

# IRON WORKS VILLAGE METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 • 800-741-3254  
Fax: 303-987-2032

## NOTICE OF A REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Taylor Strickland	President	2023/May 2023
Cecily VanHouten	Vice President	2023/May 2023
Carter Harris	Treasurer	2023/May 2023
Jennifer Bartlett	Assistant Secretary	2025/May 2025
<i>VACANT</i>		2025/May 2023
Peggy Ripko	Secretary	

DATE: April 3, 2023

TIME: 6:00 P.M.

PLACE: This meeting will be held via Zoom and can be joined through the directions below:  
*Please email Peggy Ripko if there are any issues ([pripko@sdmsi.com](mailto:pripko@sdmsi.com)).*

Join Zoom Meeting

<https://us02web.zoom.us/j/7601691090?pwd=R3B3cjMwdG5XeHlVNENwNU5MdDRDZz09>

Meeting ID: 760 169 1090

Passcode: 488323

### I. ADMINISTRATIVE MATTERS

A. Confirm Quorum and Present Conflict Disclosures.

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B. Approve Agenda, confirm location of the meeting and posting of meeting notices.

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II. PUBLIC COMMENTS- of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes per person

A. \_\_\_\_\_

III. CONSENT AGENDA - These items listed below are a group of items to be acted on with a single motion and vote by the Board. An item may be removed from the consent agenda to the regular agenda by any Board member. Items on the consent agenda are then voted on by a single motion, second, and vote by the Board. **Enclosures included in electronic packets only; hard copies available upon request.**

- Review and approve Minutes of the November 7, 2022 Special Meeting (enclosure).
  - Ratification of payment of claims for the period beginning December 31, 2022 through March 27, 2023, in the amount of \$ 83,741.70 (enclosure).
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IV. FINANCIAL MATTERS

- A. Review and accept unaudited financial statements for the period ending \_\_\_\_\_ and schedule of cash position ending \_\_\_\_\_, as of \_\_\_\_\_. (to be distributed).
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- B. Review and consider approval of outstanding invoices as of March 27, 2023 (enclosure).
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V. COMMUNITY MANAGEMENT

- A. Review and consider approval of proposal from CAM Services for concrete repair (enclosure).
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VI. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 7, 2023.**

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE IRON WORKS VILLAGE METROPOLITAN DISTRICT HELD NOVEMBER 7, 2022

A Regular Meeting of the Board of Directors (referred to hereafter as “Board”) of the Iron Works Village Metropolitan District (referred to hereafter as “District”), was convened on Monday, the 7th day of November, 2022, at 6:00 p.m. and held via Zoom. The meeting was open to the public.

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### ATTENDANCE

#### Directors In Attendance Were:

James Taylor Strickland  
Carter Harris  
Jennifer Bartlett

Following discussion, upon motion duly made by Director Harris seconded by Director Bartlett and, upon vote, unanimously carried, the absence of Director Cecily VanHouten was excused.

#### Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Sean Allen, Esq.; White Bear Ankele Tanaka & Waldron, P.C.

Jacob Antillon, Homeowner

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### DISCLOSURES OF POTENTIAL CONFLICTS OF INTEREST

**Disclosures of Potential Conflicts of Interest:** The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board and to the Secretary of State.

Ms. Ripko noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. The Board members confirmed that there are no conflicts of interest.

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## RECORD OF PROCEEDINGS

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### **ADMINISTRATIVE MATTERS**

**Agenda:** Ms. Ripko reviewed with the Board the proposed Agenda for the District's regular meeting.

Following discussion, upon motion duly made by Director Harris, seconded by Director Bartlett and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Approval of Meeting Location:** The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Following discussion, upon motion duly made by Director Harris, seconded by Director Bartlett and, upon vote, unanimously carried, the Board determined that because there was not a suitable or convenient location within the District's boundaries to conduct this meeting, it was determined to conduct the meeting at the above stated location. The Board further noted that notice of the time, date and location was duly posted and that they have not received any objections to the location or requests that the meeting place be changed by residents or tax paying electors within its boundaries.

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### **PUBLIC COMMENT**

There were no public comments.

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### **CONSENT AGENDA**

**Consent Agenda:** The Board considered the following actions:

- Consider approval of minutes of the May 17, 2022 Special Meeting.
- Ratification of payment of claims for the period beginning June 30, 2022 through October 31, 2022, in the amount of \$59,599.20.

Following review, upon motion duly made by Director Bartlett, seconded by Director Harris and, upon vote, unanimously carried, the Board approved and/or ratified approval of, as appropriate, the above actions.

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### **FINANCIAL MATTERS**

**Unaudited Financial Statements/Schedule of Cash Position:** The Board reviewed the unaudited financial statements of the District for the period ending June 30, 2022 and schedule of cash position ending June 30, 2022.

Following review and discussion, upon motion duly made by Director Strickland, seconded by Director Harris and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District for the

## RECORD OF PROCEEDINGS

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period ending June 30, 2022 and schedule of cash position ending June 30, 2022.

**2022 Audit:** The Board discussed the engagement of Auditor to perform the 2022 Audit, not to exceed a \$600.00 increase over the prior year's cost.

Following review and discussion, upon motion duly made by Director Strickland, seconded by Director Bartlett and, upon vote, unanimously carried, the Board approved the engagement of Auditor to perform the 2022 Audit, not to exceed a \$600.00 increase over the prior year's cost.

**2022 Budget Amendment Hearing:** The President opened the public hearing to consider an amendment to the 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider an amendment to the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received and the public hearing was closed.

Following review and discussion, the Board determined that a Budget Amendment was not necessary.

**2023 Budget Hearing:** The President opened the public hearing to consider the proposed 2023 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2023 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received and the public hearing was closed.

Following discussion, the Board considered the adoption of a Resolution to Adopt the 2023 Budget and Appropriate Sums of Money and to Set Mill Levies (for the General Fund at 16.000 mills and the Debt Service Fund at 43.000 mills, for a total mill levy of 59.000 mills). Upon motion duly made by Director Strickland, seconded by Director VanHouten and, upon vote, unanimously carried, the Resolution . Ms. Ripko was authorized to transmit the Certification of Mill Levies to the Board of County Commissioners of Arapahoe County, not later than December 15, 2022. Ms. Ripko was also authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2023.

## RECORD OF PROCEEDINGS

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**DLG-70 Mill Levy Certification Form:** The Board considered authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

Following discussion, upon motion duly made by Director Strickland, seconded by Director Bartlett and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

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### **LEGAL MATTERS**

**Resolution Calling a Regular Election for Directors on May 2, 2023, appointing the Designated Election Official (“DEO”), and authorizing the DEO to perform all tasks required for the conduct of mail ballot election:** The Board considered the adoption of the Resolution of the Board of Directors Calling Election. Attorney Allen discussed with the Board the designation of method for providing Notice of Call for Nominations.

Following consideration, upon motion duly made by Director Strickland, seconded by Director Bartlett and, upon vote, unanimously carried, the Board adopted the Resolution of the Board of Directors Calling Election.

**2023 Annual Administrative Resolution:** The Board considered the adoption of the 2023 Annual Administrative Resolution.

Following discussion, upon motion duly made by Director Strickland, seconded by Director VanHouten and, upon vote, unanimously carried, the Board adopted the 2023 Annual Administrative Resolution.

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### **COMMUNITY MANAGEMENT**

**Brightview Landscape Services:** The Board discussed the proposal from Brightview Landscape Services regarding authorization for extra work.

Following discussion, upon motion duly made by Director Strickland, seconded by Director VanHouten and, upon vote, unanimously carried, the Board ratified the approval of the proposal from Brightview Landscape Services and authorized the extra work.

**Brightview Landscape Services:** The Board discussed the proposal from Brightview Landscape Services for 2023.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Strickland, seconded by Director Bartlett and, upon vote, unanimously carried, the Board approved the proposal from Brightview Landscape Services for 2023.

**Brightview Landscape Services:** The Board discussed the proposal from Brightview Landscape Services regarding snow removal for 2023.

Following discussion, upon motion duly made by Director Strickland, seconded by Director Bartlett and, upon vote, unanimously carried, the Board approved the proposal from Brightview Landscape Services regarding snow removal for 2023.

**Brightview Landscape Services:** The Board discussed the proposal from Brightview Landscape Services regarding planting trees.

Following discussion, upon motion duly made by Director Strickland, seconded by Director Bartlett and, upon vote, unanimously carried, the Board approved the proposal from Brightview Landscape Services regarding planting trees.

**Brightview Landscape Services:** The Board discussed the proposal from Brightview Landscape Services regarding tree removal.

Following discussion, upon motion duly made by Director Strickland, seconded by Director Bartlett and, upon vote, unanimously carried, the Board approved the proposal from Brightview Landscape Services regarding tree removal.

**Brightview Landscape ICA Auto Renewal:** The Board discussed the Brightview Landscape ICA Auto Renewal for 1-Year Per Section 2.

Following discussion, upon motion duly made by Director Strickland, seconded by Director Bartlett and, upon vote, unanimously carried, the Board confirmed the Brightview Landscape ICA Auto Renewal for 1-Year Per Section 2.

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### **OTHER MATTERS**

There were no other matters to discuss.

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**RECORD OF PROCEEDINGS**

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**ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made, seconded and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting



Account	PO/Cont	Check #	Invoice	Date	Date Paid	Description	Amount
01-000-09300	0	9129	24170	09/30/2022	12/21/2022	09 legal	1,715.85
01-000-09300	0	9129	24692	10/31/2022	12/21/2022	10 legal	1,157.24
01-000-09300	0	9129	25172	11/30/2022	12/21/2022	10 legal	1,230.00
**** TOTAL **** White, Bear, Ankele, Tanaka & Wald							4,103.09
01-000-01360	0	9130	12098	12/02/2022	12/21/2022	2023 agency fee	775.00
**** TOTAL **** T Charles Wilson							775.00
01-000-09050	0	9131	33604	07/31/2022	12/21/2022	07 Accounting	329.41
01-000-09050	0	9131	33774	08/31/2022	12/21/2022	08 Accounting	1,453.01
01-000-09050	0	9131	33941	09/30/2022	12/21/2022	09 Accounting	733.50
01-000-09050	0	9131	34156	10/31/2022	12/21/2022	10 Accounting	406.08
**** TOTAL **** Simmons & Wheeler							2,922.00
01-000-01360	0	9132	23PL-61580	11/28/2022	12/21/2022	2023 property & liability	5,496.00
01-000-01360	0	9132	23WC-61580	08/26/2022	12/21/2022	2023 property & liability	450.00
**** TOTAL **** Colorado Special Districts Property							5,946.00
01-000-09325	0	9133	09 30 22	09/30/2022	12/21/2022	09 Management	1,909.50
**** TOTAL **** Special District Managment Services							1,909.50
01-000-09450	0	9134	222080775	08/31/2022	12/21/2022	08 Transmissions	10.40
01-000-09450	0	9134	222090775	09/30/2022	12/21/2022	09 Transmissions	10.40
01-000-09450	0	9134	222100777	10/31/2022	12/21/2022	10 Transmissions	20.80
01-000-09450	0	9134	222110761	11/30/2022	12/21/2022	11 Transmissions	1.30
**** TOTAL **** Utility Notification Center of Colo							42.90
01-000-09060	0	9135	2118817	09/30/2022	12/21/2022	2021 audit	4,250.00
**** TOTAL **** WIPFLI							4,250.00
01-000-09310	0	9136	5239523	08/23/2022	12/21/2022	8/23 irrigation work	92.20
01-000-09310	0	9136	5244080	08/26/2022	12/21/2022	Irrigation work completed	1,018.12
01-000-09310	0	9136	5278323	09/22/2022	12/21/2022	9/22 Irrigation work	83.66
01-000-09310	0	9136	5284857	09/28/2022	12/21/2022	9/28 Irrigation work	479.03
01-000-09310	0	9136	5286296	09/29/2022	12/21/2022	9/29 Irrigation work	415.90
01-000-09310	0	9136	5293328	10/06/2022	12/21/2022	10/6 irrigation work	85.45
01-000-09310	0	9136	5293345	10/06/2022	12/21/2022	10/6 irrigation work	83.65
01-000-09310	0	9136	5316145	10/25/2022	12/21/2022	10/25Irrigation work	130.00
01-000-09310	0	9136	8031838	08/09/2022	12/21/2022	Tank Watering Trees 1 day	1,000.00
01-000-09310	0	9136	8055537	09/01/2022	12/21/2022	09 Landscape Maintenance	3,707.29
01-000-09310	0	9136	8144888	11/01/2022	12/21/2022	11 Landscape Maintenance	3,707.29
01-000-09310	0	9136	8200410	11/30/2022	12/21/2022	11/30 Snow Removal	541.28
01-000-09310	0	9136	8200690	11/30/2022	12/21/2022	11/30 Snow Removal	5,650.05
**** TOTAL **** Brightview Landscape Services, Inc							16,993.92
01-000-09400	0	9137	26591	10/31/2022	12/21/2022	10/31 Truck Roll Charge	830.00
**** TOTAL **** Diversified Underground							830.00

Account	PO/Cont	Check #	Invoice	Date	Date Paid	Description	Amount
01-000-09310	0	9138	W384323	10/27/2022	12/21/2022	10/27 Cross Walk Strippin	880.00
01-000-09310	0	9138	W385088	11/29/2022	12/21/2022	11/29 Cross Walk Strippin	885.00
**** TOTAL **** CAM Services							1,765.00
01-000-09300	0	9139	08 31 22	08/31/2022	01/04/2023	08 legal	363.90
**** TOTAL **** White, Bear, Ankele, Tanaka & Wald							363.90
01-000-09050	0	9140	34391	11/30/2022	01/04/2023	11 Accounting	654.70
**** TOTAL **** Simmons & Wheeler							654.70
01-000-09325	0	9141	08 31 22	08/31/2022	01/04/2023	08 Management	1,763.31
01-000-09325	0	9141	107158	07/31/2022	01/04/2023	07 Management	2,115.96
**** TOTAL **** Special District Managment Services							3,879.27
01-000-09313	0	9142	429451	08/31/2022	01/04/2023	08 Pet station	390.80
01-000-09313	0	9142	432581	09/30/2022	01/04/2023	09 Pet station	488.50
01-000-09313	0	9142	440846	10/31/2022	01/04/2023	10 Pet station	415.05
**** TOTAL **** Pet Scoop							1,294.35
01-000-09310	0	9143	5269454	09/15/2022	01/04/2023	Irrigation repair	500.00
01-000-09310	0	9143	8102566	10/01/2022	01/04/2023	10 landscaping	3,707.29
01-000-09310	0	9143	8166781	11/09/2022	01/04/2023	11/19 Landscape serv Remo	1,636.63
01-000-09310	0	9143	8210057	12/14/2022	01/04/2023	12/14 Snow Removal	402.15
**** TOTAL **** Brightview Landscape Services, Inc							6,246.07
01-000-09400	0	9144	26747	11/30/2022	01/04/2023	11/30 Screen Charge	5.00
**** TOTAL **** Diversified Underground							5.00
01-000-09300	0	9145	25682	12/31/2022	01/24/2023	12 legal	1,361.44
**** TOTAL **** White, Bear, Ankele, Tanaka & Wald							1,361.44
01-000-09325	0	9146	10 31 22	10/31/2022	01/24/2023	10 Management	2,408.02
01-000-09325	0	9146	11 30 22	11/30/2022	01/24/2023	11 Management	2,081.27
**** TOTAL **** Special District Managment Services							4,489.29
01-000-09450	0	9147	222120720	12/31/2022	01/24/2023	12 Transmissions	5.20
**** TOTAL **** Utility Notification Center of Colo							5.20
01-000-09313	0	9148	445567	11/30/2022	01/24/2023	11 Pet station	439.32
01-000-09313	0	9148	448667	12/31/2022	01/24/2023	12 Pet station	556.65
**** TOTAL **** Pet Scoop							995.97
01-000-09310	0	9149	8237027	12/30/2022	01/24/2023	12/30 Snow Removal	8,017.28
**** TOTAL **** Brightview Landscape Services, Inc							8,017.28
01-000-09310	0	9150	8187456	12/01/2022	02/15/2023	12 Lanscape Maint	3,707.26
**** TOTAL **** Brightview Landscape Services, Inc							3,707.26
01-000-09050	0	9151	34621	12/31/2022	03/02/2023	12 Accounting	1,114.08
**** TOTAL **** Simmons & Wheeler							1,114.08

Account	PO/Cont	Check #	Invoice	Date	Date Paid	Description	Amount
01-000-09325	0	9152	12 31 22	02/15/2023	03/02/2023	12 Management	2,276.03
**** TOTAL ****							2,276.03
Special District Managment Services							
01-000-09310	0	9153	8246517	01/13/2023	03/02/2023	12 22 snow removal	8,970.15
01-000-09310	0	9153	8249298	01/17/2023	03/02/2023	01 23 snow removal	402.15
01-000-09310	0	9153	8283290	02/06/2023	03/02/2023	01 23 snow removal	402.15
**** TOTAL ****							9,774.45
Brightview Landscape Services, Inc							
01-000-09400	0	9154	26902	12/31/2022	03/02/2023	12 Screen Charge	20.00
**** TOTAL ****							20.00
Diversified Underground							
*** GRAND TOTAL ***							83,741.70

### Outstanding invoices as at 3/27/23

<u>Vendor</u>	<u>Invoice #</u>	<u>Date</u>	<u>Approval Status</u>	<u>Payment Status</u>	<u>Open Balance</u>
Aurora Media Group	104018	10/10/2022	Assigned	Unpaid	42.65
Brightview Landscape Services, Inc	8275186	1/30/2023	Approved	Unpaid	9394.88
Pet Scoop	457356	1/31/2023	Approved	Unpaid	426.78
Simmons & Wheeler	34918	1/31/2023	Approved	Unpaid	325.16
Special District Managment Services	118208	1/31/2023	Denied	Unpaid	3072.01
White, Bear, Ankele, Tanaka & Wald	26175	1/31/2023	Approved	Unpaid	2165.72
Brightview Landscape Services, Inc	8297349	2/24/2023	Approved	Unpaid	7320.6
Diversified Underground	27203	2/28/2023	Assigned	Unpaid	245
Pet Scoop	462208	2/28/2023	Assigned	Unpaid	422.03
Simmons & Wheeler	34994	2/28/2023	Assigned	Unpaid	165.5
Special District Managment Services	120031	2/28/2023	Assigned	Unpaid	1678.08
Utility Notification Center of Colo	223020700	2/28/2023	Assigned	Unpaid	14.19
White, Bear, Ankele, Tanaka & Wald	26669	2/28/2023	Assigned	Unpaid	1742.51
Brightview Landscape Services, Inc	8321970	3/2/2023	Assigned	Unpaid	804.3
Brightview Landscape Services, Inc	8331705	3/16/2023	Assigned	Unpaid	2000
Grand Total					29819.41

**PROPOSAL SUBMITTED TO:** Special District Management Services, Inc.  
**ADDRESS:** 141 Union Blvd.  
 Lakewood, CO 80228  
**CONTACT:** Michelle Gardner  
**PHONE:** 303-987-0835  
**EMAIL:** mgardner@sdsmsi.com

**DATE:** Wednesday, January 11, 2023  
**JOB NAME AND ADDRESS:** 2828S Fox St Englewood CO 80110

<b>Concrete Repair</b>	<b>\$1,125</b>
<ul style="list-style-type: none"> <li>• Remove and repour section of concrete</li> <li>• depicted below to match existing concrete.</li> </ul>	



Accepted by:

<b>SDMS (print name &amp; sign)</b>	<b>Date</b>
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Page 1 of 1 initial \_\_\_\_\_

Upon signing above, I issue my personal guarantee of payment, which will be remitted upon invoice. Additional charges of 3.5% for credit card usage. All invoices are due and payable upon receipt. In the event the amount of an invoice is not paid within 30 days from the date of the invoice, the account shall be deemed to be in default and Contractor reserves the right to cease any further work until the account is brought current. Any invoice not paid within 30 days from the date of the invoice shall accrue interest at the maximum lawful rate of 1-1/2% per month, not to exceed 19% per annum. Owner/Customer agrees to indemnify the Contractor harmless from any costs or expenses incurred in the collection of the defaulted account, or in any part thereof, including all reasonable attorney fees, court cost, etc.

All services in Denver County subject to Denver County Tax