



WOODMEN HEIGHTS METROPOLITAN DISTRICT NOS. 1, 2 and 3

Regular Board Meeting

Wednesday, April 3, 2024 – 1:00 p.m.

119 N. Wahsatch Avenue

Colorado Springs, Colorado 80903

- and -

<https://video.cloudoffice.avaya.com/join/048510349>

United States: [+1 \(213\) 463-4500](tel:+12134634500)

Access Code: 048-510-349

Woodmen Heights Metropolitan District No. 1 & No. 3

Board of Director	Title	Term
Les Krohnfeldt	President	May 2025
Randle W Case II	Vice-President/ Treasurer	May 2027
Jim Morley	Secretary	May 2027 (appointment to May 2025)
Kyle Geditz	Assistant Secretary	May 2025
Jack Amberg	Assistant Secretary	May 2027 (appointment to May 2025)

Woodmen Heights Metropolitan District No. 2

Board of Director	Title	Term
Les Krohnfeldt	President	May 2025
Randle W Case II	Vice-President/ Treasurer	May 2027
Kyle Geditz	Secretary	May 2027 (appointment to May 2025)
Jack Amberg	Assistant Secretary	May 2025
Jim Morley	Assistant Secretary	May 2027 (appointment to May 2025)

AGENDA

1. Call to order
2. Declaration of Quorum/ Director Qualifications/ Disclosure Matters
3. Approval of Agenda
4. Approval of the March 6, 2024, Joint Meeting Minutes (enclosure)
5. Financial Matters
 - a. Consider Approval of Unaudited Financial Statements as of March 29, 2024 (enclosure)
 - b. Ratify and consider Approval of Payables through April 3, 2024 (enclosure)
 - c. Discuss 2023 Audits and Exemption Status
6. District Manager Report
 - a. Authentix at Wolf Ranch Opt-Out
 - b. Aspen Meadows Park Update and Review
 - c. D-20 School site discussion
 - d. Review Park Inspection Memo and consider approval of recommended repairs (enclosure)
 - e. Review Underdrain Memo and consider acceptance of Shiloh Mesa Filing No. 5 (enclosure)
7. Development Updates
 - a. 11 pending commercial building, 2 pending commercial plans (changes), 7 pending multifamily, 1 pending single family plat

8. Public Comment (for items not already on the agenda)
9. Legal Matters
 - a. Discussion and update for District No. 1 dissolution and City consent
10. Adjourn:
 - a. Next Meeting Date – May 1, 2024, at 1:00 pm.

NOTICE OF REGULAR MEETINGS

NOTICE IS HEREBY GIVEN That the Boards of Directors of **WOODMEN HEIGHTS METROPOLITAN DISTRICT NOS. 1, 2 and 3**, City of Colorado Springs, County of El Paso, State of Colorado, will hold a regular meeting at 1:00 p.m. on Wednesday, the 3rd day of April 2024 at 119 N. Wahsatch Ave, in Colorado Springs, Colorado, and via tele/videoconference <https://video.cloudoffice.avaya.com/join/048510349> or dial [+1 \(213\) 463-4500](tel:+12134634500)
Access Code: 048-510-349 for the purpose of conducting such business as may come before the Boards including the business on the attached agenda. Regular joint meetings for 2024 are on the first Wednesday of every month at 119 N. Wahsatch Ave, in Colorado Springs, Colorado, and via televideo conference so long as there is business to conduct. The regular meetings may be canceled. Please call (719) 447-1777 for meeting confirmation and information. The meeting is open to the public.

BY ORDER OF THE BOARDS OF DIRECTORS: WOODMEN HEIGHTS METROPOLITAN DISTRICT NOS. 1, 2 AND 3





**MINUTES OF A JOINT REGULAR MEETING
OF THE BOARDS OF DIRECTORS OF THE
WOODMEN HEIGHTS METROPOLITAN DISTRICT NOS. 1, 2 AND 3
MARCH 6, 2024 AT 1:00 P.M.**

Pursuant to posted notice, the joint regular meeting of the Boards of Directors of the Woodmen Heights Metropolitan District Nos. 1, 2 and 3 was held on Wednesday, March 6, 2024, at 1:00 p.m., at 119 Wahsatch Avenue, Colorado Springs, Colorado 80903, and via video teleconference.

In attendance were Directors:

Les Krohnfeldt, President
James Morley, Secretary
Randle W. Case II, Vice President/Treasurer
Jack Amberg, Asst. Secretary
Kyle Geditz, Asst. Secretary (unexcused Absent)

Also in attendance were:

Rebecca Harris, WSDM
Adam Noel, WSDM
K. Sean Allen, Esq., White Bear Ankele Tanaka & Waldron

Combined Meeting:

The Boards of Directors of the Districts have determined to hold a joint meeting of the Districts and to prepare joint minutes of actions taken by the Districts in such meetings. Unless otherwise noted herein, all official action reflected in these minutes shall be deemed to be the action of all Districts. Where necessary, action taken by an individual District will be so reflected in these minutes.

1. Call to Order: The meeting was called to order at 1:00 p.m. by President Krohnfeldt.
2. Declaration of Quorum/Director Qualifications/Disclosure Matters: President Krohnfeldt indicated that a quorum of the Boards was present and stated that each Director has been qualified as an eligible elector of the Districts pursuant to Colorado law. The Directors confirmed their qualification. Mr. Allen advised the Boards that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Mr. Walker reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Boards 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. Allen inquired into whether members of the Boards had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The Boards determined that the participation of

the members present was necessary to obtain a quorum or to otherwise enable the Boards to act.

3. Approval of the Agenda: Director Amberg moved to approve the Agenda as presented; seconded by Director Case II. Motion passed unanimously.
4. Approval of the February 7, 2024 Joint Meeting Minutes: After review, Director Amberg moved to approve the February 7, 2024 Joint Meeting Minutes; seconded by Director Case II. Motion passed unanimously.
5. Financial Matters
 - a. Consider Approval of Unaudited Financial Statements as of February 28, 2024: Ms. Harris presented the Unaudited Financial Statements as of February 28, 2024. After review, Director Amberg moved to accept the Unaudited Financial Statements as presented; seconded by Director Case II. Motion passed unanimously.
 - b. Ratify and Consider Approval of Payables through March 6, 2024: After review, Director Amberg moved to ratify and approve the payables through March 6, 2024; seconded by Director Morley. Motion passed unanimously.
6. District Manager Report
 - a. Authentix at Wolf Ranch Opt-Out: Ms. Harris reported that they have not heard back from Authentix at Wolf Ranch since the proposed opt-out agreement was sent.
 - b. Aspen Meadows Park Update and Review: Ms. Harris provided an update on the new Aspen Meadows park. The new construction bid package has been distributed.
 - c. D-20 School site discussion: Ms. Harris noted that Mr. Walker is still working on getting a meeting with the D20 School Superintendent. Director Amberg noted they are both planning on attending the March 21st school board meeting.
7. Development Updates: The Board discussed development updates. Ms. Harris noted the buck slips that have been received recently are for commercial development.
8. Public Comment: There was no public comment.
9. Legal Matters
 - a. Discussion and update for District No. 1 dissolution: Mr. Allen provided an update on the District No. 1 dissolution and reminded the Board that the Service Plan requires the District to obtain City consent for the dissolution. Ms. Harris added that the City is now requesting that the service plan be amended before dissolving District No. 1. Mr. Allen questioned the City's desire to have the Districts amend their consolidated Service Plan in order for the City to grant its consent to allow District No. 1 to dissolve as amending the Service Plan is a burdensome process and the dissolution should not be considered a material modification. Mr. Walker will work with the City to potentially remove this requirement and ask the City to consider giving its consent through a less costly and time-consuming method.
 - b. Review and consider acceptance of certain Woodmen Heights Commercial Center landscape/drainage tracts into the Woodmen Heights Metropolitan District No. 3 maintenance program. Ms. Harris discussed the District No. 3's acceptance of tracts for

ownership and maintenance. Ms. Harris will present a proposal for detention pond maintenance for Board consideration at the next meeting. After review, Director Case II moved to accept the Woodmen Heights Commercial Center tracts into Woodmen Heights Metropolitan District No. 3 for maintenance and ownership subject to final acceptance and criteria being reviewed; seconded by Director Amberg. Motion passed unanimously.

- c. Discuss and consider acceptance of Shiloh Mesa Filing No. 5 Underdrain Ownership and Maintenance: Ms. Harris discussed the underdrain located in Shiloh Mesa Filing No. 5 that is ready to be turned over to District No. 2 for maintenance. She noted that Filing Nos. 1-4 will follow once they are raised and jetted and ready for turnover. The Board discussed and requested more information on the underdrains including the projected costs of ownership and maintenance and the need to develop an underdrain maintenance program.
- d. The Board discussed the recent changes to USPS policy regarding maintenance of the mail and parcel boxes.

10. Adjourn: Director Amberg moved to adjourn the meeting at 1:35 p.m.; seconded by Director Case II. Motion passed unanimously.

- a. Next Meeting Date: April 3, 2024 at 1:00 p.m.

Respectfully Submitted,

By: Recording Secretary



Woodmen Heights Metropolitan District #3

Balance Sheet

As of March 29, 2024

	<u>Mar 29, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
ECB - Operating	13,948.25
Total Checking/Savings	<u>13,948.25</u>
Accounts Receivable	
1235 · Property Taxes Receivable	417,996.00
Total Accounts Receivable	<u>417,996.00</u>
Total Current Assets	<u>431,944.25</u>
TOTAL ASSETS	<u>431,944.25</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2010 · Accounts Payable	5,180.38
Total Accounts Payable	<u>5,180.38</u>
Other Current Liabilities	
Due to Discrict No. 2	464.58
2025 · Deferred Property Tax Rev	417,996.00
Total Other Current Liabilities	<u>418,460.58</u>
Total Current Liabilities	<u>423,640.96</u>
Total Liabilities	423,640.96
Equity	
3910 · Retained Earnings	-13,468.78
Net Income	21,772.07
Total Equity	<u>8,303.29</u>
TOTAL LIABILITIES & EQUITY	<u>431,944.25</u>

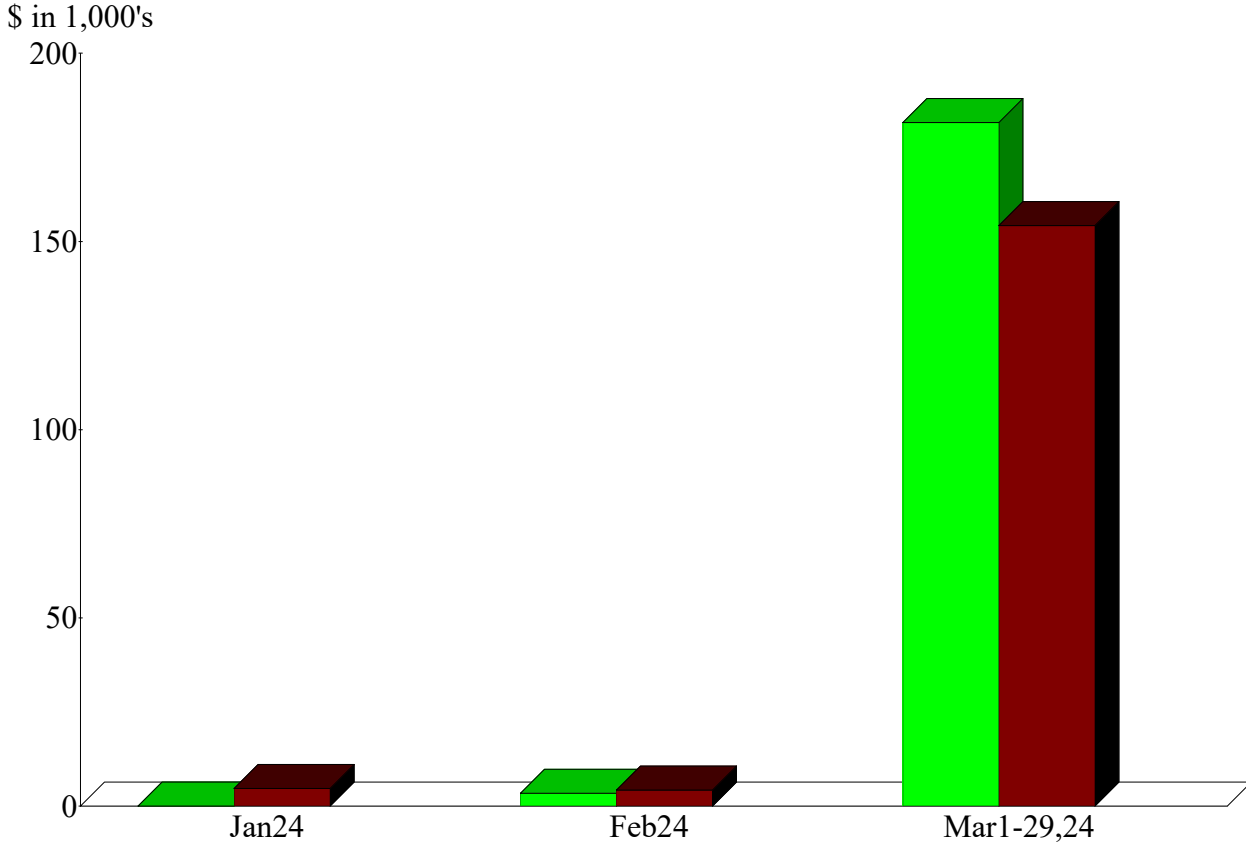
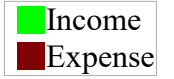
Woodmen Heights Metropolitan District #3

Profit & Loss Budget vs. Actual

January 1 through March 29, 2024

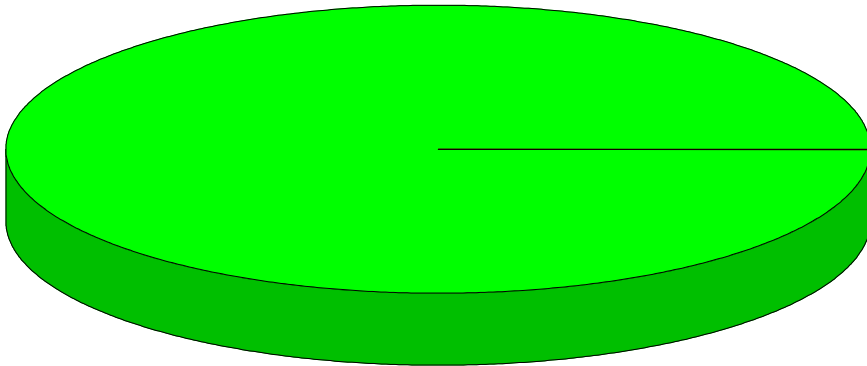
	TOTAL				
	Mar 1 - 29, 24	Jan 1 - Mar 29, 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Fees					
Facility Fees					
Bridge Fee	0.00	0.00	5,000.00	-5,000.00	0.0%
East Park Fee	0.00	0.00	30,000.00	-30,000.00	0.0%
Facility Fees - Other	0.00	0.00	58,000.00	-58,000.00	0.0%
Total Facility Fees	0.00	0.00	93,000.00	-93,000.00	0.0%
Taxes					
Current Year - O&M	30,133.48	30,133.48	70,607.00	-40,473.52	42.68%
Spec Own Tax - O&M	546.32	1,125.61	4,943.00	-3,817.39	22.77%
Current Year - Debt	148,256.73	148,256.73	347,389.00	-199,132.27	42.68%
Spec Own Tax - Debt	2,687.87	5,538.00	24,317.00	-18,779.00	22.77%
Total Taxes	181,624.40	185,053.82	447,256.00	-262,202.18	41.38%
Total Fees	181,624.40	185,053.82	540,256.00	-355,202.18	34.25%
Total Income	181,624.40	185,053.82	540,256.00	-355,202.18	34.25%
Gross Profit	181,624.40	185,053.82	540,256.00	-355,202.18	34.25%
Expense					
Audit	0.00	0.00	9,347.00	-9,347.00	0.0%
Contingency	0.00	0.00	20,000.00	-20,000.00	0.0%
Dues and Subscriptions	0.00	367.65	500.00	-132.35	73.53%
Due to District 2 - Taxes	151,570.88	151,570.88	0.00	151,570.88	100.0%
Insurance	0.00	0.00	5,000.00	-5,000.00	0.0%
Professional Fees					
District Management	0.00	6,000.00	36,000.00	-30,000.00	16.67%
Legal Fees	0.00	2,699.37	15,000.00	-12,300.63	18.0%
Total Professional Fees	0.00	8,699.37	51,000.00	-42,300.63	17.06%
Postage and Delivery	0.00	0.00	250.00	-250.00	0.0%
Stormwater & Facilities Maint	0.00	0.00	35,000.00	-35,000.00	0.0%
Treasurer's Collection Fee-O&M	452.00	452.00	1,059.00	-607.00	42.68%
Treasurers Collection Fee-Debt	2,223.85	2,223.85	5,211.00	-2,987.15	42.68%
Total Expense	154,246.73	163,313.75	127,367.00	35,946.75	128.22%
Net Ordinary Income	27,377.67	21,740.07	412,889.00	-391,148.93	5.27%
Other Income/Expense					
Other Income					
Other Income	0.00	32.00	0.00	32.00	100.0%
Total Other Income	0.00	32.00	0.00	32.00	100.0%
Net Other Income	0.00	32.00	0.00	32.00	100.0%
Net Income	<u>27,377.67</u>	<u>21,772.07</u>	<u>412,889.00</u>	<u>-391,116.93</u>	<u>5.27%</u>

Income and Expense by Month
January 1 through March 29, 2024



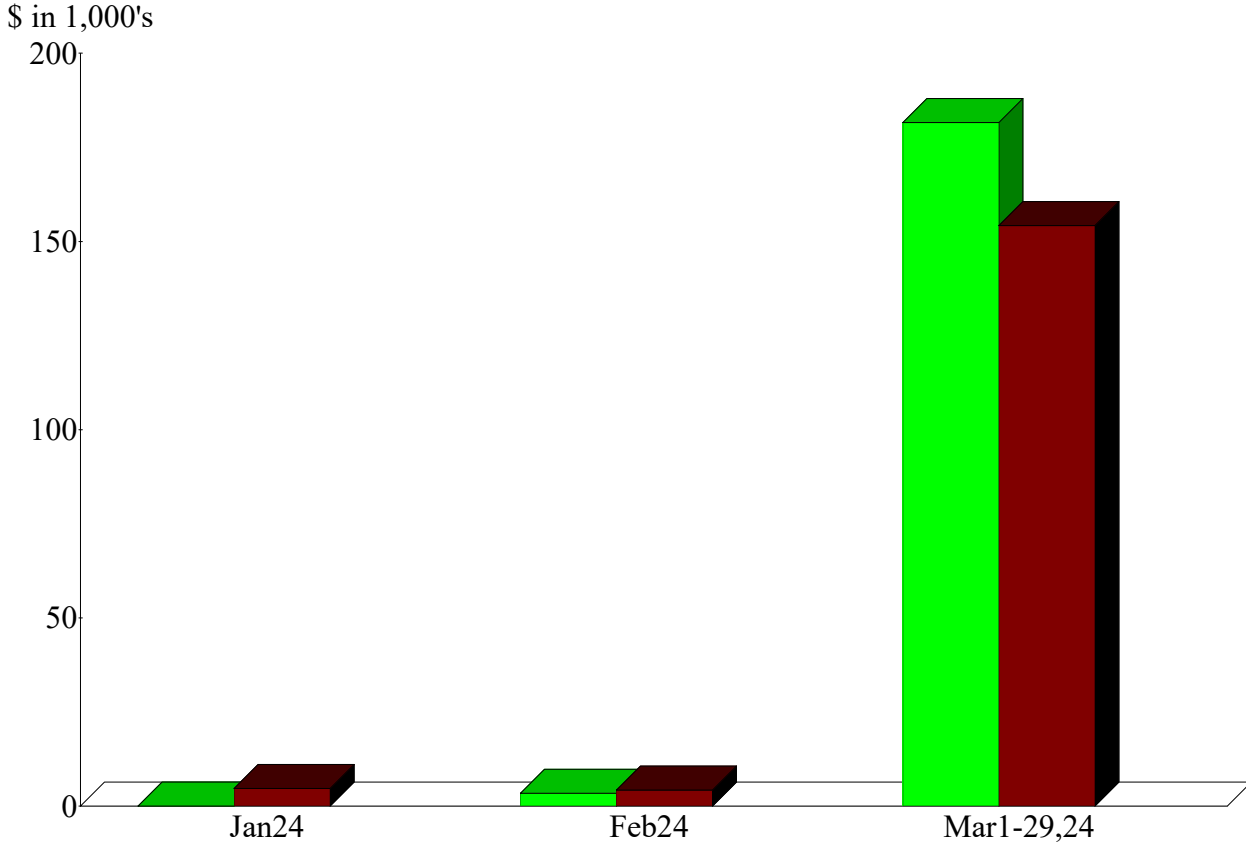
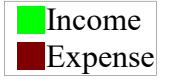
Income Summary
January 1 through March 29, 2024

Fees	99.98%
Other Income	0.02
Total	\$185,085.82



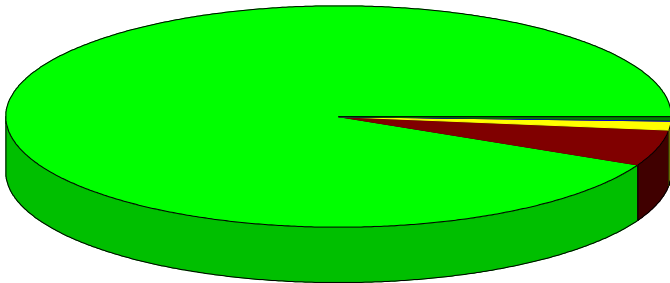
By Account

Income and Expense by Month
January 1 through March 29, 2024



Expense Summary
January 1 through March 29, 2024

Due to District 2 - Taxes	92.81%
Professional Fees	5.33
Treasurers Collection Fee-Debt	1.36
Treasurer's Collection Fee-O&M	0.28
Dues and Subscriptions	0.23
Total	\$163,313.75



By Account



Woodmen Heights Metropolitan District #1
GENERAL FUND ACCOUNT
3/21/2024

Company	Invoice	Date	Amount	Comments
SDA	2024	2/23/2024	\$ 250.50	
White Bear Ankele Tanka Waldron	33435	2/29/2024	\$ 1,985.94	
WSDM District Managers	7919	2/29/2024	\$ 1,295.00	

\$ 3,531.44

Woodmen Heights Metropolitan District, Director

Eastern Colorado Before Payables	\$ 1,568,343.46
Payables for this month	\$ (3,531.44)
Easter Colorado After Payables	\$ 1,564,812.02

Woodmen Heights Metropolitan District #2
GENERAL FUND ACCOUNT
3/22/2024

Company	Invoice	Date	Amount	Comments
CCSVarious	30124	3/1/2024	\$ 6,002.04	
Colorado Springs Utilities	9103089066	2/6/2024	\$ 2,161.83	Set Up for Autopay
Hammers Construction	2023-SDR-077.1	12/25/2023	\$ 6,100.00	
Kimley Horn	196013000-0124	1/31/2024	\$ 3,782.00	
Kimley Horn	196013000-0224	2/29/2024	\$ 2,010.00	
Special District Association	22324	2/23/2024	\$ 1,237.50	
Weisburg Landscape Maintenance	53164	12/20/2023	\$ 86.25	
Weisburg Landscape Maintenance	53169	12/20/2023	\$ 1,863.75	
Weisburg Landscape Maintenance	53365	1/3/2024	\$ 237.50	
Weisburg Landscape Maintenance	54169	2/15/2024	\$ 285.00	
Weisburg Landscape Maintenance	54269	2/16/2024	\$ 340.00	
Weisburg Landscape Maintenance	54326	2/16/2024	\$ 3,046.25	
Weisburg Landscape Maintenance	54353	2/29/2024	\$ 9,321.00	
Weisburg Landscape Maintenance	54354	2/29/2024	\$ 1,780.00	
Weisburg Landscape Maintenance	54836	3/22/2024	2157.5	
Weisburg Landscape Maintenance	54667	3/31/2024	\$ 9,321.00	
Weisburg Landscape Maintenance	54668	3/31/2024	\$ 1,780.00	
Weisburg Landscape Maintenance	54832	3/22/2024	\$ 276.25	
White Bear Ankele Tanka Waldron	33468	2/29/2024	\$ 2,171.47	
WSDM District Managers	7920	2/29/2024	\$ 11,000.00	
TOTAL			\$ 64,959.34	

BOND FUND ACCOUNT

Company	Date	Amount	Comments
UMB			
El Paso County Taxes: DISTRICT 2	11/10/2023	\$ 18,778.38	
El Paso County Taxes: DISTRICT 2	12/10/2023	\$ 16,554.14	
El Paso County Taxes: DISTRICT 2	1/10/2024	\$ 22,015.52	
El Paso County Taxes: DISTRICT 2	2/10/2024	\$ 1,102,824.46	
El Paso County Taxes: DISTRICT 3	11/10/2023	\$ 1,986.62	
El Paso County Taxes: DISTRICT 3	12/10/2023	\$ 1,751.31	
El Paso County Taxes: DISTRICT 3	1/10/2024	\$ 2,850.13	
El Paso County Taxes: DISTRICT 3	2/10/2024	\$ 148,720.75	
TOTAL		\$ 1,315,481.31	

\$ 1,380,440.65

Woodmen Heights Metropolitan District, Director

Eastern Colorado Before Payable	\$	5,384,422.78
Payables	\$	(1,380,440.65)
Eastern Colorado After Payable	\$	4,003,982.13

**Woodmen Heights Metropolitan District #3
GENERAL FUND ACCOUNT**

3/22/2024

Company	Invoice	Date	Amount	Comments
SDA	22324	2/23/2024	\$ 367.65	
White Bear Ankele Tanka Waldron	31219	11/30/2023	\$ 866.13	
White Bear Ankele Tanka Waldron	33469	2/29/2024	\$ 946.60	
WSDM District Managers	7921	2/29/2024	\$ 3,000.00	
TOTAL			\$ 5,180.38	

Woodmen Heights Metropolitan District, Director

\$ 5,180.38

The Eastern Colorado Bank	\$ 13,948.25
Payable	\$ (5,180.38)
The Eastern Colorado Bank After Payabl	<u>\$ 8,767.87</u>





MEMORANDUM

TO: WOODMEN HEIGHTS METROPOLITAN DISTRICT NO. 2 BOARD
FROM: REBECCA HARRIS
SUBJECT: VARIOUS PARK INSPECTIONS AND REPAIRS
DATE: MAY 25, 2023
CC: KEVIN WALKER

Below are the highlighted concerns and the District Manager's recommendations for repairs at the various parks throughout the District.

Bristlecone Park:

- Small graffiti, not vulgar, requires replacement of playground parts - Not a high priority
- Some loose hardware that was repaired during inspection
- Low mulch surface area - **recommend** adding the 3"

Springwood Terrace Park:

- Decking is wearing and starting to rust - Not high priority, need to consider replacement in future
- Chain climber paint is chipping - Not high priority, need to consider resealing in future
- Chain climber attachment starting to detach - **High priority**, need to consider recommended options
- Low mulch surface area - **recommend** adding the 3"

Trails at Forest Meadows Park:

- Cap missing on end of barrier - **High priority**, need to replace to prevent insect nesting
- Low mulch surface area - **recommend** adding the 6"

Forest Meadows Park:

- Minor denting/ fading of mirror equipment - Not High priority, need to monitor for future replacement
- A LOT of vandalism - **High priority**, due to vulgar content
- Entrance sign rusting and delaminating - Not high priority, need to monitor and consider replacement in future
- Multiple caps missing on structure - **High priority**, recommend replacement to avoid insect nesting and/ or child injury
- Paint deteriorating on equipment - Not high priority, recommend continued monitor and future resealing

- Low mulch surface area - recommend adding the 4"

Cumbre Vista Park:

- A LOT of vandalism - High priority, due to vulgar content
- Loose hardware - addressed and corrected on site
- Missing screw - recommend replacing, minor fix
- Climber rock is deteriorating and cracking - recommend monitoring and addressing with manufacturer or sealing cracks in the future.





MEMORANDUM

TO: WOODMEN HEIGHTS METROPOLITAN DISTRICT NO. 2 BOARD
FROM: REBECCA HARRIS
SUBJECT: UNDERDRAIN MAINTENANCE
DATE: MAY 25, 2023
CC: KEVIN WALKER

Shiloh Mesa Subdivision Filing No 1 - 5 has an underdrain system that was constructed per plans required and approved by the City of Colorado Springs for the developer (Aspen View). The underdrains, as has been the development practice recently, were constructed to assist the contractor in construction of wet utilities and possibly to assist in the foundation drainage requirements.

The City and CSU are not interested in taking over maintenance of these facilities which has been their consistent policy for many years. The developer has requested that the District consider taking responsibility for the underdrain system.

The Shiloh Mesa subdivision consists of a potential of 5 separate Associations in the Residential area. This would create a management headache for the residents in this area to have Associations take on the ownership and responsibility.

To the best of our knowledge currently, no other entities are willing to accept the ownership and maintenance of these underdrains. WSDM believes it is in the best interest of the taxpayers of the Woodmen Heights Metropolitan District No. 2 for the District to take ownership and maintenance of these underdrains. Recent failures of underdrain systems due to lack of long-term maintenance has created severe and costly issues for neighborhoods.

Our recommendation is that the Board agree to accept maintenance so long as the below process is followed:

1. Recent inspection and the results are done and provided by the builder to the District (including but not limited to any necessary jetting or raising of the cleanouts).
2. A detailed map or as built diagram of the system, depicting if it's an open system or closed system. Be submitted identifying:
 - a. cleanout locations
 - b. Include perimeter drain connection locations
 - c. Location of outlets of the system
3. City (or County, depending on local jurisdiction) acceptance

4. Bill of sale
5. Board Acceptance

Estimated maintenance routine and cost to the district.

- We recommend semi-annual inspections/camera scoping as a preventative measure.
- Any jetting needed would be contracted on a Time and Material basis.
- The current estimated cost to perform inspections is \$1,500 - \$3,500 each time per filing. This varies on the number of clean-outs and segments of pipe.
- Time and Material rate would be contracted on a per occurrence or as needed basis at the direction of the Board.