

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SHERIDAN STATION WEST METROPOLITAN DISTRICT HELD DECEMBER 8, 2023

A Regular Meeting of the Board of Directors of the Sheridan Station West Metropolitan District (referred to hereafter as the “Board”) was convened on Friday, December 8, 2023, at 10:00 a.m. This District Board meeting was held by videoconference via Zoom. The meeting was open to the public.

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**Directors In Attendance Were:**

Zachary Nemeroff  
Sara Wright  
Ashley Begley  
Cathy Kulzer  
Austin Frey

**Also In Attendance Were:**

Peggy Ripko and David Solin; Special District Management Services, Inc. (“SDMS”)

Jennifer L. Ivey, Esq. ; Icenogle Seaver Pogue, P.C

**PUBLIC  
COMMENT**

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There were no public comments,

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**DISCLOSURE OF  
POTENTIAL/  
CONFLICTS OF  
INTEREST**

**Disclosure of Potential Conflicts of Interest:** Ms. Ripko reported that disclosures of potential conflict of interest statements for each of the Directors were filed with the Secretary of State seventy-two hours in advance of the meeting. Ms. Ripko requested that the Directors consider whether they had any additional conflicts of interest to disclose. Ms. Ripko noted for the record that there were no new disclosures made by the Directors present at the meeting and incorporated for the record those applicable disclosures made by the Board Members prior to this meeting and in accordance with the statutes.

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**DECLARATION OF  
QUORUM**

Ms. Ripko, noting the presence of a quorum, called to order the regular meeting of the Board of Directors of Sheridan Station West Metropolitan District.

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**ADMINISTRATIVE  
MATTERS**

**Agenda:** Ms. Ripko reviewed with the Board the Agenda for the District's Regular Meeting.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Kulzer, seconded by Director Nemeroff and, upon vote, unanimously carried, the Board approved the Agenda, as presented.

**Meeting Location and Posting of Notices:** This District Board meeting was held by Zoom. Ms. Ripko noted that notice of the time, date, and location of the meeting was duly posted.

**Appointment of Officers:** The Board entered into discussion regarding the appointment of officers.

Following discussion, upon motion duly made by Director Kulzer, seconded by Director Wright and, upon vote, unanimously carried, the following slate of officers was appointed:

President	Ashley Begley
Treasurer	Zachary Nemeroff
Secretary	Peggy Ripko
Assistant Secretary	Sara Wright
Assistant Secretary	Cathy Kulzer
Assistant Secretary	Austin Frey

**Minutes:** The Board reviewed the Minutes of the September 27, 2023, October 27, 2023, November 1, 2023 and November 8, 2023 Special Meetings.

Following discussion, upon motion duly made by Director Wright, seconded by Director Begley and, upon vote, carried with Directors Wright, Begley and Nemeroff voting “Yes” and Director Kulzer abstaining, the Board approved the Minutes of the September 27, 2023, October 27, 2023, November 1, 2023 and November 8, 2023 Special Meetings, as presented.

**2024 Annual Administrative Resolution:** Ms. Ivey presented to and reviewed with the Board a resolution, prepared annually to handle the District’s ongoing operation and business. After review and discussion, upon motion by Director Wright, second by Director Begley, and unanimous vote, the Board of Directors approved the resolution including the election officers to the Board of Directors (*noted above*) and the following regular meeting date/location:

First Fridays of February, June, September, & December 2024, at 11:00 a.m., via online meeting; and Town Hall on April 10, 2024, at 6:00 p.m., via online meeting.

**Publishing Monthly Newsletter:** The Board discussed publishing a monthly newsletter. No action was taken at this time.

## RECORD OF PROCEEDINGS

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### COMMUNITY MANAGEMENT

**Estimate from PST for Fence and Gate Repairs:** The Board reviewed the estimate from PST for fence and gate repairs. The Board instructed Ms. Ripko to request additional estimates. No action was taken.

**Agreement from Environmental Designs, Inc. for 2024 Landscape Maintenance:** The Board reviewed the Agreement from Environmental Designs, Inc. for 2024 Landscape Maintenance.

Following discussion, upon motion duly made by Director Wright, seconded by Director Kulzer and, upon vote, unanimously carried, the Board approved the Agreement from Environmental Designs, Inc. for 2024 Landscape Maintenance, subject to final legal review.

**Towing Agreement from Elite Towing and Recovery for Towing Services:** The Board reviewed a Towing Agreement from Elite Towing and Recovery for Towing Services.

Following discussion, upon motion duly made by Director Wright, seconded by Director Nemeroff and, upon vote, unanimously carried, the Board approved the Towing Agreement from Elite Towing and Recovery for Towing Services.

**Snow Removal Services Contractor:** The Board reviewed the Snow Removal Services Contractor.

Following discussion, upon motion duly made by Director Begley, seconded by Director Wright and, upon vote, unanimously carried, the Board approved continuing service with the current Snow Removal Services Contractor, Environmental Designs, LLC.

**Action Regarding Waste Management:** The Board discussed the concerns regarding Waste Management and adding no wide turn signs.

Following discussion, upon motion duly made by Director Begley, seconded by Director Wright and, upon vote, unanimously carried, the Board approved adding no wide turn signs and appointed Director Kulzer and Director Nemeroff as the committee.

**District Parking Rules and Regulations:** The Board reviewed the final Parking Rules and Regulations.

Following review and discussion, upon motion duly made by Director Kulzer, seconded by Director Nemeroff and, upon vote, unanimously carried, the Board approved final Parking rules and regulations, subject to the removal of sidewalks.

## RECORD OF PROCEEDINGS

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### **FINANCIAL MATTERS**

**Payment of Claims:** The Board reviewed the payment of claims as follows:

Fund	Period Ending Sept. 30, 2023	Period Ending Oct. 31, 2023	Period Ending Nov. 30, 2023
General	\$ 21,715.03	\$ 19,601.75	\$ 22,957.67
Debt	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-
<b>Total</b>	<b>\$ 21,715.03</b>	<b>\$ 19,601.75</b>	<b>\$ 22,957.67</b>

Following discussion, upon motion duly made by Director Begley, seconded by Director Kulzer, and, upon vote, unanimously carried, the Board ratified the approval of the payment of claims, as presented.

**Unaudited Financial Statements:** The Board reviewed the Unaudited Financial Statements through the Period Ending September 30, 2023.

Following discussion, upon motion duly made by Director Kulzer, seconded by Director Wright, and, upon vote, unanimously carried, the Board accepted the Unaudited Financial Statements through the Period Ending September 30, 2023.

**2023 Audit:** The Board reviewed the engagement letter from Simmons & Wheeler, P.C. to perform the 2023 Audit.

Following discussion, upon motion duly made by Director Kulzer, seconded by Director Wright and, upon vote, unanimously carried, the Board approved the engagement of Simmons & Wheeler, P.C. to perform the 2023 Audit, for an amount not to exceed \$6,500.

**2022 Budget Amendment Hearing:** The President opened the public hearing to consider the Resolution to Amend the 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of a Resolution to Amend the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. There were no comments from the public in attendance and the public hearing was closed.

**2022 Budget Amendment Resolution:** Following review and discussion, Director Kulzer moved to adopt the Resolution to Amend the 2022 Budget, Director Begley seconded the motion and, upon vote, unanimously carried, the Board adopted the Resolution to Amend the 2022 Budget. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

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## RECORD OF PROCEEDINGS

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**2024 Budget Hearing:** The President opened the public hearing to consider the proposed 2024 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2024 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received and the public hearing was closed.

Ms. Ripko reviewed the estimated 2023 expenditures and the proposed 2024 expenditures with the Board.

**2024 Budget Resolution:** Following discussion, the Board considered the adoption of Resolution No. 2023-12-02 to Adopt the 2024 Budget, which includes an increase in the District's O&M Fees as originally adopted by Resolution No. 2018-08-04 to \$50.00 per month, and Appropriate Sums of Money and Resolution No. 2023-12-03 to Set Mill Levies (for the General Fund at 24.000 mills and the Debt Service Fund at 63.896 mills, and Abatement at 0.167 for a total of 88.063 mills). Upon motion duly made by Director Kulzer, seconded by Director Begley and, upon vote, unanimously carried, the Resolutions were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2023. Ms. Ripko was authorized to transmit the Certification of Mill Levies to the Board of County Commissioners of Jefferson County. Ms. Ripko was also authorized to transmit the Certification of Budget to the Division of Local Government not later than January 31, 2024. Copies of the adopted Resolutions are attached to these Minutes and incorporated herein by this reference.

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### **LEGAL MATTERS**

**First Supplemental Indenture of Trust:** The Board reviewed the First Supplemental Indenture of Trust (Subordinate) relating to the District's Subordinate Limited Tax General Obligation Bonds, Series 2022B(3).

## RECORD OF PROCEEDINGS

---

Following discussion, upon motion duly made by Director Kulzer, seconded by Director Begley, and, upon vote, unanimously carried, the Board approved the First Supplemental Indenture of Trust (Subordinate) relating to the District's Subordinate Limited Tax General Obligation Bonds, Series 2022B(3).

### CAPITAL PROJECT MATTERS

There were no capital project matters.

### OTHER BUSINESS

**Board Member Comments:** The Board tabled this discussion.

**Board Mission Statement:** The Board tabled this discussion.

**Improvements to District Website:** The Board tabled this discussion.

### COVENANT ENFORCEMENT/ DESIGN REVIEW

**Resolution Adopting an Amended Covenant Enforcement Policy:** Ms. Ivey reported that no revisions were required at this time to the Covenant Enforcement Policy.

**Resolution Adopting Amended Design Guidelines Rules and Regulations:** The Board reviewed the Resolution Adopting Amended Design Guidelines Rules and Regulations.

Following discussion, upon motion duly made by Director Kulzer, seconded by Director Begley, and, upon vote, unanimously carried, the Board adopted the Resolution Adopting Amended Design Guidelines Rules and Regulations.

### OTHER MATTERS

The Board acknowledged the New Rate Structure from Special District Management Services, Inc. and the Rate Increase from Icenogle Seaver Pogue, P.C.

### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Begley, seconded by Director Wright and upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By



Secretary for the Meeting