



STATE OF COLORADO)
COUNTY OF EAGLE) SS.

AGENDA

CMD and CPOA Regular Board Meetings

January 10, 2020

9 a.m.

408 Carterville Road, Cordillera CO 81632

Board of directors

Cordillera Metro District (CMD): David Bentley, President | Gene McGuire, Vice President | Cheryl Foley, Treasurer | Kitty George, Secretary | John Van Deusen, Assistant Treasurer and Assistant Secretary

Cordillera Property Owners Association (CPOA): Mike Grier, President | Ron Haynes, Vice President | Monte Irion, Treasurer | Jerri More, Secretary | Cynthia Lenac, Assistant Treasurer and Assistant Secretary

Time	Item	Presenter	Page
9:00 a.m.	CMD Board Meeting Call to Order	Bentley	
	Call to Order		
	Declaration of Quorum/Director Qualifications/Disclosure Matters		
	Approval of Agenda		
	Approval of Consent Agenda Items		
	November 8, 2019 Regular Meeting Minutes		3
9:05 a.m.	CPOA Board Meeting Call to Order	Grier	
	Call to Order		
	Declaration of Quorum/Director Qualifications/Disclosure Matters		
	Approval of Agenda		
	Approval of Consent Agenda Items		
	November 8, 2019 Regular Meeting Minutes		3
	December 13, 2019 Special Meeting Minutes		9
9:10 a.m.	Public Comment	Bentley Grier	
	The boards welcome public comment.		
9:30 a.m.	CMD and CPOA Joint Agenda Items	Bentley Grier	
	Management Team Report	Oys	56
	Financials	Mathews	14
9:50 a.m.	CMD Agenda Items	Bentley	
	Employee Handbook	Bazani	30
10:10 a.m.	CPOA Agenda Items	Grier	
	Athletic Center Pool Project	Grier	
	Club at Cordillera Letter	Haynes	
	Shuttle	Helminski	
	DRB Guideline Modifications	Simonton	

Time	Item	Presenter	Page
11:00 a.m.	CMD and CPOA Executive Session	Bentley Grier	
	Executive session pursuant to Section 24-6-402(4)(b), C.R.S. (CMD) and pursuant to Section 38-33.3-308(4)(b), C.R.S. (CPOA) to receive legal advice regarding CSMN litigation.		
	Executive session pursuant to Section 24-6-402(4)(a), C.R.S. (CMD) to discuss personnel matters (general manager/general counsel) and pursuant to Section 38-33.3-308, C.R.S. (CPOA) to discuss matters pertaining to employees/agents of the Association (general manager/general counsel).		
12:00 p.m.	CMD Adjourn	Bentley	
12:00 p.m.	CPOA Executive Session	Grier	
	Executive session pursuant to Section 38-33.3-308(4)(b), C.R.S. (CPOA) to receive legal advice regarding short term rentals.	Pogue Oys	
12:30 a.m.	CPOA Adjourn	Grier	

NOTICE IS HEREBY GIVEN that the Boards of Directors of the Cordillera Metropolitan District and Cordillera Property Owners Association of Eagle County, Colorado, will hold a meeting. These meetings are open to the public.

2020 Meeting Schedule April 17, August 27 and November 13.

Note: All meetings are scheduled to begin at 9 a.m. in the large conference room at the Cordillera Administration Building at 408 Carterville Road, Cordillera, Colorado. Meetings will be cancelled when there are no time-sensitive or substantive topics for board discussion.

BY ORDER OF THE DISTRICT
/s/ David Bentley, President

BY ORDER OF THE ASSOCIATION
/s/ Mike Grier, President



MINUTES

UNAPPROVED Cordillera Metro District Cordillera Property Owners Association

CMD and CPOA Executive Sessions

November 8, 2019

9:02 a.m. Directors Foley and George moved to enter executive session pursuant to Section 24-6-402(4)(b), C.R.S. (CMD) for the purpose of receiving legal advice regarding the CSMN Litigation.

9:02 a.m. Directors Irion and Haynes moved to enter executive session pursuant to Section 38-33.3-308(4)(b), C.R.S. (CPOA) for the purpose of receiving legal advice regarding the CSMN Litigation.

9:54 a.m. Directors George and Foley moved to conclude the executive session.

9:54 a.m. Directors More and Irion moved to conclude executive session

Present: CMD Directors Bentley, McGuire (by phone), Van Deusen (by phone), George and Foley as well as CPOA Directors Grier, Haynes, More, Irion and Lenac (by phone).

Also present: Rachel Oys, general manager, and Alan Pogue, legal counsel (by phone).
No action was taken in executive sessions.

CMD and CPOA Public Session

November 8, 2019

In Attendance

CMD Board of Directors	CPOA Board of Directors
David Bentley, President (Term to 2022)	Mike Grier, President (Term to 2020)
Eugene McGuire, Vice President (Term to 2022) (by phone)	Ron Haynes, Vice President (Term to 2021)
Cheryl Foley, Treasurer (Term to 2022)	Monte Irion, Treasurer (Term to 2022)
Kitty George, Secretary (Term to 2020)	Jerri More, Secretary (Term to 2020)
John Van Deusen, Assistant Treasurer/Assistant Secretary (Term to 2020) (by phone)	Cynthia Lenac, Assistant Treasurer/Assistant Secretary (Term to 2022) (by phone)

Others Present:

Rachel Oys, general manager; Alan Pogue, legal counsel (by phone) ; Trevor Broersma, operations director; Tracy Stowell, office manager; Barry Smith, public safety director; Heather Mathews, finance manager; Cliff Simonton, community planning manager; Fernanda Bazani, human resource manager and members of the public: Ed Shriner, Jim Aull, Bob and Carolyn Donovan, Cassie Gray, Aaron Rubins, Pam Horan-Kates, Chris Cumming, Mike Henritze, Richard Hogg, Jane Roberts, Cass Gassman, Melissa and Greg Murphy, Richard Saxby and Jay Tobin

Call to Order

CMD Board of Directors	CPOA Board of Directors
Director Bentley called to order the Regular Meeting of the Cordillera Metropolitan District at 9 a.m.	Director Grier called to order the Regular Meeting of the Cordillera Property Owners Association at 9:01 a.m.

Declaration of Quorum/Director Qualifications

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

CMD Board of Directors	CPOA Board of Directors
Director Foley moved to approve the November 8, 2019, Regular Meeting Agenda. Seconded by Director George. Upon motion duly made and seconded, the board approved the November 8, 2019, Regular Meeting Agenda.	Director More moved to approve the November 8, 2019, Regular Meeting Agenda. Seconded by Director Haynes. Upon motion duly made and seconded, the board approved the November 8, 2019, Regular Meeting Agenda.

Approval of Consent Agenda

CMD Board of Directors	CPOA Board of Directors
Director Foley moved to approve the Consent Agenda. Seconded by Director George. Upon motion duly made and seconded, the board approved the October 4, 2019, Meeting Minutes.	Director More moved to approve the Consent Agenda items. Seconded by Director Haynes. Upon motion duly made and seconded, the board approved the October 4, 2019, Meeting Minutes.

Public Comment

- Public comment topics included: collections on delinquent accounts, changes in the 2020 proposed budgets since the September board meeting, electric bikes, winter ski shuttle, and non-resident fees for short course.
-

Joint Agenda Items for Boards' Discussion and Direction

Management Team Report

- Director More said a bullet on "Community Engagement" should be included under the existing focus area of "Promote the Cordillera Lifestyle" on the management team report to reflect planned community activities.

Community Survey

- Survey was sent to property owners October 11 and closed on October 25. The objective was to gather input from the community, subsequent to Resonance's report, to help inform long-

range planning efforts with respect to maintaining, updating and expanding Cordillera's existing facilities and services.

- 316 unique property owners (44% response rate) responded with 406 individuals participating in the survey.
- 1,804 comments were received.
- Demographic and ownership questions were included in the survey, as well as questions about pool and facility expansion project preferences (at the athletic center or the ACC Trailhead locations), activities at the Short Course, Equestrian Center and Bearcat Stables, Club at Cordillera relationships and general questions on how to improve Cordillera property values and lifestyle.
- Survey summary and results are available at CordilleraLiving.com.
- CPOA Board members agreed that an RFQ would not be issued for athletic center land planning. CPOA Board members will reach out to planners directly.
- General manager Oys will schedule a conference call with CPOA board members to see how staff can support board members during this planning process.

Strategic Planning

- The boards thanked John Warren, for his work heading up the Strategic Planning Committee and all of the dedicated committee members who participated in the process.
- The Strategic Planning Committee will be disbanded effective immediately, however, board members and staff will tap into members' expertise as needed.
- Boards will suspend any further use of contract time with Resonance.
- Director More thanked the Cordillera Welcome Committee. Jane Roberts has been heading the committee for the last two years. Carolyn Donovan will now take the lead with the help of Cass Gassman.
- The management team staff is invited to attend, on a rotating basis, the Friday Meet and Greets and to give a five-minute presentation to introduce themselves and tell new members what they do for the district.

CPOA Motion: Director Haynes moved to approve termination of the 2019 Resonance Contract for Strategic Planning. Seconded by Director More. Upon motion duly made and seconded, the board approved the motion.

CMD Motion: Director Foley moved to approve termination of the 2019 Resonance Contract for Strategic Planning. Seconded by Director George. Upon motion duly made and seconded, the board approved the motion.

2020 Budget Hearing

The preliminary budget was presented at the September 13 and October 3 meetings and the board presidents and treasurers provided direction on the budget development on three separate occasions.

CPOA Budget Issues

Skier Shuttle

- Joe Helminski, recreation director, presented the pilot ski shuttle program.

- The shuttle will run Friday through Sunday between December 13 and March 29 with two trips in the morning and two pick-ups each afternoon. The shuttle will provide transportation to Vail and Beaver Creek, accommodating 14 passengers in each van.
- All reservations will be through Peak 1 Express with a 24-hour cancellation policy and will be free to property owners and their guests.
- CMD will adjust the service agreement with CPOA to offset the \$50,800 cost to the CPOA budget.

Changes from September 13, 2019 Draft Budget

- Pickleball nets are included in the athletic center capital project budget.
- The budget for the \$50,800 cost of the pilot skier shuttle and the CMD Service Agreement were adjusted accordingly.

CPOA Motion: Director Haynes moved to approve the 2020 CPOA Budget as presented. Seconded by Director More. Upon motion duly made and seconded, the board approved the motion.

CMD Budget Issues

- Director Bentley opened the 2020 CMD Budget Hearing at 12 p.m. There was no public comment. Public Hearing closed at 12:01 p.m.
- General Manager Oys explained that the 3.5 percent merit increase for staff was calculated by pulling comps from other public organizations in the Vail Valley area. The comp study showed an average projected 2020 merit increase of 3.64 percent with larger employers going as high as 5 percent.
- The Borne Consulting Reserve study recommended funding future reserve needs at a higher amount than was originally allocated in the 2020 proposed budget. In response, the amount transferred to the Capital Fund will increase from \$1.2 million to \$1.38 million for 2020. The CMD Board will examine potential underfunding issues before the next budget cycle.

CMD Motion: Director Foley moved to approve the 2020 CMD Budget as presented. Seconded by Director George. Upon motion duly made and seconded, the board approved the motion.

2020 Board Meeting Schedule

- Boards will meet jointly on a quarterly basis in 2020.
- The meeting schedule is as follows:
 - o January 10
 - o April 17
 - o August 27
 - o August 28, CPOA Annual Meeting
 - o November 13
- If boards have substantial material to discuss, a special meeting can be called at any time between quarterly meetings.
- Board presidents' and treasurers' meetings will be held monthly, unless waived.
- A meeting resolution will be drafted and signed by both boards.

CMD Agenda Items for Board Discussion and Direction

Resolution Establishing a District Investment Policy

- Tabled to allow further discussion between the CMD treasurer, legal counsel and management

2020 Annual Administrative Matters Resolution

- The resolution gives the authority to staff and to legal counsel to execute the day-to-day operations of the metro district.

CMD Motion: Director Foley moved to approve the 2020 Administrative Matters Resolution. Seconded by Director George. Upon motion duly made and seconded, the board approved the motion.

2020 Regular Special District Director Election Resolution

- The resolution calls for a 2020 CMD Director Election. There are two director seats up for re-election.

CMD Motion: Director Foley moved to approve the 2020 Regular Special District Director Election Resolution. Seconded by Director George. Upon motion duly made and seconded, the board approved the motion.

Term Sheet Regarding Option and Ground Lease Agreement for Wireless Communications Facility

- The lease area is approximately 1,200 square feet of property owned by the metro district located on the south side of Highway 6 off of Squaw Creek Road.
- The lease shall be for an initial term of five years with seven additional five-year terms that will occur automatically.
- Lease amount is \$1,500 a month with a two percent increase annually.
- This term sheet will be updated once it is re-written into a lease agreement with a modified termination clause.

CMD Motion: Director Foley moved to approve the Term Sheet Regarding Option and Ground Lease Agreement for a Wireless Communications Facility, subject to further negotiation by management and legal counsel. Seconded by Director George. Upon motion duly made and seconded, the board approved the motion.

CPOA Agenda Items for Board Discussion and Direction

Reinstatement of Lot Line

- There have been property owners that have purchased contiguous lots and have gone through the process of vacating the original lot lines to make one larger lot. Now there is interest in subdividing those lots back to the original lot lines and building envelopes.
- CPOA has the ability to adopt rules and regulations to aid in the implementation of the CCRs. Two options were presented to the board for consideration:
 - o Option 1 – Property owner will request CPOA approval.
 - o Option 2 – Property owner will request CPOA approval and will be responsible for the balance of CPOA dues incurred while the lot lines were vacated.
- The board discussed Option 2 and added an interest component.

CPOA Motion: Director Haynes moved to approve Option 2, the Reinstatement of Lot Line Resolution allowing property owners to request CPOA approval with condition that the owner will be responsible for the balance of CPOA dues incurred while the lot lines were vacated plus interest. Seconded by Director Grier. Upon motion duly made and seconded, the board approved the motion.

Reinstatement of Lot Line-Lederman

- Cordillera Community Planning Manager Cliff Simonton received a letter from Harry Lederman requesting to subdivide his lots that were combined in December of 2013. This would put the parcel back into its original lines and building envelopes.

CPOA Motion: Director Irion moved to approve the reinstatement of the Lederman lot lines contingent on DRB approval. Seconded by Director Haynes. Upon motion duly made and seconded, the board approved the motion.

CMD Adjournment

CMD Board of Directors

Director George moved to adjourn the Regular Meeting of the Cordillera Metro District at 1:30 p.m. p.m. Seconded by Director Foley.
Upon motion duly made and seconded, the board adjourned the Regular Meeting of the Cordillera District.

CPOA Adjournment

CPOA Board of Directors

Director More moved to adjourn the Regular Meeting of the Cordillera Property Owners Association at 1:31 p.m. p.m. Seconded by Director Haynes.
Upon motion duly made and seconded, the board adjourned the Regular Meeting of the Cordillera Property Owners Association.

Meeting Schedule

- The regularly scheduled CMD and CPOA Board meetings for 2020 will be as follows: January 10, April 17, August 27 and November 13. All meetings are scheduled to begin at 9 a.m. in the large conference room of the Cordillera Administration Building at 408 Carterville Road, Cordillera, Colorado, 81632. Meetings will be canceled when there are no time-sensitive or substantive topics for board discussion.



MINUTES

UNAPPROVED

Cordillera Property Owners Association

Special Meeting, December 13, 2019

In Attendance

CPOA Board of Directors

Mike Grier, President (Term to 2020) - Phone

Ron Haynes, Vice President (Term to 2021) - Phone

Monte Irion, Treasurer (Term to 2022) - Phone

Jerri More, Secretary (Term to 2020) - Phone

Cynthia Lenac, Assistant Treasurer/Assistant Secretary (Term to 2022) - Phone

Others Present:

Rachel Oys, general manager; Joe Helminski, recreation director; Trevor Broersma, operations director; Cliff Simonton, community planning manager; Jill Conley, communications manager; Tracy Stowell, office manager and members of the public: Eugene McGuire; Cheryl Foley; Jane Roberts; Mike Finley; Vince Leone; Dee and Jay Tobin; Aaron Rabins; and Pam Horan-Kates

Call to Order

CPOA Board of Directors

Director Grier called to order the Special Meeting of the Cordillera Property Owners Association at 11:03 a.m.

Declaration of Quorum/Director Qualifications

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

CPOA Board of Directors

Director Haynes moved to approve the December 13, 2019, Special Meeting Agenda. Seconded by Director Irion.

Upon motion duly made and seconded, the board approved the December 13, 2019, Special Meeting Agenda.

CPOA Agenda Items for Board Discussion and Direction

Opening Remarks

- Director Grier stated the special meeting was called to follow up on two topics: 1) a draft letter to the Club at Cordillera and 2) the selection process for hiring a land planning firm and contractor to make recommendations for the location of an outdoor pool, site planning for parking and potential future enhancements to the athletic center. Grier also mentioned the board would discuss these two topics with public comment to follow.

Letter to Club at Cordillera

- The board decided to send the letter to the Club at Cordillera inviting dialogue about a potential partnership to develop amenities in close proximity to the TimberHearth that would benefit club members and the community at large.
- In the most recent community survey, 60 percent of property owners thought the Timberhearth could be a viable location for the addition of amenities.
- The board agreed that, due to time constraints and to avoid project delay, no consideration would be given to a Club proposal that was not otherwise timely, achievable and practical.
- Board members agreed the letter would be sent to the entire community to keep property owners apprised of the process the board is undertaking.
- The letter to the Club is attached following the minutes.

Future Board Meetings

- CPOA Board agreed to schedule monthly special meetings (by telephone) to actively monitor progress and receive updates for the pool-related and athletic center-related issues/projects. The meetings are intended to be limited to project-related issues and will be cancelled if circumstances warrant.

ACTION ITEM: Director Grier will circulate a proposed schedule for consideration.

Land Planning – Athletic Center

- In lieu of issuing a request for qualifications (RFQ) or a request for proposals (RFP), the board decided to move forward with Directors Grier and Haynes interviewing planners and contractors directly. They will be working with a conceptual budget of approximately \$2.5 million for the pool project and \$3.5 million for athletic center renovations.

ACTION ITEM: Staff was directed to support Grier's and Haynes' efforts by promptly providing staff's list of preferred designers/planners and contractors for consideration in the selection process.

CPOA Motion: Director Haynes moved to approve moving forward with finding a planner and contractor to design a pool at the Cordillera Athletic Center with a conceptual budget of \$2.5 million and athletic center renovations with a conceptual budget of \$3.5 million. Seconded by Director More. Upon motion duly made and seconded, the board approved the motion.

Lot Combination

- The board approved Lot 15 as proposed to be split and absorbed, with half being added to lot 14 (owned by JSCS Holdings) and the other half being added to lot 16R (owned by Greg and Claudia Laswell).
- This Lot split has been approved by the Design Review Committee.

CPOA Motion: Director More moved to approve Lot 15 to be split between Lot 14 owned by JSCS Holdings and Lot 16 owned by the Laswell's. Seconded by Director Irion. Upon motion duly made and seconded, the Board approved the motion.

Public Comment

- Topics included: a comment not in favor of sending a letter to the Club at Cordillera, which has had representation in the strategic planning process and at board meetings over the last year and has shown little interest in partnering to build community amenities; a statement that a correction was needed on the survey results presented related to the term “state-of-the-art” vs. “modest improvements” when referring to athletic center enhancements and a comment recognizing the board on the process thus far.

CPOA Adjournment

CPOA Board of Directors

Director More moved to adjourn the Special Meeting of the Cordillera Property Owners Association at 12:16 p.m. Seconded by Director Irion.

Upon motion duly made and seconded, the board adjourned the Special Meeting of the Cordillera Property Owners Association.

2020 CPOA Board Meeting Schedule

- The board agreed to meet monthly to ensure swift action on pool planning. Those dates will be shared once determined.



December 16, 2019

Club at Cordillera Ownership and Management,

My name is Ron Haynes, and I am a board member of the Cordillera Property Owners Association (CPOA). As Vice President of the board and at the request the other members, I am writing to you in an effort to inform about recent initiatives that the CPOA is considering and to gauge the Club's interest in potentially working with the community to jointly develop certain amenities for our respective benefit in and around the TimberHearth and pro shop.

First, let me say we have appreciated working with the Club on several fronts, and we hope to not only continue this relationship, but see it grow for our mutual benefits in the future. We feel strongly that the Club is an integral and highly-valued part of the community. The Club's golf, food service, winter outdoor activities, and social events are a huge benefit to the community – particularly to those who are both property owners and Club members. As a Club member since 2003, I am especially cognitive and appreciative of what the Club brings on a daily basis to the community.

As you know, the CMD and the CPOA put forth a survey to all property owners in Cordillera a little over a year ago concerning the wants and needs of our community. We then hired an outside consultant to help us understand where we stood as a community within the context of the Vail Valley and also mountain resort communities similar to Cordillera in other parts of the United States. While I think most would say there was nothing earth-shaking about the consultant's conclusions and suggestions about how we should move forward, I believe it was helpful for the community at large to consolidate and coalesce around a number of ideas regarding the need to enhance, repurpose and expand on many of our pre-existing amenities. Additionally, there was some coalescence behind the idea that we need to promote the community to the outside world through a variety of channels. After the consultant made a presentation at the annual CPOA meeting in late August, a second survey was conducted to again poll our property owners to assess reactions to the ideas presented by the consultant.

One of the ideas presented was to do more than just partner with the Club on various events within the community, as has been done and we hope to do even more in the future. An idea put forward by the consultant was to combine some of our current CPOA amenity offerings in order to rebuild and enhance those amenities (principally, but not exclusively, a first-class athletic facility, resort style pool, enhanced and improved pickle ball courts, etc.) on the Club property where the pro shop and Timberhearth presently exist.

According to the second survey, there are a significant number of property owners who would like to have us explore this concept. However, there are a few significant hurdles that the CPOA and CMD would likely have to overcome. I have listed some in no particular order below:

1. Roughly half of the property owners in Cordillera are members of the club. That leaves roughly half that are not. The CPOA's mission is to represent ALL property owners regardless of whether one is a member of the Club or not. Thus, a big hurdle to overcome is how to do this in such a way that ALL property owners benefit and are not otherwise disadvantaged by such an endeavor.
2. Assuming you all want to pursue this (which is a big assumption), how would you all propose re-planning your property to accommodate your existing activities and amenities (pro shop, club house, restaurant, parking, driving range, etc.) and accommodate a first-class athletic facility, resort style pool, new and improved pickleball courts and perhaps other amenities? Additionally, it would seem a much larger parking lot would be needed to accommodate the many more folks that would be drawn to your property to use these amenities on a daily basis.
3. Other significant issues are the financial terms and protections required to absolutely protect the CPOA's investment against future changes to the Club or its sale.

No doubt there are probably many other issues I have not listed. Nonetheless, I feel like those listed are probably the most significant and must be addressed first to see if there is any real possibility that something more specific could be worked out.

Since we are talking about your property, I think it only make sense to first ask if you want to pursue this. If you do, I would propose that you engage a planner to re-plan your property around the Timberhearth and pro-shop area to see what is feasible from a physical layout standpoint that would also accommodate the proposed new amenities. I would be happy to meet with you and your planner to describe what our aspirations are for a first-class athletic facility, resort pool, etc. for the community as a whole. While today the CPOA has not fully defined its needs, it is working to identify planners and architects with a goal of completing at least conceptual plans within the next 60 to 90 days. The initial project scope discussions have been centered around the development of a resort-style pool tied to the athletic facility at our current 9+ acre site located at the lower portion of the Summit at Settlers Loop. Upgrades, changes and renovations to the athletic facility are also being discussed.

If you are interested in working with the CPOA, I ask that you provide a general outline of how you think this would work from a financial and protection prospective and specifically address the two (2) concerns outlined above. I would then formally submit the same to the CPOA for its consideration.

I will be in Cordillera from December 28th to January 13th and would be happy to meet in person with you if you are there as well. Additionally, I am available to meet by phone almost any time if you would like to discuss this further to better understand where we as the CPOA are coming from. Please understand that the CPOA is moving quickly with respect to the contemplated resort pool project and potential redevelopment of the athletic center so any proposal or outline needs to be received as soon as possible.

All the best,

Ron Haynes
CPOA Director

Cordillera Metropolitan District (Consolidated)

Statement of Net Position

9/30/2019

Unaudited

Assets

Cash	7,551,842	
Accounts Receivable		
Property Tax	6,981,757	
Other Governments	31,596	
Due from CPOA	1,473,393	
Other	56,987	
Prepaid Expenses	41,260	
Capital Assets	14,896,496	
Total Assets		\$ 31,033,333

Deferred Outflows of Resources

Deferred Refunding Costs	37,624	
Total Deferred Outflows of Resources		\$ 37,624

Liabilities

Accounts Payable / Accrued Liabilities	98,895	
Accrued Liabilities	30,991	
Due from CPOA		
Deposits Held	128,715	
Accrued Compensated Absences	167,810	
Accrued Interest Payable		
Non-current Liabilities due within one year:		
General Obligation Debt	2,815,000	
Non-current Liabilities due in excess of one year:		
General Obligation Debt	5,220,000	
Total Liabilities		\$ 8,461,411

Deferred Inflows of Resources

Unavailable Property Tax Revenue	6,981,757	
Total Deferred Inflows of Resources		\$ 6,981,757

Net Position

Net Investment in Capital Assets	5,155,936	
Restricted for emergencies	258,018	
Restricted for Debt Service	238,117	
Unrestricted	9,975,720	
Total Net Position		\$ 15,627,791

Cordillera Metropolitan District (Consolidated)
General Fund
Statement of Revenues, Expenditures and Changes in Fund Balance

	2019 Approved Budget	2019 Actual 9/30/2019	Projected vs Budget	
			Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues				
Property Taxes - Net	4,189,765	4,097,017	(92,748)	97.8%
Specific Ownership Taxes - Operating	280,000	282,167	2,167	100.8%
CPOA Administration Fees	1,125,559	844,170	(281,389)	75.0%
Interest Income Operating	50,000	73,113	23,113	146.2%
CVC Public Safety Revenue	430,466	0	(430,466)	0.0%
Public Safety Revenue	33,600	88,660	55,060	263.9%
Equestrian Center	414,436	304,155	(110,281)	73.4%
Other Revenue	39,599	10,646	(28,953)	26.9%
Community Operations Revenue	2,000	6,823	4,823	341.1%
			0	
Total Revenues	\$6,565,425	\$5,706,750	(\$863,497)	86.9%
Expenditures				
Administrative Expenditures				
Administration Wages & Benefits	742,230	545,188	197,042	73.5%
Employee Benefits	0	0	0	
Treasurers Fees	125,693	123,059	2,634	97.9%
Audit & Accounting Fees	27,300	11,300	16,000	41.4%
Insurance-Property/Casualty	75,880	58,204	17,675	76.7%
Legal-General	87,000	48,112	38,888	55.3%
MIS & Computer Fees	58,790	38,671	20,119	65.8%
Other Operating Expenditures	321,519	206,754	114,765	64.3%
Utilities	13,295	8,565	4,731	64.4%
Subtotal Administrative Expenditures	1,451,707	1,039,853	411,854	71.6%
Community Operations				
Community Operation Wages & Benefits	1,154,244	862,901	291,343	74.8%
Flowers Maintenance	122,375	118,049	4,326	96.5%
Mowing & Irrigation	60,565	46,639	13,926	77.0%
Engineering	5,175	3,560	1,615	68.8%
Utilities	61,849	54,133	7,716	87.5%
Other Operating Expenditures	88,941	86,653	2,288	97.4%
Natural Resource Management	24,625	17,089	7,536	69.4%
Roads - Snow & Maint.	138,404	103,147	35,257	74.5%
Equipment Maintenance & Repair	234,525	206,701	27,824	88.1%
Other Recreation Activities	27,006	19,962	7,044	73.9%
Subtotal Community Operations	1,917,709	1,518,832	398,877	79.2%
Public Safety Expenditures				
Public Safety Wages & Benefits	1,386,149	823,078	563,071	59.4%
Public Safety Utilities	20,391	22,564	(2,173)	110.7%
Other Operating Expenditures	42,208	57,759	(15,551)	136.8%
Subtotal Public Safety Expenditures	1,448,748	903,401	545,347	62.4%
Equestrian Center Expenditures				
Equestrian Center Wages & Benefits	232,950	158,750	74,200	68.1%
Equestrian Center Other Expenditures	27,801	13,901	13,900	50.0%
Equestrian Center Boarding Expenditures	118,602	87,232	31,370	73.6%
Equestrian Center Utilities	25,800	12,872	12,928	49.9%
Subtotal Equestrian Center Expenditures	405,153	272,756	132,397	67.3%
Total Expenditures	\$5,223,317	\$3,734,843	\$1,488,475	71.5%
Revenue Over (Under) Expenditures	\$1,342,108	\$1,971,907	\$624,977	
Transfer to Capital Projects Fund	(1,200,000)	(1,200,000)	0	100.0%
Total Other Financing Sources (Uses)	(1,200,000)	(1,200,000)	0	
Change in Fund Balance	\$142,108	\$771,907		
Beginning Fund Balance	2,143,330	2,143,330		
Ending Fund Balance	2,285,438	2,915,237		

Cordillera Metropolitan District

Debt Service Fund - CMD

Statement of Revenues, Expenditures and Changes in Fund Balance

	2019 Approved Budget	2019 Actual 9/30/2019	Actual vs Budget	
			Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues				
Property Taxes CMD Debt Service	1,891,984	1,847,828	(44,156)	98%
Tap Fee Revenue	0	0	0	
CMD Debt Service Interest	20,000	20,213	213	101%
Total Revenues	\$1,911,984	\$1,868,041	(\$43,943)	98%
Expenditures				
Treasurers Fees CMD DS	56,760	55,496	1,264	98%
CMD 2012 Principal	665,000	0	665,000	
CMD 2017A Interest	23,589	11,667	11,922	
CMD 2017A Principal	1,235,000	0	1,235,000	
CMD 2012 Interest	82,214	40,833	41,381	
CMD 2006A Series Interest Pmts		0	0	
Subtotal Debt Service	2,005,803	52,500	1,953,303	3%
Total Expenditures	\$2,062,563	\$107,996	\$1,954,566	5%
Revenue Over (Under) Expenditures	(\$150,579)	\$1,760,045	\$1,910,623	
Transfer from CPOA	148,500	0	(148,500)	0%
Transfer from Reserve Fund	53,596	0	(53,596)	
Subtotal Other Financing Sources (Uses)	202,096	0	(202,096)	0%
Change in Fund Balance	51,517	1,760,045		
Beginning Fund Balance	64,033	64,033		
Ending Fund Balance	115,550	1,824,078		

Cordillera Metropolitan District
 Debt Service Fund - CMMD
 Statement of Revenues, Expenditures and Changes in Fund Balance

	2019 Approved Budget	2019 Actual 9/30/2019	Actual vs Budget	
			Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues				
Property Taxes CMMD Debt Service	1,000,000	887,142	(112,858)	89%
Tap Fee Revenue		0	0	
CMMD Debt Service Interest	13,000	13,974	974	107%
Total Revenues	\$1,013,000	\$901,116	(\$111,884)	89%
Expenditures				
Treasurers Fees CMMD DS	30,000	26,653	3,347	89%
CMMD Series 2017B Interest Pmts	47,960	24,088	23,872	50%
CMMD Series 2017B Principal	675,000	0	675,000	0%
CMMD 2002A Series Interest Pmts		0	0	
CMMD 2006B Series Interest Pmts		0	0	
CMMD 2006B Series Principal Pmts		0	0	
CMMD Series 2015 Interest Pmts	20,090	10,045	10,045	50%
CMMD Series 2015 Principal	240,000	0	240,000	0%
Subtotal Debt Service	983,050	34,133	948,917	3%
Total Expenditures	\$1,013,050	\$60,785	\$952,265	6%
Revenue Over (Under) Expenditures	(\$50)	\$840,330	\$840,380	
Other Financing Sources (Uses)				
Bond Proceeds		0		
Cost of Issuance		0		
Escrow Funding		0		
Transfer from CPOA	251,500	0	(251,500)	0%
Transfer from Reserve Fund		0	0	
Subtotal Other Financing Sources (Uses)	251,500	0	(251,500)	0%
Change in Fund Balance	251,450	840,330		
Beginning Fund Balance	38,813	38,813		
Ending Fund Balance	290,263	879,143		

Cordillera Metropolitan District

Debt Service Fund - 2002 Bond Reserve

Statement of Revenues, Expenditures and Changes in Fund Balance

	2019 Approved Budget	2019 Actual 9/30/2019	Actual vs Budget	
			Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues				
Sinking Fund - Chaveno Interest Income		1,713	1,713	
Total Revenues	\$0	\$1,713	\$1,713	
Other Financing Sources (Uses)				
Transfer From CPOA		0	0	
Transfer to Debt Service Funds	(53,596)	0	53,596	
Subtotal Other Financing Sources (Uses)	(53,596)	0	53,596	
Change in Fund Balance	(\$53,596)	\$1,713	\$55,309	
Beginning Fund Balance	117,499	117,499		
Ending Fund Balance	63,903	119,212		

Cordillera Metropolitan District
 Capital Projects Fund
 Statement of Revenues, Expenditures and Changes in Fund Balance

	2019 Approved Budget	2019 Actual 9/30/2019	Actual vs Budget	
			Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues				
Bearcat Stables	10,003	6,317	(3,686)	63%
Cordillera Preservation Found. Donation		0		
Sale of Equipment		0	0	
Total Revenues	\$10,003	\$6,317	(3,686)	
Expenditures				
Heavy Equipment Replacement	364,000	100,467	263,533	28%
Road Repair	571,000	530,389	40,611	93%
Traffic Calming	14,000	13,222	778	94%
Admin Windows & Trash Bin Enclosure		(346)	346	
Com Ops Washbay Floors	6,000	0	6,000	0%
Com Ops Boiler Replacement	41,500	0	41,500	0%
Reserve Study	8,000	8,086	(86)	101%
Admin Paint	17,500	17,600	(100)	101%
Admin Concrete Floors	11,000	11,597	(597)	105%
Admin LED Lighting	5,000	8,901	(3,901)	178%
Equestrian Ctr-Mechanical Room	3,500	0	3,500	0%
Equestrian Ctr- Paddock Fencing	25,000	2,733	22,267	11%
Equestrian Ctr - Dump Trailer	10,000	0	10,000	0%
Equestrian Ctr - CEC Drag	11,000	9,400	1,600	85%
IT -Security System Improvements	164,000	135,033	28,967	82%
Total Expenditures	\$1,251,500	\$837,082	\$414,418	67%
Revenue Over (Under) Expenditures	(\$1,241,497)	(\$830,765)	\$410,732	
Transfer from General Fund	1,200,000	1,200,000	0	100%
Subtotal Other Financing Sources (Uses)	1,200,000	1,200,000	0	100%
Change in Fund Balance	(\$41,497)	\$369,235		
Beginning Fund Balance	134,613	134,613		
Ending Fund Balance	93,116	503,848		

Cordillera Metropolitan District (Consolidated)
 Water Enterprise
 Statement of Revenues, Expenditures and Changes in Fund Balance

	2019 Original Budget	2019 Actual Budget Periods	Actual vs Budget	
			Variance Favorable (Unfavorable)	Actual % Received or Spent
<u>Revenues</u>				
Water Usage Fees	-	0	0	
Water Tap Fees		10,790	10,790	
Incremental Sewer Tap Fees		0	0	
Total Revenues	0	10,790	10,790	
<u>Expenditures</u>				
Total Expenditures	0	0	0	0%
Revenue Over (Under) Expenditures	0	10,790	10,790	
Beginning Fund Balance	2,229,805	2,229,805		
Ending Fund Balance	2,229,805	2,240,595		

Cordillera Property Owners Association

Balance Sheet

9/30/2019

Unaudited

ASSETS

CASH

Cash and Investment Accounts - Detail

Operating Checking Alpine Bank	(41,580)
Cash - Short Course	75,348
Alpine Bank Sweep MM - 0010	4,254,423
Alpine Bank Operating Sweep	1,387,644
Charles Schwab MM	1,015,557
Alpine Bank - RETA Account	250,019
Petty Cash	200

Total Cash 6,941,612

OTHER CURRENT ASSETS

Due to/from CMD	(1,474,408)
Accounts Receivable	242,138
Vail Club Receivables	57,047
Year End Receivables	0
Allowance for Doubtful Accounts	(23,830)
DRB Fines Receivable	0
Accounts Receivable - RETA	0
Prepaid Expenses	15,491
Assets - Short Course	7,823
AR Clearing	0

Total Other Current Assets (1,175,739)

Total Current Assets 5,765,873

FIXED ASSETS

Equipment	52,894
Accumulated Depreciation	(412,726)
Accumulated Depreciation	(569,689)
Leasehold Improvements - Vail Club	569,689
Market/Post Office	1,075,734

Total Fixed Assets less Depreciation 715,902

TOTAL ASSETS

6,481,775

LIABILITIES & EQUITY

CURRENT LIABILITIES

Deferred Revenue	0
DRB Deposits	440,100
Gratuities Payable	0
Liabilities - Short Course	(4,169)
Accounts Payable - Miscellaneous	0
Accounts Payable	5,415
Year End Payables	12,942
Deposits	6,667

Total Current Liabilities 460,955

Fund Balance

Operating Fund Balance	(750,589)
Fund Balance	1,644,784
Replacement Fund Balance	2,060,147
Investment in Fixed Assets	1,474,840
Revenues Over/(Under) Expenditures	1,591,638

Total Fund Balance 6,020,820

TOTAL LIABILITIES & EQUITY

6,481,775

Cordillera Property Owners Association
 Operating Fund
 Statement of Revenue, Expenses and Changes in Fund Balance

	2018 Actual	2019 Approved Budget	Actual Through 9/30/2019	Projected vs. Budget	
				Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues					
Assessments	2,359,800	2,523,000	2,529,000	6,000	100.2%
Communications Contributions	0	0	0	0	
DRB Revenue	95,024	62,000	42,315	(19,685)	68.3%
Community Assets	192,592	177,930	72,977	(104,953)	41.0%
Vail Gondola Club Revenue	726,861	679,000	552,997	(126,003)	81.4%
Other Revenue	96,637	103,343	97,058	(6,285)	93.9%
Total Revenues	\$3,470,915	\$3,545,273	\$3,294,347	(\$250,926)	92.9%
Expenses					
Administrative Expenses					
Administration Contract CMD	943,673	1,125,559	844,170	281,390	75.0%
River Parcel Management	37,730	36,337	29,148	7,189	80.2%
DRB Expenses	56,481	50,120	17,846	32,274	35.6%
Other Operating Expenses	378,310	331,165	467,888	(136,723)	141.3%
Trash and Recycle Program	149,647	163,700	115,251	48,449	70.4%
Vail Gondola Club	642,775	677,963	489,534	188,429	72.2%
Community Assets	1,079,843	1,108,897	941,114	167,783	84.9%
Communications	178,371	261,993	129,929	132,064	49.6%
Subtotal Administrative Expenses	\$3,466,830	\$3,755,734	\$3,034,879	\$720,855	80.8%
Post Office Revenue	52,266	50,419	31,994	18,425	63.5%
Post Office Expenses	56,122	57,616	35,734	21,882	62.0%
Subtotal Post Office Revenue (Expense)	(\$3,856)	(\$7,197)	(\$3,740)	(\$3,457)	52.0%
Total Expenses	\$3,470,685	\$3,762,931	\$3,038,619	\$724,312	80.8%
Revenue Over (Under) Expenses	\$230	(\$217,658)	\$255,727	\$473,386	
Transfer From (To) the Capital & Debt Service Reserve					
Beginning Available Fund Balance	1,163,465	1,163,695	1,163,695		
Ending Available Fund Balance	1,163,695	946,037	1,419,422		

Cordillera Property Owners Association
Debt Service & Capital Reserve Fund
Statement of Revenue, Expenses and Changes in Fund Balance

	2018 Actual	2019 Approved Budget	Actual Through 9/30/2019	Actual vs. Budget	
				Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenue					
Real Estate Transfer Assessments	1,385,621	1,350,000	1,366,321	16,321	101.2%
Interest Income - Replacement Fund	1,264		1,438	1,438	
Total Revenues	1,386,885	1,350,000	1,367,759	17,759	101.3%
Expenses					
Healthy Forest Program	139,300	134,450	115,083	19,367	85.6%
Health Forest Contra - Owner Reimb	(7,417)		(6,850)	6,850	
Engineering	0	8,000	8,064	(64)	100.8%
Post Office / Cafe Remodel - Capex	1,100	30,000	0	30,000	
Post Office - Trash Bin Enclosure	14,431		0	0	
Ice Rink - Capex	11,453		0	0	
Post Office Parcel Lockers		10,000	0	10,000	0.0%
Post Office Interior Paint		10,500	0	10,500	0.0%
Post Office Lighting		3,500	3,500	0	100.0%
Post Office Floors		12,500	0	12,500	0.0%
Post Office Patio Concrete & Steps		5,000	0	5,000	0.0%
Post Office Exterior Tables & Chairs		12,000	0	12,000	0.0%
Security System Improvements	0	30,000	26,980	3,020	89.9%
ACC Projects	81,886	18,000	6,373	11,627	35.4%
Trailhead Projects*	255,092	1,001,000	8,312	992,688	0.8%
Short Course Projects**	286,440	63,560	102,879	(39,319)	161.9%
Total Capital Projects	782,284	1,338,510	264,343	1,074,167	19.7%
Debt Service	400,000	400,000	0	0	0.0%
Transfer to (From) CPOA	-	-	-		
Total Expenses	779,759	1,738,510	264,343	1,474,167	15.2%
Revenue Over (Under) Expenses	607,126	(388,510)	1,103,416	1,491,926	-284.0%
Beginning Available Fund Balance	3,143,343	3,265,491	3,265,491		
Ending Available Fund Balance	3,265,491	2,876,981	4,368,907		

*Includes \$145,000 design carryforward

**2018 Carryforward

Cordillera Property Owners Association
Gondola Club
Statement of Revenue, Expenses and Changes in Fund Balance

	2018 Actual	2019 Approved Budget	Actual Through 9/30/2019	Actual vs. Budget	
				Varjance Favorable (Unfavorable)	Actual % Received or Spent
Revenues					
Membership Revenue	87,500	40,000	20,000	(20,000)	50.0%
Membership Dues	628,376	625,200	521,457	(103,743)	83.4%
Locker Rental Revenue	8,115	11,800	10,490	(1,310)	88.9%
Seasonal Lease Revenue	2,000	2,000	0	(2,000)	0.0%
Misc Income	870		1,050	1,050	
Member Services Revenue	7,990		0	0	
Total Revenues	\$ 726,861	\$ 679,000	\$ 552,997	(\$126,003)	81.4%
Expenses					
Wages - VGC	118,577	118,825	81,687	37,138	68.7%
Overtime - VGC		5,000	802	4,198	16.0%
Payroll Taxes - VGC		1,795	1,307	488	72.8%
Retirement 401a Match - VGC		9,287	4,926	4,361	53.0%
Retirement 457b Match - VGC		708	2,759	(2,051)	389.7%
Work Comp - VGC		1,546	242	1,304	15.6%
Health Insurance - VGC		17,143	12,471	4,672	72.7%
EE Health Contributions - VGC			(0)	0	
Vail Gondola Club Benefits	22,266		0	0	
Subtotal Wages & Benefits	140,843	154,304	104,193	50,111	67.5%
Lease	311,549	317,718	239,083	78,635	75.2%
Subtotal Lease	311,549	317,718	239,083	(78,635)	75.2%
Common Area Maintenance	71,404	83,509	66,817	16,692	80.0%
Repair & Maintenance	11,863	14,075	11,837	2,238	84.1%
Subtotal CAM & Repair & Maint.	83,267	97,584	78,654	18,930	80.6%
Depreciation	0	-	0	0	
Member Entertainment	1,848	4,000	2,100	1,900	52.5%
Daily F&B	63,795	66,750	43,779	22,971	65.6%
Subtotal Member Expenses	65,644	70,750	45,879	24,871	64.8%
Vail Gondola Club Marketing/Promo	1,696	3,500	35	3,465	1.0%
Dues & Subscriptions	104	350	37	313	10.6%
Flowers & Decorations	0	300	0	300	0.0%
License, Fees & Permits	362	325	325	0	100.0%
Legal	0	6,000	0	6,000	0.0%
Insurance	0	1,400	0	1,400	0.0%
Telephone, Cable & Internet	3,337	4,440	2,565	1,875	57.8%
Supplies	12,687	9,975	6,715	3,260	67.3%
Mileage & Parking	4,617	10,182	2,964	7,218	29.1%
Uniforms	1,846	1,135	634	501	55.9%
Subtotal Other Operating Expense	24,648	37,607	13,276	24,331	35.3%
Subtotal Operating Expenses	\$ 625,950	\$ 677,963	\$ 481,084	\$ 196,879	71.0%
Capital Expenses					
Paint VGC	0		0	0	
Fixtures & Furniture	16,824		8,449	(8,449)	
Subtotal Capital Expenses	16,824	0	8,449	(8,449)	0
Total Expenses	\$ 642,775	\$ 677,963	\$ 489,534	\$ 188,429	72.2%
Revenue Over (Under) Expenses	\$ 84,087	\$ 1,037	\$ 63,463	\$ 62,426	6119.9%

Cordillera Property Owners Association
Athletic Center
Statement of Revenue, Expenses and Changes in Fund Balance

	2018 Actual	2019 Approved Budget	Actual Through 9/30/2019	Actual vs. Budget	
				Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues					
Class Revenue	175		0	0	0.0%
Personal Training Revenue	11,319	11,600	3,155	(8,445)	27.2%
Total Revenues	\$ 11,494	\$ 11,600	\$ 3,155	(8,445)	27.2%
expenses					
Wages - Athletic Center	93,915	122,719	77,912	44,807	63.5%
Overtime - Athletic Center	1,725	5,000	5,374	(374)	107.5%
Payroll Taxes - Athletic Center		1,852	1,498	354	80.9%
Retirement 401a Match - Athletic Center		9,579	5,164	4,415	53.9%
Retirement 457b match - ACC		728	388	340	53.3%
Work Comp - Athletic Center		2,523	807	1,716	32.0%
Health Insurance - Athletic Center		11,238	8,314	2,924	74.0%
EE Health Contributions - Athletic Ctr			(1,990)		
Benefits	16,877		0	0	
Subtotal Wages & Benefits	112,517	153,639	97,466	56,173	63.4%
Telephone, Cable & Internet	13,194	10,776	7,733	3,043	71.8%
Licenses, Fees & Permits	654	1,840	1,134	706	61.6%
Laundry Expense	30,801	33,456	29,904	3,552	89.4%
Linen	4,127	3,560	2,588	972	72.7%
Locker Room Supplies	7,140	8,400	5,090	3,310	60.6%
Office Supplies	2,251	1,000	744	256	74.4%
Uniforms	568	670	912	(242)	136.1%
Pool & Spa Supplies	6,530	5,787	4,494	1,293	77.7%
Coffee & Snacks	6,771	9,450	6,208	3,242	65.7%
Trash Removal	1,100	1,590	550	1,040	34.6%
Subtotal Operating Expenses	73,136	76,529	59,356	17,173	77.6%
Equipment Maintenance	1,752	2,390	2,977	(587)	124.6%
Landscaping	14,416	15,271	12,982	2,289	85.0%
Elevator Maintenance	2,902	3,610	3,470	140	96.1%
Parking Lot Maintenance	690	795	570	225	71.7%
Facilities R&M	31,384	18,626	23,280	(4,654)	125.0%
Facility Parts & Supplies	8,976	4,150	4,409	(259)	106.2%
Pool & Spa R&M	3,426	4,345	6,757	(2,412)	155.5%
Subtotal Repair & Maintenance Expense	63,546	49,187	54,446	(5,259)	110.7%
Fitness Supplies	6,379	6,985	5,828	1,157	83.4%
Fitness Instructions	4,481	6,300	5,319	981	84.4%
Subtotal Fitness Expenses	10,859	13,285	11,147	2,138	83.9%
Electricity	28,383	24,780	18,402	6,378	74.3%
Natural Gas	20,017	22,020	11,976	10,044	54.4%
Water	5,312	8,700	5,407	3,293	62.2%
Subtotal Utilities	53,712	55,500	35,785	19,715	64.5%
Subtotal Operating Expenses	\$313,770	\$348,140	\$258,199	\$89,941	74.2%
Net Operating Revenue (Expense)	(302,276)	(336,540)	(255,044)	\$81,496	75.8%

Cordillera Property Owners Association
Athletic Center
Statement of Revenue, Expenses and Changes in Fund Balance

	2018 Actual	2019 Approved Budget	Actual Through 9/30/2019	Actual vs. Budget	
				Variance Favorable (Unfavorable)	Actual % Received or Spent
Capital Expenses					
Pool Furniture	22,417		0	0	
Tennis Court Repair / Windscreen	16,000	8,000	6,373	1,627	79.7%
Common Area Flooring	13,730				
Trash Bin Enclosure	8,267				
Locker Room Keyless Locks	19,143		0	0	
Trim Work / Reception Remodel	2,328		0	0	
Pool Deck Resurface / repair	0		0	0	
Hot Water Holding Tanks		10,000	0		0.0%
Subtotal Capital Expenses	81,886	18,000	6,373	1,627	35.4%
Total Expenses	\$395,656	\$366,140	\$264,573	\$91,567	72.3%
Revenue Over (Under) Expenses	(\$384,162)	(\$354,540)	(\$261,418)	\$93,122	73.7%

Cordillera Property Owners Association
 Trailhead
 Statement of Revenue, Expenses and Changes in Fund Balance

	2018 Actual	2019 Approved Budget	Actual Through 9/30/2019	Actual vs. Budget	
				Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues					
Cordillera Day Camp Revenue	117,475	115,005	67,907	(47,098)	59.0%
Facility Fees	500	1,325	250	(1,075)	18.9%
Trailhead Rental	0		750	750	
Donation for Equipment	0		0	0	
Vending Revenue	888		915	915	
Total Revenues	\$118,863	\$116,330	\$69,822	(\$46,508)	60.0%
Expenses					
Wages - Trailhead	76,075	90,424	69,878	20,546	77.3%
Overtime - Trailhead	1,908	5,000	1,961	3,039	39.2%
Payroll Taxes - Trailhead		1,384	1,372	12	99.2%
Retirement 401a Match - Trailhead		7,157	4,787	2,370	66.9%
Retirement 457b Match - Trailhead		545	770	(225)	141.3%
Work Comp - Trailhead		1,791	559	1,232	31.2%
Health Insurance - Trailhead		10,155	7,482	2,673	73.7%
EE Health Contributions - Trailhead Benefits	12,097		0	0	
Subtotal Wages & Benefits	90,079	116,456	86,810	29,646	74.5%
Telephone, Cable & Internet	4,313	4,380	2,957	1,423	67.5%
Licenses, Fees & Permits	5,916	5,779	3,514	2,265	60.8%
Laundry Expense	13,838	14,400	12,949	1,451	89.9%
Locker Rooms Supplies	1,323	1,750	937	813	53.5%
Linen	2,222	1,750	800	950	45.7%
Vending Supplies	712	750	519	231	69.1%
Office Supplies	3,097	1,050	1,030	20	98.1%
Uniforms	1,242	1,200	1,178	22	98.1%
Pool & Spa Supplies	3,973	6,138	4,412	1,726	71.9%
Landscaping	19,960	19,958	21,977	(2,019)	110.1%
Subtotal Operating Expenses	56,598	57,155	50,272	6,883	88.0%
Parking Lot Maintenance	970	1,070	970	100	90.7%
Facilities R&M	7,890	13,247	4,594	8,653	34.7%
Facility Parts & Supplies	2,942	2,768	2,304	464	83.3%
Pool & Spa R&M	3,557	5,909	5,950	(41)	100.7%
Subtotal Repair & Maintenance Expense	15,360	22,994	13,818	9,176	60.1%
Electricity	8,945	9,024	6,877	2,147	76.2%
Natural Gas	9,734	10,032	9,484	548	94.5%
Trash Removal		0	0	0	
Water	8,473	9,840	6,589	3,251	67.0%
Subtotal Utilities	27,152	28,896	22,950	5,946	79.4%
Background Checks	236	537	430	108	80.0%
Training & Education	1,837	2,275	2,201	74	96.8%
Day Camp - License	134	134	300	(166)	223.9%
Advertising	2,894	2,975	2,639	336	88.7%
Inspection Fees	60	60	60	0	100.0%
Camp Games, Supplies, and Snacks	4,133	4,500	2,990	1,510	66.4%
Day Camp Clinics	12,817	12,932	9,879	3,053	76.4%
Camp Transportation	6,837	10,643	8,763	1,880	82.3%
Subtotal Camp Expenses	28,948	34,056	27,262	6,794	80.1%
Subtotal Operating Expenses	\$218,137	\$259,557	\$201,112	\$58,445	77.5%
Net Operating Revenue (Expense)	(\$99,274)	(\$143,227)	(\$131,290)	\$11,937	91.7%

Cordillera Property Owners Association
 Trailhead
 Statement of Revenue, Expenses and Changes in Fund Balance

	2018 Actual	2019 Approved Budget	Actual Through 9/30/2019	Actual vs. Budget	
				Variance Favorable (Unfavorable)	Actual % Received or Spent
Capital Expenses					
Roof Replacement - 2017 Capex	0		0	0	
Pool Remodel - 2017/2018 Capex	139,966		0	0	
Locker Room Tile - 2017 Capex	0		0	0	
Trash Bin Enclosure	8,149		0	0	
Roof Replacement - 2018 Capex	106,978		0	0	
Furniture - 2018 Capex	0		0	0	
Trailhead Remodel (Phase I)	0	1,001,000	8,312	992,688	0.8%
Subtotal Capital Expenses	255,092	1,001,000	8,312	992,688	0.8%
Total Expenses	\$473,229	\$1,260,557	\$209,424	\$1,051,133	16.6%
Revenue Over (Under) Expenses	(\$354,366)	(\$1,144,227)	(\$139,602)	\$1,004,625	12.2%

Cordillera Property Owners Association
Short Course
Statement of Revenue, Expenses and Changes in Fund Balance

	2018 Actual	2019 Approved Budget	Actual Through 9/30/2019	Actual vs. Budget	
				Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues					
Expense Reimbursement	0	0	0	0	
Sale of Equipment					
Short Course Revenue - Troon	62,236	50,000	0	(50,000)	0.0%
Total Revenues	\$62,236	\$50,000	\$0	(50,000)	0.0%
Expenses					
Short Course Contract	447,407	400,000	400,000	0	100.0%
Property Taxes	2,342	2,350	2,485	(135)	105.7%
Fire Protection	0	0	0	0	
Facilities R&M	16	0	0	0	
Subtotal Repair & Maintenance Expense	16	0	0	0	
Telephone, Cable & Internet	0	0	0	0	
Natural Gas	0	0	0	0	
Electric - Comfort Station	0	0	0	0	
Electric - Pump Station	0	0	0	0	
Electricity	0	0	0	0	
Subtotal Utilities	0	0	0	0	
Irrigation Water	33,591	34,250	27,650	6,600	80.7%
				0	
Subtotal Operating Expenses	\$483,356	\$436,600	\$430,135	\$6,465	98.5%
Net Operating Revenue (Expense)	(421,120)	(386,600)	(430,135)	(43,535)	111.3%
Capital Expenses					
Short Course Trailer - 2017 Capex	0		0	0	
Maintenance Bldg Paint - 2017 Capex	0		0	0	
Water Feature / Irrigation Pond	286,440	63,560	102,879	(39,319)	161.9%
			0	0	
			0	0	
Total Capital Expenses	286,440	63,560	102,879		
Total Expenses	\$769,796	\$500,160	\$533,014	\$70,025	106.6%
Revenue Over (Under) Expenses	(707,560)	(450,160)	(533,014)	\$70,025	118.4%

Cordillera Metro District Employee Handbook



TABLE OF CONTENTS Toc28941233

INTRODUCTION	2
WELCOME	2
ABOUT US	2
GUIDING PRINCIPLES	5
MISSION	5
VALUES	5
TEAM DECLARATION: PROVIDE SERVICE WITH PURPOSE	5
TEAM OPERATING AGREEMENTS	5
EMPLOYMENT POLICIES	6
EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY	6
AMERICANS WITH DISABILITIES POLICY AND REASONABLE ACCOMMODATION COMMITMENT	6
ANTI-HARASSMENT POLICY	7
COMPLAINT PROCEDURE	7
ANTI-VIOLENCE AND ANTI-BULLYING POLICY	8
DRUG-FREE, ALCOHOL-FREE AND TOBACCO-FREE WORKPLACE POLICY	8
EMPLOYEE CONDUCT POLICY	9
USE AND RETURN OF CMD PROPERTY	12
CODE OF CONDUCT AND CONFLICTS OF INTEREST	12
TRAVEL AND EXPENSE POLICY	13
TECHNOLOGY AND ELECTRONIC COMMUNICATIONS POLICY	13
MEDIA AND PUBLIC RELATIONS POLICY	14
OPEN RECORDS POLICY	15
OBLIGATION TO REPORT POLICY	15
PROHIBITION OF RETALIATION POLICY	15
EMPLOYEE INFORMATION	16
EMPLOYEE CLASSIFICATIONS	16
BOARD MEMBERSHIP OF EMPLOYEES	16
EMPLOYEE RECORDS	16
WORK HOURS, SCHEDULES AND ATTENDANCE	16
INCLEMENT WEATHER	19
COMPENSATION PRACTICES	20
SEPARATION OF EMPLOYMENT	20
LEAVES OF ABSENCE	20
BENEFITS	23
CONCLUSION	23
ACKNOWLEDGMENT AND RECEIPT	24

INTRODUCTION

This handbook is designed to provide employees valuable information about working with the Cordillera Metro District. The handbook is not all-inclusive but is intended to provide employees with a summary the organization's guidelines and expectations regarding employee conduct. This edition supersedes and replaces all previously-issued editions and any inconsistent verbal or written policy statements issued prior to its development.

THIS DOCUMENT DOES NOT CONSTITUTE A CONTRACT AND DOES NOT CREATE ANY CONTRACTUAL RIGHTS OF ANY KIND BETWEEN THE CORDILLERA METROPOLITAN DISTRICT AND ANY EMPLOYEE. THESE POLICIES MAY BE MODIFIED AND CHANGED BY THE CORDILLERA METRO DISTRICT AT ANY TIME. CHANGES AND UPDATES TO THIS HANDBOOK WILL BE COMMUNICATED TO YOU BY THE DISTRICT.

Similarly, employment at the Cordillera Metropolitan District ("CMD" or the "district") is at-will, and neither the employee nor the employer is committed to an employment relationship for a fixed period. Either the employee or the district has the right to terminate employment at any time, for any reason, and no representative of CMD has the authority to enter into an agreement of employment for any specified period of time.

This handbook supersedes all previously-issued editions, and the contents of this document may not be all-inclusive of the district information. Except for the at-will nature of employment, CMD reserves the right to suspend, terminate, interpret or change any or all the policies documented. Such changes can occur at any time, with or without notice.

WELCOME

On behalf of Cordillera Metro District, we are pleased to welcome you and wish you every success here.

We are a mission-driven organization dedicated to enriching the lives of all property owners, visitors and employees of the Cordillera community. We provide exemplary services by hiring and retaining individuals who have a strong work ethic. We look forward to your knowledge, talent and skills which will contribute greatly to our successes. We hope that you will take pride in being a member of our team.

This employee handbook is designed to provide CMD's policies, goals and expectations. We encourage you to read it carefully and to contact our human resources department should any questions arise.

Best wishes and welcome aboard.

ABOUT US

Cordillera is an expansive luxury residential community nestled in the Vail Valley. Situated on more than 7,000 pristine acres, Cordillera provides residents and visitors with exceptional Rocky Mountain experiences year-round.

Just 25 miles east of Vail/Eagle County Airport and 140 miles west of Denver International Airport, Cordillera is close to some of America's best ski slopes – 15 minutes to Beaver Creek and 25 minutes to Vail. Other winter activities include cross-country skiing, snowshoeing, ice skating, sledding and horse-drawn sleigh rides.

Rising from 7,200 to 9,400 feet, Cordillera is surrounded by one million acres of the White River National Forest, making it a perfect summer retreat for golfing, hiking, horseback riding, private fly-fishing, white water rafting, tennis and swimming.

NEIGHBORHOODS

Cordillera's three neighborhoods wrap around championship golf courses and enjoy spectacular mountain views. The range of Colorado mountain homes, combined with endless amenities, offers something for everyone.

The Divide:

- European architecture and design
- Short Course (10 par 3 holes)
- Expansive views of the Vail Valley
- Arid mountain landscape with pinion and sage
- Enclave homes include Les Pyrenees, Kensington and Alcazar

The Ranch:

- Formerly a working ranch
- Colorado ranch architecture and design
- 21 miles of hiking and winter sports trails
- Hale Irwin designed Mountain Golf Course
- Trailhead Clubhouse with pool and playground
- Cordy Camp
- Nordic Center & Clubhouse with miles of ski track
- Timber Hearth restaurant (offers winter horse-drawn sleigh rides)

The Summit:

- Majestic views of the Gore Range
- High Mountain architecture and design
- Jack Nicklaus signature Summit Golf Course
- Summit Clubhouse and restaurant
- Athletic Center at Cordillera with an indoor pool, outdoor hot tub and two tennis courts
- Hiking and snowshoeing into Big Park and the White River National Forest.

COMMUNITY AMENITIES

Cordillera is the only community in the Vail Valley to offer its property owners such a wide variety of facilities and amenities within a private, gated community.

THE SHORT COURSE (Open to the public from May-Oct) - A Dave Pelz Signature Design, the Short Course is one of only two in the world. Each hole is less than 200 yards but features challenging shots and tight bunkering.

ATHLETIC CENTER AT CORDILLERA - With incredible views of the Gore Range, the Athletic Center at Cordillera provides a wealth of fitness and recreational opportunities including a salt water pool and spa, state-of-the-art Life Fitness equipment, elliptical cross trainers, flexStriders, recumbent bikes, rowing machine, strength training equipment, tennis and pickleball courts and a variety of fitness classes.

THE TRAILHEAD CLUBHOUSE - The Trailhead offers a clubhouse, pool and playground and is available to Cordillera residents to host private events.

Cordy Summer Camp (Open to the public) - The Trailhead is also home to Cordy Summer Camp for youths ages five to 12. The camp offers outdoor games, arts and crafts, field trips and tennis, golf and swimming lessons.

PRIVATE FISHING - Cordillera property owners have access to 1.3 miles along the Eagle River for year-round, world-class fishing in pristine water, abundant with large rainbow and brown trout. The river parcel also features viewing benches and walking paths. In addition, Cordillera has five ponds accessible for fishing (Upper Bearden, Lower Bearden and Grenada Glen complete with a picnic area). Each pond is stocked every spring with brown and rainbow trout.

CORDILLERA VAIL GONDOLA CLUB (*Memberships available to the public*) - The Cordillera Vail Gondola Club is a seasonal private club located in Vail Village at the top of Bridge Street just steps from the base of Vail Mountain and Vail's Gondola One. Offering a convenient locale for experiencing Vail's incredible skiing and the array of exciting events the town has to offer. This well-appointed club offers a warm, welcoming sanctuary with friendly professional staff and ski and gear storage.

BEARDEN HOMESTEAD (*Open to the public*) - Bearden Homestead and Bearcat Stables is a place where horses have grazed for a century. Here, Indian Summer Outfitters provide one- to six-hour single-day rides or extended day adventures into the backcountry. During winter months (Dec.-Apr.), sleigh rides and dinner services are offered.

EQUESTRIAN CENTER (*Open to the public*) - A first-rate facility boasting two heated indoor riding arenas designed for basic horsemanship, dressage and show jumping, the Equestrian Center is the largest such facility in the Vail Valley. The facility, which boards more than 50 horses, manages a community trail system and an outdoor arena for use during the summer and fall.

OUTDOOR RECREATION (*Open to the public*) - The Cordillera Nordic Center, offers 11 kilometers of groomed track. Private and group snowshoe tours and ski instruction are available. Property owners also enjoy private gardens, hiking along 33 miles of trails, a private dog park, ice rink and both mountain and road biking.

DRAFT

GUIDING PRINCIPLES

MISSION

To be a premier mountain community.

VALUES

- Trust
- Respect
- Integrity
- Positive
- Diversity
- Awe-Inspiring
- Ability
- Flexible
- Camaraderie
- Accountable

TEAM DECLARATION: PROVIDE SERVICE WITH PURPOSE

- Delivering WOW through service.
- Assume good intent and extend trust.
- Foster open and honest relationships with communication.
- Build a positive team and family spirit.
- Pursue growth and learning.
- Be humble.
- Do more with less.
- Explore, innovate and share.
- Embrace and drive change.
- Be passionate, determined and accountable.
- Create fun.

TEAM OPERATING AGREEMENTS

- Be positive, friendly and do our best, thus making us all successful.
- Respectfully share ideas and ask questions.
- Actively listen and communicate; share information and respond timely.
- Implement consistent practices and policies.
- Enhance knowledge, skills and abilities.
- Make opportunities to support each other's work (e.g., share resources, offer to help, ask for help).
- Problem solve and help execute improvements.
- Receive and provide open and honest feedback.
- Recognize team members and celebrate successes.

EMPLOYMENT POLICIES

Employment Policies are adopted by CMD and are intended as a general statement of policy governing the relationship between the CMD and its employees. Employees are expected to familiarize themselves with the contents of these policies. CMD may, from time to time, request legal review of its policies, for compliance with all federal, state, and local laws and regulations. Additional policies and procedures necessary for the proper operation of CMD may be issued by board members, human resources or the general manager.

If any portion of these employment policies is found to be in conflict with federal or state law, that section shall continue in effect only to the extent permitted by such law or court decision. If any portion of an employer policy is or becomes invalid or unenforceable, such invalidity or enforceability shall not affect or impair any other employment policies.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

CMD prohibits unlawful discrimination against people on the basis of their race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age, disability or genetic information or any other status protected by applicable laws. CMD and its employees shall not retaliate against a person because he or she complained about discrimination, filed a charge of discrimination or participated in an employment discrimination investigation or lawsuit.

AMERICANS WITH DISABILITIES POLICY AND REASONABLE ACCOMMODATION COMMITMENT

CMD also recognizes that some individuals may have disabilities and CMD will not discriminate in accordance with the Americans with Disabilities Act Amendments Act (ADAAA). As such, CMD will provide reasonable accommodations unless doing so causes a direct threat to these individuals or others and/or if the accommodation creates an undue hardship to the district.

For more information about this section or to discuss or request an accommodation, contact your manager, the human resources manager or the general manager or follow the procedure in the "Obligation to Report" policy below.

RELIGIOUS ACCOMMODATIONS

Accommodation for an employee's sincerely held religious beliefs or practices may also be provided unless doing so creates an undue hardship to the district.

PREGNANCY ACCOMMODATIONS

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy or the physical recovery from childbirth.

Employees who are otherwise qualified for a position may request a reasonable accommodation related to pregnancy, a health condition related to pregnancy or the physical recovery from childbirth. If an employee requests an accommodation, the district will engage in a timely, good faith and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of her position. A reasonable accommodation will be provided unless it imposes an undue hardship on the district's business operations.

The district may require that an employee provide a note from her health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact their human resources representative.

The district will not deny employment opportunities or retaliate against an employee because of an employee's request for a reasonable accommodation related to pregnancy, a health condition related to

pregnancy or the physical recovery from childbirth. An employee will not be required to take leave or accept an accommodation that is unnecessary for the employee to perform the essential functions of the job.

SERVICE ANIMAL ACCOMMODATIONS

Anyone, including employees and non-employees, who require a service animal as defined by federal regulations should request an accommodation for the service animal. CMD will provide reasonable accommodations unless doing so causes a direct threat to the individual or others and/or if the accommodation creates an undue hardship to the district. CMD may request reasonable documentation that an accommodation is necessary because of a disability and that the service animal has been appropriately vaccinated and trained.

ANTI-HARASSMENT POLICY

CMD is dedicated to providing a harassment-free environment and prohibits harassment or discrimination because of race, color, religion, sex (including gender identity, sexual orientation and pregnancy), national origin, age, disability or genetic information or any other status protected by applicable laws.

Do not assume behavior that is not offensive to you is acceptable to others, as unwelcome behavior is determined by the person receiving it. Harassing or discriminating against other employees is not only prohibited at work; this policy applies to off-duty interactions including written or social media interactions.

Do not ignore harassment. Employees who feel they have been harassed or who witness any type of harassment may make it known that the behavior should be stopped immediately, and inappropriate behavior should be reported. If you believe you are being harassed or discriminated against for any reason, immediately contact your manager, human resources or the general manager or follow the “Reporting Procedure” defined below.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination which is prohibited by law and violates the Cordillera Metro District Anti-Harassment Policy. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment. The prohibited conduct may be verbal, visual or physical in nature.

More subtle forms of behavior, such as foul or obscene language of a sexual nature, posting or viewing social media language or pictures, gossiping, asking questions about another’s sex life, offensive posters, cartoons, caricatures, comments and jokes of a sexual nature and repeated unwanted requests for a date are prohibited as they may constitute sexual harassment or contribute to a hostile or offensive work environment. All questionable behavior should be avoided because conduct that appears to be welcome or tolerated by one person may be very offensive to another.

COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed above – including sexual harassment – please use the following complaint procedure. The district expects employees to make a timely complaint to enable the district to investigate and correct any behavior that may be in violation of this policy.

Report the incident to human resources or the general manager who will investigate the matter and take corrective action, as appropriate. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to one of the members of CMD or CPOA board of directors.

The district prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure contained in the sexual harassment policy.

If the district determines that an employee's behavior is in violation of this policy, disciplinary action will be taken up to and including termination of employment.

ANTI-VIOLENCE AND ANTI-BULLYING POLICY

CMD is committed to maintaining a violence-free environment and will not tolerate any type of violence or threats of violence. Violence includes harassment, coercion, physical altercations, use of weapons of any kind, intimidation, stalking and threats of violence. Please do not joke or make off-hand remarks about violence.

CMD defines bullying as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee whether verbal, physical or otherwise at the place of work and/or in the course of employment. Bullying may be intentional or unintentional. However, it is the effect of the behavior on the individual that is important.

The following types of behavior are examples of bullying and are not all-inclusive of what may be considered bullying behavior:

- **Verbal bullying** - Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying** - Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying** - Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion** - Socially or physically isolating or disregarding a person in work-related activities.

Any potentially dangerous situation must be reported immediately to your manager, human resources or the general manager or by following the "Obligation to Report" procedure defined below. *Law enforcement, security and/or emergency services should be contacted if you believe there is an imminent threat to anyone's safety.*

DRUG-FREE, ALCOHOL-FREE AND TOBACCO-FREE WORKPLACE POLICY

CMD is committed to providing a safe and productive work environment, so when employees are working, present on district premises or are conducting district-related work off-site, they are prohibited from possessing or using drugs or working after the apparent use of drugs or alcohol. The term "drug" includes marijuana, illegal inhalants, illegal drugs and/or other controlled substances. It also includes prescription drugs when not taken in accordance with the written prescription or prescription drugs that affect your ability to work safely and effectively. If prescription drugs have been prescribed to you that may affect your ability to work safely and effectively, please contact your manager, human resources or the general manager to discuss the situation so accommodations may be made where possible and appropriate.

Responsible consumption of alcohol is permitted under approved circumstances such as at district celebrations or social events. In these cases, employees are still expected to behave appropriately and in accordance with all district policies and should ensure that their intake of alcohol does not impede their judgment or ability to perform their job responsibilities.

CMD offices are tobacco and cannabis smoke-free. Neither employees nor visitors may use tobacco or other smoke-producing products inside CMD facilities, vehicles or elsewhere on CMD property unless such areas are specifically designated as smoking areas.

CMD reserves the right to conduct inspections to help maintain a safe, healthy and efficient working environment for the benefit and protection of all district employees and customers. This includes any bags, purses, or other personal effects brought onto any CMD premises. Any person refusing to cooperate in such inspections may be subject to appropriate discipline. Cooperation in the conduct of inspections is required as a condition of employment. A search can include district properties such as vehicles, lockers, desks, filing cabinets, computer files, email and voicemail. Employees should have no expectation of privacy in any CMD property that is provided for their use in performing their responsibilities.

Similarly, if you use, possess, buy, sell, manufacture or dispense an illegal drug you may be disciplined up to and including termination.

REASONABLE SUSPICION TESTING

If CMD management has a reasonable suspicion regarding an employee's possible use of drugs or alcohol in violation of policy, the employee may be requested to submit to a drug or alcohol test. For further information, please request a copy of the "Reasonable Suspicion Testing Policy" to human resources.

EMPLOYEE CONDUCT POLICY

Every one of us is responsible for creating an environment where trust, ethical behavior and honest interactions are the norm. The district strives to maintain a work environment free from intimidation, threats or violent acts. This includes, but is not limited to: intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto district property or any other act which, in management's opinion, is inappropriate to the workplace. In addition, offensive comments regarding violent events will not be tolerated.

There may be times when you might be in doubt about the best and most ethical course of action to take in a situation. The sections below and the policies throughout this document provide guidance. In addition, all employees are required to sign and adhere to the CMD code of conduct. Since no one resource can have expertise in all areas, you are encouraged to contact your manager, human resources or the general manager, or follow the "Obligation to Report" procedure defined below.

The district expects all employees to act in the best interests of the district and its constituents. It is the responsibility of all employees to observe all guidelines, operating procedures and directives of the district. CMD further expects that all employees behave with courtesy and respect towards other employees, Cordillera property owners and members of the public.

CONFIDENTIALITY AND NON-DISCLOSURE

During your employment with CMD, you may have access to confidential information and/or documents, trade secrets and/or proprietary data, including data such as social security numbers, personal identification numbers, passwords and financial data protected by state or federal law.

To protect the CMD's interest in these valuable assets, you must not use any such confidential information for your personal benefit or for the benefit of any person or entity other than CMD. You must also use your best efforts to limit access to such confidential information to those who have a need to know it for CMD purposes.

During the course of your employment at CMD, you will be provided with and will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, customer lists, client lists, patient lists, prospect lists and other documents and data concerning the CMD work. Any and all such records and data – whether maintained in hard copy or on a computer or other medium – is the property of the CMD, regardless of whether it is or contains confidential information. Upon termination of your employment, you are required to return all such records to CMD and may not retain any copy of such records or make any notes regarding such records. We reserve the right to search for such information and property in personal items while on district premises such as vehicles, purses, briefcases, etc.

At all times, you understand you must keep the confidential information and proprietary data of the district in strict confidence.

HIPAA (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT)

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law designed to improve the efficiency and effectiveness of the health care system. As a condition of employment, all employees are required to maintain confidentiality concerning patient records, medical documentation of any kind and any other data protected under CMD, state and/or federal mandates. In addition, employees must use

discretion in discussing any health or other information about patients/clients. Such information should be discussed only with individuals who have a job-related need to know and in accordance with HIPAA's "minimum necessary" obligation. Employees may not copy, destroy and/or remove confidential patient documentation from CMD facilities unless specifically authorized to do so by CMD's general manager and/or HIPAA Privacy Officer.

OFFICE CLEANLINESS AND PERSONAL APPEARANCE

For the sake of our team and visitors to the CMD offices, employees are expected to maintain an organized and clean workspace. In addition, common areas should be kept tidy and clean – free of clutter, garbage, and other potential distractions or disruptions to a healthy working environment.

Employees are required to present a neat, professional and well-groomed appearance at all times.

Cosmetics/Make-up: Make-up should be moderate and natural in appearance. Heavily scented perfumes, colognes and powders should be avoided.

Jewelry: Jewelry should be kept to a minimum and safe to wear while working. Jewelry should be conservative in nature and compliment your attire in design. Body piercing, ear gauges and tattoos are allowed with leadership approval. Your supervisor/manager must approve your tattoos or determine the best way to cover them (if considered offensive or inappropriate). Extreme ear gauges, colored tongue rings and dental ornamentation may not be allowed.

Denim: Denim should be workplace appropriate and professional. Denim/jeans that are ripped and torn – whether by wear and tear or by design – are prohibited. Jeans that are too low cut should also be avoided.

All CMD employees are also required to adhere to the general grooming standards. Guidelines are administered and implemented in a manner that complies with federal, state and local law. CMD reserves the right to determine at any time the practicality and appropriateness of the method or style of dress. The district will make accommodations to its policies for medical reasons or sincerely held religious beliefs.

OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with CMD. Unless an alternative work schedule has been approved by CMD, employees will be subject to the district's scheduling demands, regardless of any existing outside work assignments. (See also the "Work Week and Hours" section below.) CMD's office space, equipment and materials are not to be used for outside employment.

POLITICAL ACTIVITY

While employees may exercise their rights when acting as a private citizen to engage in political activity, employees may not engage in political activity during working hours unless on approved leave. Similarly, employees may not use or permit others to use the authority of the employee's position at CMD to endorse or actively support a candidate for any political office. Finally, employees may not represent themselves, nor knowingly permit themselves to be represented as CMD employees while engaged in any form of political activity. CMD sanctioned activities in pursuit of funding are not deemed "political activity" for purposes of this policy.

EMPLOYMENT OF RELATIVES

CMD hires the most qualified applicant for any open position and, on occasion, that an applicant may be the close relative of a current employee. We encourage referrals but will not place any relative in a position that may create or be perceived as a conflict of interest. This includes a position where one relative approves the wages or working conditions, audits or manages financial impacts of another relative or has access to confidential information, such as payroll or personnel records about a relative.

For the purposes of this policy, “close relative” refers to: spouse, domestic partner, parent, child, sibling, aunt or uncle, niece or nephew, grandparent or grandchild or the “step-” or “in-law” version of these statuses.

FRATERNIZATION

You are expected to make choices and decisions for yourself, including those regarding the personal relationships you will foster. It is not the district’s desire to tell consenting adults who they can and cannot be friends with or date with one exception: CMD prohibits managers from having close personal relationships including dating, outside business relationships, joint living or landlord-tenant arrangements with subordinate employees.

GIFTS

As employees of the CMD, we follow Amendment 41 which contains a “gift ban” that prohibits any public officer, local government official, government employee from giving or accepting any gift or favor that might influence or appear to influence the judgement or actions of CMD, yourself, or others. With that said, employees may accept occasional unsolicited courtesy gifts such as business lunches, holiday baskets or periodic test products to sample as long as the gifts have a low market value and are customary in the industry or are group gifts which may be experienced or enjoyed with coworkers. Employees are not permitted to accept cash from funders, vendors or current or potential business suppliers under any circumstances. If you are unsure about how to handle the offer of a gift, discuss with your supervisor or human resources prior to accepting.

SAFETY

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor, manager or human resources. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or – where appropriate – remedy such situations may be subject to disciplinary action up to and including termination of employment.

In the case of an emergency, always call 911 first. If an accident results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor or manager immediately or as soon as possible following the injury. Workers’ compensation processes will be followed.

Reporting of Criminal Charges and Convictions: All employees must immediately report any criminal charges or convictions to human resources when charged with or convicted of a violation of any federal or state criminal statute (whether misdemeanor or felony), including but not limited to drug-related or alcohol offenses, violence against persons, dishonesty, theft or destruction of property. A charge means any criminal complaint information (whether contained in a summons or not) or indictment. A conviction means a finding of guilt, a plea of guilt, a plea of no contest, a plea that allows the defendant to enter a guilty plea without admission of guilt, the acceptance of a plea bargain, the acceptance of a deferred sentence or deferred judgment or any imposition of any form of a sentence by a judge or jury in any federal or state court. Human resources shall document any reporting – or absence of reporting – to CMD’s legal counsel. Failure to report in a timely manner as required by this section may result in disciplinary action up to and including termination.

Video Surveillance Policy: Cordillera Metro District uses video security cameras for public safety, security, and crime prevention. Therefore, CMD has established procedures for the placement, use and retention of video security. This policy applies to video security cameras maintained by the district within its boundaries, including recorded video content therefrom (referred to herein as the “Security System”).

The Security System is intended to provide for deterrence and detection of illegal and illicit activity. Video security is intended to capture and store content for a finite period of time to allow for after-the-fact investigation and identification of individuals in the event of legal and policy violations.

Placement of Video Security: Cameras may be installed in indoor or outdoor locations to enhance the security of persons and/or property. Installation will be based upon a need to mitigate an identified risk or vulnerability. Video security cameras will not be installed in non-public areas or in areas where persons have a reasonable expectation of privacy, such as restrooms. Video security cameras will not be installed so as to be hidden from view.

Monitoring, Access and Use: The Public Safety Director will oversee the use of the Security System. Recorded content will not be monitored continuously or routinely checked. Recorded content will be reviewed only when there is a legitimate security or investigative basis to do so.

USE AND RETURN OF CMD PROPERTY

The district's property is to be used only by authorized employees for official district business in an appropriate manner and in accordance with all applicable rules and regulations, operating procedures or directives. Any unauthorized or inappropriate use of district property/equipment is grounds for disciplinary action up to and including termination. No employee shall remove district property or the property of any other employee from the district premises or work sites without proper authorization from their immediate supervisor.

Employees entrusted with district property during employment are responsible for returning such property to CMD upon request of management or at the time of separation. CMD reserves the right to take actions deemed necessary regarding CMD property that is not returned.

USE OF DISTRICT VEHICLES

District vehicles may be used only for the purpose and in the manner authorized by the district. Only authorized, qualified and approved district employees may operate district vehicles. All vehicles must be operated in accordance with all applicable traffic laws (including but not limited to: speed limits, use of seatbelts, etc.). Vehicle operators are responsible for maintaining the condition and proper use of CMD vehicles.

Employees driving district vehicles must be at least 18 years of age. The district will not tolerate on- or off-duty employees operating a district vehicle while under the influence of alcohol, controlled substances or other intoxicants. Employees are also obligated to notify the district of any traffic citations received while using any vehicle immediately, whether the citation is issued while driving for work or on personal time.

Motor Vehicle Record (MVR) checks will be performed annually by the district. This evaluation is to ensure an employee's driving record remains acceptable throughout his/her employment. Each employee's MVR is required to meet the following criteria: a) No/zero (0) Type A driving violations within the last five (5) years and less than three (3) Type B driving violations within a three (3) year period.

DISTRACTED DRIVING

Inattention and distraction created by the use of mobile phones or other electronic devices while working or driving is prohibited. Other distractions while driving, such as eating, reading, etc. also take the driver's attention away from the road and are prohibited.

CODE OF CONDUCT AND CONFLICTS OF INTEREST

CMD is committed to caring for and protecting its employees, board members, property owners, visitors and overall community. Its "Code of Conduct" guides how we treat each other, protect our information, demonstrate integrity and fiduciary responsibilities, communicate honestly and transparently and act as responsible professionals. This commitment provides a framework for making ethical business decisions.

This code is not intended to be a comprehensive rulebook and cannot address every situation an employee may face. There is no substitute for personal integrity and good judgment. If you feel uncomfortable about a situation or have any doubts about whether it is consistent with the district's ethical standards, please contact your supervisor or human resources.

REPORTING VIOLATIONS OF THE CODE

You have a duty to report any known or suspected violation of this code including any violation of laws, rules, regulations or district policies. If you know of or suspect a violation of this code, immediately report the conduct to your supervisor, human resources or the general manager. Your supervisor or general manager will contact the appropriate authorities, who will work with you to investigate your concern. All reports of known or suspected violations of the law or this code will be handled sensitively and with discretion. Your confidentiality will be protected to the extent possible consistent with applicable law and CMD's need to investigate your concern.

CONFLICT OF INTEREST

A conflict of interest can occur when the private interest of a person who is covered by this code interferes – or reasonably appears to interfere – with the interests of the district. You should avoid any private interest that influences your ability to act in the interests of CMD or that makes it difficult to perform your work objectively and effectively. Conflicts of interest may also arise if you (or any member of your family) receive personal benefits as a result of your position with CMD. Situations involving a conflict of interest may not always be obvious or easy to resolve. If you suspect that you have a conflict of interest – or something that others could reasonably perceive as a conflict of interest – you should report it to your supervisor or human resources.

You are prohibited from using or promising to use CMD funds, assets, services or facilities to secure or retain business where such use is in violation of any applicable law or regulation. Without limitation of the foregoing, you are prohibited from engaging in any form of bribery or kickbacks and from using CMD funds, assets, services or facilities to improperly influence or corrupt the action of any government official, agent or employee or of any private customer, supplier or other person.

TRAVEL AND EXPENSE POLICY

CMD will reimburse employees for necessary and reasonable pre-approved district expenses incurred in the transaction of district business. Employees travelling on behalf of CMD must receive prior approval to control travel costs. Non-exempt employees traveling in a single day as part of their employment responsibility are paid their normal hourly rate for travel time between their routine places of employment to the destination assigned by the district. However, if the employee is traveling more than one day, the district is required to pay travel time only for travel during employee's normal working hours. Travel expenses are not paid for employee's commuting travel to and from routine place of work.

TECHNOLOGY AND ELECTRONIC COMMUNICATIONS POLICY

CMD's computer network, access to the Internet, email and voicemail systems are district tools intended for employees to use while performing their job duties. All information regarding access to CMD's computer resources are confidential and may not be shared inappropriately. All systems, files and data are the property of CMD and are subject to review and inspection at any time. In addition, all communications may be public records subject to public inspection under the Colorado Open Records Act, C.R.S §§ 24-72-200.1 *et seq.* Do not assume that this information is confidential.

Employees and authorized users are responsible to maintain the security of their accounts and passwords and take precautions to prevent unauthorized access to their devices.

If for any reason your employment with CMD terminates, or upon request, you must immediately return all district property and information, including technology to CMD.

USE OF TECHNOLOGY

CMD prohibits the display, transmittal or downloading of material that is in violation of the district's policies or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

CMD technology systems may not be used in violation of any policy or law, in violation of contractual or copyright rights or for personal reasons.

SOCIAL MEDIA

Social media offers various methods of communication. However, any use of social media that violates the CMD's policies or law; discloses any confidential or proprietary information, discloses any information about patients/clients; makes false comments about the district or its staff, clients, or other business partners or contains abusive comments may result in disciplinary action up to and including termination. The district expects employees to use their judgment and act responsibly in all communications, regardless of how one communicates. If you are uncertain about the appropriateness of a social media posting, you should not post it prior to discussing with your supervisor, manager or the general manager.

PERSONAL USE OF SOCIAL MEDIA. Employees who have personal social networking sites must make a distinction between their interactions on their personal sites and their interactions on sites related to district business. Employees may not claim to speak for the district when communicating via their personal sites unless authorized by the communications manager on a case-by-case basis. No CMD employee is authorized to maintain a web or social media site about CMD matters or comment on a CMD matter on social media without advanced authorization from the general manager or communications manager.

MOBILE DEVICES

Some employees may be issued a CMD mobile device. This should not be used for personal use.

With district approval, employees in some positions may use their personal smartphone or tablet to access work email and applications in accordance with other district policies including the "Anti-Harassment Policy," "Confidential and Non-Disclosure Policy," "Time and Attendance Policy" and "Social Media Policy." Employees pre-authorized to use a personal mobile device for district use may be reimbursed. Discuss reimbursement details with your supervisor or human resources.

Use of personal mobile devices during working hours should be limited and must be handled in a manner that does not interfere with the productivity of the employee or CMD work.

MEDIA AND PUBLIC RELATIONS POLICY

Accurate, balanced news coverage of CMD is important to build public understanding of and support for our community. To maintain this, all employees should refer all media communications or open records requests to the communications manager or general manager.

COMMUNICATION WITH THE MEDIA

Only the following persons may respond to or initiate communications with the media: president of the board, general manager, communications manager, CMD legal counsel or a person specifically designated by the general manager.

All other CMD employees must refer all media communications to the communications manager or the general manager. Employees may not provide information – no matter how insignificant – to the media. Initiated media contacts include news releases, news briefings, news conferences, public service announcements, advertisements, public affairs programs, radio and television talk shows, letters to the editor, guest editorials and requests for sponsorships of editorial support.

Communications with the media includes such things as the provision of photographs and video because CMD must protect the confidential client information and assure that permission for the use of photographs/video is appropriately documented.

OPEN RECORDS POLICY

Any employee receiving an open records request for documents shall immediately refer the request to the communications manager or general manager. The communications manager will manage all open records requests, referrals and responses in accordance with the Colorado Open Records Act and the district's records policies.

OBLIGATION TO REPORT POLICY

It is each person's responsibility to abide by all federal, state and local laws and regulations as well as by CMD policies. If you believe that there has been a violation of any expectations defined in these policies, including harassment or discrimination, you are obligated to make a timely report to enable CMD to investigate and correct not only the behavior, but also any effects the behavior may have had on CMD and those involved. Problems and/or complaints should be reported within three days of the incident, thus enhancing the district's ability to resolve any matters or concerns immediately.

If you observe an incident of violence or threatened violence that is immediate and serious, take steps to maximize *safety first*, including contacting local authorities. Once the immediate threat has passed, please also notify CMD by following the procedures outlined below.

To report a situation or incident, your first line of support is to contact your supervisor/manager. If you are not comfortable contacting your supervisor, you may also notify human resources or the general manager. When submitting a concern or incident report, you may include your name and information or you may choose to submit the report anonymously.

All reports will be handled appropriately and in accordance with CMD policies, applicable laws, industry best practice discovery and investigation procedures.

During an investigation, each incidence will be evaluated on an individual basis. If the result of an investigation indicates that corrective action is called for, such action may include disciplinary measures up to and including termination of employment.

CMD does not tolerate retaliation for filing a report. For more information, see the "Prohibition of Retaliation Policy" listed below.

PROHIBITION OF RETALIATION POLICY

Retaliation against any person who in good faith has reported a violation of the law, has raised questions or concerns, has reported an incident or has otherwise participated in an investigation of such matters will not be tolerated. The district prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. If, for any reason, you perceive retaliation, please follow the report procedure outlined above to notify CMD. The situation will be investigated and if the district determines an individual's behavior is in violation of this policy, disciplinary action up to and including termination will be taken.

EMPLOYEE INFORMATION

EMPLOYEE CLASSIFICATIONS

Employees are classified into the following categories as regulated by the Fair Labor Standards Act (FLSA):

- **Exempt:** Paid a pre-determined salary, but not eligible for paid overtime.
- **Non-Exempt:** Paid an hourly rate and eligible for overtime pay for all hours worked in excess of 40 hours per work week or accordance with applicable state laws.

Employees are also placed in the following Status Types:

- **Full-Time:** Normally scheduled to work 30 or more hours per week to maintain continuous employment status. Eligible for paid holidays and employee benefits after satisfaction of eligibility requirements.
- **Part-Time:** Normally scheduled to work less than 29 hours per week to maintain continuous employment status. Part-time employees are not eligible for holiday pay, paid time off or benefits.
- **Occasional/On-call:** Normally in a working arrangement that is limited to a certain period based on seasonality or the need of the district. Seasonal and occasional employees are not eligible for holiday pay, paid time off or benefits.

BOARD MEMBERSHIP OF EMPLOYEES

The district may not employ a board member. Board members applying for employment with the district must resign from the board if employment is offered and accepted. No board member may begin employment with the district until the effective date of their resignation from the district board. Employees elected to the district board must take a leave of absence during their term of office or must resign their employment with the district. Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

EMPLOYEE RECORDS

Keeping personnel files up to date is important for your own income and benefits as well as for CMD's records. Human resources establishes and maintains all personnel files. These records are confidential and accessible to authorized management personnel for business purposes only. An employee who wishes to review his/her own file must make a written request to human resources, which will schedule an appointment in accordance with state and federal law. Employees may authorize release of specified personnel records by executing a written request designating the record(s) to be released and person or entities to which they are to be released.

No personnel information on past or present district employees is provided by the district via telephone inquiries, except to verify dates of employment and positions held and to comply with the Colorado Open Records Act.

Please ensure the district has your accurate contact information, including address, phone number and emergency contact as well as any other relevant information – especially related to employee benefits – where applicable. In addition, copies of any required credentials, certifications or licenses must be submitted to CMD in a timely manner. Failure to do so may result in disciplinary action up to and including termination.

WORK HOURS, SCHEDULES AND ATTENDANCE

Regular attendance and punctuality are important factors for establishing a high performing culture and this is an expectation for running an efficient and effective district. Accurate recordkeeping is also essential to running the organization, including accurate time off records. All employees are expected to request time off in advance, according to the district's time off record keeping practice and should ensure their time off is recorded accurately for payroll purposes. Supervisors are responsible for ensuring that their employees' time off is declined or approved

and ultimately recorded accurately for payroll. Poor attendance and/or excessive tardiness or inaccurate time off records may result in disciplinary action up to and including termination.

WORK WEEK AND HOURS

The work week consists of a seven-day period beginning at 12:00 a.m. on Monday and ending at 11:59 p.m. the following Sunday, unless otherwise specified in writing by an authorized representative of the district. Work schedules are established in accordance with volume levels and efficient management of personnel.

A full-time, non-exempt employee regular workweek is typically based on a 40 hours schedule. Supervisors are responsible for the scheduling of all employees, providing appropriate notification to employees regarding their scheduled hours and ensuring employees are paid for all hours worked. Working hours may vary according to departmental needs. All non-exempt employees are required to record exact hours worked by using a time clock provided by the district.

CMD will default to all federal and state labor laws for calculation and payment of overtime. Exempt employees who anticipate the need for overtime to complete the week's work must notify their supervisor or manager in advance and obtain approval before working overtime. Regardless of pre-approvals, all time worked must always be reported, including unapproved overtime hours. Working "off-the-clock" is never permitted.

Note that holidays, paid time off, jury duty and other leaves of absence do not count as hours worked for purposes of computing overtime for the week in which the time is used. Exempt employees are expected to work as needed to meet the needs of customers and the district.

ALTERNATIVE WORK SCHEDULE

The services provided by certain employees may require an alternate schedule. Any employee working an alternate schedule must have such schedule approved and signed by his/her supervisor or manager; a copy of the approved schedule must be provided to human resources.

The district strives to manage projects within designated hours, however, "exempt" employees are expected to work as needed to meet the needs of customers and the district.

MEAL AND REST PERIODS

Unless applicable law provides otherwise, all non-exempt employees are permitted to take a paid 10-minute rest break for each four (4) hour work period. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times. Supervisors may schedule employee's meal and rest periods to ensure the proper functioning of the departments. The meal period is not included in the total hours of work per day and is not compensable. Non-exempt employees must clock out for meal periods.

PAY PERIOD AND PAY DAY

All employees are paid biweekly (on every other Friday) unless otherwise specified in writing by an authorized representative of the district. There are twenty-six (26) pay periods in a calendar year. Please feel free to contact human resources for a copy of CMD's annual pay day schedule.

Department managers or human resources may distribute paychecks or direct deposit vouchers. If a payday falls on a holiday, pay voucher and paychecks are issued on the preceding business day. Employees may not pick up vouchers or paychecks other than their own. Should a need arise to have a representative, family member or another employee pick up a check or voucher, please communicate in advance with your supervisor or human resources. The request must be in writing and the designated person will be required to show identification.

Employees may elect the option to have their paychecks automatically deposited into their savings or checking accounts. Employee's wages are released from the district's payroll account to a bank clearinghouse by the end of banking hours (5 p.m.) each payday. Generally, funds are deposited to employee's account within 23 hours, however, due to bank transfers, that is not guaranteed. In the event of employment termination, automatic bank deposit does not apply and the employee's final check must be picked up from human resources department.

PAYROLL ADVANCE

Pay advances may be available for emergency situations at the sole discretion of the district and must be approved by the general manager. Only full-time employees with a minimum of 12 months of service are eligible for advances. Requests must be in writing, on a "Payroll Advance Form," and submitted to human resources for further approval. The amount of the advance is limited to the greater of one (1) week's pay or \$1,000.

No more than one (1) advance will be granted per employee per calendar year. Repayments will be deducted from the employee's paycheck and are not to exceed a period of six (6) months. An employee has to satisfy the full repayment of a payroll advance before requesting another. For more information, please ask human resources for a copy of the "Payroll Advance Policy" form.

DEDUCTIONS AND REIMBURSEMENTS

Although the district has 26 pay periods annually, medical benefits are deducted over 24 pay periods annually (two premiums per month). Therefore, there will be two (2) pay periods annually that will not include medical benefits deductions. Should you have any questions, please contact your human resources representative for the specific "benefit" dates. Full-time employees working a reduced weekly schedule may be required to pay an additional prorated portion of benefits premiums.

When an authorized employee uses their personal vehicle for district business (prior approval required), he/she will be reimbursed for district-related business travel at the rate set by the Internal Revenue Service. Use of personal vehicles is never required by the district and is discretionary on the part of employee. Employees must have prior approval from their immediate supervisor to use personal vehicles for reimbursement. Employees are expected to keep a vehicle mileage log reflecting all mileage related to official district business. This policy does not include travel to work from the employee's home.

Employees may be expected to attend out of town meetings or trainings. During such pre-approved events, the district may reimburse the employee for reasonable expenses, including meals. Please see human resources for stipulated meal and daily amounts. Employee meal purchases may not include alcoholic beverages and an employee must present a detailed receipt showing all items purchased to receive a reimbursement. Reimbursements may not exceed daily allocations stipulated by human resources. All events must be pre-approved and budgeted. Any expenditure that is not pre-approved and budgeted is unacceptable and may not be reimbursed. Reimbursements must be submitted within 30 days of the qualified expense being incurred.

IDENTITY THEFT REIMBURSEMENT

Employees of the district may be eligible for defined identity recovery coverage for ID theft through the Colorado Special District Association. This benefit may cover up to \$25,000 for full time employees and CMD Board Members. Benefits may apply to costs associated with a misuse of your identity for: a) legal costs to defend a civil suit or remove a civil judgment or b) phone, postage, shipping fees, notary and filing fees, credit bureau reports, lost wages, child/elder care and mental health counseling. Coverage excludes monies stolen or fraudulently charged to employee or civil judgment against employee (these are the bank's responsibility).

ATTENDANCE

Frequently an employee's work schedule is closely linked to the work schedule of others. Good attendance is essential to the effective operation of the district. Employees are an integral part of the district and others depend on you.

All employees are expected to be at their respective workstations at their assigned times. If it is necessary for employees to be absent from work due to illness, injury or emergency, they must notify their immediate supervisor as soon as possible and two hours before their scheduled starting time. If their supervisor is not available, the employee is to leave a voice mail message with a telephone number where the employee may be contacted. Notification of absence to an employee's co-worker is not permitted. Please contact your immediate supervisor. Employees should notify their supervisor of the specific reason for their absence and expected return date. Absences of more than one day must be reported daily unless other arrangements have been made with employee's supervisor or human resources.

Tardiness is not tolerated as employees are expected to be on time at the beginning of their shift and after lunch break. If for any reason employees are unable to report to work on time, they are required to notify their immediate supervisor as soon as possible and before their scheduled starting time. If an employee is unable to reach their supervisor, they must leave a message and call back later to ensure the supervisor received the message. The supervisor may counsel employees who are tardy and disciplinary action may be taken.

Failure to report to work without prior notification (call/voice message/email) is not allowed. Failure to notify supervisor and/or employer when absent for two (2) consecutive days or more is considered job abandonment and will result in termination.

UNEXPECTED ABSENCE

If you will be unexpectedly absent, you must contact your direct supervisor at least two hours prior to your start time or, if that is not possible, make contact as soon as possible. This will allow management time to communicate to others, as needed, and to make any necessary arrangements to manage work in your absence.

If an employee is absent because of illness for three (3) or more successive days, he or she may be required to submit written documentation from a doctor stating that they are able to return to work.

INCLEMENT WEATHER

In the event of district closure due to inclement weather, fire, flood, other natural catastrophe, power or utility failure, an inoperable computer system, or lack of work employees may be paid for the time of the closure.

HEALTH AND SAFETY

The district strives to provide its employees with a safe and healthy workplace environment. To accomplish this goal, both management and employees must diligently undertake efforts to promote safety. Employees must devote their time, skill and attention to the performance of their job responsibilities utilizing the highest standard of care and good judgment. Employees must always follow all safety rules and regulations including the use of personal protective equipment (PPE); protective clothing, devices, tools or equipment; attendance at all training sessions and follow the directions, warning signs or signals or the commands or directions of supervisory personnel. Violation of safety practices, policies, directives or procedures will not be tolerated.

REPORTING ACCIDENTS/WORKERS' COMPENSATION

Any employment-related accident involving any injury or property damage whatsoever must be reported to your supervisor and/or human resources within 24 hours of the incident. Failure to report promptly may result in disciplinary action up to and including termination.

Employees are covered for employment-related injury or illness by the Colorado Workers' Compensation Act. Under the act, an employee may receive benefits for missing work as a result of an employment-related injury or illness. If medical treatment for an on-the-job injury is needed, it must be obtained from one of the district's designated physicians. If not, the employee may be responsible for the cost of the medical treatment.

If you see a doctor for your injury, you must obtain proof in writing of any medically imposed restrictions that may or may not affect your job. It is your responsibility to provide a release and/or list of restrictions to human resources and your supervisor immediately after each doctor's visit. Medically imposed restrictions must be adhered to in both work and non-work-related activities and it is the employee's responsibility to do so. Failure to attend scheduled medical appointments may result in a reduction of benefits and will not be tolerated.

PERFORMANCE MANAGEMENT AND DISCIPLINE

The district, through its board of directors and general manager, reserves the right to take disciplinary action as it deems appropriate in any given circumstance. The district's disciplinary action is intended to place employees on notice that specific conduct, a violation of the rules of conduct, or job performance does not meet expectations and is likely to have serious consequences in the workplace, not to limit the district's right to take such action as it may deem appropriate in any given instance. Depending upon management's opinion of the seriousness of the situation, an employee's actions or failure to improve job performance may result in disciplinary action up to and including termination of employment.

The district strives to take a productive approach to disciplinary matters to ensure actions that would interfere with the district operations or satisfactory performance of employee's duties are not continued and employees are given an opportunity to improve work performance.

COMPENSATION PRACTICES

Wages, bonuses and other compensation are determined at the discretion of CMD and in accordance with federal and state law. Wage scales are determined using a consistent method and bonuses and incentives may be provided in accordance with human resources practices. Paid time off is provided to full-time employees. Guidelines are listed with benefit information in a separate benefit brochure.

SEPARATION OF EMPLOYMENT

RESIGNATION

The district requests employees intending to resign from employment to notify their supervisor or human resources two weeks before their requested termination date.

In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), some benefits may be continued at employee's expense if employee chooses to continue coverage. Employees are notified in writing of the benefits continued and terms, conditions and limitation of such continuance.

LEAVES OF ABSENCE

BEREAVEMENT LEAVE: Full-time, year-round employees are eligible for three (3) paid days or twenty-four (24) hours of paid bereavement leave due to the death of a member of the employee's immediate family.

Immediate family, for purposes in this section, is defined as a spouse, domestic partner or civil union, sibling (including step siblings), a parent (including step parents and in-law parents), child (including step and in-law

children), grandparent, grandchild, a legal guardian and/or a ward. Special consideration may be given by the general manager to any other person connected to the employee in a comparable relationship to those listed above.

Bereavement leave/pay is not provided to employees who are on other leave provided by CMD.

FAMILY AND MEDICAL LEAVE (FMLA): CMD provides family and medical leave and cares about supporting its employees when situations arise that require time off. The district provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or childbirth.
- To care for the employee's child after birth or placement for adoption or foster care.
- To care for the employee's spouse, son or daughter or parent who has a serious health condition.
- A serious health condition that makes the employee unable to perform his/her job.

If they have worked for this district for at least 12 months, employees are eligible for 1,250 hours over the previous 12 months and if they work at a work site with at least 50 employees within 75 miles.

In order to take FMLA leave, you must provide documentation to human resources with appropriate notice. If you know in advance that you will need FMLA leave (for example, if you are planning to have surgery or you are pregnant), you must give your employer at least 30 days advance notice. If you learn of your need for leave less than 30 days in advance, you must inform human resources as soon as you can (generally either the day you learn of the need or the next work day). When you need FMLA leave unexpectedly (for example, if a family member is injured in an accident), you MUST inform CMD as soon as you can.

During FMLA leave, the district maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the district for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights. Use of FMLA leave cannot result in the loss of any employment benefit that accrued before the start of an employee's leave. As with other types of unpaid leaves, paid leave will not accrue during the unpaid leave. Holidays, funeral leave or employer's jury duty pay are not granted on unpaid leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the district's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the district's agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

The district requires employees to use accrued paid time off while taking FMLA leave. FMLA leave is without pay when paid leave benefits are exhausted.

Employee Responsibilities: Employees must provide sufficient information for the district to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The district may require second and third medical opinions at the district's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied.

The District's Responsibilities: The district will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. CMD will not interfere with, restrain or deny the exercise of any rights provided by the FMLA. We will not terminate or discriminate against any individual for opposing any practice or because of involvement in any proceeding related to FMLA. If an employee believes that his or her FMLA rights have been violated in any way, he or she should immediately report the matter to the general manager or file a complaint with legal authorities.

Unlawful Acts: FMLA makes it unlawful for the district to:

Interfere with, restrain or deny the exercise of any right provided under FMLA.

Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the district.

FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

MILITARY LEAVE: Employees will be granted a leave of absence for military service in accordance with federal and state law. Employees must provide notice of anticipated military service leave to their supervisor and the human resources department as soon as notified by the military of impending service requirements. CMD follows the guidelines established by the Uniformed Services Employment and Reemployment Rights Act (USERRA) regarding military leave. USERRA protects service members' reemployment rights when returning from a period of service in the uniformed services, including those called up from the reserves or National Guard, and prohibits employer discrimination based on military service or obligation.

ACCOMMODATIONS TO NURSING MOTHERS: CMD complies with all federal, state, and local laws and regulations concerning breast-feeding and nursing mothers and provides assistance for nursing mothers who want to express and store breast milk at the workplace during business hours. Employees who are nursing mothers may take reasonable break periods during the workday to express breast milk for their children. If special arrangements are needed to provide a non-exempt employee extra time beyond or in addition to her normal rest or meal breaks, that time may be unpaid. For the convenience and privacy of nursing mothers, CMD provides a locked room for this purpose. See your manager or human resources for further details.

UNPAID LEAVE: Under circumstances where an employee is not eligible for paid leave, he/she may be granted unpaid leave at the discretion of the district. The district requires employees to use accrued paid time off (PTO) before unpaid leave may be taken. Unpaid leave is not granted for more than 30 days but may be renewed by the district upon its expiration.

Employees away from work on approved unpaid leave will continue to have coverage under the district's group health insurance for themselves and/or family members, however, employee is fully responsible for all premiums cost (including the portion paid by district). Arrangements for paying health insurance premiums must be made in advance with the human resources department while out on unpaid leave to maintain continuous coverage.

JURY DUTY

The district recognizes jury duty as a civic responsibility of everyone. When summoned for jury duty, employees are granted leave to perform employee's duty as juror. If employees are summoned for jury duty, they must notify their immediate supervisor as soon as possible by providing documentation of jury duty notification. Employees will receive regular pay for the first three days of jury duty if they were previously scheduled to work on those days.

Employees are expected to maintain daily contact with their immediate supervisor while on jury duty so the supervisor may adjust work schedules to compensate for the employee's absence. If an employee is excused from jury duty during regular work hours he or she is expected to promptly report to work.

VOTING: CMD encourages employees to exercise their voting privileges in local, state and national elections. Polls are open for long periods and employees are encouraged to vote via mail ballot or before or after regular working hours. If it should be necessary, employees may take up to two hours away from work without pay (or elect to use PTO) to vote in a governmental election or referendum provided that application for such leave is made by the employee to his or her supervisor prior to the day of the election.

LEAVE TO SEEK PROTECTION/DOMESTIC ABUSE LEAVE: Employees who are victims of domestic abuse, stalking, sexual assault or any other crime involving domestic violence may be eligible for up to three working days of leave in a 12-month period to seek protection. Generally, to qualify for such leave under Colorado law, the employee must have worked for the district for 12 months preceding the beginning of leave to obtain: civil protection orders; medical care and/or counseling; home security and/or legal assistance. CMD is entitled to require the employee to use accrued paid time off (PTO) for this leave. If the employee has already exhausted all his/her sick and vacation leave, the domestic abuse leave will be without pay.

BENEFITS

CMD is proud to offer its eligible employees discounted premiums for group health, dental and vision insurance, paid time off benefits, retirement plans, complimentary life insurance, discounted short- and long-term disability plans, an employee assistance program, tuition reimbursement, a wellness benefits and flexible spending accounts subject to the terms defined in the benefit plan documents. Benefit offerings are subject to change at the sole discretion of CMD.

CONCLUSION

These policies are not intended to describe every possible circumstance or situation or provide answers to every question that might arise. Instead, they are a resource to help establish a baseline understanding of what is expected. We encourage you to talk to your supervisor, manager or human resources for guidance.

What do these policies really mean? They mean that we all agree to endeavor to faithfully comply with all laws, rules, policies and regulations that apply to us during our employment with CMD. They mean that we will act responsibly and in good faith and that we will treat one another respectfully.

ACKNOWLEDGMENT AND RECEIPT

I have received a copy of the Cordillera Metro District Employee Handbook 2019 edition, containing a total of twenty-five (24) pages, and understand that it is my responsibility to read and comply with the policies contained in this document and any further revisions made to it.

This document includes important information about the Cordillera Metro District (referred to as “CMD,” or “the district”) and I understand that I should consult my supervisor, manager or human resources regarding any questions not answered in this document.

I have entered my employment relationship with CMD voluntarily and acknowledge that there is no specified length of employment listed in this document. Accordingly, CMD or I can terminate the relationship at will with or without cause at any time. I also understand and agree that no manager, supervisor or representative of CMD has any authority to enter into any agreement for employment other than at will.

This document and the policies contained herein supersede any and all prior practices, oral or written representations or statements regarding the terms and conditions of my employment with CMD. By distributing the policies listed in this employee handbook, the district expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for my employment-at-will status, any and all policies and practices may be changed at any time by the CMD and that the district reserves the right to change my conditions of employment, including but not limited to hours, wages and working conditions at any time. I also understand that revised information may supersede, modify or eliminate existing policies.

I understand and agree that nothing in this employment handbook creates, or is intended to create, a promise or representation of continued employment and that employment with CMD is employment at-will which may be terminated at the will of either CMD or myself. Furthermore, I acknowledge that this document is neither a contract of employment, nor a legal document.

I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by CMD or myself.

Employee's Signature

Employee's Name (Print)

Date



Management Report

Community News



Upcoming Events

CordilleraLiving.com/calendar

January

3 – Cordillera Meet and Greet, 5-7 p.m., Trailhead

10 – CMD and CPOA Regular Board Meeting, 9 a.m., Cordillera Administration Building

14 – DRB Meeting, 8:30 a.m., Cordillera Administration Building

February

7 – Cordillera Meet and Greet, 5-7 p.m., Trailhead

11 – DRB Meeting, 8:30 a.m., Cordillera Administration Building

March

6 – Cordillera Meet and Greet, 5-7 p.m., Trailhead

10 – DRB Meeting, 8:30 a.m., Cordillera Administration Building

29 – Last day of Cordillera Skier Shuttle service

Finance

Budget

The 2020 annual budgets for CMD and CPOA were approved at the regular meeting on November 8, 2019. The annual budget letter detailing the budget process and community goals was prepared by staff and mailed to all property owners on November 27, 2019. Budget details can also be found at the CordilleraLiving.com.

Mill Levy

The final mill levies were calculated after submission of the certification of property valuations from the Eagle County Assessor's office and the approval of the 2020 budget by CMD and CPOA boards. The mill levies were submitted to Eagle County, reviewed by the finance department and approved by the Eagle County Commissioners in a special meeting on December 20, 2019.

RETA

End of the year Real Estate Transfer Assessment collections totaled \$1,729,823 from 53 closings. There was a total of \$86,561,200 in real estate sales.

Annual Assessments

Annual assessments for the 2020 calendar year were mailed to all property owners on December 20, 2019, with a due date of January 31, 2020. Payments can be made online at the CordilleraLiving.com website, by mail or by dropping checks off at the administration office.

Staff continues to work with Jerry Oliver to collect past due and delinquent accounts and have collected \$97,587.23 to date.

Payroll

End of year federally-mandated payroll reporting for health insurance coverage provided by CMD was processed with the last pay date of the year on December 20, 2019.

Gondola Club

Annual dues statements were sent to 205 members on October 25 with a November 30 due date. To date, \$563,402 has been collected from members for the 2019-2020 season.

Human Resources



On December 13, employees and their guests celebrated the holidays at Cordillera’s annual employee holiday party. As a tradition, employees participated in an ugly holiday attire competition and a white elephant gift exchange.

Education and Training

- The management team completed FEMA-required online training for classes: ICS-100, ICS-200, ICS-700a and ICS-800a.
- Fernanda Bazani, Trevor Broersma, Jill Conley, Joanne Kelley, Rachel Oys, Cliff Simonton and Tracy Stowell completed the two-day FEMA ICS-300 class, which provides training and resources for personnel who require advanced knowledge and application of incident command systems.
- All public safety team members continue to undertake training in pertinent Spanish phrases to enable better communications with our non-English-speaking community.

Anniversaries

- John Gulick, Public Safety – 10 years
- Trevor Broersma, Community Operations – 4 years
- Mike Hyslop, Community Operations – 4 years
- Ron Hoppner, Information Technology – 1 year

Information Technology

CordilleraID

An application form for the new CordilleraID cards has been posted on the CordilleraLiving.com website and various high-traffic locations in the community. Property owners are encouraged to fill out the form at their earliest convenience. CordilleraID will replace existing key fobs and proximity cards as the method for accessing Cordillera amenities such as the car wash, athletic center and Trailhead beginning in late January.

These new cards and the door locks that support them will allow Cordillera staff remote, centralized access control of Cordillera facilities. The new cards are highly secure and cannot be cloned or duplicated. To date, 264 CordilleraID cards have been printed and mailed.

Cordillera Valley Club Gate Access Control

The Cordillera Valley Club's access control system has been fully converted to CA4K software. Database refinements for both communities are ongoing, but the bulk of the modifications have been made and the migration from the old access control system to the new software is essentially complete.

Communications

Cordillera in the News

The front page of the December 17 issue of the "Vail Daily" mentioned Cordillera while featuring a photograph of a sleigh ride offered by Bearcat Stables.

Advertising

- Video ads promoting the Cordillera lifestyle have been placed on large screens in the airport departures and arrivals areas. The ads will air every five minutes for the next year. The average wait times in these areas in 25 minutes.
- Full-page branding ads were placed in the “Vail Daily” for 10 runs over the holidays.
- A full-page ad was placed in the “Vail/Beaver Creek Magazine’s” winter edition. The magazine is placed in hotels throughout the valley as well as distributed in airport private lounges nationwide for a three-month run.
- A full-page branding ad was placed in the Vilar Center Program with 50,000 impressions expected over the season.
- The Cordillera Skier Shuttle was wrapped to advertise the community’s lifestyle to Vail Valley visitors and residents. In addition to providing transportation to Vail and Beaver Creek for Cordillera residents and their guests, the van will run regular routes during the week in Vail and Beaver Creek for maximized exposure at no additional cost.

Public Relations

- The Cordy Camp van is being wrapped (January 8-10) in a fashion similar to the skier shuttle. This will reinforce the Cordillera brand among residents and visitors.
- Custom-designed holiday cards were mailed to all Cordillera property owners in mid-December.
- Branded collateral items have been ordered for upcoming community events.
- Branded new homeowner and board member gifts have been ordered and distributed.

Internal Communications

- Since November 8, four “Cordillera Connection” e-letters have been sent to property owners earning an average open rate of 58 percent and click rate of 16.25 percent. Five “Official News and Updates” were sent during the same period with a 58 percent open and six percent click rate. Board meeting notes and a 2020 budget letter link were also sent to community members.

Website

- Routine updates/and additions were made to [CordilleraLiving.com](https://www.cordilleralive.com). A more in-depth, site-wide edit and update will be completed in the first two months of 2020.

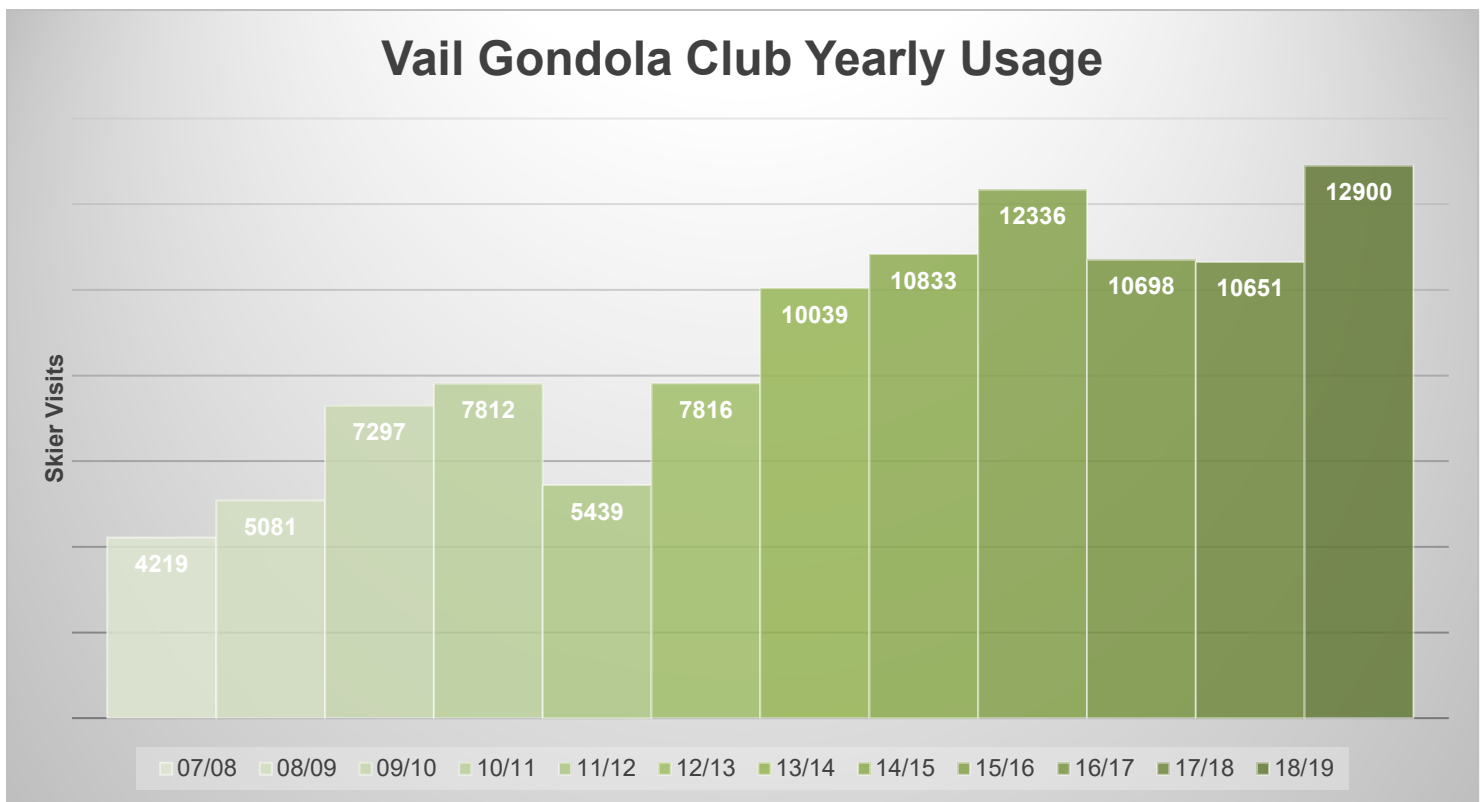
Recreation

Vail Gondola Club Ski Season Dates

- Vail Mountain opened for the season on Friday, November 15.
- The Vail Gondola Club opened for the season on Monday, November 11. The club is open 8 a.m. to 5 p.m. daily to members and their guests for the duration of the ski season. This is the club’s 13th full season.

November Usage

- During the month of November, there were 16 ski days where the club saw an average of 41 skiers per day – 662 in total. Compared to the 2018-2019 season, the daily average is down eight skiers per day.

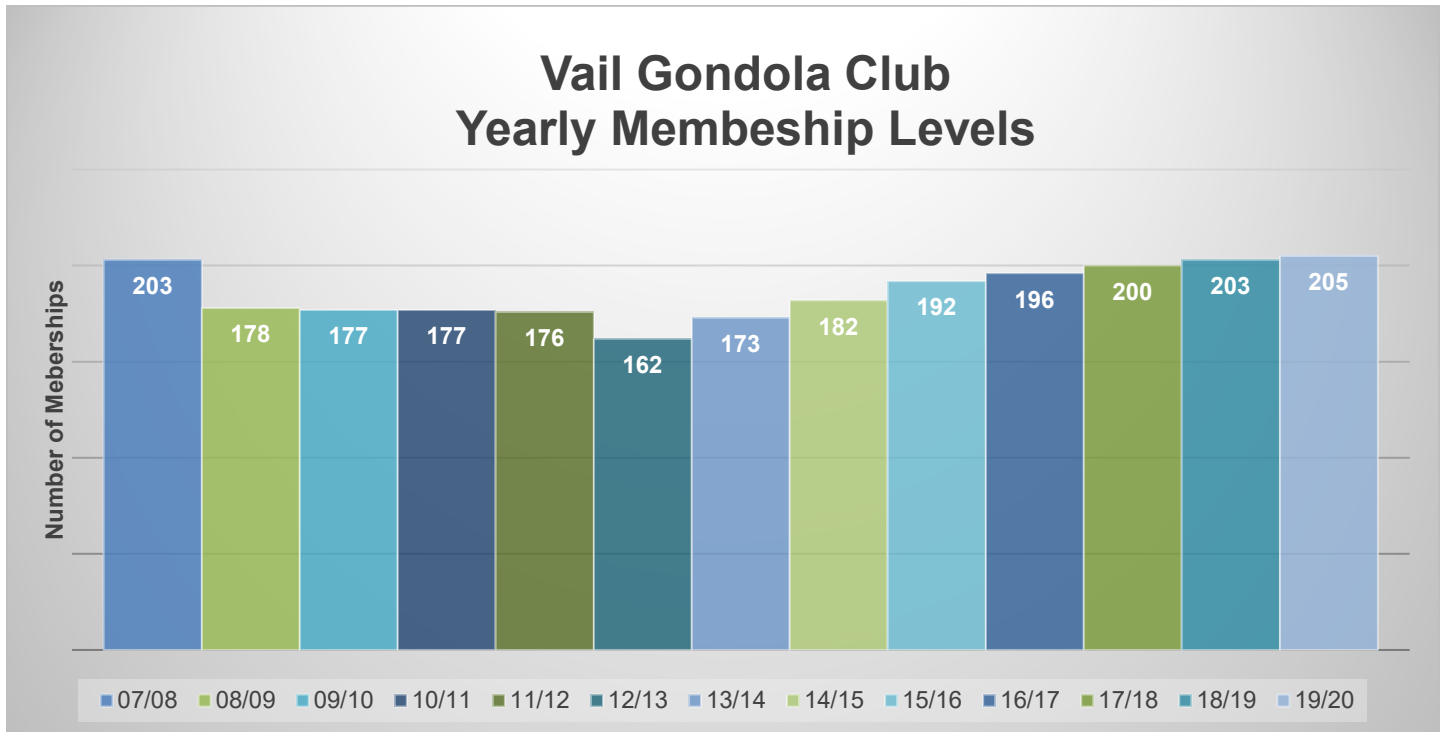


Membership Status

As of January 1, 2020, the club has 205 members and has reached capacity. There were 13 new membership sales and nine resignations during 2019. With all authorized memberships sold, prospective members may

submit their names to a waiting list. CPOA members, CVCPOA members and non-resident members of the Club at Cordillera shall be given top priority on the waiting list, followed by non-Cordillera residents. Upon resignation of a membership or any other increase in the number of available memberships, the club manager shall contact the party at the top of the waiting list and offer a membership to that party provided that party complies with all membership application and eligibility requirements.

Just under 50 percent of members are Cordillera property owners, not including the Cordillera Valley Club owners and Club at Cordillera members who make up an additional 13 percent of the membership. 39 percent of members are non-property owners.



Skier Shuttle

On December 13, the Cordillera Skier Shuttle pilot service launched. The shuttle will run on Fridays, Saturdays and Sundays through March 29, 2020. Shuttles depart from the Cordillera Post Office and deliver skiers twice daily to Beaver Creek (8:15 / 9:45 a.m.) and Vail (8:00 / 9:30 a.m.). They return skiers to Cordillera at 2:30 and 4:00 pm. Reservations



are required and can be made up to three (3) days in advance on a first-come, first-serve basis. Note: there is a 24-hour cancellation policy.

December Usage

During the month of December, the shuttle made 18 trips to Beaver Creek and Vail. 41 people took the shuttle to Vail. Five people took the shuttle to Beaver Creek. The most popular route was the 9:30 a.m. route to Vail.

Community Enrichment

In 2018, the Cordillera Welcome Committee was formed to welcome new homeowners to the community and to be a resource to them as they settle into life in the community. In a joint effort with staff, the committee hosted casual meet and greet events on the first Friday of each month at the Trailhead. In 2019, these events evolved from pot-luck style gatherings to include a catered kick-off summer social, a community-style dinner, a chili cook off, Oktoberfest and Friendsgiving celebrations and a holiday party where attendees brought gifts to support the Salvation Army annual toy drive. Between June and December, the meet and greets averaged more than 100 people per event. Please mark your calendars for the first Friday of each month in 2020 (excluding April, May and July).



Athletic Center Ice Rink

The ice rink at the athletic center opened December 17, from 9 a.m. to 7 p.m. daily. The rink is available to both free skaters and hockey skaters, with priority times designated for each usage. Hockey skaters may skate during priority time for free skaters if there are no free skaters using the rink and vice versa. However, for the safety of all, there will be no hockey sticks and pucks allowed when free skaters are on the ice during their priority time.

Ice Rink Skating Schedule:

Free skating – 9-11 a.m. and 1-4 p.m.

Hockey skating – 11 a.m.-1 p.m. and 4-7 p.m.

The rink closes at 7 p.m.

A limited number of hockey and figure skates are available free-of-charge at the athletic center front desk between 9 a.m. and 7 p.m. daily. This winter amenity is available to property owners and their guests. Evening skaters can find the light switch located at the north east corner of the outside of the gate.



Community Operations

Roads

- There were seven plow days with a total of 42” of snow in the month of December.
-

Facilities

- 56 planned maintenance work orders were completed, including but not limited to filter changes, motor and belt replacements in air handlers and boilers and maintenance in the athletic center locker rooms.
 - A new hose reel has been installed in the carwash.
-

Fleet

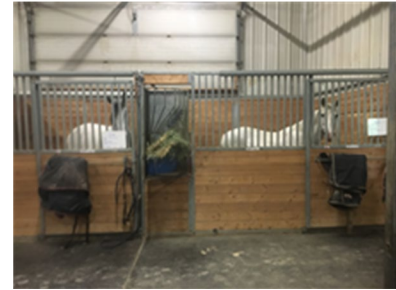
- The new Western Star plow truck has been delivered and put to immediate use.

- 17 preventative work orders were completed including full system services, computer upgrades and mechanical issues and corrections.
 - The Cordillera fleet worked with Western Plows to upgrade old plow lights to LED's in an effort increase plow driver's safety while plowing at night.
-

Trails and Fishing

- Winter grooming has begun on the Short Course, Fox Trotter and Quarter Horse Loops in the Territories, Camino Del Norte and Upper and Lower El Mirador trails on the Divide.

Equestrian Center



Staffing

Dominique Jones has returned as the equestrian center manager. Staff is currently comprised full-time employees Abra, Brittany Herr and Jonah Mueller, part-time employee Kaitlin Driscoll, and on-call employees Mira Joliff and Jessie Koelliker.

Projects and Progress

- New heaters were installed in the upper indoor arena.
- Fencing was fixed and replaced.
- Cameras were installed around the facility to aid with safety and security.

Boarding

The barn is currently at full capacity with 20 stall horses and one additional stall reservation and 19 paddock horses with one additional paddock reservation. Space is always kept available for property owners and there is a current waiting list for non-property owners.

Public Safety



Summary of Incidents

Between October 29 and December 30, 2019, the public safety department responded to 137 calls for services ranging from alarms (fire, intrusion, low temperature, carbon monoxide and motion), resident/contractor assists, parking issues, animal issues, medical needs, fishing beat violations, trash violations, other rule/regulation violations and vehicle crashes.

One on the incidents of note involved a customer at the administration building who failed to securely park his vehicle. The vehicle rolled backwards through the parking lot, striking an employee's vehicle, then continuing over the embankment uprooting an aspen tree before coming to rest against the post office building (see photo above). Damage to the building was minimal, but the employee vehicle and the tree were damaged.

In another incident public safety responded and provided traffic control when a natural gas line was accidentally cut at a construction site on Cordillera Way.

Incident Reporting

Effective January 1, public safety officers will utilize a new report writing tool with iPads being carried by patrol officers so they can complete incident reports themselves in the field. This replaces a system and process where the report information was relayed by radio or phone to the gate staff who would complete the incident report.

Training Update

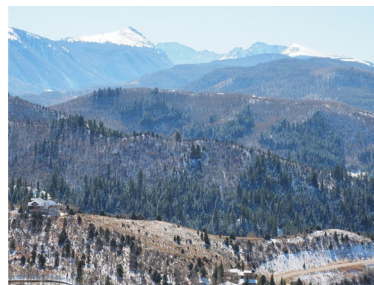
All of the public safety team completed firearms training taught by a sheriff's office instructor. The training included firing non-lethal ammunition and care and maintenance of the weapons that are used for wildlife management.

Public safety officer Bill Morris will be attending first aid/CPR/AED instructor training in January. This will allow us to have someone on staff to teach these courses to staff and the community.

Hunting Season

Hunting season came and went without any reported problems. Few permits were issued and only two groups were contacted about hunting without a permit.

Community Planning and Design Review



Design Review Board

- After serving Cordillera for three consecutive terms (nine years), DRB Chair Gene Shanahan is stepping down in January. The board, by unanimous vote, has appointed Dennis Moran as the new chair of the Design Review Board. Traci O'Connor, previously an alternate, will assume the role of full member in January 2020.
- Seven single family homes are in various stages of construction in Cordillera, with seven more currently under review by the Design Review Board.
- Work continues to improve DRB processes and protocols – assuring a thorough, efficient and consistent review of all projects. This includes evaluating and updating Cordillera's Design Guidelines, a process that will be done in increments throughout the spring of 2020. Public review and the opportunity for

public comment from property owners, architects, builders, relators and other interested parties will be part of the process. All changes or adjustments to the guidelines will require approval by the CPOA board.

Meeting Agendas and Minutes

DRB agendas and minutes can be found at www.cordilleraliving.com/agendacenter.

Buildout Analysis

Buildout Analysis January 2020						
Neighborhood	Total Allowed*	Actual	Completed	Review	Construction	% Buildout**
Divide	202	193	165	1	4	85%
Ranch	400	392	317	2	1	81%
Summit	248	239	102	4	2	43%
Totals (PUD 910)	850	824	585	7	7	71%

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

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

Under Construction	
Divide	Status
220 Casteel	Final inspection
322 Granada Glen	Final inspection
465 Little Andorra	Final inspection
1360 Cordillera Way	Foundation ILC

Ranch	Status
35 Red Draw	Foundation ILC

Summit	Status
904 Granite Springs	Framing ILC
1596 Gore Trail	Final Inspection

Territories	Status
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Review Process	
Divide	Status
420 Little Andorra	One Year Extension

Ranch	Status
332 Peregrine	Final 6.11.19
1029 Forest Trail	Pre-Design 6.11.19

Summit	Status
602 Granite Springs	Final 6.11.19
833 Granite Springs	Pre-Design 10.8.19
190 Pikes Way	Pre-Design 11.12.19
872 Webb Peak	Sketch 11.12.19