

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



March 25, 2025, at 4:00 PM (MST)

Serranos Coffee Company
625 W. Highway 105
Monument, CO 80132

and

This meeting will be held via teleconferencing and can be joined through the directions below:

Please join meeting from your computer, tablet, or smartphone.

<https://video.cloudoffice.avaya.com/join/869337137>

You can also dial in using your phone.

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

Access Code: 869337137

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	Assistant Secretary	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. Review and consider approval of February 11, 2025 Regular Board Meeting Minutes and February 11, 2025 Annual Metro District Forum Meeting Minutes (enclosure)
- 5. Financial Matters**
 - a. Consider approval of Unaudited Financial Statements as of February 28, 2025 (under separate cover)
 - b. Ratify and consider approval of Payables through March 25, 2025 (under separate cover)
- 6. Management Matters**
 - a. Election update
- 7. Legal Matters**
 - a. Review and consider adoption of Cancellation of Election and Declaration Deeming Candidates Elected Board of Directors Resolution (under separate cover)

8. New Business

9. Old Business

- a. Virtual meetings
- b. Review and consider approval of playground inspection proposal
- c. 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 – April 15, 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 FEBRUARY 11, 2025, AT 5:00 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, February 11, 2025, at 5:00 PM, at Trinity Lutheran Church – 17750 Knollwood Drive, Monument, 80132.

Attendance:

Directors In Attendance:

Forrest Hindley, President
Tim Hartje, Treasurer
Karen Lusby, Director

Directors Absent

Cissy Schat-Wilk, Secretary (excused)

Also in attendance were:

Beth Diana, WSDM Managers
Rebecca Harris, WSDM Managers

1. Call to Order/Declaration of Quorum: President Hindley called the meeting to order at 5:00 p.m. and declared a quorum was present.
2. Conflict of Interest Disclosures: President Hindley confirmed there were no additional conflicts of interest to disclose.
3. Approval of Agenda: After review, Director Hartje motioned to approve the agenda as presented. Seconded by Director Lusby. Motion passed unanimously.
4. Approval of Meeting Minutes
 - a. Approval of January 21, 2025 Board Meeting Minutes
After review, Director Lusby motioned to approve the minutes as presented. Seconded by Director Hartje. Motion passed unanimously.

The Board discussed the appointment of officer positions. Director Hartje motioned to appoint Director Lusby as Assistant Secretary. Seconded by President Hindley. Motion passed unanimously.

5. Financial Matters
 - a. Consider Approval of Unaudited Financial Statements as of January 31, 2025
President Hindley presented the Unaudited Financial Statements. After review and discussion,

Director Lusby motioned to approve the Unaudited Financial Statements as presented.
Seconded by Director Hartje.
Motion passed unanimously.

b. Ratify and consider Approval of Payables through January 21, 2025

Ms. Diana requested the additional payables to include Mountain View Electric Association, Philadelphia General Liability Insurance, Woodmoor Water and Sanitation District, and WSDM District Managers invoice for a total of \$15,456.32. After review and discussion, Director Hartje motioned to approve the payables as amended.

Seconded by Director Lusby.

Motion passed unanimously.

6. Management Matters

Ms. Diana updated the Board on the status of completing the CSD Pool Insurance application and that WSDM will handle the BOK Redemption of Bonds signature process.

7. Legal Matters

There was no discussion.

8. New Business

a. Review proposed Directors & Officers Insurance Renewal – Ace Fire Underwriters Insurance Company – and consider authorization to bind coverage

After review and discussion, Director Lusby motioned to authorize binding insurance coverage.

Seconded by Director Hartje.

Motion passed unanimously.

9. Old Business

a. Virtual meetings

The Board decided to table this discussion.

b. Review and consider approval of playground inspection proposal

After discussion, this item was tabled so the Board could obtain community input at the Annual Metro District Forum.

c. District email addresses

Ms. Harris described the benefits and options available. After discussion, Director Lusby motioned to approve the creation of Board email addresses and associated monthly fee.

Seconded by Director Hartje.

Motion passed unanimously.

d. Snow removal

President Hindley notified the Board that he provided language to the Town of Monument Mayor to change the snow removal ordinance. He also discussed snow removal to take place in the curb and gutter in front of the mailboxes. Decision was tabled so the Board could obtain community input at the Annual Metro District Forum.

10. Public Comment

No public comment.

11. Adjournment

Director Hartje motioned to adjourn the meeting at 5:52 p.m.

Seconded by Director Lusby.

Motion passed unanimously.

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

Director Lusby motioned to move the next Board Meeting to March 25 at 4 pm.

Seconded by Director Hartje.

Motion passed unanimously.

Respectfully Submitted,
WSDM District Managers

By: Recording Secretary



**MINUTES OF THE ANNUAL METRO DISTRICT FORUM MEETING OF THE
VILLAGE CENTER METROPOLITAN DISTRICT
HELD FEBRUARY 11, 2025, AT 6:00 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, February 11, 2025, at 6:00 PM, at Trinity Lutheran Church – 17750 Knollwood Drive, Monument, 80132.

Attendance:

Directors In Attendance:

Forrest Hindley, President
Tim Hartje, Treasurer
Karen Lusby, Assistant Secretary

Directors Absent

Cissy Schat-Wilk, Secretary

Also in attendance were:

Beth Diana, WSDM Managers
Rebecca Harris, WSDM Managers
Joel Lusby, Resident
Jim Bagby, Resident
Nicole Tahmindjis, Resident
Michael Golden, Resident

1. Call to Order
President Hindley called the meeting to order at 6:08 pm.
2. Introductions
Presentation was made.
3. Map
Presentation was made.
4. Metro District v. HOA
Presentation was made.
5. History of the Village Center Metro District
Presentation was made.
6. 2025 Key Expenditures
Presentation was made.
7. Current Bond Status

Presentation was made.

8. Unaudited Financial Statements
Presentation was made.

9. Current/Planned Public Infrastructure Projects within the District
Presentation was made.

10. Landscape & Community Maintenance
Presentation was made.

11. Election
Presentation was made.

12. What Can You Do?
Presentation was made.

13. Open Floor for Questions – Members of the public may ask questions about the District. The Board may determine how much time is reserved for questions and for each individual speaker. Member of the public inquired about snow removal. After a detailed discussion, President Hindley described the District's current snow removal plan and highlighted the District's financial constraints. Member of the public inquired about mulch replacement. After discussion, President Hindley explained that other ground cover options are more cost-effective for the District. Member of the public inquired about removal of dead plant material. The Board addressed. Member of the public expressed concern about installing new trees along Highway 105. Member of the public inquired about the transfer of District land to homeowners. President Hindley explained the Board had previously inquired about transferring District-owned land to homeowners, and it was confirmed that this option is not feasible. Member of the public inquired about the current debt principal. President Hindly addressed. Member of the public inquired about street maintenance. President Hindley and Director Lusby explained that the Town of Monument is reviewing the current agreement with the District.

14. Adjourn – Next Scheduled Meeting is March 25, 2025 at 4 p.m. at Serranos Coffee Company

Respectfully Submitted, WSDM
District Managers

By: Recording Secretary



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Village Center Metropolitan District
Balance Sheet
As of February 28, 2025

	<u>Feb 28, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Integrity Bank - General Fund	117,042.11
Integrity Bank - Bond Fund	3,298.89
BOK Financial	42,526.91
Total Checking/Savings	162,867.91
Accounts Receivable	
Accounts Receivable	3,670.50
Total Accounts Receivable	3,670.50
Total Current Assets	166,538.41
TOTAL ASSETS	166,538.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,899.17
Total Accounts Payable	9,899.17
Total Current Liabilities	9,899.17
Total Liabilities	9,899.17
Equity	
Fund Balance - Debt	46,882.95
Fund Balance - O&M	117,797.95
TABOR	6,500.00
Net Income	-14,541.66
Total Equity	156,639.24
TOTAL LIABILITIES & EQUITY	166,538.41

Village Center Metropolitan District

Profit & Loss Budget vs. Actual

January through February 2025

General Fund

	TOTAL				
	Feb 25	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
CY Property Tax	1,801.51	1,801.51	224,950.00	-223,148.49	0.8%
Specific Ownership Tax	2,018.38	3,744.43	15,746.00	-12,001.57	23.78%
Total Income	3,819.89	5,545.94	240,696.00	-235,150.06	2.3%
Expense					
General & Administrative					
Accounting	0.00	0.00	9,600.00	-9,600.00	0.0%
Contingency	0.00	0.00	12,135.00	-12,135.00	0.0%
District Management	2,000.00	4,052.57	24,000.00	-19,947.43	16.89%
Election Expense	187.50	678.00	10,000.00	-9,322.00	6.78%
Insurance	1,728.75	2,012.42	8,000.00	-5,987.58	25.16%
Legal	6,972.96	6,972.96	12,000.00	-5,027.04	58.11%
Miscellaneous	0.00	174.40	1,000.00	-825.60	17.44%
Treasurer Collection Fee	27.02	27.02	3,374.00	-3,346.98	0.8%
Total General & Administrative	10,916.23	13,917.37	80,109.00	-66,191.63	17.37%
Operations & Maintenance					
Landscape - Contract	3,479.24	6,958.48	47,000.00	-40,041.52	14.81%
Landscape - Repairs & Maintenanc	0.00	0.00	45,000.00	-45,000.00	0.0%
Landscape Replacement - HWY 105	0.00	0.00	100,000.00	-100,000.00	0.0%
Pest Control	300.00	600.00	3,600.00	-3,000.00	16.67%
Pet Station & Supplies	735.00	1,470.00	8,820.00	-7,350.00	16.67%
Snow Removal	559.13	991.99	20,000.00	-19,008.01	4.96%
Street Repairs & Maintenance	0.00	0.00	30,000.00	-30,000.00	0.0%
Utilities					
Electricity	5,673.92	5,673.92	15,000.00	-9,326.08	37.83%
Water & Sewer	1,126.35	1,126.35	22,000.00	-20,873.65	5.12%
Total Utilities	6,800.27	6,800.27	37,000.00	-30,199.73	18.38%
Total Operations & Maintenance	11,873.64	16,820.74	291,420.00	-274,599.26	5.77%
Total Expense	22,789.87	30,738.11	371,529.00	-340,790.89	8.27%
Net Ordinary Income	-18,969.98	-25,192.17	-130,833.00	105,640.83	19.26%
Other Income					
Interest Income	92.55	199.83	2,800.00	-2,600.17	7.14%
Total Other Income	92.55	199.83	2,800.00	-2,600.17	7.14%
Net Income	-18,877.43	-24,992.34	-128,033.00	103,040.66	19.52%

Village Center Metropolitan District

Profit & Loss Budget vs. Actual

January through February 2025

Debt Service Fund

	TOTAL				
	Feb 25	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
CY Property Tax	4,203.52	4,203.52	524,882.00	-520,678.48	0.8%
Specific Ownership Tax	4,709.54	8,736.98	44,767.00	-36,030.02	19.52%
Total Income	8,913.06	12,940.50	569,649.00	-556,708.50	2.27%
Expense					
Bond Expense					
Bond Payment	0.00	0.00	558,776.00	-558,776.00	0.0%
Trustee Fee	0.00	2,500.00			
Total Bond Expense	0.00	2,500.00	558,776.00	-556,276.00	0.45%
General & Administrative					
Miscellaneous	0.00	0.00	3,000.00	-3,000.00	0.0%
Treasurer Collection Fee	63.06	63.06			
Total General & Administrative	63.06	63.06	3,000.00	-2,936.94	2.1%
Total Expense	63.06	2,563.06	561,776.00	-559,212.94	0.46%
Net Ordinary Income	8,850.00	10,377.44	7,873.00	2,504.44	131.81%
Other Income					
Interest Income	10.58	73.24			
Total Other Income	10.58	73.24			
Net Income	8,860.58	10,450.68	7,873.00	2,577.68	132.74%



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Village Center Metropolitan District

PAYMENT REQUEST

3/25/2025

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Backyard Bomb Squad	20282	3/1/2025	\$ 735.00	Monthly
Brightview - Contract	9266940	3/1/2025	\$ 3,479.24	Monthly
Brightview - Snow Removal	9244884	2/7/2025	\$ 131.56	
Brightview - Snow Removal	9251122	2/17/2025	\$ 65.78	
Brightview - Snow Removal	9275534	2/27/2025	\$ 361.79	
Brightview - Snow Removal	9284384	3/7/2025	\$ 131.56	
Brighview - Snow Removal	9285616	3/11/2025	\$ 197.34	
Castle Rock Pest Control	19228	2/14/2025	\$ 300.00	Monthly
Castle Rock Pest Control	19424	3/12/2025	\$ 300.00	Monthly
Higginbotham Trust Account	331608	2/5/2025	\$ 1,160.00	D&O Liability Renewal
Icenogle Seaver Pogue	27182	2/28/2025	\$ 6,972.96	June 2024-February 2025
Mountain View Electric Association - Pump	2122025	2/27/2025	\$ 98.72	Monthly
Mountain View Electric Association - Street Lights	2122025	2/27/2025	\$ 1,054.72	Monthly
Mountain View Electric Association - Pump	3122025	3/12/2025	\$ 98.78	Monthly
Mountain View Electric Association - Street Lights	3122025	3/12/2025	\$ 1,024.45	Monthly
Woodmoor Water & Sanitation District No. 1	2282025	2/28/2025	\$ 376.92	Monthly
WSDM District Managers	683	2/28/2025	\$ 2,187.50	Monthly
TOTAL			\$ 18,676.32	

, President

Integrity Bank Checking Balance	\$ 101,176.13
Less this month's payables	\$ (18,676.32)
Bank Balance after payables	\$ 82,499.81



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**CANCELLATION OF ELECTION and
DECLARATION DEEMING CANDIDATES ELECTED
BOARD OF DIRECTORS RESOLUTION**

§1-13.5-513, C.R.S.

VILLAGE CENTER METROPOLITAN DISTRICT DISTRICT,
EL PASO COUNTY, COLORADO

WHEREAS, the Board of Directors of the District is authorized to cancel the election by resolution and declare candidates elected at the close of business on the sixty-third before the election to be conducted on May 6, 2025; and

WHEREAS, the Board of Directors has duly certified that there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates,

Now, THEREFORE, pursuant to 1-13.5-513, C.R.S., the Board HEREBY cancels the regular election to be conducted on the 6th day of May, 2025 by formal resolution and

THE BOARD DECLARES THE FOLLOWING CANDIDATES ELECTED FOR THE FOLLOWING TERMS OF OFFICE:

<u>Tim D. Hartje</u>	<u>995 Woodmoor Acres Drive, Monument, CO 80132</u>	<u>4 years</u>
(Name)	(Address)	(Term Length)
<u>Karen Z. Lusby</u>	<u>1083 Night Blue Circle, Monument, CO 80132</u>	<u>4 years</u>
(Name)	(Address)	(Term Length)

Signed by: _____ Date _____
Forrest Hindley, President

Contact Person for the District: Beth Diana
Telephone Number of the District: 719-447-1777
Address of the District: 614 N. Tejon Street, Colorado Springs, CO 80903