



# MINUTES

## Cordillera Metro District Cordillera Property Owners Association

*July 27, 2018*

### In Attendance

CMD Board of Directors	CPOA Board of Directors
David Bentley, President	Ed Shriner, President
Eugene McGuire, Vice President	Rick Smith, Treasurer
Cheryl Foley, Treasurer	Larry Brooks, Secretary
Kitty George, Secretary	Jerri More, Assistant Treasurer/Assistant Secretary
John Van Deusen, Assistant Treasurer/Assistant Secretary	Mike Grier, Vice President

### Others Present:

Rachel Oys, general manager; Alan Pogue, legal counsel (via telephone); Jaime Walker, communications manager; Tracy Stowell, office manager; Trevor Broersma, operations director; Joe Helminski, recreation director; Erin McCuskey, human resource manager; Heather Mathews, finance manager; Members of the public: Lainie Edinberg, Nancy Alexander, Jane Roberts, Ron Haynes, Debbie Brady, Dan Hoffman, Monte Irion, David Staat, Jim Dunn, Ron Askew, Lois Bruce, Enrique Grisoni, Steve Hauk, Ted Eubank and Charlotte White.

### 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 9:01 a.m.	Director Shriner called to order the Special Meeting of the Cordillera Property Owners Association at 9:03 a.m.

### Declaration of Quorum/Director Qualifications

All board members acknowledged receiving notice of the regular meeting at least 72 hours in advance. No conflicts of interest were noted.

### Approval of Agenda

CMD Board of Directors	CPOA Board of Directors
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<p>Director George moved to approve the July 27, 2018 Special Meeting Agenda. Seconded by Director Van Deusen.</p> <p>Upon motion duly made and seconded, the Board unanimously approved the July 27, 2018 Special Meeting Agenda.</p>	<p>Director Shriner added an executive session to discuss delinquent accounts and personnel matters.</p> <p>Director Smith moved to approve the July 27, 2018 Special Meeting Agenda with the additional topics. Seconded by Director Brooks.</p> <p>Upon motion duly made and seconded, the Board unanimously approved the July 27, 2018 Special Meeting Agenda.</p>
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**Approval of Consent Agenda**

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<p><b>CMD Board of Directors</b></p> <p>Director Foley requested specific revisions.</p> <p>Director Bentley tabled the approval of the June 15, 2018 Regular Meeting Minutes until the August 17 Regular Meeting.</p>	<p><b>CPOA Board of Directors</b></p> <p>CPOA Board Members agreed to postpone discussion of the June 15 meeting minutes based on Director Foley request for specific revisions.</p>
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**Public Comment**

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Seven members of the public commented on the agenda items as well as other topics which included:

- Concern and support for restricting short term rentals and sales tax;
- Support for necessary improvement at Trailhead but not for expansion of amenity;
- Identification of priorities from the survey regarding public relations and marketing;
- Support for strategic planning effort;
- Request for rearview mirrors for maintenance and golf vehicles;
- Express value of Cordillera Spirit magazine;
- Inquiry regarding dead trees at the Summit; and
- Concern regarding security as it relates to the gates and community access.

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**CMD Agenda Items**

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**Quarterly Financials**

Finance Manager Heather Mathews presented first quarter financials, which are in-line with the overall budget. Property tax revenues are at 37 percent due to the tax collection deadlines in the first two quarters.

Payroll software is being updated to automate benefit allocations between departments and funds. This will reduce a significant number of manual entries needed in the accounting software and will result in more timely and accurate distribution of benefits per department line-items.

**Bank Authorizations**

Finance Manager Heather Mathews explained that the audit identified accounts with Charles Schwab that did not have current employees authorized on the accounts.

*CMD MOTION: Director Foley moved to add General Manager Rachel Oys and Finance Manager Heather Mathews as authorized agents on the Charles Schwab accounts. Seconded by Director George.*

*Upon motion duly made and seconded, the Board unanimously approved the motion.*

### **Advisory Board Member**

Director Foley suggested that CMD consider appointing or holding an election for a non-voting member of the Board to represent the large majority of the community that are not Colorado registered voters.

Several Board members expressed their belief that all members have a moral obligation to represent everyone in the community regardless of where someone is registered to vote. Given that the two Boards (CMD/CPOA) meet together there is broad representation of the community.

Following discussion from all CMD board members, consensus determined to not pursue the suggestion further.

### **Traffic Calming**

Traffic calming concerns and efforts were discussed. Speeding is of great concern to the community and presents dangerous situations to all who use the roads. The traffic study will be updated to include adding more speed bumps should speed limits continue to be ignored. General Manager Oys met with Eagle County Sheriff Van Beek in July to discuss additional patrols within Cordillera. Property owners will be seeing additional daily patrols to monitor speeding, reckless and careless driving. Ongoing education will continue including communicating to property owners that additional speed bumps will be deployed next summer in critical areas.

*CMD MOTION: Director George moved to inform and educate the community about speeding and if no improvement is seen, speed bumps will be installed next year. Seconded by Director Bentley.*

*Upon motion duly made and seconded, the Board unanimously approved the motion.*

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## **CPOA Agenda Items**

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### **Quarterly Financials**

Finance Manager Heather Mathews presented first quarter financials, which are in-line with the overall budget.

CPOA reserves are healthy and a breakdown of the reserves was requested of staff at the Treasurers meeting.

### **Bank Authorizations**

Finance Manager Heather Mathews explained that the audit identified accounts with Charles Schwab that did not have current employees authorized on the accounts.

*CPOA MOTION: Director Shriner moved to add General Manager Rachel Oys and Finance Manager Heather Mathews as authorized agents on the Charles Schwab accounts. Seconded by Director Smith.*

*Upon motion duly made and seconded, the Board unanimously approved the motion.*

### **Delinquent Accounts**

General Manager Oys shared that staff and counsel continue collection of delinquent accounts and past due HOA dues. In September 2017, there were 72 properties delinquent on their CPOA assessments. A total of \$297,563 has been collected to date. 21 property owners continue to be delinquent for more than two years and represent a total amount of \$310,336 owed. Jerry Oliver sent final letters early June. As of 7/9/2018 we have 3 payment plans that were initiated by property owners totaling \$38,383 that will be collected within the next six months. Oliver continues to assist staff with collections and we will be discussing additional remedies for the board to consider, including filing a lawsuit to foreclose the lien/breach of contract, etc. for property owners that more than two years past due. Access to certain Cordillera amenities and facilities for these property owners have been limited or denied.

### **Trailhead Pool Project**

The Trailhead Pool Project was presented for continued consideration and discussion. The Board discussed narrowing the scope of the project and asking for community input at the upcoming annual meeting, August 17.

Schematic One reflects required improvements. Schematic Two reflects the renovation of the existing outdoor pool area, expansion of the pool deck, replacement of the aquatic equipment, addition of outdoor kitchen and shade structures, renovation of the existing playground and ADA access to the Trailhead Facility.

The Board discussed and prioritized the following:

- Schematic One make necessary improvements and repairs
- Schematic Two
  - Design with adding baby pool separate somewhere
  - Make ADA compliance
  - Keep more deck space
  - Extend fence
  - Minimize landscaping and fix existing problems
  - Keep zero entry
  - Remove splash pad
  - Remove outdoor kitchen/grill and sunshades
  - Remove fireplace
  - Remove entryway pavers
- Optional
  - Playground

It was also noted that the strategic plan and survey results may inform decisions for future improvements to the facility.

### **CPOA Election**

Director More proposed the idea of a candidate town hall session where community members could meet and ask questions of the candidates. Election materials, including ballots, were sent the week of July 23.

The CPOA Board of Directors election will take place at the CPOA Annual Meeting on Friday, August 17. The candidates are listed on the ballot in the following order:

- Ron Haynes
- James Dunn
- Thomas A. Decker
- Russ Schmeiser
- Richard A. Smith

### **DRB Fees**

The Board held a discussion about current DRB fees. Staff shared that each project is tracked and fees compared against other communities. DRB is a budget-neutral line-item.

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### **Joint Agenda Items**

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#### **Cordillera Comprehensive Survey Results**

The community survey presentation was tabled due to time restrictions. Comprehensive results will be presented at the annual meeting, August 17.

#### **Short Term Rentals**

Short term rentals and a sales tax was discussed.

CMD will not put a sales tax questions on the upcoming November ballot.

CPOA is considering restricting Short Term Rentals, which would require an amendment to the CCRs by a vote of property owners. CPOA will provide and update of discussions at the upcoming annual meeting.

#### **2019 Work Plan and Budget Planning Process**

General Manager Oys shared the budget planning process for 2019 is underway. Planning sessions are being facilitated with each department to inform the budget and work plan development.

Prior to filling the public safety director position, the department is conducting a review of the operations and service model.

#### **Administrative Updates**

The community safety event, "Sparks, Wine and Beer," was postponed because emergency agencies were deployed to the Lake Christine Fire; the event will be rescheduled.

Access to the community, roadways and trails was discussed. Legal Counsel Pogue is drafting an issue paper outlining the legal authority for the roads, gate and trail access. Additional information is forthcoming.

The Strategic Planning Committee identified a preferred vendor to facilitate a community wide strategic planning process. A scope of work will be drafted and presented at the upcoming Board meeting with a budgetary request.

#### **Governance and Communication**

The Board received information from legal counsel on governance and communication.

The Boards discussed sharing a synopsis of meetings with the community to strive for timely communications and greater transparency.

The Board discussed having the minutes provide a record of board actions rather than the lengthy descriptions of conversations that is the current practice adopted in August 2017.

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## Board Notes

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In the spirit of keeping property owners informed, the CMD and CPOA Boards requested a summary of the board meetings be henceforth sent to the community.

### **July 27, 2018 CMD/CPOA Special Board Meeting Synopsis**

All board members were present for the meeting; legal counsel and staff were also present.

- The June 15 regular board meeting minutes will be revised and presented at the next meeting. Specific revisions were requested.
- CPOA added an executive session to discuss delinquent accounts and personnel matters to the agenda.
- Seven members of the public commented on the agenda items.
- Both boards reviewed the quarterly financial statements. First quarter financials are generally in-line with the overall budget. Of note was property tax revenues being skewed upward to 37 percent because of tax collection deadlines in the first two quarters.
- The boards approved signature authorizations on specific bank accounts for current staff.
- The CMD Boards discussed the need for an Advisory Board Member. All members have a moral obligation to represent everyone in the community. Given that the two boards meet together there is broad representation.
- Traffic calming concerns and efforts were discussed. Speeding is of great concern to the community and presents dangerous situations to all that use the roads. The traffic study will be updated to include adding more speed bumps should speed limits continue to be ignored. Also, the Sheriff's Office is conducting additional daily patrols to monitor speeding, reckless and careless driving. Ongoing education will continue including noticing property owners that additional speed bumps will be deployed next summer in critical areas.
- There are 21 delinquent accounts of more than two years. The board and legal counsel are reviewing the list to seek legal actions.
- Trailhead Pool Project was presented for consideration and discussion. The board will narrow the scope of the project in the coming weeks and ask for community input at the upcoming annual meeting.
- CMD will not put a sales tax questions on the upcoming November ballot.
- CPOA is considering restricting Short Term Rentals and will ask for community input at the upcoming annual meeting.
- The Strategic Planning Committee identified a preferred vendor to facilitate a community wide strategic planning process. A scope of work will be drafted and presented at the upcoming board meeting with a budgetary request.
- Staff has initiated 2019 work plans and budget planning. The public safety department is conducting a review and SWOT analysis of operations and the service model. Outside risk

consultant may be retained to review and assist in updating protocols and training. The community safety event, "Sparks, Wine and Beer," was postponed because emergency agencies were deployed to the Lake Christine Fire; the event will be rescheduled.

- The CMD Board received information from legal counsel on governance and communication. The CMD Board discussed having the minutes provide a record of board actions rather than the lengthy descriptions of conversations that is the current practice adopted last August.
- The community survey presentation was tabled due to time restrictions. Comprehensive results will be presented at the annual meeting.
- The CPOA Board of Directors election will take place at the CPOA Annual Meeting. The candidates are listed in the following order:
  - Ron Haynes
  - James Dunn
  - Thomas A. Decker
  - Russ Schmeiser
  - Richard A. Smith
- A forum will be scheduled for property owners to meet the candidates. Election materials, including ballots, were sent the week of July 23.

### CPOA Executive Session

2 p.m. Director Smith and Director Brooks moved to enter Executive Session pursuant to Section 24-6-402(4)(b), C.R.S., for the purpose of receiving legal advice regarding delinquent accounts and pursuant to Section 24-6-402(4)(f)(I) for the purpose of discussing personnel matters.

2:27 p.m. Director More and Director Smith moved to conclude the Executive Session.

Present: Alan Pogue and Rachel Oys

No action was taken in executive session.

### Adjournment

CMD Board of Directors	CPOA Board of Directors
Director Foley moved to adjourn the Special Meeting of the Cordillera Metro District. Seconded by Director Van Deusen.  Upon motion duly made and seconded, the Board adjourned the Special Meeting of the Cordillera Metro District at 2:34 p.m. Friday, July 27, 2018.	Director Smith moved to adjourn the Special Meeting of the Cordillera Property Owners Association. Seconded by Director Brooks.  Upon motion duly made and seconded, the Board adjourned the Special Meeting of the Cordillera Property Owners Association at 2:27 p.m. Friday, July 27, 2018.

### Next Meeting

- Next CMD and CPOA Board meeting is August 17 at 9 a.m.
- The CPOA Annual Meeting is August 17 at 2 p.m. at the Edwards Interfaith Chapel, 32138 US-6, Edwards, CO 81632.
  - Agenda items include:
    - Community Survey Results
    - Traffic Calming
    - Short Term Rentals
    - Trailhead Pool Project
    - Safety and Security