

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SHERIDAN STATION WEST METROPOLITAN DISTRICT HELD DECEMBER 9, 2022

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 9, 2022, at 10:00 a.m. This District Board meeting was held by videoconference via Zoom. The meeting was open to the public.

Directors In Attendance Were:

Douglas Elenowitz, President (*for a portion of the meeting*)
Scott Watkins, Treasurer
Ashley Begley, Assistant Secretary
Mitchell Paur, Assistant Secretary

Following discussion, upon motion duly made by Director Elenowitz, seconded by Director Begley and, upon vote, unanimously carried, the absence of Director Malone was excused.

Also In Attendance Were:

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

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

Bill Banach, Dustin Kia and Cameron Krese; Residents

**PUBLIC
COMMENTS**

There were no public comments.

**DISCLOSURE OF
POTENTIAL/
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: Attorney Ivey 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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ADMINISTRATIVE MATTERS

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

Following discussion, upon motion duly made by Director Elenowitz, seconded by Director Begley 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 videoconference. Ms. Ripko noted that notice of the time, date, and location of the meeting was duly posted.

Minutes: The Board reviewed the Minutes of the June 10, 2022 Regular Meeting and the October 3, 2022 Special Meeting.

Following discussion, upon motion duly made by Director Watkins, seconded by Director Elenowitz and, upon vote, unanimously carried, the Board approved the Minutes of the June 10, 2022 Regular Meeting and the October 3, 2022 Special Meeting, as presented.

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

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

President	Douglas Elenowitz
Treasurer	Scott M. Watkins
Secretary	Peggy Ripko
Assistant Secretary	Mitchell Paur
Assistant Secretary	Paul Malone
Assistant Secretary	Ashley Begley

Regular Meeting Date/Location: The Board discussed the regular meeting dates and time.

Following discussion, upon motion duly made by Director Watkins, seconded by Director Begley and, upon vote, unanimously carried, the Board determined to meet on June 9 and December 8, 2023, at 10:00 a.m., via Zoom.

Preparation of 2024 Budget: The Board considered the appointment of the District Accountant to prepare the 2024 Budget.

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Following discussion, upon motion duly made by Director Watkins, seconded by Director Begley and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2024 Budget.

COMMUNITY MANAGEMENT

Community Manager's Report: Ms. Ripko discussed with the Board the Community Manager's Report.

Discussion of Implementation of Towing Operations: Ms. Ripko discussed with the Board the Implementation of Towing Operations.

Transferring West Line Village Website to the District: Ms. Ripko reported to the Board that the transfer had not occurred and will be deducting SDMS fees to make up for the extended time to host.

Engineering Requirements for ARC Approvals Related to Drainage Matters: No discussion was needed.

Proposal from Environmental Designs, Inc. for 2023 Landscape Maintenance Services: The Board discussed a proposal from Environmental Designs, Inc. for 2023 landscape maintenance services.

Following discussion, upon motion duly made by Director Watkins, seconded by Director Elenowitz and, upon vote, unanimously carried, the Board approved the engagement of Environmental Designs, Inc. for 2023 landscape maintenance services.

Proposal from Environmental Designs, Inc. for 2022/2023 Snow Removal Services: The Board discussed a proposal from Environmental Designs, Inc. for 2022/2023 snow removal services.

Following discussion, upon motion duly made by Director Elenowitz, seconded by Director Watkins and, upon vote, unanimously carried, the Board approved the engagement of Environmental Designs, Inc., for 2022/2023 snow removal services.

Proposal from Environmental Designs, Inc. for Landscape Enhancements: The Board discussed a proposal from Environmental Designs, Inc. for landscape enhancement.

Following discussion, upon motion duly made by Director Watkins, seconded by Director Elenowitz and, upon vote, unanimously carried, the Board approved the engagement of Environmental Designs, Inc. for landscape enhancement.

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Proposal from Altitude Community Law for Legal Services: The Board discussed the proposal from Altitude Community Law for Legal Services related to covenant enforcement matters.

Following review and discussion, upon motion duly made by Director Watkins, seconded by Director Paur and, upon vote, unanimously carried, the Board approved the proposal from Altitude Community Law for Legal Services related to covenant enforcement matters.

District Rules and Regulations: The Board reviewed in detail the proposed update to the District rules and regulations and provided additional revisions and direction to management.

Following review and discussion, upon motion duly made by Director Begley, seconded by Director Watkins and, upon vote, unanimously carried, the Board approved the updates to the District rules and regulations and revised and pending additional changes management was directed to incorporate and circulate to the Board for review.

FINANCIAL MATTERS

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

Fund	Period Ending Oct. 31, 2022	Period Ending Nov. 30, 2022
General	\$ 28,767.71	\$ 12,715.66
Debt	\$ -0-	\$ -0-
Capital	\$ -0-	\$
Total	\$ 28,767.71	\$ 12,715.66

Following discussion, upon motion duly made by Director Elenowitz, seconded by Director Begley, 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, 2022.

Following discussion, upon motion duly made by Director Elenowitz, seconded by Director Begley, and, upon vote, unanimously carried, the Board accepted the Unaudited Financial Statements through the Period Ending September 30, 2022.

2022 Audit: The Board reviewed the engagement letter from Simmons & Wheeler, P.C. to perform the 2022 Audit.

Following discussion, upon motion duly made by Director Watkins, seconded by Director Paur and, upon vote, unanimously carried, the Board approved the

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engagement of Simmons & Wheeler, P.C. to perform the 2022 Audit, for an amount not to exceed \$4,800.

2021 Audited Financial Statements: The Board reviewed the 2021 Audited Financial Statements and Representations Letter.

Following discussion, upon motion duly made by Director Begley, seconded by Director Watkins and, upon vote, unanimously carried, the Board ratified the approval of the 2021 Audited Financial Statements and Representations Letter.

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 Watkins moved to adopt the Resolution to Amend the 2022 Budget, Director Elenowitz 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.

2023 Budget Hearing: The President opened the public hearing to consider the proposed 2023 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2023 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 2022 expenditures and the proposed 2023 expenditures with the Board.

2023 Budget Resolution: Following discussion, the Board considered the adoption of Resolution No. 2022-12-02 to Adopt the 2023 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. 2022-12-03 to Set Mill Levies (for the General Fund at 22.154 mills and the Debt Service Fund at 44.532 mills, for a total of 66.686 mills). Upon motion duly made by Director Watkins, seconded by Director Elenowitz and, upon vote, unanimously carried, the Resolutions

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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, not later than December 15, 2023. Ms. Ripko was also authorized to transmit the Certification of Budget to the Division of Local Government not later than January 31, 2023. Copies of the adopted Resolutions are attached to these Minutes and incorporated herein by this reference.

LEGAL MATTERS

Resolution Calling the May 2, 2023 Regular Election: Attorney Ivey presented to and reviewed with the Board the 2023 Regular Special District Election Resolution.

Following discussion, upon motion duly made by Director Elenowitz, seconded by Director Begley and, upon vote, unanimously carried, the Board adopted Resolution No. 2022-12-04 Calling the May 2, 2023 Regular Election and appointed Peggy Ripko as the Designated Election Official and authorized her to perform all tasks required for the May 2, 2023 Regular Election of the Board of Directors for the conduct of a mail ballot election. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

Legislative Report

2022 Legislative Memorandum: Attorney Ivey reviewed with the Board the 2022 Legislative Memorandum.

SB 21-262 Website Compliance: Attorney Ivey reviewed with the Board the SB 21-262 Website Compliance.


OTHER MATTERS

There were no other matters to discuss at this time.

ADJOURNMENT

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

Respectfully submitted,

By 
Secretary for the Meeting