

**VILLAGE CENTER METROPOLITAN DISTRICT
NOTICE OF REGULAR BOARD MEETING AND AGENDA**



**February 11, 2025, at 5:00 PM (MST)
Trinity Lutheran Church, 17750 Knollwood Drive, Monument, CO 80132**

Public Invited to Attend

Board of Director	Title	Term Expiration
Forrest Hindley	President	May 2027
Cissy Schat-Wilk	Secretary	May 2025
Tim Hartje	Treasurer	May 2025
Karen Lusby	Director	May 2025
Vacant	Director	May 2027 (appointment until May 2025)

AGENDA

- 1. Call to Order**
- 2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures**
- 3. Approval of Agenda**
- 4. Approval of Meeting Minutes**
 - a. January 21, 2025 Board Meeting Minutes (enclosure)
- 5. Financial Matters**
 - a. Consider approval of Unaudited Financial Statements as of January 31, 2025 (enclosure)
 - b. Ratify and consider approval of Payables through February 11, 2025 (enclosure)
- 6. Management Matters**
- 7. Legal Matters**
- 8. New Business**
 - a. Review proposed Directors & Officers Insurance Renewal – Ace Fire Underwriters Insurance Company – and consider authorization to bind coverage (under separate cover)
- 9. Old Business**
 - a. Virtual meetings
 - b. Review and consider approval of playground inspection proposal
 - c. District email addresses
 - d. Snow removal

10. Public Comment

Items not on the Agenda Only. Comments are limited to 3 minutes per person and taken in the order in which they appear.

11. Adjourn

- a. Next meeting date – March 18, 2025 at 4 pm, at Serranos Coffee Company.



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**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
VILLAGE CENTER METROPOLITAN DISTRICT
HELD JANUARY 21, 2025, AT 4:00 PM**

Pursuant to posted notice, a regular meeting of the Board of Directors (the “Board”) of the Village Center Metropolitan District (the “District”) was held on Tuesday, January 21, 2025, at 4:00 PM, Serrano’s Coffee Shop at 625 Hwy 105, Monument, 80132., and via electronic means and telephone conference call.

Attendance:

In attendance were Directors:

Forrest Hindley, President
Cissy Schat-Wilk, Secretary (virtual)
Tim Hartje, Treasurer
Karen Lusby, Director

Also in attendance were:

Beth Diana, WSDM, LLC
Rebecca Harris, WSDM, LLC (virtual)
Mitch LaKind, Town of Monument Mayor
Chris Kaminski, HOA President – Village Center at Woodmoor
Todd Cahill, HOA Board Member – Village Center Estates

1. Call to Order/Declaration of Quorum: President Hindley called the meeting to order at 4:15 p.m. and declared a quorum was established.
2. Conflict of Interest Disclosures: President Hindley confirmed there were no conflicts of interest to disclose.
3. Approval of Agenda: President Hindley requested Ms. Diana add snow removal, redemption of bonds, and the District’s credit card as items under Management Matters. A motion was made by Director Lusby to approve the Agenda as amended and seconded by Director Hartje. The motion carried by unanimous consent.
4. Approval of Meeting Minutes
 - a. Approval of December 17, 2024 Board Meeting Minutes: Ms. Diana noted the 2024 Budget and the Approved 2025 Budget were added to the Minutes. A motion was made by Director Hartje to approve minutes as presented and seconded by Director Busby. The motion carried by unanimous consent.
5. Financial Matters
 - a. Consider Approval of Unaudited Financial Statements as of December 31, 2024: After review, a motion to approve as amended was made by Director Hartje and seconded by Director Lusby. The motion carried by unanimous consent.
 - b. Ratify and consider Approval of Payables through January 21, 2025: After review, a motion was

made by Director Lusby to ratify and approve the payables as amended and seconded by Director Hartje. The motion carried by unanimous consent.

6. Management Matters

- a. Snow removal: the Board and members of the public discussed snow removal options and noted the topic would be further discussed in the Town Forum on February 11, 2025. Mayor LaKind advised he would discuss the IGA for street maintenance between the Town and Metro District with the Town of Monument.
- b. Bond redemption: President Hindley requested WSDM ask BOK to send the transfer of bonds to WSDM for management.
- c. District credit card: President Hindley requested the Board cancel the District credit card. After discussion, a motion was made by Director Busby to return the District credit card and seconded by Director Hartje. The motion carried by unanimous consent.
- d. Ms. Diana noted that the email addresses of the Board members must be posted on the District's website and presented the option to purchase a license through Microsoft for a monthly fee for district email addresses instead of using personal email addresses.
- e. Discussion was had regarding the legal requirements for a Town Hall meeting and other topics such as snow removal.

7. Legal Matters: None

8. New Business

- a. Virtual meetings: The Board decided to table the discussion regarding keeping the option of attending the meetings virtually.
- b. Review and consider approval of playground inspection proposals: The Board decided to table the discussion of playground inspection proposals.

9. Old Business: None

10. Public Comment: No public comment.

11. Adjournment

Next meeting date: Director Lusby moved to adjourn the meeting at 5:56 p.m., seconded by Director Hartje. The motion carried by unanimous consent. The next meeting date is February 11, 2025 at 5:00pm for the Regular Board Meeting and 6:00 p.m. for the Annual Metro District Forum at Trinity Lutheran Church – 17750 Knollwood Drive.

Respectfully Submitted, WSDM
District Managers

By: Recording Secretary



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VILLAGE CENTER METROPOLITAN DISTRICT
Balance Sheet
General Fund
As of January 31, 2025

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Integrity Bank - General Fund	124,976.30
Total Checking/Savings	<u>124,976.30</u>
Accounts Receivable	
Accounts Receivable	3,670.50
Total Accounts Receivable	<u>3,670.50</u>
Total Current Assets	<u>128,646.80</u>
TOTAL ASSETS	<u>128,646.80</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,552.86
Total Accounts Payable	<u>5,552.86</u>
Total Current Liabilities	<u>5,552.86</u>
Total Liabilities	5,552.86
Equity	
Fund Balance - O&M	120,455.78
TABOR	6,500.00
Net Income	<u>-3,861.84</u>
Total Equity	<u>123,093.94</u>
TOTAL LIABILITIES & EQUITY	<u>128,646.80</u>

VILLAGE CENTER METROPOLITAN DISTRICT
Balance Sheet
Debt Service Fund
As of January 31, 2025

	<u>Jan 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Integrity Bank - Bond Fund	3,296.36
BOK Financial	42,459.00
Total Checking/Savings	<u>45,755.36</u>
Total Current Assets	<u>45,755.36</u>
TOTAL ASSETS	<u><u>45,755.36</u></u>
LIABILITIES & EQUITY	
Equity	
Fund Balance - Debt	44,225.12
Net Income	1,530.24
Total Equity	<u>45,755.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>45,755.36</u></u>

VILLAGE CENTER METROPOLITAN DISTRICT
Profit & Loss Budget VS Actual
General Fund
January 2025

	Jan 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CY Property Tax - O&M	0.00	224,950.00	-224,950.00	0.0%
Specific Ownership Tax - O&M	1,726.05	15,746.00	-14,019.95	10.96%
Total Income	1,726.05	240,696.00	-238,969.95	11.0%
Expense				
Landscape Replacement - HWY 105	0.00	100,000.00	-100,000.00	0.0%
General & Administrative				
Accounting	0.00	9,600.00	-9,600.00	0.0%
Contingency	0.00	12,135.00	-12,135.00	0.0%
District Management	0.00	24,000.00	-24,000.00	0.0%
Election Expense	290.00	10,000.00	-9,710.00	2.9%
Insurance	283.67	8,000.00	-7,716.33	3.55%
Legal	0.00	12,000.00	-12,000.00	0.0%
Miscellaneous	174.40	1,000.00	-825.60	17.44%
Treasurer Collection Fee - O&M	0.00	3,374.00	-3,374.00	0.0%
Total General & Administrative	748.07	80,109.00	-79,360.93	0.24
Operations & Maintenance				
Landscape - Contract	3,479.24	47,000.00	-43,520.76	7.4%
Landscape - Repairs & Maintenance	0.00	45,000.00	-45,000.00	0.0%
Pest Control	300.00	3,600.00	-3,300.00	8.33%
Pet Station & Supplies	735.00	8,820.00	-8,085.00	8.33%
Snow Removal	432.86	20,000.00	-19,567.14	2.16%
Street Repairs & Maintenance	0.00	30,000.00	-30,000.00	0.0%
Utilities				
Electricity	0.00	15,000.00	-15,000.00	0.0%
Water & Sewer	0.00	22,000.00	-22,000.00	0.0%
Total Utilities	0.00	37,000.00	-37,000.00	0.0%
Total Operations & Maintenance	4,947.10	191,420.00	-186,472.90	0.26
Total Expense	5,695.17	371,529.00	-365,833.83	0.50
Net Ordinary Income	-3,969.12	-130,833.00	126,863.88	-0.39
Other Income				
Interest Income - O&M	107.28	2,800.00	-2,692.72	3.83%
Total Other Income	107.28	2,800.00	-2,692.72	3.83%
Net Income	-3,861.84	-128,033.00	124,171.16	-35.33%

VILLAGE CENTER METROPOLITAN DISTRICT
Profit & Loss Budget VS Actual
Debt Service Fund
January 2025

	Jan 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
CY Property Tax - Debt	0.00	524,882.00	-524,882.00	0.0%
Specifice Ownership Tax - Debt	4,027.44	44,767.00	-40,739.56	9.0%
Total Income	4,027.44	569,649.00	-565,621.56	9.00%
Expense				
Bond Expense				
Bond Payment	0.00	558,776.00	-558,776.00	0.0%
Trustee Fee	2,500.00	3,000.00	-500.00	83.33%
Total Bond Expense	2,500.00	561,776.00	-559,276.00	83.33%
General & Administrative				
Treasurer Collection Fee - Debt	0.00	7,873.00	-7,873.00	0.0%
Total General & Administrative	0.00	7,873.00	-7,873.00	0.0%
Total Expense	2,500.00	569,649.00	(567,149.00)	83.33%
Net Ordinary Income	1,527.44	0.00	1,527.44	-74.34%
Other Income				
Interest Income - Debt	2.80	0	0	0
Total Other Income	2.80	0	0	0
Net Income	1,530.24	0.00	1,527.44	-74.34%



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Village Center Metropolitan District

PAYMENT REQUEST

2/11/2025

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Backyard Bomb Squad	20097	2/1/2025	\$ 735.00	Monthly
BOK - Trust Services Department	00009G2N3000	1/23/2025	\$ 2,500.00	Annual Trustee Fee
Brightview - Contract	9227086	2/1/2025	\$ 3,479.24	Monthly
Brightview - Snow Removal	9207114	1/14/2025	\$ 65.78	
Brightview - Snow Removal	9208113	1/15/2025	\$ 183.54	
Brightview - Snow Removal	9230058	1/27/2025	\$ 183.54	
Castle Rock Pest Control	18795	1/29/2025	\$ 300.00	Monthly
Gran Farnum Printing	1117-25-V	1/28/2025	\$ 290.00	Election - Call for Nominations Postards
TOTAL			\$ 7,737.10	

_____, President

Integrity Bank Checking Balance	\$ 124,976.30
Less this month's payables	<u>\$ (7,737.10)</u>
Bank Balance after payables	\$ 117,239.20