

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

WESTGLENN METROPOLITAN DISTRICT

Held: Friday, January 19, 2024 at 11:00 a.m., at 3650 E. 1<sup>st</sup>  
Avenue, Suite 200 Denver, Colorado 80206

### Attendance

The regular meeting of the Board of Directors of the Westglenn Metropolitan District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Directors, having confirmed their qualifications to serve on the Board, were in attendance:

Michael R. Seeley  
Vacancy  
Vacancy  
Vacancy  
Vacancy

Also present were Elizabeth A. Dauer, Esq., Seter & Vander Wall, P.C.; Kay Hamel, District Accountant; and Richard Hamel, District Maintenance Supervisor.

### Call to Order

Director Seeley convened the regular meeting at 11:05 a.m.

### Disclosure Matters

The Board had been previously advised that pursuant to Colorado law, certain disclosures by the Board members might be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member confirmed the contents of written disclosures previously made, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting. The Directors specifically noted that they are members of a limited liability company that purchased additional ground located in the District on September 30, 1999, in an arms-length transaction. The Board determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Board to act.

Director Seeley reported he had disclosed his contract to purchase property located within the District, and his association with Brookhill VII, LLC, developers in the District.

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This disclosure is associated with approval of items on the agenda that may affect his interests.

## Approval of Minutes

Upon motion made, the minutes of the December 8, 2023 and December 12, 2023 special meetings were approved as presented.

## Director Matters

- Acknowledgement of Vacancy left by James Sullivan

Director Seeley acknowledged the vacancy on the Board due to the passing of James Sullivan.

All parties present expressed the profound personal and professional loss at the passing of Jim Sullivan. Director Seeley and District consultants noted Mr. Sullivan's significant efforts and contributions to the Westglenn Metropolitan District. It was discussed that not only was Mr. Sullivan instrumental in forming the District, he served on the District Board of Directors for nearly forty years. In that time, the District provided essential park and recreation, landscaping, and irrigation services and infrastructure to the District constituency and greater Westminster community.

## Annual Administrative Matters 2024

Ms. Dauer presented the 2024 annual administrative matters resolution for consideration. Upon motion made, the 2024 Annual Administrative Matters Resolution was approved as presented.

## Financial Matters / Payment of Claims

Ms. Hamel presented the District's financial reports for the period ending December 31, 2023. Director Seeley inquired of Ms. Hamel who confirmed that all accounting continues to be maintained according to GAAP, there were no unusual transactions during the time period, there were no transactions involving the Directors; and, the District remained capable of paying its obligations through 2023. Upon motion made by Director Seeley, the financial report was accepted as presented.

Director Seeley then authorized a monthly increase of payment to Kay Hamel for accountant services and Richard Hamel for site maintenance/ supervisory services of \$850 per person. This payment is in Lieu of the budgeted annual year end bonus.

Director Seeley also requested that the 2023 audit be placed on an expedited schedule in order to present the audit to the City of Westminster for discussion regarding potentially transferring District assets.

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Dog/Park Improvement  
Project

Director Seeley discussed that the dog park project will be suspended indefinitely.

Attorney Report

Ms. Dauer discussed that the migration process to the new website platform via Streamline is ongoing.

Other Business

The Board confirmed its availability to attend the regular meeting scheduled for Friday, February 16, 2024.

Adjournment

There being no further business to come before the Board, and upon motion made, the meeting was adjourned at 12:00 p.m.



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Secretary for the Meeting