-fir, diseases such as Douglas-fir dwarf mistletoe or root disease, and injury from insect defoliation, fire, or other mechanical means.

Treatment Options

The Colorado State Forest Service (CSFS) recommends Cordillera implement the following management/prevention strategies to reduce the loss of additional Douglas-fir trees to DFB.

Methylcyclohexanone (MCH) Anti-Aggregation Pheromone applications are recommended for all Douglas-fir trees within a ¼ mile radius of the current infestation (see map). In areas where Douglas-fir trees are widely scattered, individual trees would have a 1,000 mg “double bubble” MCH packet installed on the north side of the tree. In areas of more concentrated Douglas-fir, packets would be applied on a 40 foot by 40 foot grid. Two MCH packets would be applied to trees that are greater than 14 inches diameter or those showing signs of root damage. The purpose of these applications would be to prevent the spread of Douglas-fir beetle to nearby susceptible trees.

The CSFS would apply MCH packets within the ¼ mile radius on Cordillera open space areas as well as on homeowners’ properties that wish to have the CSFS do so. If a homeowner desires, they may apply the pheromone packets themselves.

Packets would be applied in mid to late May or before when temperatures are conducive to beetle flight. The CSFS will bill for MCH applications according to the attached document.

Traps and Trap Trees baited with Frontalin should be incorporated as part of the MCH pheromone strategy in order to reduce beetle populations. Lindgren funnel traps could be scattered throughout the area to lure beetles away from host trees and to help reduce populations as well. The concept of trap trees would be to identify at least three to five suitable host trees to fell in the spring, before the beetle’s flight period. These trees would then have the aggregation pheromone Frontalin attached to them to attract any beetles displaced by the MCH anti-aggregation pheromones. Later in the fall, those trees would be removed along with any nearby Douglas-firs that may have been infested, and destroyed or taken off-site. Trap trees to be felled should be at least 14 inches in diameter and located in relatively shaded areas. The CSFS would charge \$52 plus materials for trap tree setup.

Spray Applications of Carbaryl or Permethrin should only be applied to the highest value trees within the vicinity to further prevent attack. Large scale spraying is not recommended because it may have negative environmental effects on water, wildlife and beneficial insects. Spraying should be done in the late spring before adult emergence, in the proper dosage and mixture and consistently to cover the entire tree. The CSFS recommends that preventative sprays only be applied by a certified applicator.

Monitoring is a key element to any pest management strategy and will be incorporated into Cordillera's plan. The CSFS would conduct annual monitoring to ensure that treatments are effective and that no new infestations are appearing. Monitoring would occur annually during late summer.

Forest Management While all of the previous treatments are effective at reducing DFB populations, they are only short-term solutions. The only long-term solution is proper forest management to increase tree vigor. There are multiple large stands of pure Douglas-fir scattered throughout the area that should be thinned to promote tree health as well as to reduce the threat of wildfire. Trees should be thinned to allow for a variety of age classes and species composition. A residual basal area of 115 square feet or less is the target density to effectively reduce tree susceptibility. Trees greater than 14 inches diameter may be left following treatment, but monitoring for new infestations should occur for several years post treatment.

Slash disposal is important in order to reduce the chances of attracting beetles to treated stands as felled trees attract Douglas-fir beetles. Any cut material should be removed from the site immediately. If removal of cut material is infeasible, cutting should occur in the springtime (April-May) and resulting slash piled and burned before the spring break up the following year, before beetle flight.

Education




As part of Cordillera's action plan, the CSFS proposes to host two educational workshops for Cordillera homeowners and officials so that they can better understand Douglas-fir, Douglas-fir beetle, the proposed management actions and to empower participants to make informed decisions regarding Douglas-fir management on their property. Content of the workshops would include:

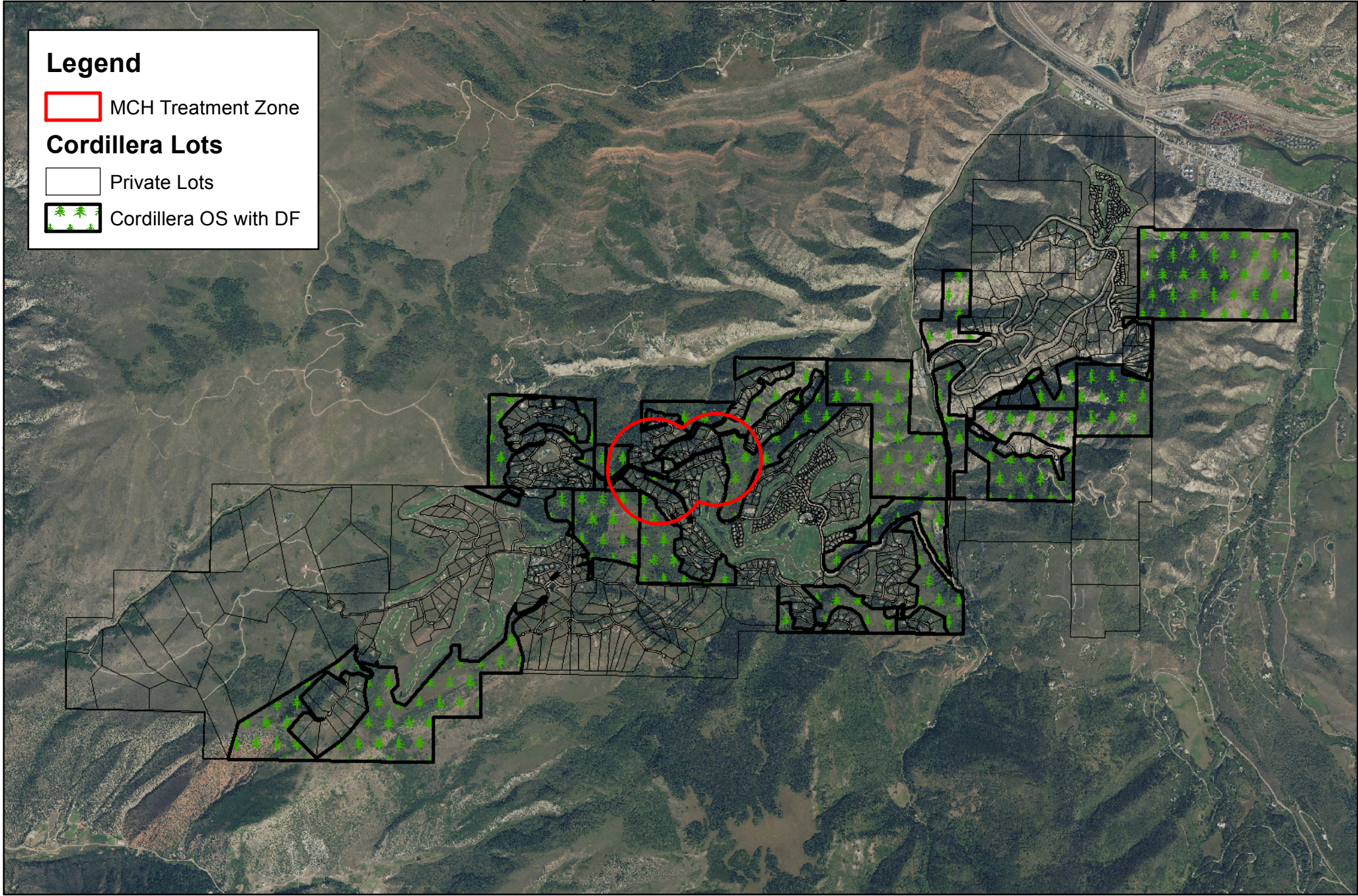
- Douglas-fir identification
- Douglas-fir beetle identification and life history
- Factors that predispose trees to attack
- Management strategies including pheromones, chemical sprays, and forest management
- Presentation of Cordillera's DFB Action Plan

SEE FOLLOWING IMAGES

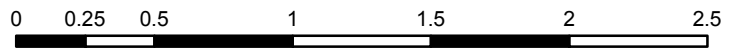
Cordillera Open Spaces With Douglas Fir

Legend

-  MCH Treatment Zone
- Cordillera Lots**
-  Private Lots
-  Cordillera OS with DF



Colorado State Forest Service
Granby District
November 3, 2017






Miles
72

1:44,000





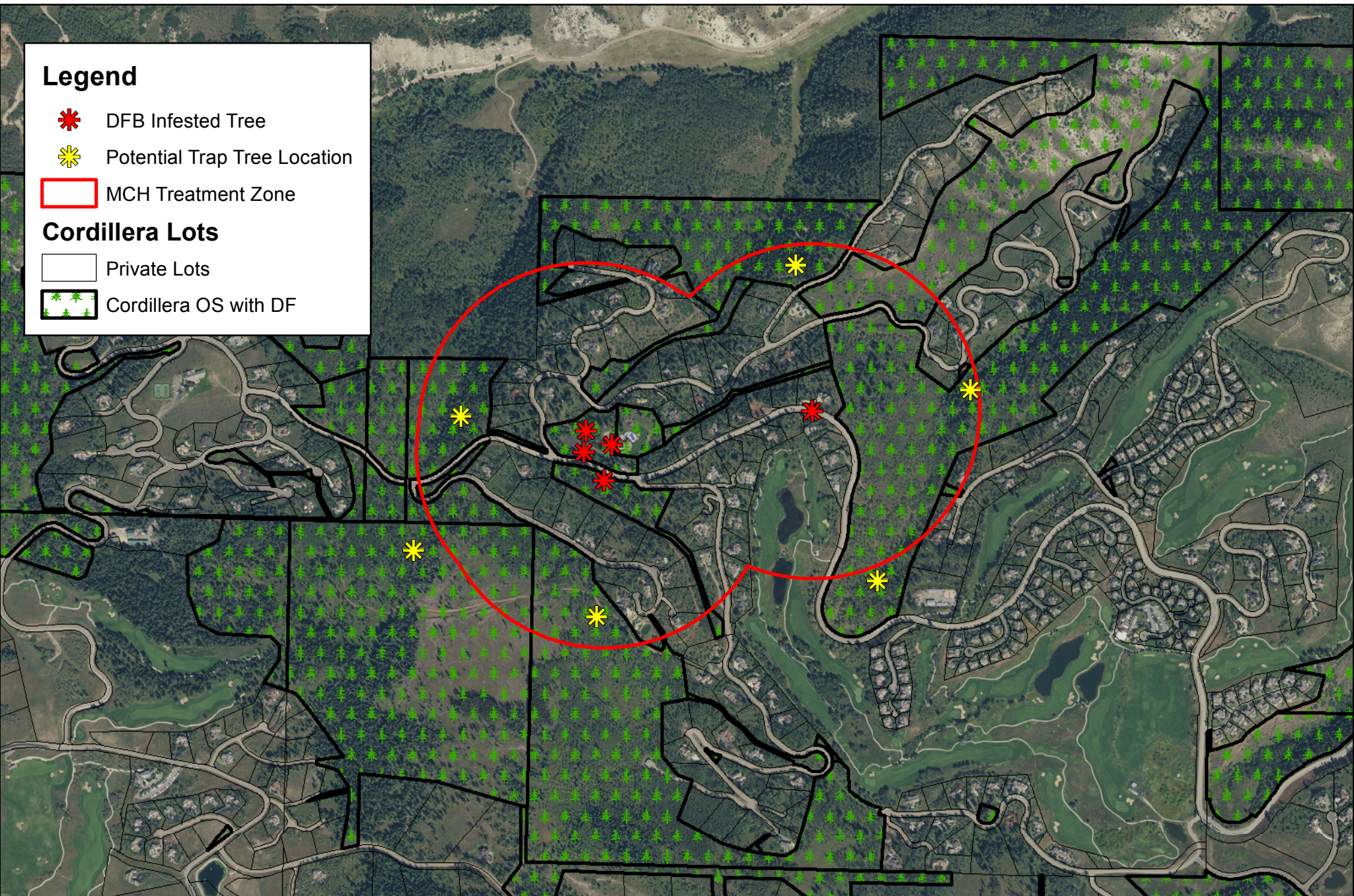
Cordillera MCH Treatment Zone

Legend

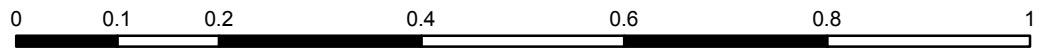
-  DFB Infested Tree
-  Potential Trap Tree Location
-  MCH Treatment Zone

Cordillera Lots

-  Private Lots
-  Cordillera OS with DF



Colorado State Forest Service
Granby District
November 3, 2017



Miles

1:12,000



Colorado State Forest Service
MCH Anti-aggregation Pheromone Application

2017 Rates



MCH Purchasing

All MCH packets are “double bubble” packets with 1000mg of active ingredient, or twice as much active ingredient than the single bubble packets ordered in 2015 (see attached for MSDS and additional product information). Recommended application rates for the double bubble packets are 20/acre. We also recommend that you add on an additional 10 packets so that high value trees, trees adjacent to structures, and large diameter trees are addressed.

CSFS purchases packets in bulk at a reduced cost. Landowner pricing is show in table below (plus 2.9% sales tax) to CSFS. **Please order ASAP. Orders MUST be received no later than February 27, 2017 to ensure quantity.** To order MCH or request labor please contact the CSFS Gunnison Field Office at 970-641-6852 or email J.T.Shaver@colostate.edu or Sam.Pankratz@colostate.edu . Your invoice will be mailed to you when MCH is ordered (Mid-March).

MCH Quantity	Cost/Packet no tax	Cost/Packet w/ 2.9% sales tax
2510-5000	2.10	2.16
510-2500	2.20	2.26
260-500	2.50	2.57
60-250	2.65	2.73
10 to 50	2.80	2.88

**We do our best to provide the cheapest cost to our landowners for MCH and all prices listed in the table above are below market cost. If a cheaper option is available please order on your own. Any revenues from the program from MCH sales go towards the purchase of two large chest freezers for MCH storage, cost of freight and administrative time to coordinate and complete ordering.*

MCH required will not exceed the above proposal and if desired coverage is achieved with a lesser amount of MCH you will be billed for the actual number of packets used. Tree spacing/density, diameter and existing mortality may reduce amount of packets required.

CSFS Application Cost (Optional)

**Due to high demand, the Colorado State Forest Service may not have labor available to assist you with hanging MCH.*

See application instructions below if hanging MCH in-house.

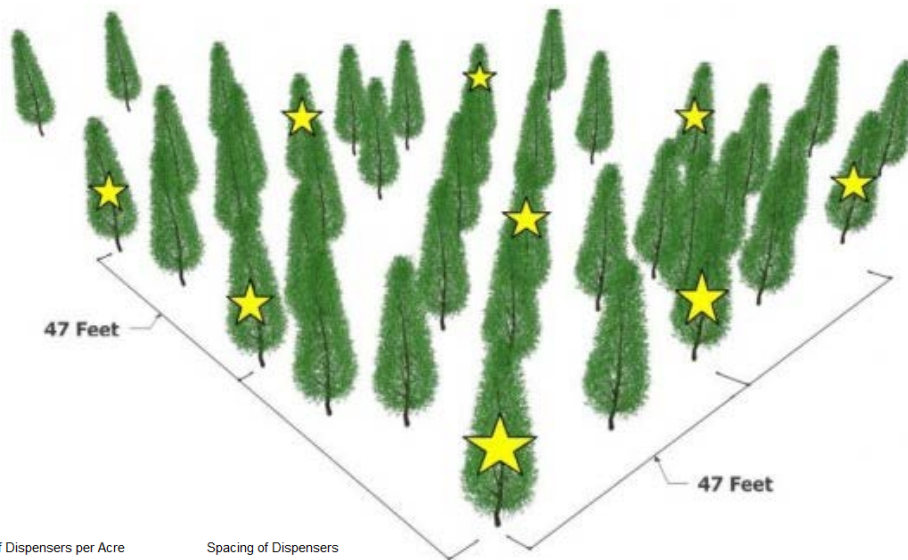
CSFS Rate= \$52/hr.

Estimated time for deploying 20 packets/acre (47' x 47' spacing) = ½ hour/acre

Cost= ½ hr/acre x _____ acres x \$52/hr = \$_____

Total Cost= _____

Labor time is calculated using best judgment and could increase or decrease depending on terrain and conditions.



Number of Dispensers per Acre	Spacing of Dispensers
20	47 ft X 47 ft
25	42 ft X 42 ft
30	38 ft X 38 ft
35	35 ft X 35 ft
40	33 ft X 33 ft
45	31 ft X 31 ft
50	29 ft X 29 ft

Deployment Instructions

- 20 packets/acre in pure, mature Douglas-fir stands using “double bubble” MCH with 1000 mg of active ingredient. We recommend additional packets for high value, large diameter (24”+) trees and trees adjacent to structures desired for retention.
- Staple at head height or higher (out of reach of children and pets) on the north side of tree (will reduce drying of active ingredient from solar)
- DO NOT staple or puncture the bubble
- Where poly gloves and wash hands after use
- Focus on large diameter, mature trees for packet placement while maintaining a grid pattern.
- Where mature trees or Douglas-fir are not present, maintain grid spacing by hanging at closest available tree, stump, fencepost to maintain pheromone plume
- Apply pheromone packets no later than June 1st. Adult Douglas-fir beetle begin emerging when the temperature is 60°F. MCH release is gradual however, hanging packets too early while reduce effectiveness in late summer.
- Freeze unused MCH in a non-plastic air tight container for future use

The Forest Service and healthy forest staff have scheduled informational meetings Monday, Dec. 11, at 11 a.m. and 2 p.m. at the Trailhead. These sessions will provide property owners information on how to protect their Douglas Fir trees from the beetle and provide an opportunity to pose question to the State epidemiologist.

Wildlife Enhancement

Reseeding Project

The healthy forest program worked with the Craig Wescoatt, Department of Natural Resource (DNR), on a seeding strategy to help the regrowth of the 28-acres impacted by the lodge poll clear-cut project. The goal was to help revegetate the area and create a better habitat for wildlife. A mix blend of seeds along with fertilizer recommended by the local DNR was spread the week after Thanksgiving. The mix consisted of the following plants:

- Sainfoin
- Winter Fat
- Cicer Milkvetch Lutana
- Bottlebrush Squirrel Tail
- Streambank Wheat Grass Sodar
- Indian Rice Grass Nezpar
- Utah Sweet Vetch
- Galleta Viva

These plants help support wildlife such as elk, mule deer, smaller animals and numerous bird species. Public safety and operations staff spent a day spreading the seeds and the fertilizer. Spreading the seed before snowfall will allow the seed to benefit from added moisture from the spring snow melt.

Design Review Board

Buildout Analysis						
Neighborhood	Total Allowed*	Actual **	Completed	Review	Construction	% Buildout**
Divide-minus 60 Lodge	202	195	165	0	3	85 percent
Ranch	400	394	317	1	1	80 percent
Summit	248	241	100	2	4	41 percent
Totals (PUD 910)	850	830	582	3	8	70 percent

* 850 + 60 = 910 Total density allowed by the current PUD

** Includes lots that have been combine. Does not include properties under construction

Under Construction	
Divide	Status
220 Casteel	exterior materials
322 Granada Glen	Final inspection
465 Little Andorra	Framing - ILC

Review Process	
Divide	Status

Ranch	Status
205 Elk Springs Tr	Foundation ILC

Ranch		Status
166 Peregrine Dr	Sketch 3.14.17 D	

Summit	Status
1282 Gore Trail	Final inspection
96 Lady Belle Way	Framing ILC
722 Granite Springs	Excavation

Summit		Status
84 Martingale	Pre-design 6.13.17	
1596 Gore Trail	Pre-design 9.12.17	

Territories	Status
19 Territories	Foundation ILC

Territories	Status
--------------------	--------

DRB Agendas & Minutes

Aug. 8, 2017

Design Review Board - Minutes
Tuesday, 8, August 2017
408 Carterville Road, Cordillera, Colorado

ATTENDANCE

Members Present

Gene Shanahan - Chair
Lee Hegner - Board Member
David Staat - Board Member
Henry Reed - Board Member

Members Absent

Judy LaSpada - Board Member
Eric Jung - Alternate Board Member
Dennis Moran - Alternate Board Member

Others present:

Millie Aldrich - DRB Administrator
Paul Miller - DRB Architectural Consultant

CALL TO ORDER

10:40 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 July 11, 2017, approved, moved by Hegner second by Shanahan all in favor.

PUBLIC INPUT – No public input was noted.

DRB ACTION ITEM –

- 1.** O’Kelly Residence – 722 Granite Springs Trail **11:06 a.m.**
Review: Sketch
Present: Bobby Ladd RAL Architect, Nina O’Kelly
Sketch – Denied. (See memo located in Page 3)
- 2.** Roof Product: DEcra Shake XD **12:05 p.m.**
Product representative will provide address where this product has been installed on homes in the Cherry Creek area.
Present: Blante Evans, Decra Shake Representatives
- 3.** Cumming Residence – 21 Pikes Way **12:40 p.m.**
Building Envelope amendment and third garage bay Boards request additional information:

- Review original approved drawings including: lower drive to garage or bedroom, carport at the front of the house and additional drive at the front of the house not shown on submittal.
- Enclosed fenced area is more than Cordillera guidelines allow, was the approved by the DRB? Provide approvals.
- Proposed building envelope shape is odd and does not need to be the same shape as the addition. Removing the section of building envelope in the proposed area creates additional problems for the fence enclosure. Dog runs / fence enclosure must be located in the building envelope.

Tabled

4. O'Connor Residence

1 p.m.

674 Winchester – Building Envelope amendment/vacate lot line

- Applicant has not received written approval from all adjacent neighbors and it has been over 30 days.
- Applicant and contractor have been working with ERWSD, Fire Department and Metro on relocating the fire hydrant and removing a section of Winchester Trail that provided access to the lot vacating.
- The building envelope amendment and lot line vacate has no negative impact to the adjacent neighbors and wildlife corridor.

Approved motion to submit to CPOA for Final approval

ADMINISTRATIVE UPDATES

- Active Construction Sites / Build-out Analysis
- Tree house would be considered an accessory building and would require fire suppression per the Cordillera PUD

STAFF APPROVALS – 6

Johnson Residence – 310 Alcazar – landscape improvements - Final – HOA / DRB approved

Ralph Residence – 79 Saddle Ridge Rd – New Roof – Final – HOA/DRB approved

Donoho Residence – 541 Saddle Ridge Rd – Color change / Exterior Lights – Final – approved

Becker Residence – 27 Kit Way – trampoline / swing set – Final – approved

Seltzer Residence – 141 Martingale Ln – landscape improvements - Final – approved Smith

Residence – 1187 Gore Trail – landscape improvements / trellis

FINAL INSPECTION – 2

340 Cordillera Way – Final

Items have been corrected, compliance deposit request for release.

832 Forest Trail – Final

Fine amount was deducted from Compliance deposit and request for release.

COMPLIANCE OFFICER UPDATES

220 Casteel Ridge – several items have been addresses and construction activity has resumed

465 Little Andorra – several items have been addressed and new general contractor has been assigned to the project

ADJOURNMENT

1:36 p.m.

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

Design Review Board - Staff Memorandum

Date: 8/8/2017

Applicant: O’Kelly Residence
Location: 722 Granite Springs Trail / Lot 6, Block 5, Filing 34
Representative: Bobby Ladd – RAL Architects
DRB Coordinator: Millie Aldrich
Review: Sketch

Project Overview

The O’Kelly Residence is a new residence located 722 Granite Springs Trail / Lot 6, Block 5, Filing 34. The site is acres. The proposed residence is 4,230 square feet, per drawing set 8/3/17. The O’Kelly Residence is being reviewed for Sketch and is subject to the Summit Design Guidelines.

Board Comments:

Site Plan:

- Driveway grades are fairly steep 10 percent but south facing.
 - Verify the first 6 feet is 0 percent, next 15 feet is 2%-4%
 - Include grades on driveway.
 - Verify mulch is approved for Fire Truck staging, a lot of mulch in the front of the house
 - Fix legend for mulch
- Culvert must be designed by an engineer to provide proper coverage and water capacity
- Septic must be designed by a soil’s engineer
 - Adjustment to site disturbance
 - Additional native plantings in the area of the Leach Field and utility cut
- Identify exterior lighting
 - Address Marker
 - Driveway lighting
- Guidelines require site and landscape plan be generated by a Landscape Architect.

Architectural:

- There is not a strong sense of entry from the arrival side.
 - A front porch would reinforce the ranch style character of the guidelines.

- Additional shed roofs seem to create an inconsistent language between the north side and south side of the house. It is not a unified design concept. It appears as two distinctly different building designs, not a unified composition.
 - Shed roofs becomes the dominate form
 - Complex roof lines
 - Boxy look from the road
- Exterior finish material changes should occur at a change in the building form as an expression of the massing, not along a straight wall as presented.

General Comments:

The previous design was closer to the intent of the Design Guidelines and the proposed Sketch submitted. Using metal panel as an accent with a natural patina finish is an acceptable material. **Sketch – Denied** moved by Staat second by Hegner all in favor.

Sept. 12, 2017

Design Review Board

**Sept. 12, 2017, DRB Agenda
Administrative Offices, 408 Carterville Road**

Gene Shanahan – Chairperson	Dennis Moran – Alternate Board Member
David Staat – Board Member	Eric Jung -Alternate Board Member Lee
Hegner - Board Member	Millie Aldrich – DRB Administrator
Judy LaSpada - Board Member	Paul Miller - Architect Director
Henry Reed - Board Member	Scott Sones - Landscape Arch. Dir.

All times are approximate and subject to change

8:30 a.m. Leaving from Administrative office
Site Visits:

8:50 a.m. 1596 Gore Trail – new construction
21 Pikes Way – building envelope - garage addition
1562 / 1510 Red Draw – building envelope amendment / lot line vacate – future caretaker unit

10:15 a.m. Call to order
Approval of August Minutes
Review Agenda - Project overview

10:45 a.m. Dolan Residence – 1596 Gore Trail – Pre-design Review
Applicant: Shepherd Resources Adam Harrison Architect

11:30 a.m. O’Kelly Residence – 722 Granite Springs Trail – Sketch Review
Applicant: RAL, Bobby Ladd Architect

12:15 p.m. Cumming Residence – 21 Pikes Way – Building Envelope Amendment

Applicant: Turnipseed, Brennen Fitzgerald Architect

12:45 p.m. Jung Residence – 1562 / 1510 Red Draw – Building Envelope Amendment / lot
line vacate

Applicant: Ceres, Scott Sones Landscape Architect

Staff Updates

Active Construction Sites / Build-out Analysis
Construction Schedule

Staff Approvals – 7

Warmuth Residence – 37 Stag Gulch Ct – windows, doors, color change - Final – DRB approved

Wolff Residence – 34 Bermuda Dr – New Roof – Final – HOA/DRB approved

Stetler Residence – 8 Penncross Ln – New Roof – Final – HOA/DRB approved

Lahti Residence – 465 Little Andorra – Windows / patio door – Final – DRB approved

Christenson Residence – 253 Bearden Rd – hot tub / patio - Final – DRB approved

Heard Residence – 200 Casteel Ridge – New Roof – Final – DRB approved

Haitmann Residence – 2486 Fenno Dr – New Roof – Final – DRB approved

Single Family Construction Starts – 0

Single Family Final Inspection – 2

49 Kickinghorse – Final, Compliance deposit request for release

1282 Gore Trail – Final, Inspection Report: items to correct

Compliance Officer Updates

Bearcat – colors

Other Business

2 p.m. Adjourn

**Design Review Board - Minutes
Tuesday, Sept. 12, Sept. 12, 2017,
408 Carterville Road, Cordillera, Colorado**

ATTENDANCE

Members Present

Lee Hegner – Acting Chair Board Member

Judy LaSpada - Board Member

David Staat - Board Member

Eric Jung - Board Member

Members Absent Dennis Moran - Board Member
Henry Reed - Board Member
Gene Shanahan - Chair
Others present: Millie Aldrich - DRB Administrator
Paul Miller - DRB Architectural Consultant
Kirk Pliske – Public Safety Director

SITE VISITS

1596 Gore Trail – Pre-design Review, Dolan Residence
21 Pikes Way – building envelope amendment
1562 / 1510 Red Draw – building envelope amendment / lot line vacate

CALL TO ORDER

10:20 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 – Eric Jung has a conflict of interest and removed himself during the discussion of 1562 / 1510 Red Draw.

APPROVAL OF AGENDA –DRB unanimously approved the agenda.

APPROVAL OF MINUTES – Minutes from Aug. 8, 2017, approved, moved by Staat second by Moran all in favor.

PUBLIC INPUT – No public input was noted.

DRB ACTION ITEM –

1. Dolan Residence – 1596 Gore Trail **10:48 a.m.**
Review: Pre-design
Present: Shepherd Resources, Adam Harrison Architect
Pre-design – no vote. (See memo located in Page 3)
2. Jung Residence – 1562 / 1510 Red Draw **11:48 a.m.**
Review: Building Envelope Amendment / Lot Line Vacate
Present: Eric Jung owner
Approved: Applicant may proceed with notifying adjacent neighbors for approval. DRB coordinator to submit request to the CPOA Board for review and approval.
3. O’Kelly Residence – 722 Granite Springs Trail **12 p.m.**
Review: Sketch
Present: Bobby Ladd RAL Architect, Nina and Lucien O’Kelly
Final – approved with conditions. (See memo located in pages 4-5)
4. Cumming Residence – 21 Pikes Way **12:47 p.m.**
Building Envelope Amendment
Present: Turnipseed, Brennen Fitzgerald Architect; Paige and Chris Cumming Owners

Approved: The applicant may proceed with notifying adjacent neighbors for Building Envelope adjustment approval.

- DRB has concerns about the driveway maneuvering but does not affect the building envelope adjustment. This must be addressed when the board reviews the garage addition.
- The enclosed fenced area exceeds the allowable 1,000 sq. ft. however this was previously approved by the DRB and does not affect the wildlife corridor. The fenced area is within the Building Envelope and can remain.

ADMINISTRATIVE UPDATES

- Active Construction Sites
- Build-out Analysis: 9 under construction / 4 review process

STAFF APPROVALS – 7

Warmuth Residence – 37 Stag Gulch Ct – windows, doors, color change - Final – DRB approved
Wolff Residence – 34 Bermuda Dr – New Roof – Final – HOA/DRB approved
Stetler Residence – 8 Penncross Ln – New Roof – Final – HOA/DRB approved
Lahti Residence – 465 Little Andorra – Windows / patio door – Final – DRB approved
Christenson Residence – 253 Bearden Rd – hot tub / patio - Final – DRB approved
Heard Residence – 200 Casteel Ridge – New Roof – Final – DRB approved
Haitmann Residence – 2486 Fenno Dr – New Roof – Final – DRB approved

FINAL INSPECTION – 2

9 Kickinghorse – Final, Compliance deposit request for release
282 Gore Trail – Final, Inspection Report: items to correct

COMPLIANCE OFFICER UPDATES

Bearcat – new colors

- DRB provided approval to the Bearcat HOA for 7 new color schemes to be used in their enclave. It is the HOA’s responsibility to ensure the owners are following the approved colors. DRB should not be fining individual homeowners. The HOA can be more restrictive than the DRB, and the homeowner’s have an obligation to follow the rules and regulations within their enclave community.

ADJOURNMENT

1:28 p.m.

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

Design Review Board - Staff Memorandum

Date: 9/12/2017

Applicant: Dolan Residence
Location: 1596 Gore Trail / Lot 5, Block 1, Filing 34
Representative: Adam Harrison – Shepherd Resources

DRB Coordinator: Millie Aldrich

Review: Pre-Design

Project Overview

The Dolan Residence is a new residence located 1596 Gore Trail / Lot 5, Block 1, Filing 34. The site is 3.910 acres. The proposed residence is 6,433 square feet, per drawing set 8/24/17. The Dolan Residence is being reviewed for Pre-Design and is subject to the Summit Design Guidelines.

Board Comments:

Site Plan:

- Site was not surveyed with driveway centerline and building outline for Board review at the site visit
- Driveway, address markers and landscape to be reviewed with Metro District.
 - There is a possibility the adjacent lot could access their property from the same access easement on Metro's property. Metro to review access easement.
 - Driveway works well with existing topography
 - Review address markers with Metro.
- Architect discussed the possibility of moving the building envelope to the south and west as to take advantage of the flatter area on the site. The site has a steep hillside slope greater than 40 percent on the east side of the building envelope.
 - The Board thought this would be a good solution.
 - Architect will discuss with owner and submit drawings with revised building envelope, application and fee to be reviewed by DRB coordinator.

Architectural:

- Work on the connector element between the two primary gables
 - Possibly flat sod roof
 - Pure ranch elements with interstitial space as the connectors
- Develop the window pattern
- Review plan form and roof form
 - Living room has 3 different roof forms
 - Provide roof plan to better understand elevations

General Comments:

No vote required at Pre-Design.

Board liked the direction of the design, the use of structural expression and materials. The design positively responds to the site with topography and views.

Design Review Board - Staff Memorandum

Date: 9/12/2017

Applicant: O'Kelly Residence
Location: 722 Granite Springs Trail / Lot 6, Block 5, Filing 34
Representative: Bobby Ladd – RAL Architects
DRB Coordinator: Millie Aldrich
Review: Sketch

Project Overview

The O’Kelly Residence is a new residence located 722 Granite Springs Trail / Lot 6, Block 5, Filing 34. The site is 2.238 acres. The proposed residence is 4,258 square feet, per drawing set 8/24/17. The O’Kelly Residence is being reviewed for Sketch and is subject to the Summit Design Guidelines.

Board Comments:

Site Plan:

- Existing trees on survey must be shown on the site plan
 - Trees to the south should remain, existing trees can be limbed for fire mitigation
 - Trees to the north on the proposed driveway, indicate tree to be removed
 - Identify trees to the west
- Limits of disturbance on the south-west can be tightened up and include tree to remain
- Provide elevation detail of the address marker, height, number material height, lighting cut sheet
 - Locate address marker to the south side of the driveway
- Extend the culvert to the north to provide a planting area and screen of the drainage
- Correct building height symbols
 - A is not shown
- Driveway or path lighting is not shown
 - Provide location and cut sheets if it is to be included
- Leach Field must be designed by a Soils Engineer, provide drawings.
- Fire pit must be gas burning
 - Provide details, elevations, materials, etc.

Construction Management Plan:

- Indicate erosion control
- Provide detail of construction fencing: material, color, supports
- Parking on the street must be shown to be included

Landscape Plan:

- Indicate planting beds that are irrigated
- Wildfire mitigation to review trees to remain
- erosion control

Architectural:

- Indicate sprinkler system
- Locate knock box on plan and elevation
- Upper deck has an awkward relationship to master roof eave
 - Indicate water and snow removal
 - Indicate if north facing deck is heated
 - If gutters there may be conflict with sliding door
 - Consider removing deck and add shed roof to match entry side, then master gable could be lowered.
- Provide gutters and downspouts on roof plan. Identify material.
- Identify snow guards.
- Provide existing grade on all elevations.

- Provide additional details
 - Snow guard detail
 - W3 metal detail: corner and joint
 - W3 window detail: shown in wood trim
 - Gutter for deck? See detail 4-A5.2

General Comments:

Final approved – with comments and additional details provided at Technical.

Nov. 14, 2017

Design Review Board

**Nov. 14, 2017, DRB Agenda
Administrative Offices, 408 Carterville Road**

Gene Shanahan – Chairperson	Dennis Moran – Alternate Board Member
David Staat – Board Member	Eric Jung -Alternate Board Member
Lee Hegner - Board Member	Millie Aldrich – DRB Administrator
Judy LaSpada - Board Member	Paul Miller - Architect Director
Henry Reed - Board Member	Scott Sones - Landscape Arch. Dir.

All times are approximate and subject to change

8:30 a.m. Call to order
 Approval of September Minutes
 Review Agenda - Project overview

9:15 a.m. Feinberg Residence Addition – 5 Stag Gulch Ct – Final Review
 Applicant: RMT Architects

9:30 a.m. Smith Residence Porte Cochere/ Driveway – 1187 Gore Trail – Final Review
 Applicant: Ric Fields Landscape Architect / Maggie Fitzgerald Architect

9:45 p.m. Cumming Residence Garage Addition – 21 Pikes Way – Final Review
 Applicant: Turnipseed, Brennen Fitzgerald Architect

10 a.m. Pattee Residence Project without Approval - 1282 Gore Trail – Final Review
 Applicant: Jon Gunson, Custom Mountain Architects

10:15 a.m. More Residence Project without Approval – 223 Saddle Ridge Loop – Final Review
 Applicant: Jerralyn and Avery More / Bearcat HOA has approved

Staff Approvals – 13 (September - November)
 Pennock Residence – 96 Bearcat Point – New Roof - Final – DRB approved

Holley Residence – 273 Bearden Rd – Hot Tub / patio – Final – DRB approved
Saxby Residence – 12 Stag Gulch Ct – Deck Rail – Final – DRB approved
Farley Residence – 78 Bluegrass Ct – New Roof – Final – HOA / DRB approved
Jung Residence – 1562/1510 Red Draw – Vacate Lot Line / Amend BE - Final – DRB/CPOA approved
Chandler Residence – 50 Penncross – New Roof – Final – HOA / DRB approved
Smith Residence – 1187 Gore Trail – Landscape / Driveway / Lts – Final – DRB approved
Craig Residence – 520 Black Bear – Entry stairs / landscape / hot tub – Final – DRB approved
Donoho Residence – 541 Saddle Ridge Rd – Landscape / Fence / Sculpture – Final – DRB approved
O’Kelly Residence – 722 Granite Springs Trail – Technical – DRB approved
Miller Residence – 232 Golden Bear Dr – New Septic / Leach Field – Final – DRB approved
Foley Residence – 88 Cimarron Trail – New Roof – Final – HOA / DRB approved
Reilly Residence – 96 Lady Belle – add window, patio revision – DRB approved

Single Family Construction Starts – 1

722 Granite Springs Trail – O’Kelly Residence

Single Family Final Inspection – 4

117 Norgaard Way – Final Landscape, Remaining Compliance deposit request for release
49 Lady Belle – Final, Compliance deposit request for release
44 El Mirrador – Final, Compliance deposit request for release
155 Granada Hill – Final Landscape, Remaining Compliance deposit request for release

Staff Updates

Active Construction Sites / Build-out Analysis
Construction Schedule

Compliance Officer Updates

Other Business

11:30 a.m. Adjourn

December 12, 2017

Design Review Board

**December 12, 2017 DRB Agenda
Administrative Offices, 408 Carterville Road**

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

Dennis Moran – Alternate Board
Eric Jung -Alternate Board Member
Millie Aldrich – DRB
Paul Miller - Architect Director
Scott Sones - Landscape Arch. Dir.

8:30 a.m. Call to order

All times are approximate and subject to change

Approval of November
Minutes Review
Agenda - Project
overview

9:20 a.m. Dolan Residence – 1596 Gore Trail –
Sketch Review Applicant: Shepherd
Resources – Ryan Wolffe

10:00 a.m. 205 Elk Springs – Compliance
Applicant: Mike Lauterbach

Staff Approvals – 2 (November)

Heitmann Residence – 2486 Fenno – Landscape / patio improvements - Final –
DRB approved Bishop Residence – 271 Eagles Glen – deck addition – Final –
HOA / DRB approved

Single Family Construction Starts – 0

Single Family Final Inspection – 0

Staff Updates

Active Construction Sites / Build-
out Analysis Construction

Schedule

Revenue /

Expense 2017

Compliance

Officer Updates

Other Business

11:00 a.m. Adjourn

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

Dennis Moran – Alternate Board
Eric Jung -Alternate Board Member
Millie Aldrich – DRB
Paul Miller - Architect Director
Scott Sones - Landscape Arch. Dir.

8:30 a.m. Call to order

All times are approximate and subject to change

Approval of November
Minutes Review
Agenda - Project
overview

9:20 a.m. Dolan Residence – 1596 Gore Trail –
Sketch Review Applicant: Shepherd
Resources – Ryan Wolffe

10:00 a.m. 205 Elk Springs – Compliance
Applicant: Mike Lauterbach

Staff Approvals – 2 (November)

Heitmann Residence – 2486 Fenno – Landscape / patio improvements - Final –
DRB approved Bishop Residence – 271 Eagles Glen – deck addition – Final –
HOA / DRB approved

Single Family Construction Starts – 0

Single Family Final Inspection – 0

Staff Updates

Active Construction Sites / Build-
out Analysis Construction

Schedule

Revenue /

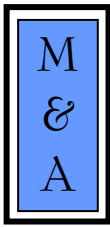
Expense 2017

Compliance

Officer Updates

Other Business

11:00 a.m. Adjourn



MCMAHAN AND ASSOCIATES, L.L.C.

Certified Public Accountants and Consultants

CHAPEL SQUARE, BLDG C
245 CHAPEL PLACE, SUITE 300
P.O. Box 5850, AVON, CO 81620

WEB SITE: WWW.MCMAHANCPA.COM
MAIN OFFICE: (970) 845-8800
FACSIMILE: (970) 845-8108
E-MAIL: MCMAHAN@MCMAHANCPA.COM

November 13, 2017

Board of Directors Cordillera Metropolitan District

Dear Board members:

We are pleased to confirm our understanding of the services we are to provide Cordillera Metropolitan District ("the District") for the year ended December 31, 2017. We will audit the financial statements of the governmental activities and each major fund, which collectively comprise the basic financial statements of the District as of and for the year ended December 31, 2017. Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

The following RSI is required by U.S. generally accepted accounting principles and will be subjected to the auditing procedures applied in our audit of the basic financial statements and we will provide an opinion on it in relation to the District's basic financial statements:

1) Budgetary comparison schedule for the general fund.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified (unmodified), we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Member: American Institute of Certified Public Accountants

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of our engagement, we will assist with preparation of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other non-attest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We understand that the Association's Managing Agent will prepare all cash, receivables, and other reconciliations and confirmations we request and will locate any documents selected by us for testing.

Engagement Administration, Fees, and Other (continued)

Dan Cudahy is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$10,900. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Cordillera Metropolitan District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,
MCMAHAN and ASSOCIATES, L.L.C.

Mc Mahan and Associates, L.L.C.

RESPONSE:

This letter correctly sets forth the understanding of Cordillera Metropolitan District with respect to services to be provided by McMahan and Associates, L.L.C.

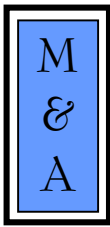
Cordillera Metropolitan District

BY:

Signature

Title

Date



MCMAHAN AND ASSOCIATES, L.L.C.

Certified Public Accountants and Consultants

CHAPEL SQUARE, BLDG C
245 CHAPEL PLACE, SUITE 300
P.O. Box 5850, AVON, CO 81620

WEB SITE: WWW.MCMAHANCPA.COM
MAIN OFFICE: (970) 845-8800
FACSIMILE: (970) 845-8108
E-MAIL: MCMAHAN@MCMAHANCPA.COM

November 17, 2017

Board of Directors Cordillera Property Owners Association

Dear Board Members:

We are pleased to confirm our understanding of the services we are to provide for Cordillera Property Owners Association (the "Association") for the year ended December 31, 2017.

We will audit the financial statements of the Association, which comprise the balance sheets as of year ended, and the related statements of revenues, expenses, and changes in fund balance and cash flows for the year then ended, and the related notes to the financial statements. If provided by the Association or its Managing Agent, the document we submit to you will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB). Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it. Also, the Operating Fund budgetary comparison schedule accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

We will also prepare the Association's federal and state income tax returns for the year ended December 31, 2017.

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We will also request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Member: American Institute of Certified Public Accountants

Audit Procedures (continued)

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or to acts by management or employees acting on behalf of the Association.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Management Responsibilities

You agree to assume all management responsibilities for the tax services and any other non-attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and the results of the services; and accept responsibility for them.

Management Responsibilities (continued)

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the company from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We understand that the Association's Managing Agent will prepare all cash, receivables, and other reconciliations and confirmations we request and will locate any documents selected by us for testing.

Dan Cudahy is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Additional firm staff will be assigned to the engagement as we deem necessary.

Our fees will be based on the actual time spent at our standard hourly rates, and other out-of-pocket costs such as travel, report production, typing, postage, etc. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation. Our fees will not exceed \$10,150 for the audit and \$1,110 for the tax return. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,
MCMAHAN and ASSOCIATES, L.L.C.

Mc Mahan and Associates, L.L.C.

This letter correctly sets forth the understanding of Cordillera Property Owners Association with respect to the services to be performed by McMahan and Associates, L.L.C.

Cordillera Property Owners Association
BY:

Signature: _____

Title: _____

Date: _____

**CERTIFIED COPY OF RESOLUTION
CORDILLERA METROPOLITAN DISTRICT
2018 ANNUAL ADMINISTRATIVE MATTERS RESOLUTION**

At a regular meeting of the Board of Directors of Cordillera Metropolitan District (the “District”), Eagle County, Colorado, held at 8:30 a.m. on Friday, the 15th day of December 2017, at 0408 Carterville Road, Cordillera, Eagle County, Colorado, there were present:

Judith G. McBride – President and Chairman
David Davies – Vice President
Robert Egan – Treasurer
David Bentley – Secretary
Kitty George – Assistant Secretary/Assistant Treasurer

Also in attendance were:

Ed Shriner, Larry Brooks, Michael Grier, Jerri More, Rick Smith, Directors of Cordillera Property Owners Association; Rachel Oys, Tracy Stowell, Jamie Walker, Cordillera Metropolitan District; Alan D. Pogue, Esq., Icenogle Seaver Pogue, P.C.; and members of the general public. _____

Director _____ introduced and moved for the adoption of the following Resolution:

RESOLUTION

WHEREAS, the District’s Board of Directors (the “Board”) are required to perform certain administrative obligations during each calendar year to comply with certain statutory requirements, as further described below, and to assure the efficient operations of the District; and

WHEREAS, the Board desires to set forth such obligations herein and to designate, where applicable, the appropriate person or person(s) to perform such obligations on behalf of the District; and

WHEREAS, the Board further desires to acknowledge and ratify herein certain actions and outstanding obligations of the District.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CORDILLERA METROPOLITAN DISTRICT HEREBY RESOLVES AS FOLLOWS:

1. The Board directs the consultants to prepare and file either an accurate map, as specified by the Colorado Division of Local Government (the “Division”), or a notice that the District’s boundaries have not changed since the filing of the last District map, with the Division, the Eagle County (“County”) Clerk and Recorder and Eagle County Assessor on or before January 1, 2018, as required by Section 32-1-306, C.R.S.

2. Pursuant to Section 24-32-116(3)(b), C.R.S, the Board directs legal counsel to update the Division with any of the following information previously provided to the Division, in the event such information changes: (i) the official name of the District; (ii) the principal address and mailing address of the District; (iii) the name of the District's agent; and (iv) the mailing address of the District's agent.

3. The Board directs legal counsel to prepare, no more than sixty days prior to and not later than January 15, 2018, the District's annual transparency notice containing the information set forth in Section 32-1-809(1), C.R.S., and to provide such notice to the eligible electors of the District in one of the manners set forth in Section 32-1-809(2), C.R.S. In addition, legal counsel is directed to file a copy of the notice with the Eagle County Board of County Commissioners, the Eagle County Assessor, the Eagle County Treasurer, the Eagle County Clerk and Recorder's Office, and the Division as set forth in Section 32-1-104(2), C.R.S. A copy of the notice shall be made available for public inspection at the principal business office of the District.

4. The Board directs the District's accountant to submit a proposed 2019 budget for the District to the Board by October 15, 2018, to schedule a public hearing on the proposed budget, prepare a final budget, and budget resolution, including certification of mill levies and amendments to the budget if necessary; to certify the mill levy to Eagle County on or before December 15, 2018; and to file the approved budget and amendments thereto with the proper governmental entities in accordance with the Local Government Budget Law of Colorado, Sections 29-1-101 to 29-1-115, C.R.S.

5. In the event additional real property is included into the boundaries of the District in the future, the District authorizes legal counsel to record the special district public disclosure document and a map of the new boundaries of the District concurrently with the recording of the order for inclusion in the Eagle County Clerk and Recorder's office, in accordance with Section 32-1-104.8(2), C.R.S.

6. The Board directs legal counsel to notify the Eagle County Board of County Commissioners of any alteration or revision of the proposed schedule of debt issuance set forth in the financial plan attached to the District's Service Plan, as required by Section 32-1-202(2)(b), C.R.S.

7. For any nonrated public securities issued by the District, the Board directs the District accountant to prepare and file with the Division on or before March 1, 2018, an annual information report with respect to any of the District's nonrated public securities which are outstanding as of the end of the District's fiscal year in accordance with Sections 11-58-105, C.R.S.

8. The Board hereby authorizes the District's accountant to prepare and file an Audit Exemption and Resolution for approval of Audit Exemption with the State Auditor by March 31, 2018, as required by Section 29-1-604, C.R.S.; or, if required by Section 29-1-603, C.R.S., the Board authorizes that an audit of the financial statements be prepared and submitted to the Board before June 30, 2018, and filed with the State Auditor by July 31, 2018.

9. The Board directs its staff to prepare the Unclaimed Property Act report and forward the report to the State Treasurer by November 1, 2018 if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with Section 38-13-110, C.R.S.

10. The Board directs District staff to prepare and submit any continuing annual disclosure report required to be filed pursuant to a continuing disclosure agreement, in accordance with the Securities Exchange Commission Rule 15c2-12.

11. The Board authorizes legal counsel, District Finance and the District Manager to take all actions required to comply with the terms and provisions of that certain Loan Agreement, dated December 3, 2012 (the “2012 Loan”) between the District and U.S. Bank National Association including, but not limited to, the reporting requirements set forth in Section 5.07 therein. The Board also authorizes District Finance and the District Manager to take all actions required to comply with the Post-Issuance Compliance Procedures for the District’s General Obligation Refunding Bonds, Series 2015. In addition, the Board authorizes legal counsel, District Finance and the District Manager to take all actions required to comply with the terms and provisions of that certain 2017A Loan Agreement dated September 12, 2017 (“2017A Loan”) including, but not limited to, the reporting requirements set forth in Section 5.07 therein and that certain 2017B Loan Agreement dated September 12, 2017 (“2017B Loan”) including, but not limited to, the reporting requirements set forth in Section 5.07 therein.

12. The Board designates the Secretary of the District as the official custodian of “public records,” as such term is used in Section 24-72-202(2), C.R.S. Public records may also be maintained at the office of Icenogle Seaver Pogue, P.C. and the District’s office.

13. The Board directs legal counsel to advise it on the requirements of the Fair Campaign Practices Act §1-45-101 *et seq.*, C.R.S., when applicable.

14. The Board directs that all legal notices shall be published in accordance with Section 32-1-103(15), C.R.S., in a paper of general circulation within the boundaries of the District, or in the vicinity of the District if none is circulated within the District including, but not limited to, the *Vail Daily and the Eagle Valley Enterprise*.

15. The Board determines that each director shall not receive compensation for services as directors in accordance with Section 32-1-902(3)(a), C.R.S.

16. The Board hereby determines that each member of the Board shall execute an Affidavit of Qualification of Director at such time the member is either elected or appointed to the Board. Such forms shall be retained in the District’s files. Section 32-1-103(5), C.R.S. sets forth the qualifications required. Pursuant to § 32-1-901, C.R.S., the Board directs legal counsel to prepare, administer and file an oath of office and a certificate of appointment, if applicable, and procure a surety bond for each Director, and to file copies of each with the Clerk of the Court and with the Division.

17. The Board extends the current indemnification resolution, adopted by the Board on January 15, 2007, to allow the resolution to continue in effect as written.

18. Pursuant to Section 32-1-1101.5, C.R.S., the Board directs legal counsel to certify the results of special district ballot issue elections to incur general obligation indebtedness by certified mail to the Eagle County Board of County Commissioners and to file a copy of the certification with the Colorado Division of Securities within forty-five days after the election. Furthermore, whenever the District authorizes or incurs a general obligation debt, the Board authorizes legal counsel to record notice of such action and a description of such debt, in a form prescribed by the Division, in the Eagle County Clerk and Recorder's office within thirty days after authorizing or incurring the debt in accordance with Section 32-1-1604, C.R.S. Furthermore, whenever the District incurs general obligation debt, the Board directs legal counsel to submit a copy of the recorded notice to the Eagle County Board of County Commissioners within thirty days after incurring the debt in accordance with Section 32-1-1101.5(1), C.R.S.

19. The Board directs legal counsel to prepare and file an application for a quinquennial finding of reasonable diligence with the Eagle County Board of County Commissioners, if requested, in accordance with Section 32-1-1101.5(1.5)&(2), C.R.S.

20. The Board directs legal counsel to prepare and file the special district annual report in accordance with the District's Service Plan and Section 32-1-207(3)(c), C.R.S.

21. The Board directs legal counsel to file, when applicable, with the Secretary of State and at least 72 hours prior to a meeting of the Board, certain conflicts of interest disclosures at such times that said disclosures are provided to legal counsel by board members, in accordance with Sections 32-1-902(3)(b) and 18-8-308, C.R.S. Annually, legal counsel shall request that each Board member submit updated information regarding actual or potential conflicts of interest. If any. Additionally, at the beginning of every term, legal counsel shall request that each Board member submit information regarding actual or potential conflicts of interest, if any.

22. The District is currently a member of the Special District Association ("SDA"), and insured through the Colorado Special Districts Property and Liability Pool. The Board directs the District Manager to pay the annual SDA membership dues and insurance premiums in a timely manner. The Board and District staff will biannually review all insurance policies and coverage in effect to determine appropriate insurance coverage is maintained.

23. Pursuant to Section 24-6-402(2)(c), C.R.S. and the Amended and Restated Meeting Resolution adopted by the Board on December 15, 2017, the Board hereby designates the Cordillera Post Office as the location where notices of regular and special meetings of the Board shall be posted no less than twenty-four hours prior to said meetings of the Board.

24. The Board has reviewed the minutes from January 31, 2017 through November 6, 2017 meetings of the Board, which minutes are attached hereto as Exhibit A. The Board, being fully advised of the premises, hereby ratifies and affirms each and every action of the Board taken at said meetings.

25. Pursuant to § 24-6-402(2)(d.5)(II)(E), C.R.S., the Board hereby declares that all electronic recordings of executive sessions shall be retained for purposes of the Colorado Open Meetings Law for ninety (90) days after the date of the executive session. The Board further directs the custodian of the electronic recordings of the executive session to systematically delete all such recordings made for purposes of the Colorado Open Meetings Law at its earliest convenience after the ninetieth (90th) day after the date of the executive session.

26. The District hereby acknowledges, agrees and declares that the District's policy for the deposit of public funds shall be made in accordance with the Public Deposit Protection Act (§§ 11-10.5-101 et. seq., C.R.S.). As provided therein, the District's official custodian may deposit public funds in any bank which has been designated by the Colorado Banking Board as an eligible public depository. For purposes of this paragraph, "official custodian" means a designee with plenary authority including control over public funds of a public unit which the official custodian is appointed to serve. The District hereby designates the District's accountant as its official custodian over public deposits.

27. The Board hereby authorizes the District's General Manager to execute, on behalf of the District, any and all easement agreements pursuant to which the District is accepting or acquiring easements in favor of the District, and any and all agreements for routine maintenance, emergency repairs, and other service-related agreements.

(Signatures Begin on the Next Page.)

Whereupon, the motion to adopt this resolution was seconded by Director _____ and upon vote, unanimously carried. The Chairman declared the motion carried and so ordered.

ADOPTED AND APPROVED THIS 15th DAY OF DECEMBER, 2017.

CORDILLERA METROPOLITAN DISTRICT

By: Judith G. McBride
Its: President

ATTEST:

By: _____
David Bentley, Secretary

I, David Bentley, Secretary of the Board of Directors of Cordillera Metropolitan District, do hereby certify that the annexed and foregoing Resolution is a true copy from the Records of the proceedings of the Board of said District, on file with Icenogle Seaver Pogue, P.C., general counsel to the District.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the District, at Eagle County, Colorado, this 15th day of December, 2017.

David Bentley, Secretary

(SEAL)

EXHIBIT A

**Minutes from the
January 31, 2017 through November 6, 2017
Meetings of the Board**

**RESOLUTION OF
THE BOARD OF DIRECTORS OF
CORDILLERA METROPOLITAN DISTRICT
2018 REGULAR SPECIAL DISTRICT ELECTION RESOLUTION**

WHEREAS, Cordillera Metropolitan District (the “District”) was organized pursuant to Section 32-1-101 *et seq.*, C.R.S. of the Special District Act (the “Act”); and

WHEREAS, the Board of Directors (the “Board”) for the District consists of five directors’ offices; and

WHEREAS, at the next regular special district election scheduled to be held on May 8, 2018 (the “Election”), three directors’ offices will be up for election; and

WHEREAS, the Board desires to call the Election for voters to elect three directors to the Board to each serve a four-year term; and

WHEREAS, the Board desires to set forth the procedures for conducting the Election in accordance with the provisions of the Act, the Colorado Local Government Election Code, Sections 1-13.5-101, *et seq.*, C.R.S. (the “Code”), and all provisions of the Uniform Election Code of 1992 not in conflict with the Code except as otherwise provided in Section 1-13.5-106(2), C.R.S.; and

WHEREAS, pursuant to Section 32-1-804(1), C.R.S., the Board shall govern the conduct of the Election and render all interpretations and make all decisions as to controversies or other matters arising in conducting the Election; and

WHEREAS, pursuant to Section 32-1-804(2), C.R.S., all powers granted by the Board by Part 8, Article 1 of Title 32, for the conduct of regular or special elections may be exercised in the absence of the Board by the secretary or by an assistant secretary appointed by the Board, and the person named by the Board who is responsible for the conducting of the election shall be the designated election official; and

WHEREAS, pursuant to Section 1-13.5-108(1), C.R.S., the designated election official named by the Board shall render all interpretations and shall make all initial decisions as to controversies or other matters arising in operation of the Code; and

WHEREAS, for purposes of the Election, the Board desires to appoint an assistant secretary, who shall be the designated election official for the Election and exercise all powers granted by the Board for the conduct of the Election, and to appoint an assistant designated election official to assist the designated election official with his or her duties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CORDILLERA METROPOLITAN DISTRICT THAT:

1. The Board hereby calls a regular election of the eligible electors of the District to be held on May 8, 2018 between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws, for voters to elect three directors to the Board to serve a four-year term each.. Such Election shall be conducted as an independent mail ballot election pursuant to Section 1-13.5-1101 *et seq.*, C.R.S. and all other relevant provisions of the Code.

2. Pursuant to Section 32-1-804(2), C.R.S., the Board hereby appoints Stacie L. Pacheco of the Cordillera Metropolitan District as Assistant Secretary to the District for purposes of the Election, who shall be the Designated Election Official for the Election. Stacie Pacheco of the law firm Icenogle Seaver Pogue, P.C. is hereby appointed the Assistant Designated Election Official and shall assist the Designated Election Official with her duties for the Election. The Designated Election Official shall act as the primary contact with the Eagle County Clerk and Recorder's office and shall be primarily responsible for ensuring the proper conduct of the Election including, but not limited to, appointing election judges as necessary, appointing the Board of Canvassers, arranging for the required notices of the election and printing of ballots, and directing that all other appropriate actions be accomplished. The Board hereby directs General Counsel to oversee the general conduct of the Election.

3. Pursuant to Section 1-13.5-303, C.R.S., any person who desires to be a candidate for the office of director in the District must file a self-nomination and acceptance form or letter, signed by the candidate and by an eligible elector of the State as a witness to the signature of the candidate, with the Designated Election Official no later than 3:00 P.M. on March 2, 2018. On the date of signing the self-nomination and acceptance form or letter a candidate for director shall be an eligible elector of the District. Pursuant to Section 32-1-103(5), C.R.S., an "eligible elector" means a person who, at the designated time or event, is registered to vote in the State of Colorado and (i) who is a resident of the special district; or (ii) who, or whose spouse or civil union partner, owns taxable real or personal property situated within the boundaries of the special district, whether said person resides within the special district or not. A person who is obligated to pay taxes under a contract to purchase taxable property situated within the boundaries of the special district is considered an "owner" for purposes of this definition. Self-nomination and acceptance forms are available at the Designated Election Official's office located at 4725 South Monaco Street, Suite 360, Denver, Colorado 80237.

4. Pursuant to Section 1-13.5-1002(1)(b), C.R.S., applications for absentee voter's ballots may be filed with the Designated Election Official's office, between the hours of 8:00 a.m. and 5:00 p.m., until the close of business on the Friday immediately preceding the Election (May 4, 2018).

5. Pursuant to Sections 1-13.5-513(1)&(6), C.R.S., the Board hereby authorizes and directs the Designated Election Official to cancel the Election and declare the candidates elected if, at the close of business on the sixty-third day before the Election (March 6, 2018), there are not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates, and so long as the only ballot questions are for the election of candidates. The Board further authorizes and directs the Designated Election Official to file cancellation notices with the Eagle County Clerk and Recorder's Office and with the Colorado

Division of Local Government, to post notice of the cancellation in the office of the Designated Election Official, and to provide notice by publication of the cancellation of the election. The Designated Election Official also shall notify the candidates that the Election was cancelled and that they were elected by acclamation.

6. The District shall be responsible for the payment of any and all costs associated with the conduct of the Election, including its cancellation, if necessary.

7. This Resolution shall take effect on the date and at the time of its adoption.

(Signatures Begin on Next Page.)

ADOPTED AND APPROVED THIS 15th DAY OF DECEMBER, 2017.

CORDILLERA METROPOLITAN DISTRICT

By: Judith McBride
Its: President

ATTEST:

By: _____
David Bentley, Secretary