



**MINUTES OF THE BOARD OF DIRECTORS REGULAR MEETING
ARABIAN ACRES METROPOLITAN DISTRICT**

March 20, 2024, at 5:30 P.M.

Via Telephone and Video Conference Call

In attendance were Directors:

Edith Coffman
Elizabeth Douglass
Lanny Hoel (Absent)
Martin Lempecki
Jennifer Shepard

Also in attendance were:

Rebecca Harris, WSDM District Managers
Amber Hardekopf, WSDM District Managers
Lynn Willow, ORC
Diane Bordage, Resident
Elric Winterer, Resident
Andrea Gunther, Resident

1. ADMINISTRATIVE MATTERS

- a. Call to Order & Declaration of Quorum: President Douglass called the meeting to order at 5:30 p.m. and confirmed a quorum was present.
- b. Confirm any Potential Conflicts of Interest: The Directors each confirmed no potential conflicts of interest.
- c. Discussion and Approval of the Agenda: Director Coffman moved to approve the Agenda as presented; seconded by Director Lempecki. Motion passed unanimously.
- d. Consider Approval of Meeting Minutes from February 21, 2024: Director Shepard joined the meeting. Director Coffman inquired about written confirmation for the excluded properties. Mrs. Harris answered, confirming that the recorded order of exclusions confirm the legal description of the properties are what is excluded. Director Lempecki moved to approve the meeting minutes, seconded by President Douglass. Motion passed unanimously.

2. FINANCIAL MATTERS

- a. Review of and consider approval of Leak Adjustment for 453 Donzi Trail: Mrs. Harris presented a request from Mrs. Bordage requesting an adjustment for a leak that occurred at 453 Donzi Trail and provided the Board with potential rates or write-offs. After discussion and input from Mrs. Bordage the Board agreed not to adjust her rate for the leak. After discussion the Board directed WSDM's office to add language to the "Winterizing Your Home" flyer to include pointers on installing smart sensors in their home for while they plan to be gone.
- b. Review of Billing and Collection Status: Mrs. Harris presented the billing and collection status to the Board.

- c. Review and accept February 29, 2024, Unaudited Financial Status: Mrs. Harris reviewed the Unaudited Financials with the Board. President Douglass inquired about the Repair and Maintenance Cost, addressed by Mr. Willow. Director Lempecki motioned to approve; seconded by Director Shepard. Motion passed unanimously.
- d. Review and approve the payment of claims: Mrs. Harris presented the payment of claims to the board with an adjustment to add \$15.73 for postage of water testing and removal of Director Hoel's Director Fee, if he has not joined by the end of the meeting. Director Lempecki moved to approve as amended; seconded by President Douglass. Motion passed unanimously.
- e. Review and Discuss Financial Analysis of Funds in Operating: Mrs. Harris presented a detailed breakdown of the funds available in the checking account and operations versus capital improvement fees collected. Mrs. Harris explained based on WSDM analysis we are able to lower the Capital Improvement Fee from \$65 per month to \$55 per month starting May's billing cycle after adoption at April Board meeting. After Board discussion the Board directed Mrs. Harris to move forward with the lower fee process. Director Coffman moved to approve moving \$250,000 into a 3 or 5-month CD; seconded by Director Shepard. Motion passed unanimously.

3. MANAGEMENT MATTERS

4. LEGAL MATTERS

- a. Mrs. Harris gave an update to the Board on the status with the property foreclosing and concerns around the water line easement concern.

Director Coffman brought to the board a request that each Board of Director have contact information for each other. The board agreed, and director Mrs. Harris to get that list together.

5. OPERATIONS

- a. ORC Report: Mr. Willow presented the Operator's Report.
- b. Water Loss Data Report: Ms. Harris presented the Water Loss Data Report and explained she will need to get with Mr. Willow on the reporting coming up with negative loss again. Mrs. Willow agreed he will get with Mrs. Harris on that reporting data.

6. PUBLIC COMMENT: The meeting was opened for public comment.

Mr. Elric wanted to remind the board about the need to upgrade the water tank to allow more storage. However, agrees that upgrading the pipe should come prior to considering the tank upgrade.

Mrs. Gunther provided the Board with some other ideas to help advertise the tips on preparing for winter if owners plan to be away during the winter months. Board agreed and directed Mrs. Harris to look into purchasing signs closer to winter to be posted by the community entrance.

7. **ADJOURNMENT:** Director Lempecki moved to adjourn the meeting at 6:56 p.m.; seconded by Director Coffman. Motion passed unanimously.
- a. THE NEXT REGULARLY SCHEDULED MEETING IS SCHEDULED FOR APRIL 17, AT 5:30 PM

Respectfully Submitted,
WSDM District Managers

Rebecca Harris

By: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 20, 2024 REGULAR MEETING MINUTES OF THE ARABIAN ACRES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Edith Coffman
[Edith Coffman \(Apr 18, 2024 17:48 MDT\)](#)

Edith Coffman

Elizabeth Douglass
[Elizabeth Douglass \(Apr 18, 2024 19:17 MDT\)](#)

Elizabeth Douglass

Lanny Hoel

Martin Lempecki

Jennifer Shepard
[Jennifer Shepard \(Apr 18, 2024 15:52 MDT\)](#)

Jennifer Shepard