

# AGENDA FOR SPECIAL CMD AND CPOA BOARD MEETINGS

Friday, April 28, 2017

**NOTICE IS HEREBY GIVEN** that the Special Meeting of the Boards of Directors of Cordillera Property Owners Association and Special Meeting of the Cordillera Metropolitan District, Eagle County, Colorado will be held at the Administration Building, 0408 Carterville Road, Edwards, Eagle County, Colorado on Friday, April 28, 2017. The meeting will be held for the following agenda and other matters that may come before the Boards.

## ***CORDILLERA METROPOLITAN DISTRICT***

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

## **CORDILLERA PROPERTY OWNERS ASSOCIATION**

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

### **9:00 – 9:05 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 March 24 Regular Meeting Minutes .....2
  - b. Approval of March 27 Special Meeting Minutes .....8
  - c. Approval of March 28 Special Meeting Minutes .....10

### **9:05 – 11:00 CPOA DRB APPEAL HEARING – Mr. Shriner**

9:05 Introductions and Opening of the Hearing- Mr. Shriner  
9:10 DRB Presentation- Gene Shanahan (30 minutes)  
9:30 Cunningham Presentation- Sarah Baker, Grant and Susie Cunningham (30 minutes)  
9:50 Questions  
10:10 Public Comment  
10:20 Closing Statement- Shanahan (5 minutes)  
10:30 Closing Statement- Baker and Cunninghams (5 minutes)  
10:40 CPOA deliberation and may convene executive session pursuant to Section 38-33.3-308(4)(b), C.R.S, for the purpose of receiving legal advice related to DRB hearing (CPOA).

### **11:00 – 11:05 OPEN CMD MEETING – Mr. Bob Egan (CMD President)**

1. Call to Order
2. Declaration of Quorum/Director Qualifications/Disclosure Matters
3. Approval of Agenda
4. Approval of Consent Agenda Items
  - a. Approval of March 24 Regular Meeting Minutes .....13
  - b. Approval of March 27 Special Meeting Minutes .....19
  - c. Approval of March 28 Special Meeting Minutes .....21

### **11:05 – 11:15 PUBLIC INPUT**

### **11:15 – 11:45 JOINT AGENDA ITEMS – Mr. Egan and Mr. Shriner**

1. Community Center Planning Update – Rachel Oys and Todd Goulding

### **12:00 ADJOURNMENT**

**NEXT REGULAR MEETING – Friday, June 23 at 8:30 a.m.**

CORDILLERA PROPERTY OWNERS ASSOCIATION  
REGULAR BOARD MEETING MINUTES  
FRIDAY, MARCH 24, 2017  
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

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

**ATTENDANCE**

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

Via Telephone: Larry Brooks, Vice President

**ALSO PRESENT**

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

**Others Present:**

Rachel Oys, general manager; Alan Pogue, legal counsel; Scott Proper, finance director; Berniece Gutierrez, human resources and administrative services manager; Jaime Walker, communications manager; Trevor Broersma, operations director; Tracy Stowell, executive coordinator; Joe Helminski, recreation director; Kirk Pliske, public safety director; Susie & Grant Cunningham; Greg Murphy; Otto Hichinger; Chris Cumming; Eric Jung; George Longo; Jason Cowles; Anne Roberts; Hugh & Angela Overy; and Milt Dodson.

**CALL TO ORDER**

Director Shriner called to order the Special Meeting of the Cordillera Property Owners Association at 8:31 a.m.

**APPROVAL OF AGENDA**

**March 24, 2017 Regular Meeting Agenda**

Director Kuich moved to approve the March 24, 2017 Regular Meeting Agenda. Seconded by Director Bruce.

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

**Approved** the March 24, 2017 Regular 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.

## **APPROVAL OF CONSENT AGENDA ITEMS**

### **APPROVAL OF MINUTES**

#### **January 31, 2017 Special Meeting Minutes**

Director Smith moved to approve the January 31, 2017 Special Meeting Minutes. Seconded by Director Kuich.

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

**Approved** the January 31, 2017 Special Meeting Minutes.

#### **March 2, 2017 Special Meeting Minutes**

Director Smith moved to approve the March 2, 2017 Special Meeting Minutes. Seconded by Director Bruce.

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

**Approved** the March 2, 2017 Special Meeting Minutes.

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

### **Employee Opinion Survey**

Mountain States Employers Council (MSEC) was selected as an independent third-party to administer an employee opinion survey in February 2017. The survey was designed to measure employees' assessment of a number of different employment categories and attributes. Heather Shockey, director of outsource consulting services and Brittany Johnson, specialist, from MSEC presented the survey findings to the boards.

CMD was compared to 250 other employers representing over 5,000 employees in the Rocky Mountain region. The overall response rate was 87.5 percent (49 out of 56) and included both full-time, part-time and seasonal employees.

The key highlights are these:

- The overall survey mean was 4.09 (Very Positive) out of 5.00 on the Likert Scale. This is the highest score seen by MSEC in 30 years of completing the survey for an employer conducting the survey for the first time.
- CMD outperformed the MSEC norm data in all 10 categories.
- The highest scores, related to Supervision, Work/Life Balance and Satisfaction, fell in the very positive range of 3.75 and above.
- The areas for additional focus include: Compensation, Communication and raining/Development; however, these areas still ranked in the positive to very positive range from 3.58 – 4.04.
- The survey results can be found at [www.CordilleraLiving.com/EmployeeSurvey](http://www.CordilleraLiving.com/EmployeeSurvey). Both boards are pleased with the positive results and greatly appreciate each employee's contribution in making Cordillera a premier community.

Board members congratulated the team. Angelo Fernandez, FreeForm Consulting, stated that the results will be delivered to all employees next week at staff meetings and feedback will be requested for areas of improvement.

### **Management Team Report**

- Director Shriner inquired if there have been any applications for the open barn hand positions. Berniece Gutierrez, human resource and administration manager, stated that she has not received any applications to date. Gutierrez is now advertising open positions on the CordilleraLiving.com website, in addition to the Vail Daily and targeted outreach. Potential applicants can view open positions, job descriptions and download an application.
- Director Shriner inquired about a plan to demonstrate the new website, specifically regarding the new portal for property owners. Jaime Walker, communications manager, responded that a mailing will go out to all property owners with their login credentials and information on the online property owner directory.
- At the present, there is \$325,000 in delinquent properties. Proper is identifying potential foreclosure targets. Boards feel it is important for the community to know that there is a consequence for being delinquent on dues.
- Oys, Trevor Broersma, operations director, and Kirk Pliske, public safety director, met with Beaver Creek Metro District and reviewed the speed radar detection system, All Traffic Solutions. Some inherent weaknesses were identified, specifically the quality of the photo radar system. Staff will continue to research alternative systems and report back to the boards in June.
- Boards discussed the ACC tracking procedure. Joe Helminski, recreation director, stated that he is working on coaching staff to be more proactive at encouraging users to sign in. Helminski said that usage continues to rise and classes are full. Director Smith has heard feedback that property owners are frustrated with class sizes and there is not an area for independent stretching if a class is in progress. Boards will discuss the ACC in detail at the strategic planning session on Tuesday, March 28, 2017.
- Director Shriner would like the ATV resolution published on the website to make it accessible for all property owners to view.
- The open house procedures will be modified to align with other local gated communities. These revisions include:
  - Allowing open houses Monday through Sunday
  - Requiring realtors to use district approved signs
  - Requiring realtors to be responsible for placement and removal of open house signs
  - Requiring realtors to email open house information to divide gate house within 24 hours of event

## **CPOA AGENDA ITEMS**

### **Design Review Board Fees**

The DRB Board is asking for approval to revise the fee structure for smaller projects that require DRB approval. Millie Aldrich, DRB Coordinator, tracks the revenue and expenses of each project. When the year-end projects report was reviewed, the large projects were adequately charged but small projects were not covering the cost of review. When compared to other DRB fees for other communities within the valley, Cordillera DRB fees are substantially lower. Aldrich stated that new construction is down but she is seeing more small projects with most being related to landscaping. The DRB Board has approved the new fee structure and is seeking CPOA Board approval.

Board members expressed concern about charging property owners the fee for tree removal related to fire mitigation.

Director Kuich moved to approve the new DRB Fee Structure without Tree/Vegetation Removal for Fire Mitigation fee. Seconded by Director Bruce.

Upon motion duly made and seconded, the Board unanimously.

**Approved** the new DRB Fee Structure without Tree/Vegetation Removal for Fire Mitigation line item.

### **Trailhead Roof**

Advanced Exteriors provided an assessment of the condition of the roof at the Trailhead and the Athletic Center, both of which are recommended for replacement. Staff will postpone replacement and continue to monitor condition.

### **Ponds and Water Feature**

Broersma gave a brief update on the ponds and water feature at the Cordillera Short Course. Cordillera's Short Course has a water feature that consists of four ponds and three connecting streams. It was observed by David Soltvedt, Director of Agronomy for the Club at Cordillera, that the ponds are losing a minimum of 25,000 gallons of water in a 24 hour period from running the water feature. It is extremely hard to calculate the exact amount of water loss in this situation. Observations of the streams show that the old liner has deteriorated to the extent that large chunks are missing and the water now goes under the streams liner. Observations also show that the ponds hold water, which means the ponds leak down to the elevation of the stream entrance and stabilize at the expected level. A secondary issue with the water feature is that the last pond serves as the main irrigation pond used to water the course. Currently the irrigation pond holds enough water for three days of irrigation operations. With major issues plaguing the river line that feeds the Short Course irrigation pond, CPOA and Troon remain concerned about the water holding capability in the event of a lengthy breakdown of the river line pump house or in a drought.

Four quotes have been obtained by various pond experts, and with the large range in costs combined with uncertainty of where the actual water leak is located, staff recommended that Trevor Broersma work with David Soltvedt on further testing the water feature and ponds to try to identify the leak during the 2017 season. In addition, a pump truck can be hired to remove silt buildup around the intake pipe in the irrigation pond this spring. Updates will be provided to the Kensington HOA as tests are completed and alternative solutions identified.

Costs to repair all four ponds and all three streams range from \$250,000 to \$850,000. Costs to repair just the irrigation lake are \$84,000 to \$236,000. Costs to repair just the stream beds range from \$73,000 to \$290,000. Timing of this project will have to take place in the fall shutting the course down early. A pump truck costs \$2,000 a day and will be needed for the three to four days with a total cost of \$8,000 to \$10,000.

Angela Overly, Cordillera Property Owner, was in attendance and stated that her house overlooks the ponds. CPOA staff has promised for years that the ponds would be fixed and it has not been fulfilled. She stated that it is an important part of living in Cordillera.

The Board agreed to let Broersma work with Soltvedt to find the source of the leak. Broersma will come back and present recommendations to the board at the end of the summer. Oys offered to attend the next Kensington Home Owners meeting.

**Resolution Authorizing General Manager to Execute Agreements**

The resolution seeks Board approval to authorize the general manager of CMD to enter into Service Agreements on behalf of the Association, provided that such Service Agreements do not exceed a certain amount and the District has appropriated funds for such Service Agreements.

Director Smith moved approve the resolution giving authorization for the General Manager to sign Service Agreements not to exceed \$100,000. Seconded by Director Kuich.

Upon motion duly made and seconded, the Board unanimously.  
**Approved** the Resolution Authorizing the General Manager to Execute Agreements.

**Wells Fargo Banking Account Authorization Resolution**

This resolution serves to authorize the Board to open a banking account with Wells Fargo Bank. The Board will designate all members of the Board, including Director Shriner, Director Smith, Director Kuich, Director Bruce, and Director Brooks, along with Oys and Gutierrez as authorized users on this account.

Director Smith moved approve Wells Fargo Account Authorization Resolution. Seconded by Director Kuich.

Upon motion duly made and seconded, the Board voted unanimously.  
**Approved** the Wells Fargo Banking Account Authorization Resolution.

**Financials**

Proper gave a brief update on the CPOA financials.

**Design and Review Board Appeal 166 Peregrine (Schedule Special Meeting)**

Oys sent out a poll to determine what dates works best for both the CPOA and DRB Boards. The Special Meeting will take place on Friday, April 28, 2017 at 9:00 a.m.

This Special Meeting will be open to the public. Legal counsel representing both sides, will be in attendance along with the Cunninghams.

**August Board Elections**

There are two board seats up for election in August. CPOA will start the call for nominations in June.

**PUBLIC INPUT ON NON-AGENDA ITEMS**

- Director Shriner stated that he has received two complaints in three weeks that non-residents are using the Athletic Center. Club Members currently have access to the Athletic Center, Trailhead and Short Course.
- Milt Dodson, Kensington resident, wanted the Boards to know that he understands the water feature on the Short Course is an essential part of the golf course but that it also is an amenity of the property owners. He would like assurance and a commitment from the Boards to fix this the water feature discussed earlier and to update Kensington residents on the progress.

**CPOA EXECUTIVE SESSION**

11:34 a.m. Director Smith and Director Bruce moved to enter Executive Session. Pursuant to 38-33.3-308 (4)(b) C.R.S. for the purpose of discussing with general counsel, pending legal action related to the permitted uses of the Lodge and Spa at Cordillera.

Pursuant to Section 38-33.3-308 (4)(b) C.R.S., for the purpose of receiving legal advice related to combining lots and road maintenance within the community.

Pursuant to Section 38-33.3-308(4)(a), C.R.S., to discuss matters pertaining to agents or employees of the Association.

2:54 p.m. Director Smith and Director Bruce move to conclude Executive Session.

Present: Robert Egan, David Bentley, Kitty George, Judy McBride, David Davies, Rachel Oys, Millie Aldrich, Trevor Broersma and Alan Pogue.

No action was taken in executive session.

**ADJOURNMENT**

Director Smith moved to adjourn the Regular Meeting of the Cordillera Property Owners Association. Seconded by Director Bruce.

Upon motion duly made and seconded, the Board unanimously agreed to **Adjourn** the Regular Meeting of the Cordillera Property Owners Association at 3:01 p.m. on Friday, March 24, 2017.

Respectfully submitted,

---

Tracy Stowell  
Executive Coordinator

CORDILLERA PROPERTY OWNERS ASSOCIATION  
SPECIAL BOARD MEETING MINUTES  
MONDAY, MARCH 27, 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 Monday, March 27, 2017, in accordance with the applicable statutes of the State of Colorado.

**ATTENDANCE**

Present: Ed Shriner, President  
Lois Bruce, Secretary  
Rick Smith, Assistant Secretary

Absent: Nanette Kuich, Treasurer  
Larry Brooks, Vice President

**ALSO PRESENT**

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

**Others Present:**

Rachel Oys, general manager; Trevor Broersma, operations director; and Joe Helminski, recreation director

**CALL TO ORDER**

Director Shriner called to order the Special Meeting of the Cordillera Property Owners Association at 12:46 p.m.

**APPROVAL OF AGENDA**

**March 27, 2017 Special Meeting Agenda**

Director Bruce moved to approve the March 27, 2017 Special Meeting Agenda. Seconded by Director Smith.

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

**Approved** the March 27, 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.

**JOINT CMD AND CPOA AGENDA ITEMS**

**Tour of Athletic Clubs**

Boards toured athletic club facilities in Gypsum, Arrowhead and Singletree. Facilities were:

- Gypsum Recreation Center – a fitness center featuring free weights, cardio, fitness class room, spin room, community room, indoor track, gymnastics, basketball and indoor pool with waterslide. Gypsum



Recreation Center is open to the public. Tour was led by Jeff Shroll, Gypsum Town Manager and Scott Ruff, WECMRD Manager.

- Alpine Club at Arrowhead – a 20,000 square foot clubhouse for members only. Facilities include a fitness center and spa, slope side clubhouse with ski valet services and lockers, heated swimming pool and hot tub. Nadine Davis, club director, led the tour.
- Sonnenalp Club at Singletree – a private club featuring golf, health and wellness facility, access to ski services and a restaurant. Shaun Evans, director of health and fitness, led the tour.

### **ADJOURNMENT**

Director Bruce moved to adjourn the special meeting of the Cordillera Property Owners Association. Seconded by Director Smith.

Upon motion duly made and seconded, the Board unanimously agreed to **Adjourn** the Special Meeting of the Cordillera Property Owners Association at 4:16 p.m. Monday, March 27, 2017

Respectfully submitted,

---

Tracy Stowell  
Executive Coordinator

CORDILLERA PROPERTY OWNERS ASSOCIATION  
SPECIAL BOARD MEETING MINUTES  
TUESDAY, MARCH 28, 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 Tuesday, March 28, 2017, in accordance with the applicable statutes of the State of Colorado.

**ATTENDANCE**

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

Via Telephone: Larry Brooks, Vice President

**ALSO PRESENT**

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

**Others Present:**

Rachel Oys, general manager; Scott Proper, finance director; Trevor Broersma, operations director; Joe Helminski, recreation director; and John Warren, resident.

**CALL TO ORDER**

Director Shriner called to order the Special Meeting of the Cordillera Property Owners Association at 12:08 p.m.

**APPROVAL OF AGENDA**

**March 28, 2017 Special Meeting Agenda**

Director Brooks moved to approve the March 28, 2017 Special Meeting Agenda. Seconded by director Kuich.

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

**Approved** the March 28 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.

**JOINT CMD AND CPOA AGENDA ITEMS**

## **Strategic Planning Session**

The CMD and CPOA Boards participated in an afternoon strategic planning session. The planning session focused on objectives to enhance the vibrancy and vitality of the community. As a result of the session, both the CMD and CPOA boards unanimously decided to initiate a planning and development process for a centralized community center that would serve as a multi-use, focal point at the entrance of our community. We anticipate a robust, fast paced and engaging process that builds on the strategic initiatives the boards and communities have developed previously and simultaneously anticipates the needs and interest of the current and new homeowners in Cordillera for generations to come. Planning session deliverables will be included and critical for a community wide bond initiative required to cover estimated costs. Primary objectives and key metrics for a community center include but are not limited to enhancing the following:

- Engagement/Sense of Community
- Socialization
- Health and Wellness
- Real Estate Values
- Financial Sustainability
- Flexibility for Future Needs (Youth Engagement and Activity; Service and Program Changes)
- Taking Care of What We Have
- Positive Reputation, Award Winning Services
- Maximize Location and Proximity
- Organizational Proactive Readiness

Programming, services and facility uses likely include but are not limited to the following:

### Athletic Center

- Indoor/outdoor pools, spa and kiddie pool with beach entry
- Cardio and equipment
- Classroom (Pilates, yoga; similar to Sonnenalp yoga room)
- Classroom (spin, multi-use)
- Classroom (HIIT, TRX, Zumba, Barre, multi-use)
- Indoor walking/running track
- Indoor tennis/pickleball courts
- Outdoor area for classes
- Locker rooms
- Potential: daycare, ice rink, bocce ball, climbing wall

### Community Center

- Restaurant/Café/Bar
- Space for bridge, book clubs, social gatherings, etc.
- Outdoor space (similar to the auditorium at Gypsum for concerts and events, community gardens, dog park, etc.)
- Partnership opportunities/services with external organizations
- Shuttle services

### Business Operations

- Post Office
- Front Desk
- Meeting rooms
- Administration offices

Note: Other uses based on trends, research and recommendations

The Cordillera Metro District (CMD) and Cordillera Property Owners Association (CPOA) in partnership (Owner) are looking for a consultant to assist CMD/CPOA with land planning for a new community center. Scope will include identification of potential sites, feasibility analysis, board and community presentations and coordination with Ownership and consultants.

Director Kuich moved to retain Goulding Development Advisors and a planning consultant to include identification of potential sites, feasibility analysis, board and community presentations and coordination with Ownership and consultants. Seconded by Director Brooks.

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

**Approved** the retaining Goulding Development Advisors and a planning consultant to include identification of potential sites, feasibility analysis, board and community presentations and coordination with ownership and consultants.

### **SHORT COURSE**

The Grouse on the Green is not available to CPOA this summer; therefore there is no space for a pro shop or cart barn. The board and staff have been working on identifying alternative operations that are not cost prohibitive.

Director Smith moved to maintain the Short Course as a walking course for only Cordillera property owners, guests and Club at Cordillera members. Seconded by director Kuich.

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

**Approved** the 2017 Short Course operational changes.

### **ADJOURNMENT**

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

Upon motion duly made and seconded, the Board unanimously agreed to **Adjourn** the Special Meeting of the Cordillera Property Owners Association at 2:36 p.m. Tuesday, March 28, 2017

Respectfully submitted,

---

Tracy Stowell  
Executive Coordinator

CORDILLERA METROPOLITAN DISTRICT  
REGULAR BOARD MEETING MINUTES  
FRIDAY, MARCH 24, 2017  
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

The Regular Meeting of the Board of Directors of the Cordillera Metropolitan District (CMD) was called and held Friday, March 24, 2017 in accordance with the applicable statutes of the State of Colorado.

**ATTENDANCE**

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

**ALSO PRESENT**

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

**OTHERS PRESENT**

Rachel Oys, general manager; Alan Pogue, legal counsel; Scott Proper, finance director; Berniece Gutierrez, human resources and administrative services manager; Jaime Walker, communications manager; Trevor Broersma, operations director; Tracy Stowell, executive coordinator; Joe Helminski, recreation director; Kirk Pliske, public safety director; Susie & Grant Cunningham; Greg Murphy; Otto Hichinger; Chris Cumming; Eric Jung; George Longo; Jason Cowles; Anne Roberts; Hugh & Angela Overy; and Milt Dodson.

**CALL TO ORDER**

Director Egan called to order the Regular Meeting of the Cordillera Metropolitan District at 8:30 a.m.

**DECLARATION OF QUORUM/DIRECTOR QUALIFICATION**

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

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

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

**APPROVAL OF AGENDA**

**March 24, 2017 Regular Meeting Agenda**

Director George moved to approve the March 24, 2017, Regular Meeting Agenda. Seconded by Director Davies.

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

**Approved** the March 24, 2017 Regular Meeting Agenda.

### **APPROVAL OF CONSENT AGENDA ITEMS**

#### **January 31, 2017, Special Meeting Minutes**

#### **March 2, 2017, Special Meeting Minutes**

Director McBride moved to approve the January 31 and the March 2, 2017, Special Meeting Minutes. Seconded by Director Davies.

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

**Approved** the January 31 and the March 2, 2017 Special Meeting Minutes.

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

#### **Employee Opinion Survey**

Mountain States Employers Council (MSEC) was selected as an independent third-party to administer an employee opinion survey in February 2017. The survey was designed to measure employees' assessment of a number of different employment categories and attributes. Heather Shockey, director of outsource consulting services and Brittany Johnson, specialist, from MSEC presented the survey findings to the boards.

CMD was compared to 250 other employers representing over 5,000 employees in the Rocky Mountain region. The overall response rate was 87.5 percent (49 out of 56) and included both full-time, part-time and seasonal employees.

The key highlights are these:

- The overall survey mean was 4.09 (Very Positive) out of 5.00 on the Likert Scale. This is the highest score seen by MSEC in 30 years of completing the survey for an employer conducting the survey for the first time.
- CMD outperformed the MSEC norm data in all 10 categories.
- The highest scores, related to Supervision, Work/Life Balance and Satisfaction, fell in the very positive range of 3.75 and above.
- The areas for additional focus include: Compensation, Communication and Training/Development; however, these areas still ranked in the positive to very positive range from 3.58 – 4.04.
- The survey results can be found at [www.CordilleraLiving.com/EmployeeSurvey](http://www.CordilleraLiving.com/EmployeeSurvey). Both boards are pleased with the positive results and greatly appreciate each employee's contribution in making Cordillera a premier community.

Board members congratulated the team. Angelo Fernandez, FreeForm Consulting, stated that the results will be delivered to all employees next week at staff meetings and feedback will be requested for areas of improvement.

#### **Management Team Report**

- Director Shriner inquired if there have been any applications for the open barn hand positions. Berniece Gutierrez, human resource and administration manager, stated that she has not received any applications to date. Gutierrez is now advertising open positions on the CordilleraLiving.com website, in addition to the Vail Daily and targeted outreach. Potential applicants can view open positions, job descriptions and download an application.

- Director Shriner inquired about a plan to demonstrate the new website, specifically regarding the new portal for property owners. Jaime Walker, communications manager, responded that a mailing will go out to all property owners with their login credentials and information on the online property owner directory.
- At the present, there is \$325,000 in delinquent properties. Proper is identifying potential foreclosure targets. Boards feel it is important for the community to know that there is a consequence for being delinquent on dues.
- Oys, Trevor Broersma, operations director, and Kirk Pliske, public safety director, met with Beaver Creek Metro District and reviewed the speed radar detection system, All Traffic Solutions. Some inherent weaknesses were identified, specifically the quality of the photo radar system. Staff will continue to research alternative systems and report back to the boards in June.
- Boards discussed the ACC tracking procedure. Joe Helminski, recreation director, stated that he is working on coaching staff to be more proactive at encouraging users to sign in. Helminski said that usage continues to rise and classes are full. Director Smith has heard feedback that property owners are frustrated with class sizes and there is not an area for independent stretching if a class is in progress. Boards will discuss the ACC in detail at the strategic planning session on Tuesday, March 28, 2017.
- Director Shriner would like the ATV resolution published on the website to make it accessible for all property owners to view.
- The open house procedures will be modified to align with other local gated communities. These revisions include:
  - Allowing open houses Monday through Sunday
  - Requiring realtors to use district approved signs
  - Requiring realtors to be responsible for placement and removal of open house signs
  - Requiring realtors to email open house information to divide gate house within 24 hours of event

## **CMD AGENDA ITEMS**

### **Water Fund and Water Monthly Surcharge**

Jason Cowles, Eagle River Water and Sanitation District, presented the capital improvement plans and the monthly water surcharge information. In 2003 a master plan was drawn up and amended in 2008. The plan identified extensive capital improvement to the water system to improve fire flow deliveries and improve system reliability. At that time, the district implemented an \$18.50 monthly surcharge that the Upper Eagle Regional Water Authority collects from Cordillera customers and passes on to CMD for the purpose of funding ongoing capital improvements in the water system. This surcharge has been collected since 2003 for the purposes of funding ongoing capital improvements to our water system and has resulted in approximately \$2.3 million in reserves which enables CMD to plan and contribute to the water system capital improvements in partnership with the Eagle River Water and Sanitation District. These consist of:

- A new 110,000 gallon water storage tank at the top of the Western end of the system, which would meet build out water demands and fire flows for the three pressure zones below it at an estimated cost of \$850,000.
- Water main upsizing on Gore Trail to improve fire flows in the immediate vicinity at an estimated cost of \$250,000.
- System enhancements to increase reliability, reduce risks and address new regulations at an estimated cost of \$1.1 million.

Note: Project expenditures/contributions are still be determined.

Oys asked the Board to terminate the \$18.50 SFE monthly surcharge to Cordillera customers. This will result in a minimum of \$18.50 per month in savings per household.

Director Bentley moved to end the \$18.50 monthly surcharge in May. Seconded by Director Davies.

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

**Approved** the end of the \$18.50 monthly surcharge in May.

Oys and Pogue will work with Jim Collins and Jason Cowles to draft a partnership agreement.

### **2017 Budget Amendment**

The budget amendment is due to an administrative error during the budget hearing and adds \$85,000 for the guardrail project to capital improvements for CMD. The project was approved during the capital improvement presentation October 21, 2016 and erroneously deleted from the final projected 2017 budget that was ultimately approved by the Board.

9:35 a.m. Director McBride and Director George moved to enter into an Open Public Hearing for public input. No public input.

9:36 a.m. Director Davies and Director George moved to conclude Open Public Hearing for public input.

Director Davies moved approve the 2017 Budget Amendment for \$85,000 to include the Guardrail Project. Seconded by Director George.

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

**Approved** the 2017 Budget Amendment for \$85,000 to include the Guardrail Project.

### **First Amendment to 2017 Administrative Matters Resolution**

The first amendment seeks Board approval to authorize the general manager of CMD to enter into Service Agreements on behalf of the District, provided that such Service Agreements do not exceed a certain amount and the District has appropriated funds for such Service Agreements.

Director Davies moved approve the First Amendment to the Administrative Matters giving authorization for the General Manager to sign Service Agreements not to exceed \$100,000. Seconded by Director Bentley.

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

**Approved** the First Amendment to the Administrative Matters giving authorization for the General Manager to sign Service Agreements not to exceed \$100,000.

### **Wells Fargo Banking Account Authorization Resolution**

The resolution authorizes the Board to open a banking account with Wells Fargo Bank. The Board will designate all members of the Board, including Director Egan, Director Bentley, Director McBride, Director Davies, and Director George, along with Oys and Gutierrez as authorized users on this account.



Director George moved to approve Wells Fargo Account Authorization Resolution. Seconded by Director McBride.

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

**Approved** the Wells Fargo Banking Account Authorization Resolution.

### **Financials**

Proper updated the Board on the CMD financials. New to 2017, the Equestrian Center is now included in the General Fund.

### **Election of Officers**

The election of officers occurs every year in May. Since the Boards approved quarterly meetings, the election of officers was scheduled as business for this meeting. Director Bentley nominated said Officers, seating of officers will be effective May 2, 2017:

Judy McBride – President	Bob Egan – Treasurer
David Davies – Vice President	Kitty George – Assistant Treasurer & Assistant Secretary
David Bentley – Secretary	

Director Bentley moved approve Board Officer Nominations. Seconded by Director George.

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

**Approved** Board Officer Nominations.

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

- Director Shriner stated that he has received two complaints in three weeks that non-residents are using the Athletic Center. Club Members currently have access to the Athletic Center, Trailhead and Short Course.
- Milt Dodson, Kensington resident, wanted the Boards to know that he understands the water feature on the Short Course is an essential part of the golf course but that it also is an amenity of the property owners. He would like assurance and a commitment from the Boards to fix this the water feature discussed earlier and to update Kensington residents on the progress.

### **CMD EXECUTIVE SESSION**

11:34 a.m. Director Davies and Director McBride moved to enter Executive Session. Pursuant to 24-6-402(4)(b), C.R.S. for the purpose of discussing with general counsel and special counsel, pending legal action related to the permitted uses of the Lodge and Spa at Cordillera.

Pursuant to Section 24-6-402 (4) (b) C.R.S., for the purpose of receiving legal advice related to combining lots and road maintenance within the community.

Pursuant to Section 24-6-402 (4)(f)(I) C.R.S., to discuss personnel matters.

2:54 p.m. Director Davies and Director Bentley move to conclude Executive Session.

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

No action was taken in executive session.

Director McBride moved to not refinance the bond and decline the Consideration of Authorizing Resolution Approving Loan Agreement with US Bank and all documents related to Refinancing. Seconded by Director George.

Upon motion duly made and seconded, the Board voted unanimously to **Decline** the Consideration of Authorizing Resolution Approving Loan Agreement with US Bank and all documents related to Refinancing.

**ADJOURNMENT**

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

Upon motion duly made and seconded, the Board voted unanimously to **Adjourn** the Regular Meeting of the Cordillera Metropolitan District at 3:01 p.m. on Friday, March 24, 2017.

Respectfully submitted,

---

Tracy Stowell  
Executive Coordinator

CORDILLERA METROPOLITAN DISTRICT  
SPECIAL BOARD MEETING MINUTES  
MONDAY, MARCH 27, 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, March 27, 2017 in accordance with the applicable statutes of the State of Colorado.

**ATTENDANCE**

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

Absent: Robert Egan, President

**ALSO PRESENT**

CPOA Board Members: Ed Shriner; Lois Bruce, and Rick Smith.

**OTHERS PRESENT**

Rachel Oys, general manager; Trevor Broersma, operations director; and Joe Helminski, recreation director.

**CALL TO ORDER**

Director Bentley called to order the Special Meeting of the Cordillera Metropolitan District at 12:45 p.m.

**DECLARATION OF QUORUM/DIRECTOR QUALIFICATION**

Director Bentley 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**

**March 27, 2017 Special Meeting Agenda**

Director Davies moved to approve the March 27, 2017, Special Meeting Agenda. Seconded by Director George.

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

**Approved** the March 27, 2017 Special Meeting Agenda.

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

### **Tour of Athletic Clubs**

Boards toured athletic club facilities in Gypsum, Arrowhead and Singletree. Facilities were:

- Gypsum Recreation Center – a fitness center featuring free weights, cardio, fitness class room, spin room, community room, indoor track, gymnastics, basketball and indoor pool with waterslide. Gypsum Recreation Center is open to the public. Tour was led by Jeff Shroll, Gypsum Town Manager and Scott Ruff, WECMRD Manager.
- Alpine Club at Arrowhead – a 20,000 square foot clubhouse for members only. Facilities include a fitness center and spa, slope side clubhouse with ski valet services and lockers, heated swimming pool and hot tub. Nadine Davis, club director, led the tour.
- Sonnenalp Club at Singletree – a private club featuring golf, health and wellness facility, access to ski services and a restaurant. Shaun Evans, director of health and fitness, led the tour.

### **ADJOURNMENT**

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

Upon motion duly made and seconded, the Board voted unanimously to **Adjourn** the Special Meeting of the Cordillera Metropolitan District at 5:46 p.m. on Monday, March 27, 2017.

Respectfully submitted,

---

Tracy Stowell  
Executive Coordinator

CORDILLERA METROPOLITAN DISTRICT  
SPECIAL BOARD MEETING MINUTES  
TUESDAY, MARCH 28, 2017  
0408 CARTERVILLE ROAD, CORDILLERA, COLORADO

The Special Meeting of the Board of Directors of the Cordillera Metropolitan District (CMD) was called and held Tuesday, March 28, 2017 in accordance with the applicable statutes of the State of Colorado.

**ATTENDANCE**

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

**ALSO PRESENT**

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

**OTHERS PRESENT**

Rachel Oys, general manager; Trevor Broersma, operations director; Joe Helminski, recreation director and John Warren, resident.

**CALL TO ORDER**

Director Egan called to order the Special Meeting of the Cordillera Metropolitan District at 12:08 p.m.

**DECLARATION OF QUORUM/DIRECTOR QUALIFICATION**

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

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

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

**APPROVAL OF AGENDA**

**March 28, 2017 Special Meeting Agenda**

Director Davies moved to approve the March 28, 2017, Special Meeting Agenda. Seconded by Director George.

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

**Approved** the March 28, 2017 Special Meeting Agenda.

**JOINT CMD AND CPOA AGENDA ITEMS**

**Strategic Planning Session**

The CMD and CPOA Boards participated in an afternoon strategic planning session. The planning session focused on objectives to enhance the vibrancy and vitality of the community. As a result of the session, both the CMD and CPOA boards unanimously decided to initiate a planning and development

process for a centralized community center that would serve as a multi-use, focal point at the entrance of our community. We anticipate a robust, fast paced and engaging process that builds on the strategic initiatives the boards and communities have developed previously and simultaneously anticipates the needs and interest of the current and new homeowners in Cordillera for generations to come. Planning session deliverables will be included and critical for a community wide bond initiative required to cover estimated costs. Primary objectives and key metrics for a community center include but are not limited to enhancing the following:

- Engagement/Sense of Community
- Socialization
- Health and Wellness
- Real Estate Values
- Financial Sustainability
- Flexibility for Future Needs (Youth Engagement and Activity; Service and Program Changes)
- Taking Care of What We Have
- Positive Reputation, Award Winning Services
- Maximize Location and Proximity
- Organizational Proactive Readiness

Programming, services and facility uses likely include but are not limited to the following:

#### Athletic Center

- Indoor/outdoor pools, spa and kiddie pool with beach entry
- Cardio and equipment
- Classroom (Pilates, yoga; similar to Sonnenalp yoga room)
- Classroom (spin, multi-use)
- Classroom (HIIT, TRX, Zumba, Barre, multi-use)
- Indoor walking/running track
- Indoor tennis/pickleball courts
- Outdoor area for classes
- Locker rooms
- Potential: daycare, ice rink, bocce ball, climbing wall

#### Community Center

- Restaurant/Café/Bar
- Space for bridge, book clubs, social gatherings, etc.
- Outdoor space (similar to the auditorium at Gypsum for concerts and events, community gardens, dog park, etc.)
- Partnership opportunities/services with external organizations
- Shuttle services

#### Business Operations

- Post Office
- Front Desk
- Meeting rooms
- Administration offices

Note: Other uses based on trends, research and recommendations

The Cordillera Metro District (CMD) and Cordillera Property Owners Association (CPOA) in partnership (Owner) are looking for a consultant to assist CMD/CPOA with land planning for a new community center. Scope will include identification of potential sites, feasibility analysis, board and community presentations and coordination with Ownership and consultants.

Director Bentley moved to retain Goulding Development Advisors and a planning consultant to include identification of potential sites, feasibility analysis, board and community presentations and coordination with Ownership and consultants. Seconded by Director Davies.

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

**Approved** the retaining Goulding Development Advisors and a planning consultant to include identification of potential sites, feasibility analysis, board and community presentations and coordination with ownership and consultants.

### **ADJOURNMENT**

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

Upon motion duly made and seconded, the Board voted unanimously to **Adjourn** the Special Meeting of the Cordillera Metropolitan District at 2:36 p.m. on Tuesday, March 28, 2017.

Respectfully submitted,

---

Tracy Stowell  
Executive Coordinator