



AGENDA

CMD Special Board Meeting

September 29, 2020

1 p.m.

408 Carterville Road, Cordillera, CO 81632

Board of Directors

Cordillera Metro District (CMD): David Bentley, President | Gene McGuire, Vice President | Cheryl Foley, Treasurer | John Van Deusen, Secretary | Dan Roberts, Assistant Treasurer & Assistant Secretary

Time	Item	Presenter	Page
1:00 p.m.	CMD Board Meeting Call to Order Call to Order Declaration of Quorum/Director Qualifications/Disclosure Matters Approval of Agenda Consent Agenda Action: Approval of July 17 Special Meeting Minutes	Bentley	3
1:05 p.m.	CMD Agenda Item Honor, on his passing, Ron Yordi and his many contributions to Cordillera, including his service as a founding member of the first CMD Board of Directors Employee Recognition	Foley Bentley/ McGuire	
1:15 p.m.	Public Comment The Board welcomes public comment	Bentley	
1:30 p.m.	CMD Agenda Items Management Team Report Consumer Data Protection Policy 2 nd Quarter Financials 2020 Projections 2021 Budget Planning	Bentley Oys Pogue Foley Oys/Wells Management Team	6 42 49
4:00 p.m.	CMD Executive Session Executive Session pursuant to Section 24-4-402(4)(e), C.R.S, to determine positions relative to matters subject to negotiation, develop negotiation strategy, and instruct negotiators, related to the 2021 Service Agreement.	Bentley	
4:30 p.m.	CMD Adjourn	Bentley	

NOTICE IS HEREBY GIVEN that the Boards of Directors of the Cordillera Metropolitan District will hold a meeting. These meetings are open to the public.

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



MINUTES

UNAPPROVED
Cordillera Metro District

Special Board Meeting

July 17, 2020

Due to the Governor Polis’ declaration of a state of emergency resulting from the COVID-19 pandemic, the meeting was held by video conference.

In Attendance

CMD Board of Directors-via webinar	CPOA Board of Directors-via webinar
David Bentley, President (Term to 2022)	Ron Haynes, Vice President (Term to 2021)
Eugene McGuire, Vice President (Term to 2022)	Cynthia Lenac, Assistant Treasurer/Assistant Secretary (Term to 2022)
John Van Deusen, Assistant Treasurer/Assistant Secretary (Term to 2023)	

Others Present via Webinar:

Rachel Oys, general manager; Alan Pogue, legal counsel; Tracy Stowell, office manager; Barry Smith, public safety director; Joe Helminski, recreation director; Heather Hower, communications manager; Ron Hoppner, information technology administrator; Fernanda Bazani, human resources manager; Claudia Wells, finance manager and members of the public: Annette Irion, Bill Farley, Danny Ponce, Paige Cumming, Richard Saxby, Cass Gassman, Frank Buzzard, Grant Cunningham, Lainie Edinburg, Lolly Becker, Margo Boyle, Mary Jackson, Chuck Jackson, Mike Autera, Nina O’Kelley, Robert Donovan, Carolyn Donovan, Susie Cunningham, Thomas Engleby, Tom and Sandra Thomas, Melissa Murphy, Clay Becker, Jay Jackson and David Lyle.

Call to Order

CMD Board of Directors	CPOA Board of Directors
Director Bentley called to order the Special Meeting of the Cordillera Metropolitan District at 1:36 p.m.	CPOA Special Board Meeting was cancelled due to a lack of quorum.

Declaration of Quorum/Director Qualifications

CMD 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
Director Van Deusen moved to approve the July 17, 2020, Special Meeting Agenda. Seconded by Director McGuire. Upon motion duly made and seconded, the board approved the July 17, 2020, Special Meeting Agenda.

Approval of Meeting Minutes

CMD Board of Directors
Director McGuire moved to approve the May 28, 2020, Meeting Minutes. Seconded by Director Van Deusen. Upon motion duly made and seconded, the board approved the May 28, 2020, Meeting Minutes.

Public Comment

Public comments were received regarding the Trailhead landscaping, negative impression of the speeding committee communication and timeline of the athletic center/pool proposal, in support and against the project concept and financing plan and disappointment in the five board members (CMD and CPOA) for not attending the scheduled meeting.

Election of CMD Officers

Director Van Deusen proposed the following officers:

- David Bentley, President
- Eugene McGuire, Vice President
- Cheryl Foley, Treasurer
- John Van Deusen, Secretary
- Dan Roberts, Assistant Treasurer/Assistant Secretary

CMD Motion: Director Van Deusen made the motion to seat the above officers. Director McGuire seconded. The motion passed unanimously.

CMD Agenda Items for Board Discussion and Direction

COVID-19 Response

Recreation Director Joe Helminski updated the Board on COVID-19 response to date, including updated post office hours and face covering requirements due to the most updated public health order. General Manager Rachel Oys thanked the community and staff for its patience and diligence; further adjustments are anticipated and to keep the community safe and informed.

Committees

Director Bentley explained committees are being formed to assist staff and board members with a clear process defining a purpose, roles and responsibilities, community recruitment, action plan, communication and reporting.

All other committee considerations need CPOA input. Further direction was tabled.

CMD Motion: Director Bentley made the motion to establish the safe driving committee, titled “Safer in Cordillera” that will focus on a community education plan. Director McGuire seconded. The motion passed unanimously.

Civility Pledge

Director McGuire read an email from a community member pertaining to the last meeting that called for civil discourse, which was a catalyst for the Board to adopt a civility policy. The civility policy can be found [here](#).

CMD Motion: Director McGuire made the motion to adopt a civility policy resolution. Director Bentley seconded. The motion passed unanimously.

Budget Work Session

General Manager Oys gave an update on the 2020 projected budget, which includes projected savings to CMD, \$273,000; and CPOA, \$181,000.

Eagle County Assessor Mark Chapin presented overall values in Cordillera and the county, TABOR and Gallagher Amendments, assessment ratios and reappraisal values. Assessor evaluations are expected October 31, which is later than usual.

General Manager Oys shared the 2021 budget calendar, philosophies and strategic priorities.

CMD Adjournment

CMD Board of Directors

Director McGuire moved to adjourn the Special Meeting of the Cordillera Metro District at 3:54 p.m. Seconded by Director Van Deusen. Upon motion duly made and seconded, the board adjourned the Special Meeting of the Cordillera District.

DRAFT

Management Report

September 25, 2020

Administration

Emergency Preparedness & Response

Emergency Operations Plan

In 2019 a table-top exercise was hosted with Cordillera management team, board members, Ace Security (CVC), All Points North, Colorado Office of Emergency Management, Diamond S Ranch, Eagle County Emergency Management, Eagle County Open Space, Eagle County Sheriff's Office, Eagle River Fire Protection District, Holy Cross Energy, Slifer Smith and Frampton, Eagle County Paramedic Services and Troon (Club at Cordillera) to discuss tactics, challenges, resources and roles in responding to a wildfire requiring the community to evacuate. A mandatory all-staff training was held in June to present the EOP and annexes. In August, Cordillera staff and emergency service partners conducted an exercise to tag each door in Cordillera, a simulation of an evacuation that tested communication capabilities, helped personnel to understand and practice their roles and educated property owners of the evacuation routes.

As a result of the planning, training and testing systems and procedures, an [Emergency Operations Plan](#) (EOP) was developed and adopted by the CMD Board in April 2020. The purpose of the EOP is to minimize the potential human loss or injury and property damage from a disaster or emergency situation, reduce losses and interruptions to residences and function in concert with local, county and state emergency response organizations. The EOP contains a capability assessment, delegation of authority for decision making, spending authorization outside of normal business operations, assignment of responsibilities, continuity of operations and incident-specific emergency response plans.

Following the pre-establish guidance in this plan the General Manager issued an emergency declaration on March 13, 2020, to enable emergency measures and outside assistance for Cordillera in addressing the COVID-19 concerns. When the Grizzly Creek Fire began on August 10, 2020, and the subsequent Murphy Creek Fire on August 19, 2020, near East Lake Creek, the provision in this plan allowed for lines of communication to quickly disseminate information to our community and the sharing of resources to lessen the impact of these events to the Cordillera community.

COVID-19

The arrival of COVID-19 into Eagle County caused an immediate change in business operations across the globe; Cordillera was no exception. CMD and CPOA implemented compliance procedures with the public health orders and to ensure a healthy and safe environment for residents, guests, vendors and employees. Throughout the summer, we were able to continue to social distance, hold virtual meetings and provide excellent customer service.

The Cordillera Communications Manager attended daily Joint Information Center (JIC) calls at the start of the event, moving to twice per week, currently once per week; providing insight and input towards county-wide communications, marketing and advertising while informing property owners as necessary. Admin participated in regular county and state policy groups calls as well.

The timeline of events is as follows:

- **March 11** Governor declares [Disaster Emergency](#).
- **March 12** [Eagle County Public Health order](#) limiting the size of gatherings and events.
- **March 13** CMD/CPOA modified services, including closures. Board, management team and all staff meetings were held via phone. General manager issued a Declaration of Local Disaster and the CMD Board ratified it until April 8. Community and employee [emails](#) sent outlining service changes.
- **March 17** [Governor order](#) to close bars and restaurants. Employee email was sent outlining resources available, precautions, CMD/CPOA services and new order.
- **March 18** [Eagle County Public Health order revised](#) – Community and employee communications sent.
- **March 22** [Governor order](#), mandating non-essential employers to divide their in-person workforce by 50%, allowing the other 50% to telecommute. Order effective until April 10, 2020.
- **March 23** Management team conference call hosted.
- **March 26** Governor issues [Stay at Home order](#). Community and employee [communications](#) sent.
- **March 30** To show support and appreciation for daily efforts during this difficult time, CMD and CPOA provided all employees with a special meal to be shared with their families.
- **March 31** CMD/CPOA Board meetings held to provide updates, recent orders and additional employee supports.
- **April 1** CMD/CPOA extends [Declaration of Local Disaster Emergency](#) until June 1, 2020.
- **April 3** Governor encourages use of cloth face coverings via a statewide campaign.
- **April 6** Governor extends [Stay at Home order](#) to April 26.
- **April 6** Eagle County updates [Public Health order](#) extending the timeframe until April 30, 2020. Communication sent to property owners.
- **April 9** [Social Distance Protocols](#) in place throughout the community.
- **April 16** Eagle County Public Health requested [exemptions](#) from the provisions in the State Orders that impose stringent stay-at-home requirements, prohibit travel except for Necessary Activities, strictly prohibit gatherings of any size, disallow certain types of businesses, and limit the businesses that may remain open only to those identified as critical or those performing minimum basic operations.
- **April 22** CDPHE [Public Health Order 20 26](#) required that workers in businesses who have close contact (within six feet) with other employees or the public wear cloth masks while working until May 17. It also ordered workers to wear gloves if they are in close contact with customers; skilled nursing facilities, intermediate care facilities, and assisted living residences; closing bars and restaurants to in-person services; and defining the terms of the Governor’s stay at home requirements and critical business designations.
- **April 22** Cordillera Day Camp parents sent notification of summer closure via email; website updated.
- **April 24** Governor Polis updated Coloradans with a [presentation](#) and [Safer at Home guidelines](#).
- **April 23** Governor Polis granted ECPH exemptions.
- **April 24** ECPH updated the county’s [Public Health Order](#) regarding COVID-19 to allow for an incremental loosening of restrictions beginning April 27, 2020.
- **April 27** Board meeting held; [community and employee communications](#) sent.
- **April 27** Management Team and all staff meetings held; email follow up sent.
 - o Short Term Rentals prohibited through May 31, 2020; sent emails to relevant property owners.
 - o Vendor communication regarding protocols and regulations sent.
 - o [Community communications](#) sent.
- **April 27** Eagle County updated [Social Distance Protocol](#).
- **April 29** Cordillera released updated [Social Distance Protocols](#) per department.

- **May 1** Athletic Center at Cordillera (ACC) [phase 1 reopening](#) communication sent.
- **May 1** Eagle County released [Business Toolkit](#).
- **May 4** Governor Polis issued amended [Safer at Home public health order](#).
- **May 11** County requested exemptions from certain provisions of executive and public health orders of the Governor and CDPHE on the basis that Eagle County has significantly reduced transmission of COVID-19 in the community and has adequate resources available.
- **May 14** Governor Polis issued amended [Safer at Home public health order](#).
- **May 14** [Community Conversation](#) with Eagle County, Vail Health, business community, Vail Valley Partnership.
- **May 15** County [requested exemptions](#) from state public health order.
- **May 20** County recommended [Safer at Home](#) precautions for older adults in Blue Phase.
- **May 21** Eagle County held [virtual press conference](#).
- **May 22** County released updated [Business Toolkit](#) and [Business Communication Guide](#).
- **May 22** Vail Health [Will Cook: “Gratitude for an amazing team.”](#)
- **May 23** County received its [official variance](#) from the Colorado Department of Public Health and Environment, allowing implementation of its new Public Health Order.
- **May 25** County released updated [Public Health Order](#), moved to “Blue Phase” in [Transition Trail Map](#).
- **June 5** Vail Health [COVID-19 Testing Changes](#).
- **June 10** All-staff meeting to clarify objectives for response, state and local health orders and communication updates, current statistics for Colorado and Eagle County and current operations by department
- **June 11** County [requested exemptions](#) from state public health order.
- **June 18** Governor Polis issued [Safer At Home and In the Vast, Great Outdoors amended public health order](#).
- **June 22** County amended [Public Health Order to the Blue Square Order](#).
- **June 23** County released updated [Business Toolkit](#) and [Business Communication Guide](#).
- **June 23** Vail Valley Partnership released [Welcome Home program](#).
- **June 30** Governor Polis issued [public health order for Critical Business and Mass Transportation Operations](#).
- **June 30** Governor Polis extended [Safer at Home](#) executive order, closed bars and introduced details on the [Protect Our Neighbors framework](#).
- **June 30** Town of Avon passed [an indoor mask ordinance](#).
- **July 2** Eagle County released updated [Public Health Order](#), moved to “Black Diamond” phase in [Transition Trail Map](#).
- **July 2** Employee and property owner [emails](#) sent regarding updated Public Health Order.
- **July 2** Cordillera revamps [Social Distance Protocols](#) in line with Eagle County Public Health guidelines.
- **July 10** Governor Polis issued [Protect Our Neighbors](#) public health order.
- **July 10** County to [report demographic data](#) related to COVID-19.
- **July 13** Eagle, Garfield and Pitkin counties [implement regional testing strategy](#) for COVID-19.
- **July 16** Governor Polis implemented statewide mask [Public Health Order](#).
- **July 17** Eagle County released updated [Public Health Order](#) and updated Business Reopening Q & A Amended [Phase 3 Guidelines](#).
- **July 21** Governor Polis extended [Public Health Order](#) mandating bars, restaurants and retail establishments stop selling liquor at 10 p.m.
- **July 21** Eagle County moved from “[cautious](#)” to “[concerned](#).”
- **July 21** Colorado released guidance on [schools reopening](#).
- **July 22** Eagle County Schools released its [restart plan](#) for 2020-21 school year.

- **July 23** Eagle County hosted “[Community Conversation: A Collaborative Response to COVID-19](#)” with representatives from business, government, medical, school and news communities.
- **July 24** Eagle County updated community monitoring [dashboard](#).
- **July 27** Eagle County released [mitigation plan](#) to bring disease spread under control.
- **July 28** Governor Polis held a [press conference](#), urged municipalities and local public health agencies to take swift, targeted action to address increase in cases.
- **July 28** Eagle Schools superintendent [shared re-opening plans](#).
- **July 29** Governor Polis wrote a [letter to business leaders](#) encouraging work from home, Vail Valley Partnership shared with its members.
- **July 29** *Vail Daily* article, “[Eagle County officials still ‘concerned.’](#)”
- **July 29** Eagle County Public Health Director Heath Harmon “[Community goals rely on slowing COVID-19 spread.](#)”
- **August 3** Vail Health “[What to Eat During a Pandemic.](#)”
- **August 7** Governor Polis extended [Executive Order “Protect Our Neighbors.”](#)
- **August 14** Governor Polis extended [Executive Order to wear face coverings inside.](#)
- **August 21** Governor Polis extended [Executive Order “Safer at Home and in the Vast, Great Outdoors.”](#)
- **August 31** Vail Health [updated its visitor policy.](#)
- **September 5** Governor Polis extended [Executive Order “Protect Our Neighbors.”](#)
- **September 12** Governor Polis extended [Executive Order to wear face coverings inside.](#)
- **September 15** [Colorado releases standardized dial framework for counties.](#)
- **September 19** Governor Polis Extended [Executive Order “Safer at Home and in the Vast, Great Outdoors.”](#)
- **September 22** *Vail Daily* article, “[County reports 10th local COVID-19 fatality, remains in green as cases surge statewide.](#)”
- **September 23** [Local Disease Spread Trends Cautious](#) (In past 14 days: 30% of newly reported cases were close contacts of a known case. 10% of newly reported cases were exposed outside of Eagle County. 60% of new cases could not recall a known exposure to someone with illness or confirmed COVID-19. Social gatherings without distance and masks are the main driver of exposures and disease transmission).
- Up-to-date COVID-19 information can be found at www.ECEmergency.org.

County Guidance: Limitations on Public and Private Gatherings

- For indoor spaces, up to 10 persons may gather.
- For indoor gatherings hosted by a business, not to exceed 100 persons.
- For outdoor spaces, up to 175 persons may gather.
- All gatherings are subject to the applicable social distancing, disease prevention, and other requirements set forth in this Order and the applicable guidance of ECPHE.
- Multiple Groups of individuals are allowed only if the gathering area is suitable to maintain the following separation of Groups:
 - Outdoors, Groups must maintain a reasonable and safe distance of at least 20 feet.
 - Indoors, Groups must be separated into separate and distinct rooms.
 - A minimum of 28 square feet per person must be maintained.
 - No Multiple Groups. Multiple gatherings of Groups as part of a single event are not allowed. Exception: Multiple Groups of individuals are allowed in outdoor public settings, such as parks, hiking trails, and other similar areas, but not as part of a single gathering or event, as long as the area is large enough for Groups to maintain a reasonable and safe distance of at least 20 feet.

Statistics

Colorado (data through 9/23)	Eagle County (data through 9/23)
<ul style="list-style-type: none">• 66,053 cases• 7,416 hospitalized• 63 counties• 840,452 people tested• 1,926 deaths	<ul style="list-style-type: none">• 9,943 individuals tested• 1,250 confirmed cases• NA pending tests• 1,048 self-report symptoms• 10 deaths• 64 hospitalizations

Cordillera Essential Service Information

Community Operations: Staff is working a regular, 40-hour week schedule; one employee per truck, six feet of social distancing and staggered lunches throughout the shift.

Public Safety: Gate access, 24-hour patrols and response to calls continue while meeting social distancing requirements. Newspapers are available at gatehouses; dog treats have been discontinued. The Dog Park reopened May 1.

Post Office: During COVID-19, property owners increased their online shopping, which resulted in an increase in all mail and, in particular, packages.

Starting July 20, open from 10:00 a.m. to 4:00 p.m., Monday through Friday. Mail carriers arrive for mail and package delivery between 11:00 a.m. and 2:00 p.m. We thank you for your patience as package volume has grown tremendously. We implemented a few regulations to ensure a safe, healthy space for all.

- Wear a face covering.
- Enter through the main door ONLY.
- Exit through the side door ONLY.
- Maintain one-way traffic.
- Maintain six feet of social distancing.
- Maximum of five patrons in the post office at one time.
- If you track your package and it shows it has been delivered to the Edwards Post Office, it may not have arrived at the Cordillera Post Office yet. Sometimes there are multiple deliveries in one day due to the quantity of mail and packages.
- Pick up packages timely as storage is limited.
- Have yellow slip ready to expedite the time it takes to find your package. If you do not have a yellow slip, track your package before coming into the post office.
- Call ahead, ask staff to bundle your mail and packages and place outside or in the lobby for easy pickup.
- Register for weekly premium forwards that continue to be sent on Fridays by calling (970) 926-1937 or email cperea@cordillerametro.org; include your name, phone number, Cordillera address and forwarding address. Staff will contact you for payment.

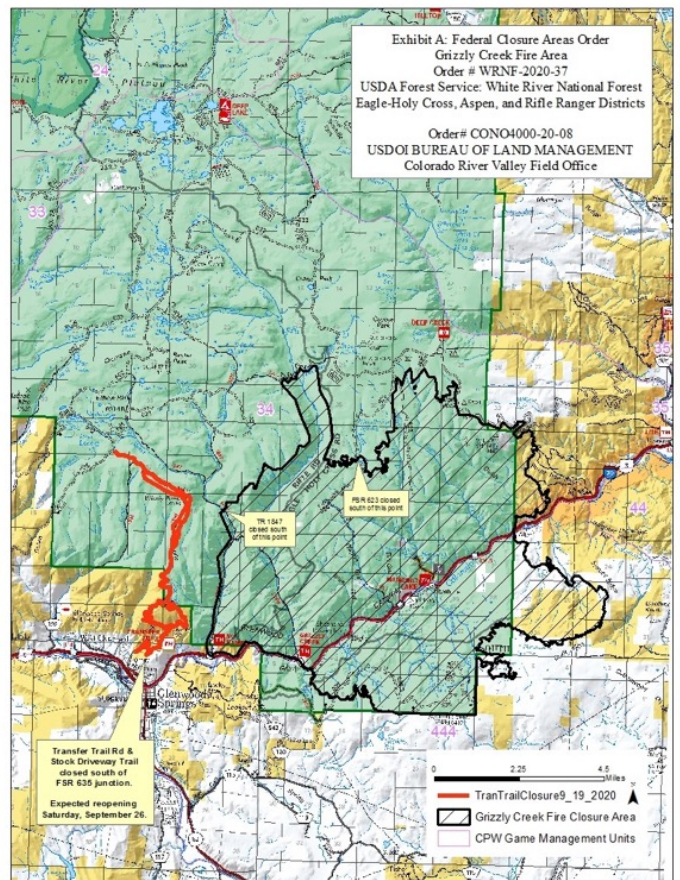
The Athletic Center at Cordillera: Open from May 1 daily from 5:30 a.m. to 7:00 p.m., reservations required.

Trailhead Pool: Open from June 12 and closed for the season on September 13.

Fly Fishing: Vail Valley Anglers retail store in Edwards is open. Reservations can be made by 2020 Cordillera Fishing pass holders [online](#) and are required to use the Cordillera waters.

Equestrian Center: All horses continue to receive the highest level of care possible while allowing boarder to participate in the exercise and care of their horses. Boarders and Lessors access the facility to care for and exercise their horses, trail ride and take lessons during scheduled riding times. Veterinarians and farriers access the facility as scheduled to provide necessary wellness and medical care. The barn is closed to the public and non-boarders.

Grizzly Creek Fire



On August 10, the Grizzly Creek Fire erupted in Glenwood Canyon, with fire touching western Eagle County. Several Eagle County communities were evacuated: Sweetwater, Bair Ranch and Coffee Pot Road. Dotsero and Two Rivers were on pre-evacuation. I-70 East and Westbound, Cottonwood Pass, Crooked Creek Pass, Hagerman Pass and Independence Pass closed for safety reasons, subsequently reopened. At the peak, 806 personnel worked on the fire.

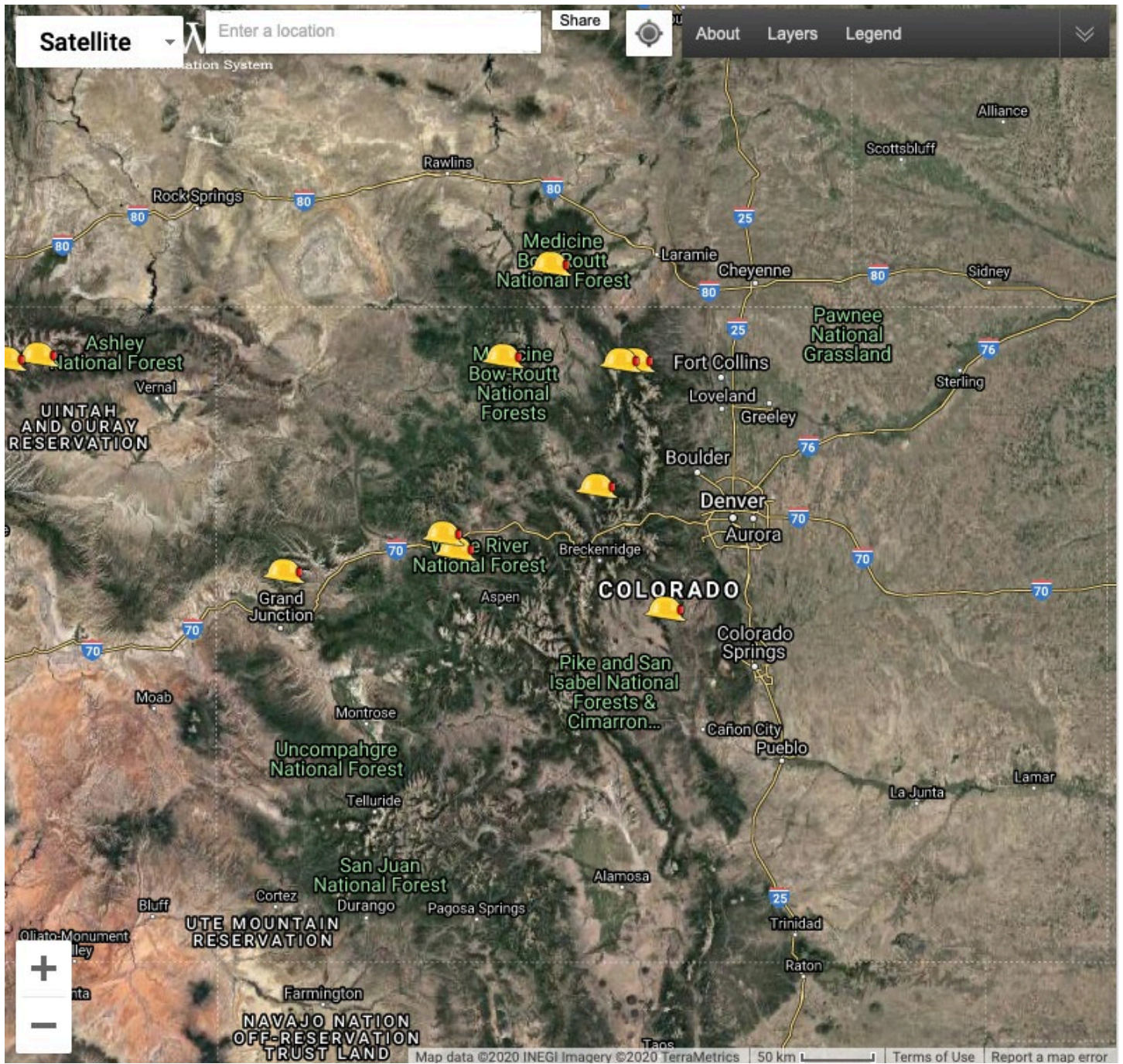
Cordillera Communications assisted as the Emergency Operations Center's Public Information Officer, attending daily briefings, updating social media, websites and responding to inquiries.

The timeline of events is as follows:

- **August 10** Westbound I-70 closed due to a wildland fire outbreak near MM120 in Glenwood Canyon. One helicopter, 2 large air tankers and a smoke jumper crew were ordered. ~100 acres.
- **August 11** Sent "Extreme Fire Danger" email and text alert to property owners, vendors and employees, 2,356 emails, 1,950 texts.
- **August 14** Stage 2 Fire Restrictions in effect.
- **August 14** The Grizzly Creek Fire spread. Fire lines held in No Name drainage as the fire stayed low in the canyon. On the southeast side, the fire made several runs, but airtankers and firefighters were able to prevent an eastern spread. BLM recreational sites and boat ramps closed on Colorado River Road (CR 301) near Dotsero. 19,440 acres, 0% containment.
- **August 15** The fire on the north flank made a run from Grizzly Creek to Coffee Pot Road. Spot fires from the previous night grew together and moved towards Bair Ranch. Dozer line around Bair Ranch and structure protection measures were successful in holding back the fire resulting in no loss of structures. 25,690 acres, 0% containment.
- **August 16** Construction of indirect and direct fire lines and additional structure protection were priorities. No loss of structures. There was active fire in the upper No Name Creek drainage; resources focused on preventing spot fires from crossing the creek. The fire advanced in the Coffee Pot Road area, into flatter terrain, which helped slow down the fire.
- **August 17** 25,000 acres, estimated, 0% containment.
- **August 19** Governor Polis issued an executive order for [temporary statewide fire restrictions](#).
- **August 20** Rube Creek Fire in Wolcott and Murphy Creek Fire on New York Mountain ignited from lightning strikes. The fires were fought with two helicopters, two single engine air tankers, two large air tankers and approximately 50 firefighters.
- **August 20** [Newsflash Fire Update](#) sent to Cordillera Property Owners, 2,486 emails, 1,936 texts.
- **August 21** Crews contained the fire to the northwest at the I-70 corridor and No Name drainage. Containment was achieved from Coffee Pot Road to I-70. 29,992 acres, 22% containment.
- **August 21** [Fire Update](#) sent to property owners, vendors and staff, 2,486 emails and 1,936 texts.
- **August 22** Emergency Alert and update sent to Cordillera Property Owners, 2,486 emails and 1,936 texts.
- **August 22** Murphy Creek Fire: USFS deployed approximately 20 firefighters, supported by two helicopters. The Rube Creek Fire stayed at about nine acres, while Murphy Creek, which could be seen from Cordillera, was held to one acre.
- **August 23** [Cottonwood Pass reopened for critical, local traffic](#).
- **August 24** CDOT reopened the I-70 corridor for through traffic from Gypsum to Glenwood Springs, urging drivers to use extreme caution as fire crews were still using the road to access the fire. 32,060 acres, 44% containment.
- **August 25** Following a transfer of command from the Great Basin Team 1, the Alaska Type 1 Incident Management Team took charge of the fire at 6 a.m. The National Weather Service in Grand Junction

issued an afternoon flash flood watch for heavy rains over the burn area; heavy rains never developed. The situation highlighted concerns about the potential for flooding and debris flow in the Glenwood Canyon due to the fire. 32,060 acres, 61% containment.

- **August 26** Alaska Incident Management Team explored opportunities for ways to increase containment. 32,304 acres, 61% containment.
- **August 28** 32,408 acres, 68% containment.
- **August 31** A storm generated wind gusts of 40 mph. Crews were pulled off the line at 2 p.m. due to the sudden turn in the weather. The hour-long wind event, which threatened to topple fire-weakened trees and was accompanied by lightning, created a dicey situation for firefighters. 32,464 acres, 73% containment.
- **September 1** Fire determined to be human caused. 32,464 acres, 75% containment.
- **September 2** Firefighters capitalized on a soaking, overnight rainfall as they continued to tame the Grizzly Creek Fire. Nearly one-quarter of an inch of rain fell late Monday and early Tuesday. For the third day in a row, the fire showed no growth or increase in acreage. Firefighters secured roughly 58 miles of the 78.5 miles of fire perimeter. 32,464 acres, 75% containment.
- **September 2** Stage 2 Fire Restrictions [authorizing recreational shooting in effect](#). Coffee Pot Road, Transfer Trail Road and areas of the Flat Tops accessed by those roads remain closed.
- **September 2** Remaining Eagle County pre-evacuations lifted. There are 11 crews, 4 helicopters and 26 engines still in the tactical line-up, plus a cadre of heavy equipment that includes 7 excavators, 5 dozers, 2 skidgines and 1 chipper. Suppression repair is nearly complete on dozer lines north of Coffee Pot Road and is ongoing around Bair Ranch and Red Canyon. 32,464 acres, 82% containment.
- **September 4** No change in acreage burned for the fifth day in a row while estimated containment climbed to 83%. Of the 78.5 miles of containment line around the fire, approximately 65 miles have been secured. Much of the remaining uncontained line will stay that way because it is too dangerous for firefighters to access.
- **September 8** Energy Release Component (ERCs) are hovering at all-time highs, expected reduction with this week's precipitation. Eagle County will stay in Stage 2 Fire Restrictions. A short-term dip with rain/snow in the forecast is anticipated.
- **September 9** Governor Polis declared a [Disaster Emergency due to Grizzly Creek Fire in Garfield and Eagle Counties and Related Damage to Interstate 70](#).
- **September 13** Two firefighters were ferried by helicopter into the Grizzly Creek drainage to get a closer look at four hot spots near the edge of uncontained line discovered during previous surveillance flights and drone operations.
- **September 14** The Grizzly Creek Fire remains at 32,431 acres, and is 91% contained, with 86 people working on the fire.
- **September 15** A helicopter made a couple of bucket drops in Grizzly Creek to help with smoke. No fire growth or other concerns.
- **September 16** [Governor Polis declared a Disaster Emergency Due to Multiple Fires Statewide](#).
- **September 18** Eagle County moves into Stage 1 Fire Restrictions. The White River National Forest and Bureau of Land Management are further reducing the area closed for the Grizzly Creek Fire as more suppression repair work has been completed and fire activity has continued to moderate. It remains 32,341 acres and 91% contained.
- **September 18** Governor Polis extends [Temporary Fire Restrictions in the State of Colorado](#).
- **September 20** *Vail Daily* "[Colorado wildfires: See interactive map.](#)"
- **September 21** The Grizzly Creek Fire is not growing, but it is putting up smoke along the uncontained line in the steep, rugged drainage.
- Up-to-date fire information can be found at [InciWeb](#) and [Facebook](#).



There are six active wildfires in Colorado. Click the interactive map to see fire statistics.

CMD Election and Election of Officers

The Cordillera Metro District received two self-nominations by the end of business day on February 28, 2020, for the CMD Board of Directors. This included candidates filing affidavits of intent to be a write-in candidate. With only two seats on the board available and two self-nominations, the election to be held on May 5, 2020, was cancelled. Congratulations to Dan Roberts and John Van Deusen, who were elected for three-year terms by acclamation. Both will serve on the CMD Board with terms expiring in May of 2023. A special meeting was held in July for the new directors to take the oath of office and to seat officers.

At the July 17, 2020, Special Board meeting, a motion passed to seat the officers as follows:

- David Bentley, President
- Eugene McGuire, Vice President
- Cheryl Foley, Treasurer
- John Van Deusen, Secretary
- Dan Roberts, Assistant Treasurer/Assistant Secretary

CPOA Election and Election of Officers

The CPOA Board of Directors election took place at the Annual Meeting on August 28. There were five candidates vying for two open positions. The elected candidates are Mike Grier and Charles Jackson. The directors will serve three-year terms expiring August 2023. Thank you to candidates Scott Ingvolstad, Shaun O'Connor and Rick Hermes for their time, effort and interest in serving on the Board of Directors.

The lot drawing took place on July 15, at which time candidates were announced. Election materials were mailed on July 20 to 827 property owners. Each property was able to cast one vote.

Jerry Oliver of Porterfield & Oliver, LLC served as CPOA's election official and oversaw the election process. Due to COVID-19, the Eagle County Public Health Order and social distancing guidelines, the Annual Meeting was held virtually.

The CPOA Board held a special meeting on Thursday, September 3, to elect officers. Directors Ron Haynes and Cynthia Lenac resigned their seats on the CPOA Board. On Friday, September 4, the Board appointed Jerri More and Richard Saxby to fill the vacancies.

Their terms expire August 2021. Election of Officers include:

- Mike Grier – President
- Monte Irion – Treasurer
- Charles Jackson – Secretary

Communications

Sent election information including Call for Nominations Newsflash June 10, July 13, 17; Call for Nominations in Cordillera Connection, June 12, 19, 26, July 3 and 10; approximately 9,296 contacts. Sent six Newsflashes regarding Candidate Forum and Elections, July 15, 23, 24, 28, 30, August 1, 26 and 28, in addition to seven Cordillera Connections, July 17, 24, 31, August 7, 14, 21 and 28 to approximately 16,890 contacts. Election information was also posted on CordilleraLiving.com with 225 page views.

Information Technology

Created a video of the [Candidate Forum](#).



Post Office

During the pandemic, the number of packages received has increased more than 30%, in line with the numbers normally seen during the holiday season. Additionally, post office staff offers mail bundling and mail forwarding to property owners. Safety is always a priority, so one-way signage was installed and the number of clients allowed in the post office at one time is five. Since January, more than 60 mailboxes have been assigned to new property owners.

Communications

Worked with Administration staff to create directional signage as well as display boards for out front of the Post Office.

Information Technology

IT restructured the Post Office access control infrastructure.

Public Safety

Public Safety patrols each facility at least once per shift for a minimum of 1,095 site visits per year, per facility.

Community Operations and Facilities

Community Operations built a new staircase between the Administration building and the Post Office.

Finance

2019 Audits

McMahan and Associates and staff finalized the 2019 Audited Financial Statements in August.

[2019 CMD Audit](#)

[2019 CPOA Audit](#)

2nd Quarter Financials

The CMD 2nd quarter financials can be found by clicking [here](#).

Treasurer Tax Collections (August 2020)

	<u>Cordillera Mtn. Metro</u>	<u>Cordillera Metro</u>	<u>Cordillera Metro Consolidated</u>
Billed	\$745,008	\$1,000,002	\$4,420,157
Collected to date	\$707,332	\$976,612	\$4,305,093
% to date	94.94%	97.66%	97.40%

Distribution statements can be viewed [online](#) under "Tax Distribution Statements" and then by scrolling down to each district. Reports are available by year and month starting in 2011. Eagle County Treasurer's annual tax lien sale will be held on November 19; any remaining amounts not paid by that time, will definitely be collected for Cordillera properties. These funds will be distributed to CMD on December 10. Real properties that have delinquent accounts will be advertised in the *Enterprise* and *Vail Daily* three times on consecutive Thursdays, beginning October 22.

Statement of Ownership Tax

CMD receives a specific ownership tax each month based on car sales and registrations collected by Eagle County, which is a percentage of tax revenue. For example, Cordillera Metro has tax revenue of \$1,000,002 which is .435% of total revenue; each month CMD receives .435% of the specific ownership collections.

Cordillera Mtn. Metro: total tax revenue \$745,008 / .324%

July - SOT \$3,688.55 SOTA \$59.62

June - SOT \$3,761.18 SOTA \$181.19

May - SOT \$2,501.61 SOTA \$121.19

Cordillera Metro: total tax revenue \$1,000,002 / .435%

July - SOT \$4,951.11 SOTA \$80.02

June - SOT \$5,048.60 SOTA \$243.21

May - SOT \$3,357.89 SOTA \$162.67

Cordillera Metro Consolidated: total tax revenue \$4,420,157 / 1.921%

July - SOT \$21,884.01 SOTA \$353.71

June - SOT \$22,314.94 SOTA \$1,074.98

May - SOT \$14,841.95 SOTA \$719.00

July Total: SOT \$1,139,495.30 / SOTA \$18,417.60

June Total: SOT \$1,161,934.04 / SOTA \$55,973.96

May Total: SOT \$772,817.21 / SOTA \$37,438.21

CPOA Real Estate Transfer Assessment

2009	2010	2011	2012	2013	2014
\$1,212,080	\$1,387,228	\$642,755	\$708,443	\$1,107,880	\$1,334,461
2015	2016	2017	2018	2019	2020 YTD
\$1,334,461	\$1,400,762	\$1,427,040	\$1,358,321	\$1,807,761	\$1,734,985

CPOA Annual Assessment Delinquent Accounts

On August 20, 2020, Jerry Oliver of Porterfield & Oliver, LLC, has obtained ten judgements from the Eagle County District Court. These ten properties have been delinquent prior to 2018. Oliver is waiting for payment from three of the ten properties. The remaining balance from prior to 2018 is \$91,979, which includes assessments, late fees and interest. To date, Oliver has collected \$207,912 in delinquent fees.

There are three properties that have delinquent assessments for 2019 and 2020 totaling \$23,249. Oliver is preparing a letter demanding payment. If no response is received, Oliver will seek board approval to file a complaint with the Eagle County District Court.

2020 annual assessments were due January 31 with late fees and interest assessed starting March 14. Letters to 101 individual property owners detailing the late assessments, late fees and interest currently owed were mailed the week of April 13 and second notices of delinquency sent the week of July 6. Staff has collected late assessments from all but 16 of these property owners. Two of those properties are on a payment plan and should be paid in full by October 31. Staff has made courtesy calls regarding the past due balances. With the courtesy calls, \$49,061 has been collected in the last three weeks. There is \$48,014 in outstanding assessments, late fees and interest for 2020 from 16 property owners. Oliver is preparing letters demanding payment.

Budget Planning

Dates	Descriptions
17-Jul	Budget Process Kickoff
11-Aug	Develop 2021 Worksheets with Quarterly Breakouts
12-Aug	Kickoff 2021 Budget Planning Retreat
13-Aug	Review Detailed Budget Planning Process
18-Aug	Budget Survey
19-Aug	Submit CPOA Insurance Info for Underwriting (Statement of Values, General Liability Exposures, Acord Application and D&O Liability Applications and Audited Financial Statements)
25-Aug	Call with Hays re: Benefits
26-Aug	Call with Hays re: Retirement
26-Aug	Update 2021 Worksheets with Quarterly Breakouts
31-Aug	Management Team Meeting
1-Sep	Meeting re: Supporting Budget Documents
1-Sep	MT Report Due
1-Sep	Conference call with Progressive Benefit
2-Sep	Meeting with Mike Henritze re: SC, Admin/Rec, Access, Events F&B and Water
2-Sep	Send CPOA 2nd Qtr. Financials
2-Sep	Host Compliance Quote for STR Registrations
3-Sep	CPOA Board Meeting
8-Sep	Meeting re: Traffic Calming
11-Sep	Submit Draft Budgets for Service Revisions Related to Board Discussions, Savings/Efficiencies and/or COVID
11-Sep	Send CMD 2nd Qtr. Financials
Sep 14-19	Review Draft Dept Budgets
15-Sep	Meeting re: Public Safety
15-Sep	Meeting re: Recreation/Capital
15-Sep	Meeting re: Community Operations/Capital
15-Sep	Meeting re: IT/Capital
15-Sep	Meeting re: Communications
15-Sep	Meeting re: Equestrian
16-Sep	Meeting re: Supporting Budget Docs to be Developed (Service Agreement, Personnel, Reserve Study and Annual Contributions, All in Costs (ACC, TH, SC, Equest, other), Budget Letter, Revenue Projections (Mill Levy, RETA, Assessments, other), Expenditure Projections (Bonds, Capital, Operating, Personnel), 5-10 Year Financial Plan, Draft 2021 Budget Worksheet, Other)
16-Sep	Meeting re: DRB/HF
16-Sep	Meeting with County re: Squaw Creek
16-Sep	Meeting re: Admin
17-Sep	Meeting re: HR and Finance

17-Sep	CPOA Board Meeting
18-Sep	CPOA Workshop
21-Sep	RFP/Q/Market Costs Submissions
Sep 21-25	Revise and Populate Budgets Based on CPOA Meeting
25-Sep	Traffic Calming 2020 and 2021
25-Sep	Board Packet to CMD, including MT Report, 2nd Qtr. Financials, 2020 Projections, Strategic Considerations and Preliminary 2021 Budget Info
29-Sep	CMD Board Meeting
30-Sep	Vail Valley Survey Results
30-Sep	Complete SDA Renewal Application for Workers' Compensation and Property & Liability
1-Oct	CPOA Property and Liability Insurance Renewal Quote
2-Oct	Review Initial Draft Supporting Budget Docs
5-Oct	Total Comp Study
5-Oct	Finalize Initial Draft Supporting Budget Docs for CMD/CPOA Board Review/Feedback
5-Oct	New Property Owner Survey Results
Oct 6-9	Share Draft All in Cost Analysis, Reserve Study Annual Contribution and Service Agreement - CMD/CPOA Board Review/Feedback re: Data, Formulas and Presentation of Info
7-Oct	Submit Draft Workplans and Updated Organizational Information (Org Charts, Bios, Department Description with Quantitative and Qualitative Information (Illustrate Workload/Deliverables, Usage, Projects, Satisfaction, ROI, Savings/Efficiencies, FTE and Budget Request), Service Model, Photos, 2015-2020 Usage Numbers)
9-Oct	Medical, Dental and Vision Cigna and other Carrier Quotes, including VVP
12-Oct	Colorado Special District Association Renewal Quote
Oct 12-13	Revise Personnel Worksheet re: Benefits
Oct 9-14	Update Supporting Budget Documents re: Boards Feedback
14-Oct	Board Packet to CMD/CPOA- Preliminary 2021 Budgets, CIP and Justifications
Oct 14-20	Develop PowerPoint
21-Oct	Joint Board Meeting: Present Draft Budgets and Additional Considerations
Oct 22-Nov 5	Budget Revisions and Finalization; Update Supporting Docs
31-Oct	County Assessed Valuations
6-Nov	Board Packet to CMD/CPOA- Final 2021 Budget
Nov 6-12	Populate Draft Budget Memo
Nov 6-12	Develop PowerPoint
13-Nov	Joint Board Meetings: 2020 Budget Amendment and Budget 2021 Hearing
Nov 16-18	Finalize Draft Budget Memo

18-Nov	Open Enrollment
Nov 18-22	Budget Memo to CMD/CPOA Boards for Finalization (Incorporates All in Costs, Reserves and Service Agreement)
Nov 23-25	Finalize Budget Memo
24-Nov	Check on Final Certification of Value
1-Dec	Send CPOA/CMD Budgets and Memo to Property Owners (Service Plan)
10-Dec	Final Certification of Value * Aiming for 11/24
15-Dec	CMD Certified Levies due to Eagle County
31-Dec	Service Plan Due
	Revised: Sept 25; Subject to change

Human Resources



Cordillera celebrates its employees year-round but, as with so many things in 2020, it looks different this year. Following Eagle County’s Public Health Order to limit the size of gatherings, on March 30 and July 9 CMD surprised the team with a meal for their entire family, to show appreciation for the staff’s hard work and dedication throughout the pandemic.

In April, the CMD Board adopted the [Employee Handbook](#).

Education and Training

- John Gulick, healthy forest coordinator, attended the three-day Mitigation Specialist training session held by Elk Creek Fire District in Evergreen.
- All Public Safety officers completed CPR/First Aid training on July 14 and 19. Eighteen officers completed one-hour training on the new SUPRA lockboxes and a refresher driving skills testing.
- Fourteen Public Safety officers completed CoCORHaS training for collecting rain and snowfall measurements. Nine most-recent new hires completed firearms and RADAR training for the new speed gun.
- All Public Safety team members continue to undertake training in pertinent Spanish phrases to enable better communication with our Spanish-speaking community.
- Rachel Oys, Claudia Wells, Fernanda Bazani and Heather Hower completed ICMA Code of Ethics online training.
- Robert Roman and Shayden Jones, Public Safety officers, completed FEMA’s IS-0700.b, Introduction to the National Incident Management System, online course.
- Joe Helminski, Aubrey Lewis, Keegan Duffy and all athletic center/Trailhead employees attended online reservations training in the month of June. Staff learned how to navigate and use Picktime for online reservations during COVID-19 times for both facilities.

Anniversaries

- Robbie Gregg, Community Operations – 1 year

- Sam Lazar, Community Operations – 2 years
- Bob Roman, Public Safety – 4 years
- Cheryl Sawtelle, Athletic Center – 4 years
- Tracy Stowell, Administration – 4 years
- Rachel Oys, Administration – 5 years
- John Gulick, Health Forests – 10 years
- Bill Morris, Public Safety – 14 years
- Antonio Garcia, Community Operations – 14 years
- Ray Wolfe, Public Safety – 19 years
- Salvador Garcia, Community Operations – 24 years

Information Technology

Capital Projects

The COVID-19 crisis has had significant impacts on global supply chains. Factories that were not completely shut down had their output dramatically limited and are only now beginning to catch up with demand. This led to serious delays in procuring critical hardware upgrades. In mid-June, we were able to begin taking delivery of:

- Seven replacement laptop workstations
- Three replacement desktop workstations
- One new enterprise-grade server hosting file server services, printers, access control and surveillance management and a virtual domain controller

As materials and contractors have become available, we have been working to install the new access control gates at the Equestrian Center and Recycling Center.

Video Conferencing Solutions

Video conferencing will remain an integral part of Cordillera's operations for the foreseeable future. To ensure its success, the Administration building's Comcast connection was upgraded to better support remote work needs. Since January, 11 webinars were held including the July 30 CPOA Candidate Forum with almost 200 participants and the August 28 CPOA Annual Meeting and Election. For virtual meetings that involve individuals outside of the organization and members of the public, we have focused on the webinar format. Webinars are more restrictive than standard video calls, requiring moderators and staff to enable attendee/panelist interactions on an individual basis. This allows for secure and orderly meetings that benefit as many people as possible. As part of the new focus on this technology, IT analyzed five different webinar platforms and will continue to evaluate all options as new features and needs arise.

Microsoft Teams is used for video calls and meetings within the organization. The Teams product has made remarkable improvements over the last six months and is a very robust internal solution. Teams was included with Cordillera's Office subscription, so we have been able to utilize these critical functions without incurring extra costs.

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In addition, the IT department researched and set up the webinar that provided a platform for public comment and is secure with password protection.

Access Controls

554 CordilleraID cards were created and mailed to property owners.

Community Directory

The Cordillera Community Directory is an opt-in listing of contact information of Cordillera community members. In order to be listed in the directory, community members must complete the [Emergency Information Survey](#) and indicate that they wish to have basic contact information made available to other Cordillera community members. The [directory](#) requires a CivicPlus account to access. If you do not have a CivicPlus account, please visit the [community directory page](#) and select “Create Account” to get started.

In order to ensure that only Cordillera community members have access to the directory, staff members are reviewing all requests for directory access before allowing users to view it. In the event you sign in with your CivicPlus account and are presented with an “Unauthorized Access” message, please send an email to info@cordillerametro.org. We will confirm that you are a Cordillera property owner and enable your directory access.

Communications



Upcoming Events

[CordilleraLiving.com/calendar](https://cordilleralive.com/calendar)

Advertising

- On hold due to COVID-19

Public Relations

- *Vail Valley Home* magazine features Cordillera
- *Vail Daily*, *Town Talk*, *Thank You*, July 25
- CordilleraCares matched \$100,000 in funds raised from Cordillera property owners for Roundup River Ranch; [article](#) in *Vail Daily*, September 4.

- Met with Slifer Smith and Frampton brokers, delivered New Homeowner Packets and shared link on website.

Community Communications

- Sent 85,755 communications to property owners, managers and vendors with 47,002 opens (~60%), all of which keeps the community informed of pertinent information.
- Implemented, with IT's help, Cordillera Emergency Alert system: 22,532 emails, 17,452 texts and 2,058 phone calls to inform property owners of wildfire updates and water main break.
- Involved with Eagle County Emergency Operations Center in regard to wildfire public information dissemination.

Website

- CordilleraLiving.com was updated with more intuitive navigation and clearer information.
- [Property Owner Portal](#) created for relevant information.
- 11,184 website visits; 58,070-page views since Google Analytics installed, May 17.

Social Media

- Re-engaged Facebook; 17,569 total impressions since March 13 and 10,883 likes (@CordilleraColorado)
- Instagram 198 followers, 442 following (@cordillera__CO)

New Homeowner

- Information on website and [packets](#) updated to be consistent with website. Working on an updated 'packet' that will reflect Cordillera's elevated amenities, services and community. Distributed more than 60 welcome gifts since January.
- Created and distributed 106 New Property Owner Surveys to those who purchased property in Cordillera over the last two years. Results will be compiled by October 5. To date, 42 property owners have completed the 24-question survey.



Safer In Cordillera

Speeding is a persistent concern in Cordillera. In July, a group of property owners, staff and a traffic engineer met to discuss ways to keep roadways safe for drivers, pedestrians and bicyclists. On July 17, the CMD Board established a committee to encourage property owners, club members, guests and vendors to slow down on the streets of Cordillera. The mission of this committee is to keep all residents safe at home in Cordillera.

Kari McDowell Schroeder of McDowell Engineering shared the history of highway engineering and presented the “Three Es” that go into traffic calming: education, enforcement and engineering.

Engineering

With direction from the committee, Community Operations installed five speed bumps – at Club Cottage and Fenno, Fenno near Trailhead, Cordillera Way and Andorra, Cordillera Way and Granada Hill. In addition, some roads have seen ‘diets,’ where the road is narrowed with cones to encourage drivers to slow down. It is estimated that drivers slow down approximately 5 mph in these zones. Public Safety has a radar sign at each gate, one sign that can be moved to four different locations on the Ranch and one sign that is moved to three different locations on Divide side. In addition, there are two signs on trailers that can be moved throughout the community. Finally, planned engineering improvements are in the plans at Cordillera Way and Squaw Creek for 2021.

Enforcement

On the first offense, Public Safety contacts speeders by phone. On subsequent offenses, Public Safety presents the speeder with a written notice. Repeat offenders have been reported to the Sheriff’s Office. If a property owner encounters a speeder within Cordillera gates, they can call the Divide gatehouse to report it, (970) 926-2335. They can also call and report complaints to Vail dispatch at (970) 479-2200 with a vehicle description or a license plate number. Sheriff VanBeek cautions against property owners following anyone to report speeding.

The Eagle County Sheriff’s Office has limited authority in Cordillera, with full authority on Squaw Creek. They have increased patrols over the summer and can issue citations for reckless, careless, DUIs and speeding. In July, the Sheriff’s office issued more than ten citations.

Education

Over the course of the summer, property owners received email and text alerts urging them to “Drive Leisurely Cordillera.” Total impact included ~800 postcards mailed and handed out; 1,000 impressions on social media; 7,200 impressions on SmartSign TVs; views on website and at gatehouses; approximately 12,000 impressions via Cordillera Connection and Newsflashes.

Social Media and Postcard examples



Cordillera Connection example

Drive Leisurely Cordillera

Please, slow down. Share the road and enjoy the ride. Speed limits are as follows:

- Fenno Drive - 25 mph
- Lower Squaw Creek Drive - 45 mph
- Upper Squaw Creek Drive - 40 mph
- Cordillera Way - 30 mph



Healthy Forest

August was a month of fires, from Grizzly Creek to Murphy Creek, which felt too close for comfort to the Cordillera community. It was during this time period that our fire mitigation efforts came to the forefront; property owners contacted the Healthy Forest coordinator to learn best practices to mitigate their property and create a defensible space. New this year, there has been a new inspection and reporting format called

[REALFire](#) in collaboration with Eagle County. Work is ongoing to customize this program to the specific needs of the Cordillera community.

Eighty-three private properties have been inspected to date, based on a predetermined five-year rotational schedule. At least 100 inspections by year's end are anticipated. Over the past two summers, 54 homes have received new roofs, replacing old cedar shakes with modern fireproof composite shake assemblies.

Ten property owners have seen the value in this program and have requested inspections outside the normal schedule. The number of private properties that have followed through with mitigation this summer is not yet available.



Approximately 2,000 pheromone packets were placed this past spring to trap beetles on fir and spruce trees on both private and open space lands in the community.

Fuel reduction has been implemented on approximately 35 acres of open space lands adjacent to roads and facilities this summer. Numerous hazard trees have also been identified and removed.

Property owners are reminded that they are responsible for preparing their properties so fire fighters can more effectively defend communities. The two most significant factors affecting a property's ability to survive a wildfire are the roof and defensible space around a home: the 30 feet immediately adjacent to the structure.

Defensible space is essential to improve your home's chance of surviving a wildfire. It's the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it. This space is needed to slow or stop the spread of wildfire and it helps protect your home from catching fire—either from direct flame contact or radiant heat. Defensible space is also important for the protection of the firefighters defending your home.

Create a 30-foot defensible space zone by doing the following:

- Remove all dead plants, grass and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Remove branches that hang over your roof and keep dead branches 10 feet away from your chimney.
- Trim trees regularly to keep branches a minimum of 10 feet from other trees.
- Relocate wood piles to Zone 2.
- Remove or prune flammable plants and shrubs near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a separation between trees, shrubs and items that could catch fire, such as patio furniture, wood piles, swing sets, etc.



Community Operations

Community Operations maintains community features and amenities, following a schedule for preventative maintenance. This team oversees roadways, facilities, parking lots, trash and recycling and 53 flower beds. In addition, the team responds to unexpected situations, such as the water main break that took place on August 25.

Projects

- The department secured over \$10,000 in free recycled asphalt from CDOT, allowing the trailer parking and operations storage areas to be improved.
- Noxious weeds were sprayed on all right-of-ways, hiking trails and open space.
- More than 377 tons of yard debris was taken to the landfill.
- Quotes are being gathered to repair and replace liners in the Bearden Ponds and water feature. The water feature leaks significantly and has not been turned on all summer. Testing to get a total loss in a 24-hour period will take place this fall. Plans are to have this project underway in 2021.
- Granada Glen Pond has a small leak and the spillway portion of the water feature leaks significantly. Quotes are being gathered to repair and replace the water feature and pond liner for work to take place in 2022.

Roads Program

Community Operations maintains 40 lane miles of road year-round. This includes plowing 111 inches of snow over 33 days in 2020 so far. In addition:

- The 2020 Road Program included paving Red Draw, Red Tail Ridge and Peregrine Drive as well as repairing the community operations parking lot and the Divide gate guest entrance lane.
- Shouldering of newly paved roads is complete and spot shouldering around the community is on-going.
- All parking lots, road stencils and road lane lines were painted in June.
- The department cleared culverts in Metro District right-of-ways to direct water away from the edge and prevent the chance of landslides.

Facilities

Every day a Community Operations team member inspects each of Cordillera's facilities with the objective to prevent expensive repairs. In addition, the facilities team completed 1,851 facility work orders to keep the aging facilities in the best condition possible.

Fleet

Nineteen preventative work orders were completed including full-system services, computer upgrades, mechanical issues and corrections.

Trash and Recycling

In response to an increase in homeowners, there have been eight additional pickups for comingled and cardboard recycling and an additional dumpster for regular trash. In addition, Community Operations had a dumpster on weekends since August 1. This year cardboard was added as a weekly pickup instead of a call-when-needed pickup. Community Operations and Public Safety personnel have spent 259 hours cleaning this area.

Public Safety often is the first to see trash strewn about a street due to a bear getting into an unsecured trash container, or one that has been left out overnight. Secure your trash cans, only placing them at the curb on trash days and if the dumpsters are full at the recycle center, please dispose of trash elsewhere.

Trails and Fishing



It's not every day that a waterfall is discovered. That happened this year when the trail crew was out maintaining the paths and found a small waterfall – perfect for a break – off the Zinn-Yordi Trail. Staff constructed a new hiking path of Zinn-Yordi Trail to Yordi Falls and from East Elk Spring Trail to Zinn-Yordi Trail.

Other areas the Community Operations team impacted the community include:

- 179 fly fishing passes have been given out year to date.
- 50 fly fishing orientations have taken place through Vail Valley Anglers.
- 2,500 pounds of trout were stocked in the ponds early June.
- Floating dock at Granada Glen pond was replaced with new “dry dock” to improve the fishing experience and aesthetics.

Human Resources

Recruited, hired and trained an Operations Worker II, 7 candidates, 4 interviews, 1 new hire.

Information Technology

Installation of gates and surveillance cameras at Community Operations recycle center is expected to be completed within the next two weeks. IT collaborated with Community Operations to ensure that required gate sensors were installed in a pave-over configuration rather than the standard surface-cut configuration. This will improve the performance and usable life of the sensors. Restructured CommOps network with a focus on securing and isolating access control/surveillance infrastructure.

Communications

In close communication with Eagle River Water and Sanitation District (ERWSD) during water main break to provide accurate, timely updates on this project; sent four emergency alerts; 10,080 emails, 7,496 texts. Updated [Fly Fishing Rules and Registration](#) form on the website, making it easier for property owners to gain access to the river beats.

Emergency Water Shutdown Export PDF Edit

Cordillera Metro District, Emergency Alert Group


Sent 08/27/2020 09:50 MDT via by Heather Hower

Update: There is an emergency water main repair currently taking place in the below outlined areas. All residences and fire hydrants will be out of water service during the repair. Eagle River Sanitation Water District crews anticipate shutting off the water to these areas at 10 a.m. The affected streets are:

- Fenno Dr.
- Fairway Ln.
- Cottage Ct.
- Cottage Cir.
- Clubhouse Dr.
- Club Cottage Dr.
- Stag Gulch
- Greyhawk Ln.
- The Gatehouse
- Timber Trail
- Timber Draw (East & West)
- Sundance Ln.
- Rodeo Dr.
- Saddleridge Loop

Once crews mobilize they will remain onsite until the repair is complete. At this time there is no estimate for when water service will be restored.

We will keep property owners up-to-date via this site as updates are available.





Design Review Board

The Design Review Board is comprised of six volunteers from the community. The committee meets monthly and is tasked with ensuring each neighborhood has a cohesive feel and look. The Divide is a charming neighborhood characterized by European architecture. The Ranch features Colorado ranch design, where the Summit and Territories have majestic views and modern-mountain designed homes.

Of note from the DRB over the past several months includes the following:

- Jenna Suleman was appointed as an alternate to the Design Review Board by the CPOA Board on May 28, 2020.
- Twelve single family homes are in various stages of construction in Cordillera. Seven more are under review by the Design Review Board.
- Over 50 repair and exterior modification projects have been reviewed and approved this summer in the community.
- In November 2019, the CPOA Board approved the [Reinstatement of Lot Line Resolution](#) allowing property owners to request CPOA approval to vacate lot lines with condition that the owners will be responsible for the balance of CPOA dues incurred while the lot lines were vacated plus interest.
- Work continues to improve DRB processes and protocols – assuring a thorough, efficient and consistent review of all projects. An update to various sections of the DRB Guidelines will continue through the upcoming fall and winter.

Meeting Agendas and Minutes

[DRB agendas and minutes.](#)

Buildout Analysis August 2020

Neighborhood	PUD Units	Actual Units***	Units Built	Percent Developed	Under Review	Under Construction
Divide	262*	193	165	85.5	1	5
Ranch	400	392	317	80.1	3	3
Summit**	248	239	102	42.7	3	4
Totals	910	824	584	70.1	7	12

* Includes 60 units allocated for the Lodge at Cordillera

**Includes lots in the Territories

***Less the 60 Lodge units and adjusted for lots lost through lot line vacations (lot combinations).

Under Construction					
Divide		Ranch		Summit	
1360 Cord Way	Found ILC	35 Red Draw	Frame ILC	904 Granite	Framing ILC
465 L. Andorra	Final Insp	332 Peregrine	Frame ILC	31 Taylor Ck Ct	Found ILC
322 Granada	Final Insp	192 Elk Woods	Found ILC	838 Granite Spg	Found ILC
220 Casteel	Final Insp			160 Pikes Wy	Found ILC
420 L. Andorra	Found ILC				

Under Review					
Divide		Ranch		Summit	
1605 Cord Way	Pre-design	279 Peregrine	Sketch	872 Webb Peak	Pre-const
		1029 Forest Tr	Technical	602 Granite Spg	Pre-const
		1069 Forest Tr	Sketch	663 Granite Spg	Sketch

Information Technology

Held nine virtual webinar meetings and training sessions.



Equestrian Center

The Equestrian Center has had a busy summer, as people have been travelling less and enjoying the outdoors more than in previous years. Currently boarders are utilizing an online scheduling app to sign up for barn and riding times. The arena schedule is created and sent to boarders and trainers weekly for sign up. Each boarder is allotted up to three riding times per week. If space is available each day after 8:00 a.m., boarders may sign up for extra riding time and trainers may sign up for training rides.

Over the course of the year, staff makes sure each horse is well cared for: cleaning 6,570 stalls, 3,990 paddocks, moving horses from their stall to paddock and back 13,140 times, and walking an average of 23 miles per day for 8,395 miles per year. Horses are fed 357,500 pounds of hay annually while their blankets are changed 13,050 times.

Arena usage in general is quite high – it’s stunning to see the horse and rider galloping – but due to COVID-19, usage was limited to two riders per arena, or one rider and one trainer. From January, approximately 2,449 riders/trainers used the reservation system to hold space in the upper indoor, outdoor and lower arenas.

The farrier visits the Equestrian Center 350 times per year; the veterinarian administers vaccines, tends to injuries and even provides acupuncture approximately 582 times annually.

Current Boarding Statistics

Stalls Horses: Property Owners –5 Non-Property Owners – 15 Horses Anticipated or on Waiting List – 3	Outside Paddock Horses: Property Owners –9 Non-Property Owners – 9 Horses Anticipated or on Waiting List – 2
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Human Resources

Recruited, hired and trained barn hand, 37 candidates, 21 interviews, 5 new hires.

Information Technology

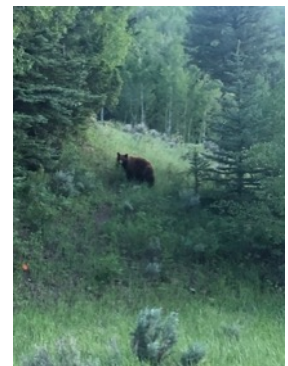
Upgraded connectivity including added WIFI at Main and Lower Barns, installation of a desktop workstation in Equestrian Center break room, and installation of gate and surveillance cameras at Equestrian Center entrance is expected to be completed by mid-October.

Public Safety

During the month of September, Public Safety worked 18 days, 7 hours a day, at the Equestrian Center. Additionally, the department patrols the Equestrian Center two times per night on average, for a total of a minimum of 712 patrols per year.

Community Operations and Facilities

Installed the gate, made minor repairs and upkeep to the barn and equestrian center. Annually the Operations department hauls manure to the Dry Lake MotoCross track, averaging approximately \$7,000 in savings.



Public Safety

Public Safety is the behind-the-scenes, ever-present department that patrols 24 hours a day and staffs gates 20 hours a day, seven days a week.

Gate Access

The gatehouses are the first point of contact for homeowners, vendors and guests. Safety is paramount for property owners, so each person passing through is greeted. Transponders or windshield RFID stickers allow for tracking of vehicles entering. 143,995 vehicles have entered Cordillera thus far in 2020.

The breakdown is as follows:

- Divide gate with devices 1/1/20 – 9/15/20 49,995
- Divide gate with temporary passes 5/1/20 – 9/15/20 6,272
- Ranch gate with devices 1/1/20 – 9/15/20 79,790
- Ranch gate with temporary passes 5/1/20 – 9/15/20 7,938

Bicyclist Access

In 2019 Public Safety started tracking bicyclists entering Cordillera to climb our steep roads; 505 stickers have been issued in 2020. In 2020, Public Safety oversaw the distribution of 425 stickers and 196 license plate readers for gate access.

Big Park Access

Non-property owners must obtain a parking pass for Big Park. Only two passes are handed out at a time for non-property owners. Over the course of the summer, 92 parking passes were distributed. Additionally, a reminder was sent to clean up after dogs on trails, maintain distance and wear masks when in close proximity.

Trailer Parking

There are 50 total spaces, 43 of which are rented year-round and 41 paid in full; 15 are reserved for monthly rentals, of which three are occupied.

Hunting Season

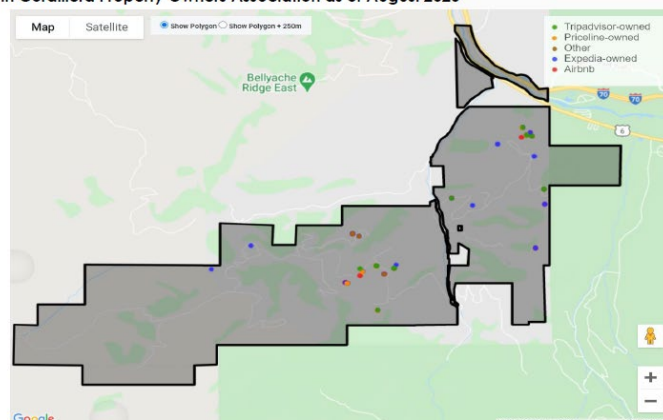
Permanent “No Hunting” signs have been posted around the perimeter of the community and the hunting policies will be enforced. This prohibits hunting with the CMD boundaries and limits hunting access to public land to property owners and their guests when accompanied by the property owner.

Short Term Rentals

During 2020, there are 30 Short Term Rental properties; more than 80 times the units were rented with a median of \$704 nightly rate. 2019 had an average of 34 properties available for short term rental.

Cordillera Data Details - currently identified 71 listings, representing 31 unique rental units*

Short-term rentals in Cordillera Property Owners Association as of August 2020



* Granicus Host Compliance's pricing is based on the count of listings and rental units that would need to be analyzed and monitored for compliance. In terms of listings, this number is 71 as we will expand our search area by several hundred yards beyond the borders of Cordillera Property Owners Association to capture all relevant listings. Source: Granicus Host Compliance Proprietary Data

Summary of Incidents

Between April 1 and August 31, the Public Safety team responded to 531 calls for the following services: This represents a 42% per month increase in calls over the previous reporting period. This number has increased because of an increase in population and officers being more diligent. Calls of note include the following:

- A property owner reported a suspicious person claiming to be a golf course employee came to their door requesting vehicle assistance.
- Public Safety received two reports on different dates of noise and loud music from renters.
- Public Safety responded to two incidents of groups using the pool facilities at the Trailhead after hours. Both were property owners and were asked to leave.

Alarms - 66	Patrol detail - 1
Animal issue: non wildlife - 22	Property damage - 12
Complaint (not noise) -2	Resident complaint - 3
Cordillera CCR violation - 9	Resident/contractor assist - 29
Disturbance - 5	Safety detail - 1
Domestic trouble - 4	Service call - 10
Escort - 27	Suspicious activity - 33
Hazardous condition - 5	Traffic safety detail - 3
Intoxicated person - 2	Traffic violation - 2
Intrusion - 1	Trash violation - 2
Medical response - 15	Trespassing - 15
Miscellaneous - 6	Vehicle crash - 3
Noise complaint - 9	Welfare Check - 3
Open door/window - 106	Wildlife issue - 27
Parking - 102	

Human Resources

Recruited, hired and trained Public Safety officers, 42 candidates, 34 interviews, 12 new hires. Each new Public Safety officer receives 40 hours of training.

Communications

Created Gatehouse signs to inform and alert Cordillera community, vendors and staff of relevant happenings including fire danger, safe driving, COVID-19 and hunting information. Updated [Trailer Storage Agreement](#) on website to make it easier for property owners to rent a space.

Information Technology

Implemented a shared calendar between APN and Public Safety to allow for visitor management and tracking, as well as implementing a new mobile device management platform for shared Cordillera mobile devices (Healthy Forest iPads, Public Safety iPads, Public Safety patrol phones, etc.).

Recreation

This summer proved to be a busy one for property owners and staff, after all, there is no better place to be quarantined than under Cordillera’s blue sky. Catch a glimpse of how the Recreation team and property owners enjoyed this summer in the [video below](#).



Trailhead Pool

Usage Summary

The Trailhead pool opened on Friday, June 12, with reservations required and seating arrangements on the deck that ensured social distancing. There were 6,843 users or 84 people per day through August. This is more than double the daily average from the summer of 2019 through August. The daily capacity for the pool was 30 people per session or 120 per day. The pool remained open daily through Labor Day from 10:00 a.m. to 5:30 p.m. It reopened for an additional weekend on September 12 to 13.

There were 7,349 users or 84 people per day over the 89 pool days this summer. This is more than double the daily average from the summer of 2019.

Trailhead Operations Program: Complying with Colorado and Eagle County Public Health Orders

Reservations/Requirements

- Reservations were required and could be made by visiting the “Recreation Reservations” tab at Cordilleraliving.com. No drop-in swimmers were allowed. Those with questions or inquires could call the athletic center at (970) 926-9669.



- There were 1.5-hour time sessions starting at 10:00 a.m. They continued every two hours with the last session beginning at 4:00 p.m. daily. The 30-minutes between each session was used by staff to clean/sanitize pool equipment, locker rooms and seating. There was no access after 5:30 p.m. There was an additional evening session made available Independence Day week.
- Pool deck and seating were arranged to ensure social distancing: six-foot distance from other individuals, who are not household members.
- There were three seating arrangements for one to two people, three seating arrangements for two to four people and two seating arrangements for four to six people. There was a maximum of 30 people per session.
- Reservations could be made two days in advance.
- The facility was open to property owners, their family, in-residence guests and Club at Cordillera members only.
- Patrons were asked to check in upon arrival.
- Community members, family, in-residence guests and Club at Cordillera members were reminded that they must make the best decisions for themselves. Eagle County Public Health (ECPH) strongly encourages all to commit to maintaining six feet of social distance at all times, washing your hands often, covering your face when in public, staying at home when sick and getting tested immediately if you have symptoms. ECPH also suggests that those who are uncomfortable or are in-high risk categories for COVID-19 should not participate.

Locker Rooms / Restrooms / Towels

- No locker access was allowed.
- Locker rooms were made available for restroom use and hand washing only, face covering required.
- Towels were unavailable.
- All swimmers were asked to shower before coming to the facility.

Lifeguards

- Lifeguards were not on duty but an attendant was present to facilitate check-in, ensure cleanliness/disinfecting and social distancing of reservations/seating arrangements.

Playground

- Playground is open. Families are reminded that they should maintain 6 feet of social distance, wash or sanitize hands before use and upon leaving and to not visit or use playground facilities if they are sick.

Clubhouse

- The Trailhead Clubhouse was not accessible to pool patrons outside of the locker rooms, which were available for restroom use and hand washing only.
- The Trailhead Clubhouse was not available for private functions.
- Yoga classes were held on the Trailhead lawn seven days per week.



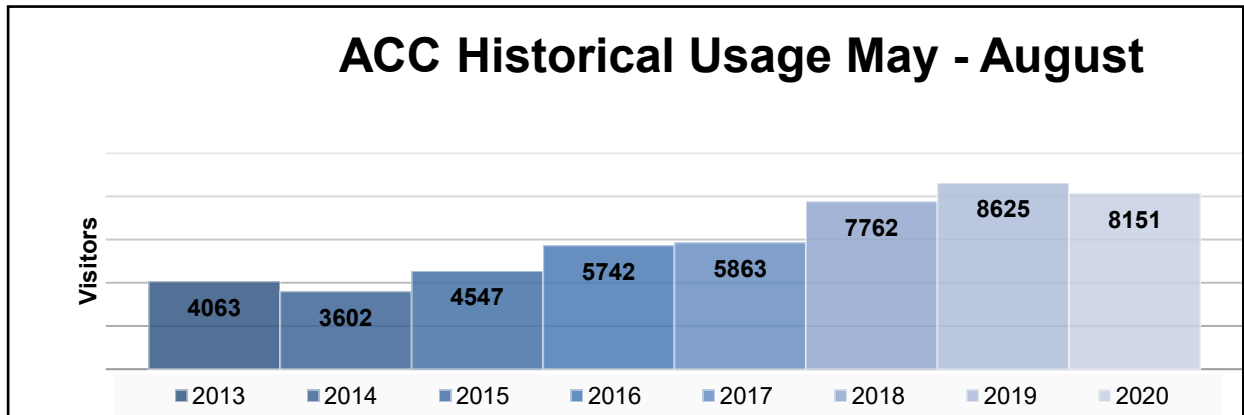
Cleaning / Sanitation

- Staff used half-hour session breaks to clean/sanitize equipment and any other high-touch areas.
- Hand sanitizer and disinfectant were prominently available.
- Facility was professionally cleaned each evening after closing at 5:30 p.m.

Athletic Center at Cordillera

Usage Summary

The Athletic Center closed March 13 and reopened May 1 with restrictions and reservations required. The facility is open daily from 5:30 a.m. to 7:00 p.m. in 1.5-hour time blocks for a daily capacity of 84 users per day indoors, with the team cleaning in between sessions. Since May 1, there have been over 8,151 users in total or 66 people per day average through August. This is down six percent when compared to the same time period during the summer of 2019.



The facility's tennis and pickleball court cracks were repaired in June as annual maintenance; two additional pickleball nets were purchased. The courts are available seven days per week with reservations. Drop-in pickleball is held all days but Tuesday/Thursday from 9:30 a.m. to 12:30 a.m. There have been 1,691 court users June through August, of which 1,362, or 81 percent, were pickleball players.

Outdoor fitness classes commenced June 8 with 12 classes per week were offered including yoga seven days per week on the Trailhead lawn, Barre twice per week, Zumba, Basi Pilates and Arms to Abs weekly on the athletic center patio. There have been approximately four participants per class and 492 participants in total through August.

Reservations / Requirements

- Reservations are required and can be made by visiting the Athletic Center reservations tab at Cordilleraliving.com. Those with questions or inquires may call the Athletic Center at (970) 926-9669.
- There are 1.5-hour time sessions starting at 5:30 a.m. They continue every two hours with the last session beginning at 5:30 p.m. daily. The 30 minutes between each session will be used by staff to clean/sanitize equipment.
- There is no facility access before 5:30 a.m. or after 7:00 p.m.
- Reservations can be made two days in advance. Please notify staff of any cancellations.



- There is a limit of twelve people per session allowed. There are five different disciplines available to facility users. Those are cardio, strength, peloton, TRX trainer/functional equipment and lap swimming. Each room/discipline has a set capacity to ensure social distancing can be maintained. Should another discipline open up during the reserved 1.5-hour time slot, user may participate in that discipline.
- The facility is open to property owners and family, in-residence guests and Club at Cordillera members only.
- Please check in at the front desk upon arrival so that social distancing and gathering requirements can be maintained.
- Please do not arrive outside of your 1.5-hour session time.
- Community members, family, in-residence guests and Club at Cordillera members are reminded that they must make the best decisions for themselves. Eagle County Public Health (ECPH) strongly encourages all to commit to maintaining six feet of social distance at all times, washing your hands often, covering your face when in public, staying at home when sick and getting tested immediately if you have symptoms. ECPH also suggests that those who are uncomfortable or are in-high risk categories for COVID-19 should not participate.

Fitness Center

- Cardio, weight, fitness class and pool rooms will be available with no more than four people allowed in any room at one time.
- Peloton bikes have been relocated to the fitness classroom to allow for social distancing.
- All fitness classes are held outdoors and began June 8, reservations required. Classes limited to ten people.
- Please no congregating before or after fitness classes. Attendees will need to dress appropriately for outdoor class including hats, sunscreen, etc. They will also need to bring own mats, towels and water bottles.
- Signage is present to remind attendees of the following rules: face coverings required, avoid this area if you have a cough or fever or are otherwise experiencing symptoms of the virus, sneeze or cough into a tissue or into your elbow, maintain six-foot social distance between you and others, do not shake hands or engage in unnecessary physical contact with others.
- Hand sanitizer, disinfectant and wipes are prominently placed about facility.
- The following items are NOT available:
 - Towels (bring your own)
 - Coffee, candy, tea or dog treats
 - Water cups (bring your own bottle)
 - Newspapers

Locker Rooms / Restrooms

- No locker access.
- Locker rooms available for restroom and hand washing only.
- Showers and steam rooms are closed.
- Towels and toiletries are unavailable.
- Owners will need to come to athletic center dressed to work out.

Pool / Hot Tub

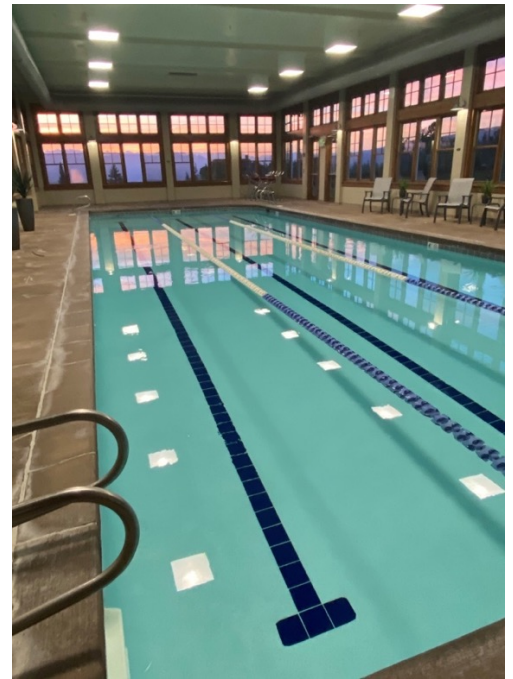
- Swimmers are required to have reservations and use the two outside lanes to ensure social distancing.



- Pool and hot tub are open to those whom have facility reservations only.
- Towels or showers are not available. Swimmers should shower before coming to facility and bring their own towel.

Tennis / Pickleball

- Reservations are required and can be made by visiting the Athletic Center reservations tab at Cordilleraliving.com. Those with questions or inquires may call the Athletic Center at (970) 926-9669.
- There are 1.5-hour time sessions starting at 7:45 a.m. There is a fifteen-minute gap between sessions with the last beginning at 6:15 p.m. daily.
- Reservations can be made two days in advance. Please notify staff of any cancellations.
- There is a maximum of 16 people per pickleball drop-in sessions allowed on courts. Drop-in sessions are held from 9:30 a.m. to 12:30 p.m. all days except Tuesday and Thursday. Reservations are required for drop-in pickleball.
- The facility is open to property owners and in-residence family, in-residence guests, and Club at Cordillera members only.
- Please check in at the front desk upon arrival so that we can maintain our social distancing and gathering requirements.
- Please do not arrive outside of your 1.5-hour session time.
- Six feet of social distance must be maintained between you and others.
- Court users are responsible for sanitizing all equipment used.
- Bring your own water bottle.
- Players must use their own paddles, racquets and balls. No communal equipment will be available.



Staffing / Sanitation

- Although it is user responsibility to sanitize before and after equipment use, staff uses half-hour session breaks to ensure sanitization. This includes equipment and any other high touch areas.
- Hand sanitizer and disinfectant are prominently available.
- Facility is professionally cleaned each evening after closing at 7:00 p.m.

Short Course

The Short Course opened on May 15 and will remain open through September 30. It's projected that rounds will be up at year end despite there being no public play. More guest-of-owner rounds are occurring than prior years. There were 4,029 rounds played through August, versus a total of 3,490 rounds played in 2019 with a total of 1,650 property owner / club member rounds.

Ladies "short and sweet golf" has been held on Tuesdays. Troon Director of Instruction has hosted playing lessons on most Sundays throughout the summer.



Cordillera Hiking Group / Challenge

The Cordillera hiking program began on June 15 and encompassed a challenge component to hike all 19 trails in Cordillera for a total of over 32 miles. The hikes range from beginner to difficult and are dispersed throughout all three Cordillera neighborhoods, making for a wide variety of terrain. There have been one to two hikes per week with an average of eight people per hike. Additional “off-campus” hikes have also taken place such as Game Creek Trail, East Lake Creek and Bowman’s Shortcut on Vail Pass. The group hiked over 72 miles and 17,400 feet of elevation through August. Hikes have continued through September. Many participants have been tracking hikes through the Strava app which has its own group function and allows for route, time, milage and elevation to be viewed.



Vail Gondola Club

Ski Season Dates

The Vail Gondola Club is scheduled to open for the season on Monday, November 16. The club is open daily for the duration of the of the ski season which Vail has announced is November 20 through April 11, 2021. Annual dues will be invoiced late October and are due November 30.

Membership Status

As of September 23, the club has 202 members with three memberships available. There have been eight memberships sales made versus eleven resignations during 2020. Management is currently entertaining numerous potential new members. During the 2019/2020 season the club reached its membership capacity of 205. There are two delinquent accounts.

Club Usage

Over the course of the 2019-20 season, the club saw an average of 78 skiers per day – 9,350 in total, which was comprised of 6,437 members and 3,003 member guests. During the 2018-19 season, there were 12,900 skier visits; the daily average was down three skier visits per day. The month of March sees the most ski traffic annually with an average over 100.



Human Resources

Recruited, hired and trained Athletic Center Attendant (January), 9 applicants, 6 interviews, 1 new hire; Athletic Center Coordinator (January), 6 candidates, 4 interviews, 1 new hire and Athletic Center Attendant (June), 3 candidates, 1 interview, 1 new hire.

Communications

Communications updated Recreation tab on website and created an easy access button for homeowners to make Recreation reservations. Additionally, Recreation happenings are published in each Cordillera Connection and other homeowner emails. Photos of Recreation happenings publicized on social media.

Information Technology

IT shot footage on-site, edited and [created video](#) for August 28 Annual Meeting (see above.) The IT team is completing access control upgrades at Trailhead, ACC and Slifer building. All exterior access points will be electronically controlled district-wide by late October.

Public Safety

Public Safety patrols each facility at least once per shift for a minimum of 1,095 site visits per year, per facility.

Community Operations and Facilities

Community Operations oversaw two pump replacements at the ACC pool. The Short Course ponds had algae treated, concrete sides were stained an earth tone and revegetation around the ponds was completed. In mid-July Alliance Golf repaired the leak on the Short Course water feature, it has been running daily.

**RESOLUTION OF THE
BOARD OF DIRECTORS OF
CORDILLERA METROPOLITAN DISTRICT**

**A RESOLUTION ADOPTING PROCEDURES FOR PROTECTING AND DESTROYING
CUSTOMER INFORMATION MAINTAINED BY THE DISTRICT**

WHEREAS, Cordillera Metropolitan District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, the Board of Directors of the District (the “Board”) has a duty to perform certain obligations in order to assure the efficient operation of the District; and

WHEREAS, pursuant to Section 32-1-1001(1)(h), C.R.S., the Board is responsible for the management, control, and supervision of all business and affairs of the District; and

WHEREAS, pursuant to Sections 24-73-101 *et seq.*, C.R.S., governmental entities in Colorado that maintain, own, or license personal identifying information are required to develop a written policy for the destruction and proper disposal for paper and electronic documents that contain personal identifying information, to maintain reasonable security procedures and practices for personal identifying information, and to notify Colorado residents following a security breach of personal information; and

WHEREAS, to comply with Sections 24-73-101 *et seq.*, C.R.S., the Board desires to adopt and implement a policy for the destruction and proper disposal for paper and electronic documents that contain personal identifying information, a policy for protecting personal identifying information, and a policy for notifying District Customers (as defined herein) following a security breach of personal information.

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

Section 1. Definitions.

- (a) “District Customers” means Colorado residents and any other individuals that have provided Personal Identifying Information and Personal Information to the District and such Personal Identifying Information and Personal Information is maintained by the District.

- (b) “Personal Identifying Information” means the following:
 - i. Social security number
 - ii. Personal identification number
 - iii. A password
 - iv. A pass code
 - v. An official state or government-issued driver’s license or identification card
 - vi. A government passport number

- vii. Biometric data, as defined in Section 24-73-103(1)(a), C.R.S.
- viii. An employer, student, or military identification number
- ix. A financial transaction device, as defined in Section 18-5-701(3), C.R.S.

(b) “Personal Information” means:

- (i) A District Customer’s first name or first initial and last name in combination with any one or more of the following data elements that relate to the District Customer, when the data elements are not encrypted, redacted, or secured by any other method rendering the name or the element unreadable or unusable: Social security number; driver's license number or identification card number; student, military, or passport identification number; medical information; health insurance identification number; or biometric data, as defined in Section 24-73-103(1)(a), C.R.S.;
- (ii) A District Customer’s username or e-mail address, in combination with a password or security questions and answers, that would permit access to an online account; or
- (iii) A District Customer’s account number or credit or debit card number in combination with any required security code, access code, or password that would permit access to that account.

(c) “Security Breach” means the unauthorized acquisition of unencrypted computerized data that compromises the security, confidentiality, or integrity of Personal Information maintained by the District.

(d) “Third-Party Service Provider” means an entity that has been contracted to maintain, store, or process Personal Identifying Information or Personal Information on behalf of the District.

Section 2. Security Measures. The District will protect Personal Identifying Information from unauthorized access, use, modification, disclosure, or destruction by implementing and maintaining the following security procedures and practices:

- (a) The District will limit access to Personal Identifying Information by the District’s board of directors, employees, volunteers, committee members, and agents (collectively, the “District Associates”) to the minimum level of information necessary to accomplish their duties and responsibilities by requiring password access to workstations, servers, applications, and certain parts of applications;
- (b) The District will modify or terminate a District Associate’s access to Personal Identifying Information as necessary when the District Associate’s duties and responsibilities change, new or upgraded application software allows greater control of application access, or the District Associate’s association with the District is terminated;

- (c) The District will monitor system logins, file access, and security incidents associated with Personal Identifying Information stored on or transmitted by the District's computer systems, including:
 - i. Using and regularly reviewing system traces;
 - ii. Using and regularly reviewing audit functionality available through application software; and
- (d) The District will educate the District Associates regarding privacy and confidentiality of Personal Identifying Information in accordance with these policies and the applicable laws and regulations.

The District may implement additional security procedures, as the District deems necessary, that are appropriate to the nature of the Personal Identifying Information and the nature and size of the District and its operations.

Section 3. Document Destruction and Disposal. The District is required to comply with the following rules:

- (a) When paper or electronic documents that contain Personal Identifying Information are in the custody or control of the District, and such paper or electronic documents are no longer needed, unless longer retention is required by contractual or legal requirements, the District shall destroy or arrange for the destruction of such paper or electronic documents by shredding, erasing, or otherwise modifying the Personal Identifying Information in the paper or electronic documents to make the Personal Identifying Information unreadable or indecipherable through any means;
- (b) No paper or electronic documents containing Personal Identifying Information will be destroyed if pertinent to any ongoing or anticipated government or law enforcement investigation or proceeding, or litigation;
- (c) No paper or electronic documents containing Personal Identifying Information will be destroyed if their retention or destruction is additionally governed by other laws of the State or the Federal Government; and
- (e) If there is any question as to whether a document contains Personal Identifying Information, the District shall consult with legal counsel for a final determination as to whether the document should be retained or destroyed.

Section 4. Third-Party Service Providers. Unless the District agrees to provide its own security protection for the Personal Identifying Information it discloses to a Third-Party Service Provider, the District shall require that the Third-Party Service Provider to implement and maintain reasonable security procedures and practices that are:

- (a) appropriate to the nature of the Personal Identifying Information that is disclosed to the Third-Party Service Provider; and
- (b) reasonably designed to help protect the Personal Identifying Information from unauthorized access, use, modification, disclosure, or destruction.

Section 5. Disclosure of Security Breach. When the District becomes aware that a Security Breach may have occurred, the District will conduct, in good faith, a prompt investigation to determine the likelihood that Personal Information maintained by the District has been or will be misused.

(a) Notice of Security Breach. Unless the District’s investigation determines that the misuse of information about District Customers has not occurred and is not reasonably likely to occur, the District shall give notice (“Notice”) to the affected District Customers in the most expedient time possible and without unreasonable delay, but not later than thirty (30) days after the date of determination that a Security Breach occurred, consistent with the legitimate needs of law enforcement and with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system. The District shall not charge the District Customers for the cost of sending the Notice.

- (1) Notice shall be provided by one of the following means:
 - (i) Written notice to the postal address listed in the records of the District;
 - (ii) Telephonic Notice;
 - (iii) Electronic Notice, if a primary means of communication by the District with a District Customer is by electronic means or the notice provided is consistent with the provisions regarding electronic records and signatures set forth in the federal “Electronic Signatures in Global and National Commerce Act”, 15 U.S.C. sec. 7001 *et seq.*; or
 - (iv) Substitute Notice, if the District determines that the cost of providing Notice will exceed \$250,000, the affected class of persons to be notified exceeds 250,000 persons, or the District does not have sufficient contact information to provide Notice. Substitute Notice shall be provided via e-mail if the District has e-mail addressed for the persons affected or via the conspicuous posting of the notice on the website page of the District.

- (2) The Notice shall include, but need not be limited to, the following information:
 - (i) The date, estimated date, or estimated date range of the Security Breach;
 - (ii) A description of the Personal Information that was acquired or reasonably believed to have been acquired as part of the Security Breach;
 - (iii) Information that the District Customer can use to contact the District to inquire about the Security Breach;
 - (iv) The toll-free numbers, addresses, and websites for consumer reporting agencies;
 - (v) The toll-free number, address, and website for the federal trade commission; and

- (vi) A statement that the District Customer can obtain information from the federal trade commission and the credit reporting agencies about fraud alerts and security freezes.

- (b) Additional Notice Upon Determination of Security Breach. If an investigation by the District determines that Personal Information as defined in Section (1)(b)(ii) above has been misused or is reasonably likely to be misused, the District shall, in addition to the Notice set forth in Section (5)(a) above, and in the most expedient time possible and without unreasonable delay, but not later than thirty (30) days after the date of determination that a Security Breach occurred, and consistent with the legitimate needs of law enforcement and any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system, direct the person whose Personal Information as defined in Section (1)(b)(ii) above has been breached to (i) promptly change his or her password and security question or answer, as applicable, or (ii) take other steps appropriate to protect the online account with the person or business and all other online accounts for which the person whose Personal Information has been breached uses the same username or e-mail address and password or security question or answer.

- (c) Third-Party Service Providers. If the District uses a Third-Party Service Provider to maintain computerized data that includes Personal Information, the District shall require the Third-Party Service Provider to give notice to and cooperate with the District in the event of a Security Breach that compromises such computerized data, including notifying the District of any Security Breach in the most expedient time and without unreasonable delay following discovery of a Security Breach, if misuse of Personal Information about a District Customer occurred or is likely to occur. Cooperation includes sharing with the covered entity information relevant to the Security Breach; except that such cooperation does not require the disclosure of confidential business information or trade secrets.

- (d) Delayed Notice. The District may delay providing Notice as required by this Section 5 to affected District Customers if a law enforcement agency determines that Notice will impede a criminal investigation and the law enforcement agency has notified the District not to send Notice. The District will provide Notice in the most expedient time possible and without unreasonable delay, but not later than thirty (30) days after the law enforcement agency determines that notification will no longer impede the investigation, and has notified the District that it is appropriate to send Notice.

- (e) Notice to the Colorado Attorney General. The District shall provide notice of any Security Breach to the Colorado Attorney General in the most expedient time possible and without unreasonable delay, but not later than thirty (30) days after the date of determination that a Security Breach occurred, if the Security Breach is reasonably believed to have affected five hundred (500) District Customers or more, unless the investigation determines that the misuse of information about District Customers has not occurred and is not likely to occur.

- (f) Notification to Consumer Reporting Agencies. If the District is required to notify more than one thousand District Customers of a Security Breach pursuant to this Section 5, the District shall also notify, in the most expedient time possible and without unreasonable delay, all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis, as defined by the federal "Fair Credit Reporting Act", 15 U.S.C. sec. 1681a (p), of the anticipated date of the notification to the District Customers and the approximate number of District Customers who are to be notified.

Section 6. Colorado Open Records Act. This Resolution is intended to supplement and not replace the District's Colorado Open Records Act Policy and/or Records Retention Policy, if adopted by the District, and therefore this Resolution shall be read in conjunction with the requirements of the same.

Section 7. Effective Date. The provisions of this Resolution shall take effect as of the date set forth below.

[The remainder of this page is intentionally left blank.]

ADOPTED AND APPROVED THIS 29th DAY OF SEPTEMBER 2020.

CORDILLERA METROPOLITAN DISTRICT

By: David Bentley
Its: President

ATTEST:

By: _____

Cordillera Metropolitan District (Consolidated)

Statement of Net Position

6/30/2020

Unaudited

Assets

Cash	8,543,632	
Accounts Receivable		
Property Tax	6,165,622	
Other Governments	31,433	
Due from CPOA	(15,123)	
Other	79,842	
Prepaid Expenses	97,249	
Capital Assets	14,673,924	
Total Assets		\$ 29,576,579

Deferred Outflows of Resources

Deferred Refunding Costs	11,513	
Total Deferred Outflows of Resources		\$ 11,513

Liabilities

Accounts Payable / Accrued Liabilities	666,508	
Accrued Liabilities	29,984	
Due from CPOA		
Deposits Held	118,824	
Accrued Compensated Absences	172,404	
Accrued Interest Payable		
Non-current Liabilities due within one year:		
General Obligation Debt	1,815,000	
Non-current Liabilities due in excess of one year:		
General Obligation Debt	3,405,000	
Total Liabilities		\$ 6,207,720

Deferred Inflows of Resources

Unavailable Property Tax Revenue	6,165,622	
Total Deferred Inflows of Resources		\$ 6,165,622

Net Position

Net Investment in Capital Assets	7,033,734	
Restricted for emergencies	258,018	
Restricted for Debt Service	220,345	
Unrestricted	9,702,654	
Total Net Position		\$ 17,214,751

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

	2020 Approved Budget	2020 Actual 6/30/2020	Projected vs Budget	
			Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues				
Property Taxes - Net	4,420,622	3,351,869	(1,068,753)	75.8%
Specific Ownership Taxes - Operating	280,000	142,699	(137,301)	51.0%
CPOA Administration Fees	1,463,311	731,656	(731,655)	50.0%
Interest Income Operating	50,000	22,758	(27,242)	45.5%
CVC Public Safety Revenue	0	0	0	
Public Safety Revenue	80,596	39,208	(41,388)	48.6%
Equestrian Center	424,017	210,192	(213,824)	49.6%
Other Revenue	29,256	12,783	(16,473)	43.7%
Community Operations Revenue	11,763	844	(10,919)	7.2%
			0	
Total Revenues	\$6,759,565	\$4,512,009	(\$2,236,637)	66.7%
Expenditures				
Administrative Expenditures				
Administration Wages & Benefits	1,037,531	499,013	538,518	48.1%
Employee Benefits	0	0	0	
Communications	180,633	37,623		
Treasurers Fees	132,607	100,576	32,031	75.8%
Audit & Accounting Fees	16,439	0	16,439	0.0%
Insurance-Property/Casualty	75,880	23,304	52,576	30.7%
Legal-General	66,000	54,331	11,669	82.3%
MIS & Computer Fees	81,588	41,976	39,612	51.4%
Other Operating Expenditures	352,134	120,339	231,795	34.2%
Utilities	28,037	3,175	24,862	11.3%
Subtotal Administrative Expenditures	1,970,849	880,337	947,502	44.7%

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

	2020 Approved Budget	2020 Actual 6/30/2020	Projected vs Budget	
			Variance Favorable (Unfavorable)	Actual % Received or Spent
Community Operations				
Community Operation Wages & Benefits	1,048,920	486,492	562,428	46.4%
Flowers Maintenance	127,272	53,577	73,695	42.1%
Mowing & Irrigation	57,165	6,687	50,478	11.7%
Engineering	5,370	2,169	3,201	40.4%
Utilities	58,283	24,486	33,797	42.0%
Other Operating Expenditures	92,284	50,501	41,784	54.7%
Natural Resource Management	25,725	18,901	6,824	73.5%
Roads - Snow & Maint.	138,843	101,603	37,240	73.2%
Equipment Maintenance & Repair	251,513	162,364	89,150	64.6%
Other Recreation Activities	27,222	17,186	10,036	63.1%
Subtotal Community Operations	1,832,598	923,966	908,632	50.4%
Public Safety Expenditures				
Public Safety Wages & Benefits	938,345	449,318	489,027	47.9%
Public Safety Utilities	12,900	6,766	6,134	52.4%
Other Operating Expenditures	51,213	14,912	36,301	29.1%
Subtotal Public Safety Expenditures	1,002,458	470,996	531,462	47.0%
Equestrian Center Expenditures				
Equestrian Center Wages & Benefits	245,114	115,089	130,025	47.0%
Equestrian Center Other Expenditures	27,363	5,190	22,173	19.0%
Equestrian Center Boarding Expenditures	98,873	71,700	27,174	72.5%
Equestrian Center Utilities	22,481	4,744	17,737	21.1%
Subtotal Equestrian Center Expenditures	393,831	196,722	197,109	50.0%
Total Expenditures	\$5,199,736	\$2,472,020	\$2,727,716	47.5%
Revenue Over (Under) Expenditures	\$1,559,829	\$2,039,989	\$491,079	130.8%
Transfer to Capital Projects Fund	(1,380,000)	(1,380,000)	0	100.0%
Total Other Financing Sources (Uses)	(1,380,000)	(1,380,000)	0	100.0%
Change in Fund Balance	\$179,829	\$659,989		
Beginning Fund Balance	2,283,312	2,283,312		
Ending Fund Balance	2,463,141	2,943,301		

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

	2020 Approved Budget	2020 Actual 6/30/2020	Current Period			Year to Date		
			Allocated Budget 3/31/2020	Variance Favorable (Unfavorable)	% Allocated	2020 Approved Budget	Variance Favorable (Unfavorable)	Variance %
Revenues								
Property Taxes CMD Debt Service	1,000,000	766,989	350,000	416,989	35%	1,000,000	(233,011)	77%
CMD Debt Service Interest	10,000	1,598	2,500	(902)	25%	10,000	(8,402)	16%
Total Revenues	\$1,010,000	\$768,587	\$352,500	\$416,087		\$1,010,000	(\$241,413)	76%
Expenditures								
Treasurers Fees CMD DS	30,000	23,013	10,500	(12,513)	35%	30,000	6,987	77%
CMD 2012 Principal	960,000	0	0	0	0%	960,000	960,000	0%
CMD 2017A Interest	67,295	0	0	0		0	0	0%
CMD 2017A Pncipal	-	0	0	0		0	0	
CMD 2012 Interest	-	33,257	0	(33,257)		67,295	34,038	
CMD 2006A Series Interest Pmts	-	0	0	0		0	0	
Subtotal Debt Service	0	33,257	0	0		1,027,295	994,038	
Total Expenditures	\$30,000	\$56,270	\$10,500	(\$12,513)		\$1,057,295	\$1,001,025	188%
Revenue Over (Under) Expenditures	\$980,000	\$712,317	\$342,000	\$403,574		(\$47,295)	\$759,612	
Transfer from CPOA	24,956	0	0	0		24,956	(24,956)	0%
Transfer from Reserve Fund	-	0	0	0		0	0	
Subtotal Other Financing Sources (Uses)	24,956	0	0	0		24,956	(24,956)	0%
Change in Fund Balance	1,004,956	712,317	342,000					
Beginning Fund Balance	196,270	196,270	196,270					
Ending Fund Balance	1,201,226	908,587	538,270					

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

	2020 Approved Budget	2020 Actual 6/30/2020	Actual vs Budget	
			Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues				
Property Taxes CMMD Debt Service	745,000	547,995	(197,005)	74%
Tap Fee Revenue		0	0	
CMMD Debt Service Interest	10,000	2,230	(7,770)	22%
Total Revenues	\$755,000	\$550,225	(\$204,775)	73%
Expenditures				
Treasurers Fees CMMD DS	22,350	16,444	5,906	FALSE
CMMD Series 2017B Interest Pmts	33,245	16,603	16,642	FALSE
CMMD Series 2017B Principal	610,000	0	610,000	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	15,170	7,585	7,585	50%
CMMD Series 2015 Principal	245,000	0	245,000	0%
Subtotal Debt Service	903,415	24,168	879,227	3%
Total Expenditures	\$925,765	\$40,632	\$885,134	4%
Revenue Over (Under) Expenditures	(\$170,765)	\$509,593	\$680,358	
Other Financing Sources (Uses)				
Bond Proceeds		0		
Cost of Issuance		0		
Escrow Funding		0		
Transfer from CPOA	174,157	0	(174,157)	0%
Transfer from Reserve Fund		0	0	
Subtotal Other Financing Sources (Uses)	174,157	0	(174,157)	0%
Change in Fund Balance	3,392	509,593		
Beginning Fund Balance	247,351	247,351		
Ending Fund Balance	250,743	756,944		

Cordillera Metropolitan District
Debt Service Fund - 2002 Bond Reserve
Statement of Revenues, Expenditures and Changes in Fund Balance

	2020 Approved Budget	2020 Actual 6/30/2020	Actual vs Budget	
			Variance Favorable (Unfavorable)	Actual % Received or Spent
Revenues				
Sinking Fund - Chaveno Interest Income	1,500	131	(1,369)	
Total Revenues	\$1,500	\$131	(\$1,369)	
Other Financing Sources (Uses)				
Transfer From CPOA	200,887	0	(200,887)	
Transfer to Debt Service Funds		0	0	
Subtotal Other Financing Sources (Uses)	200,887	0	(200,887)	
Change in Fund Balance	\$202,387	\$131	(\$202,256)	
Beginning Fund Balance	65,949	65,949		
Ending Fund Balance	268,336	66,080		