

**RECORD OF PROCEEDINGS**  
**OF THE SPECIAL MEETING OF THE**  
**VILLAS METROPOLITAN DISTRICT**

**HELD:** Tuesday, November 23, 2021, at 10:30 a.m., via teleconferencing

**ATTENDANCE:**

A special meeting of the Board of Directors of Villas Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Rodney Elmore (by videoconference/phone)  
Sara Dieringer (by videoconference/phone)  
Fred Blackmon (by videoconference/phone)  
Christopher Miller (by videoconference/phone)  
Vacancy

Also, present: Diane Wheeler, Simmons and Wheeler, District Accountant (by videoconference/phone); Lisa Mayers, Spencer Fane, District Counsel (by videoconference/phone); Angela Elliott and Heidi Brown, District Managers, Teleos Management (by videoconference/phone); and members of the public (by videoconference/phone).

**CALL TO ORDER:**

On behalf of the Board, Director Elmore noted that a quorum was present, and the meeting was called to order at 10:34 a.m.

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:**

The Board noted that disclosure statements had been filed on behalf of the members of the Board of Directors with the Office of the Colorado Secretary of State and with the Board of Directors of the District. Upon motion duly made, seconded and carried, the Board directed that said disclosures be incorporated herein. Noted: Director Blackmon objected to the filings of Cardel Members due to financial concerns.

**LEGAL MATTERS:**

Consider modification of District fee and the 2022 budget to account for costs of collection and to determine schedule for payment. Attorney Mayers explained that this was already an open item from the November 2, 2021, meeting and the Board was not able to complete at meeting due to time restraints. Manager Elliott was asked to provide estimated cost for homeowners to be placed in AppFolio, along with overall processing. Manager Elliott's estimate is \$700.00 for the time to input into system, \$65-\$75.00 per month for accounting, \$300.00 for mailings, and then \$.80 per homeowner per month, and is only charging what AppFolio charges Teleos per homeowner. She also noted that quarterly would be less expensive, but that AppFolio would be able to process monthly or quarterly. Upon discussion, Director Blackmon agreed that quarterly would be the way

to proceed. Attorney Mayers will be creating a policy for delinquent homeowners for quarterly collections.

Director Blackmon inquired if the \$15.00 per month would cover these added costs and if not, what was that number? After much discussion Accountant Diane stated that \$17.50 was needed however, \$20.00 per month paid quarterly would provide breathing room as currently there was none. That would provide \$25,200.00. Director Dieringer recommends \$20.00 and add any extra to the contingency. Director Blackmon wanted to discuss additional funds being collected from homeowners, for snow removal services from driveway to doorstep. It was discussed that the actual cost for that type of service was in the ballpark of \$36,000.00 and that was more than Director Blackmon had understood it to be. Director Elmore stated that the last three years that that type of snow service had not been offered. Director Dieringer brought up that the driveways in phase II were much bigger than in phase I, so how would that work. Additional snow service was tabled for further discussion with homeowners. Director Blackmon requested that in the letter to homeowners, Attorney Mayers include new homeowners' dues and the discussion of snow removal from driveway to doorstep was discussed and this would be an additional cost to homeowners per month paid quarterly if homeowners want to approve. Attorney Mayers stated she can amend at the next meeting if that is something homeowners want to pay additional for. Attorney Mayers will be drafting a letter outlining the new homeowner's payment schedule starting in January 2022, she will also include a paragraph regarding the discussion of snow removal from street to doorstep so homeowners can think about that for the next district meeting.

Following discussion, upon motion duly made by Director Blackmon, seconded by Director Dieringer, and upon vote unanimously carried, the Board approved \$20.00/month to be paid quarterly at \$60.00 to allow management to cover additional costs for collection and payment processing.

**LEGAL MATTERS:**

**Consider the adoption of Policy and Flags Resolution.**

Attorney Mayers stated that this resolution allows the district to be consistent with the law rather than unconstitutional.

Following discussion, upon motion duly made by Director Dieringer, seconded by Director Blackmon, upon vote and unanimously carried, the Board adopted the Flags Resolution.

**DIRECTOR MATTERS:**

Director Blackmon asked District Council Mayers for the legal review of District jurisdiction and clarification on who to contact first concerning an email Teleos sent out on Oct 21, 2021 that contained incorrect information for homeowners to contact the Town

of Parker Control of Teleos or Douglas County for animal control violations covered in our District Enforcement Guidelines. During the discussion it was stated that an email went out on Nov 22, 2021, correcting the contact for animal control which is Douglas County. However, Director Blackmon still questioned whom should be contacted first. Director Blackmon also stated he was told by Douglas County Deputy Sheriff and Animal Control on multiple occasions that District code violations (not legal issues) must go to the Metro District first. Counsel Mayers stated that Douglas County has the jurisdiction within the district for legal issues and Teleos for District code violations. Manager Brown also confirmed that Douglas County is the proper legal jurisdiction for Villas Metropolitan District. Director Blackmon requested that another email be sent out to District residents stating that they should contact our management company (Teleos) first for District code violations. Director Blackmon further stated that the email should include a statement on District resident's confidentiality and desire to remain anonymous.-Manager Elliott asked Manager Brown to draft up a letter for District Counsel Mayers' edit and review. There was further discussion on remaining anonymous because any violations that go to a hearing will require the disclosure/identification of the reporting District resident. District Counsel Mayers stated that after her review of the letter it can be posted on the website for homeowner reference. If a homeowner reporting a violation, they should provide their name and address which will be kept confidential. However, if the same violations continue, the homeowner may be called upon to be a witness at any hearing regarding such reported violation where their identity will not be hidden. If there is no witness during a hearing, management cannot move forward with the enforcement process.

**OTHER:**

Director Blackmon had a couple questions/clarifications on the landscape contract on Exhibit D "Fuel Charge" \$3.75 and then 4% surcharge. Director Blackmon asked, how do we verify these additional charges before payment is made? We need clarification on how that is calculated. Manager Elliott stated that it was sent out "raw" to the Board for reference for the meeting as it was just adjusted from prior request additions. Manager Brown will review the contract provided, make needed changes, and coordinate with Legal prior to submitting for Board consideration.

**PUBLIC COMMENT:** None.

**ADJOURNMENT:**

There being no further business to come before the Board of Directors at this time, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 11:26 a.m.

The foregoing record constitutes a true and correct copy of the minutes of the meeting held on November 23, 2021 and was approved by the Board of Directors of the Villas Metropolitan District.

Respectfully Submitted,

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President

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Secretary for the Meeting