**WILLOW BROOK METROPOLITAN DISTRICT**

**REGULAR MEETING AGENDA**

| Board of Directors | Office | Term Expiration |
|---|---|---|
| Mat Sherwood | President | May 2027 |
| EJ Olbright | Vice President | May 2027 |
| Jim Hahn | Secretary/Treasurer | May 2027 |
| Carl Oppedahl | Director | May 2029 |
| Blake Shutler | Director | May 2029 |

**DATE:** **Friday, August 21, 2026**
**TIME:** **2:00 PM**
**PLACE:** **VIRTUAL AND IN-PERSON MEETING AT**
**THE GATE HOUSE, 524 Ruby Road, Silverthorne, Colorado**

***Join Zoom Meeting***
*https://us06web.zoom.us/j/85261349167?pwd=c0mvb8eWm8NVpst0l5PPeaJE0sXb4l.1*
***Meeting ID: 852 6134 9167***
***Passcode: 171673***

***One tap mobile***
***+17207072699,,85261349167# US (Denver)***
***+17193594580,,85261349167# US***

***FOR THOSE CALLING IN, PLEASE PRESS *6 TO MUTE/UNMUTE YOUR PHONE***

DISTRICT INFORMATION AND PUBLIC DOCUMENTS ARE POSTED
ON THE DISTRICT'S WEBSITE AT: willowbrookmetro.org

I. ADMINISTRATIVE MATTERS:
   a. Call to Order
   b. Present Disclosures of Potential Conflicts of Interest
   c. Solicit Public Comment (for non-agenda items – 3-minute time limit)
   d. Approval of Agenda
   e. Review and Approve Minutes of April 17, 2026, Regular Meeting, May 1, 2026, Special Meeting, and June 19, 2026, Regular Meeting (enclosures)

II. RESIDENT COMMUNICATION ITEMS:

III. FINANCIAL/MANAGEMENT ITEMS:
   a. Review Financial Statements and Cash Position (enclosures)
   b. Review and Ratify and/or Approve Claims (enclosure)
   c. Review and Ratify June 2026 Claims (enclosure)

IV. COMMUNICATIONS & OWNER ENGAGEMENT:
   a. Communications, Privacy and Owner Information Practices
   b. WBMD Welcome Packet/ New Owner Onboarding
   c. September 19 Annual Meeting Preparation

V. RROA COORDINATION MATTERS:
   a. Other RROA Matters

VI. PROJECT UPDATES:
   a. Update Well 3R
   b. Discussion on Engraved Stones
   c. Update on New Construction / ARC Coordination (enclosure)

VII. WATER OPERATIONS:
   a. Monthly Operator's Report (enclosures)

VIII. RANCH OPERATIONS:
   a. Operations Report
   b. Pasture Management
   c. 2026 Haying Plans and Equipment Update
   d. Discuss Home Address Markers & Emergency Visibility

IX. DIRECTORS' ITEMS:
   a. Review and Consider Approval of Trademark License Agreement with RROA (enclosure)
   b. Review and Consider Approval of Revised CRS Management Agreement (enclosure)
   c. Discussion on Revising District Rules and Regulations
   d. Update – Stewardship / Wildfire and Community Resilience Activities (enclosures)
   e. Update on Barn and Community Use Planning

X. LEGAL ITEMS:

XI. ADJOURNMENT:

The next regular meeting of the Board of Directors of the Willow Brook Metropolitan District is scheduled to be held on October 16, 2026.

# RECORD OF PROCEEDING

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF:**

**WILLOW BROOK METROPOLITAN DISTRICT**
**Friday, April 17, 2026, 2:00 P.M.**

**ADMINISTRATIVE ITEMS**
The regular meeting of the Board of Directors of the Willow Brook Metropolitan District (the "District") was called and held via teleconference and in person at The Gate House, 524 Ruby Road, Silverthorne, Colorado, in accordance with Colorado law. The following Directors were present and confirmed their qualification to serve on the Board:

**Randy Lewis**, President
**EJ Olbright**, Vice President
**Jim Hahn**, Secretary/Treasurer
**Carl Oppedahl**, Director
**Blake Shutler**, Director, was excused.

Also present were:

Erika Karplus
Laura Tuck
Cathi Wingate
Becky Tomasek
David Robbins
Rob Morgan
Dave Anderson
Joey Kraft
Lisa Lewis
Alex Wiser
John Rovick
Michael Goode
Steve Wherry
Jim Nielsen
Adam Shore
Marcia Shore
Trish Harris, Counsel
Carlos Arreola-Karr, District Manager
Diane Rodriguez, District Accountant

**CALL TO ORDER**
A quorum of the Board was present, and the meeting was called to order at approximately 2:02 p.m. by Director Lewis.

**DISCLOSURE OF CONFLICTS OF INTEREST**
There were none.

**PUBLIC COMMENT**
There was none.

**APPROVAL OF AGENDA**
The Board reviewed the agenda. Following discussion, Director Hahn moved to approve the agenda as presented. Director Oppedahl seconded, and the motion carried without objection.

**APPROVAL OF MEETING MINUTES**
The Board reviewed the minutes of the February 20, 2026 regular meeting. Following discussion, Director Hahn moved to approve the minutes as presented. Director Oppedahl seconded, and the motion carried without objection.

**RESIDENT COMMUNICATION ITEMS**
There were none.

**FINANCIAL/MANAGEMENT ITEMS**
**Review Financial Statements and Cash Position:** Ms. Rodriguez reviewed the March 31, 2026 cash position and financial statements with the Board. She reported that the District was in a stronger cash position than the prior month, with approximately $729,483 in cash and investments and a current unrestricted/unallocated balance of approximately $76,561. She reviewed fund activity and balances, including General Fund revenues and expenses, Capital Projects/SRF activity, Water Utility Fund activity, Road Paving Fund activity, and the Stewardship Fund balance following the budgeted transfer to the General Fund Reserve. Discussion included timing of property tax collections, cash-basis reporting, the reserve allocations reflected in the cash position, and the transfer needed to support the Water Utility Fund after recent water repair costs. Director Olbright also provided context regarding the water repair expenses and the cost of addressing the recently located curb stop leak. Upon motion by Director Hahn and seconded by Director Oppedahl, the financials were approved as presented.

**Review and Ratify and/or Approve Claims:** Ms. Rodriguez then reviewed the claims. Discussion included current payables, electronic payments, water repair expenses, and the annual Town of Silverthorne tap fee. The Board discussed the Silverthorne fee as an annual system connection charge that provides backup value to the District's water system. The April payables packet reflected current payables and electronic payments totaling $36,561.94. Upon motion by Director Hahn and seconded by Director Oppedahl, the claims were approved and ratified as presented.

**RROA MATTERS**
**Horses at Ruby Ranch:** The Board received updates from RROA representatives regarding horse-related planning for the summer season. Discussion included the revised horse owner agreement, anticipated pasture use, barn use considerations, and the importance of balancing horse-related activities with District operational needs and existing storage demands. Board members and attendees discussed the benefits of having horses return to the ranch on a limited basis for the summer while also recognizing that longer-term decisions regarding the barn, storage, tack, and co-use of the facility would require additional community discussion. The Board noted that the agreement and final action on horse use would be addressed later under Directors' Items.

**Planning for Potential Water Shortages This Summer:** The Board and RROA representatives discussed the current snowpack and drought conditions and the need for proactive water conservation communication before and during the irrigation season. Director Lewis noted information included in the Board packet regarding regional water supply conditions and emphasized that the materials were being shared so the District record reflected the seriousness of the current water situation. Ms. Karplus and Ms. Tuck discussed RROA's intent to add more prominent water-conservation information to the Ruby Ranch website, including links to water supply information, AquaHawk leak monitoring resources, and other practical information for owners. Discussion also included possible coordination between the District and RROA on communications to residents,. Board members discussed the importance of encouraging conservation while recognizing the District's role as a water provider and the distinction between permissible domestic water use and prohibited outdoor water use. No formal action was taken under this item.

**Barn Study - Update:** The Board discussed the status of the broader barn study and community conversation regarding future use of the barn. Discussion included work by Dave and Nan Anderson to assess what can reasonably fit in the barn, the need to understand possible County or planning limitations, and the relationship between immediate summer horse use and longer-term barn, storage, and co-use questions. The Board acknowledged that the summer arrangement with the horses should not be treated as deciding all future barn use issues, and that additional community discussion would continue. No formal action was taken.

**PROJECT UPDATES**

**Update Well 3R:** Director Olbright led the update regarding Well 3R. He reported that the District is working through the groundwater under the direct influence evaluation process, which involves sampling, evaluation, and coordination with CDPHE. He explained that the process began in early February and will take several months to complete, and that the District cannot fully design the connection from the well to the water system until the outcome of the evaluation is known. Director Olbright stated that the District believes Well 3R remains an important water source and that the goal is to bring it online as soon as practicable, particularly given current drought concerns. He also reported that Mr. Robbins is working on the water-rights-related changes necessary for Well 3R. Discussion included timing of budgeted transfers and the need to keep the engineering and connection planning moving so that the District is positioned to respond if an emergency or well failure requires accelerated action. No formal action was taken.

**Water Line Leak - Update:** Director Olbright provided an update regarding the water line leak investigation and repair. He explained that the leak was ultimately traced to an old curb stop that had not been replaced when the new water lines were installed and had been left in place after a replacement curb stop was installed elsewhere. The old curb stop was buried and became the leaking component. The Board discussed the distinction between District and homeowner responsibility, noting that the curb stop itself is the District's responsibility because the District must be able to control service, while the line beyond the curb stop to the home is generally the homeowner's responsibility. Discussion included the practical difficulty of measuring water loss between the curb stop and in-home meters, the use of production and tank data to identify leaks, and the acoustic equipment used to locate the problem. Director Olbright also reported that locating, marking, exercising, and mapping curb stops into the GIS system will be a summer maintenance priority and a useful application for the District's MiniEx. No formal action was taken.

**Ditch Measurement Requirements Update:** Director Olbright provided an update regarding the State's new ditch measurement requirements. He reported that the District has engaged an engineering firm to inspect the District's headgates and measurement structures, determine whether they comply with the new requirements, and issue a report. He noted that the ranch manager had walked the ditch, confirmed accessibility, and cleaned soil that had washed into the headgate area. Discussion included the likelihood that the District will need to upgrade measurement devices, the possibility of electronic monitoring, and the need to understand whether existing headgates can remain in place or whether more substantial work will be required. Mr. Robbins explained that similar measurement requirements have already been imposed in other drainage areas and that the District should expect to comply. Director Oppedahl suggested that the engineers consider less visually intrusive monitoring options, including LORA-style radio technology, where feasible. No formal action was taken.

**WATER OPERATIONS**

**Monthly Operator's Report:** Because Ms. Begeman was not in attendance, Director Olbright summarized water operations on behalf of the District. He reported that the largest recent operational issue had been the leak discussed earlier in the meeting and that the District had also been working to bring the new engineers up to speed on the water system. Discussion included a recent meeting and system tour with Eric Kirchner, whose long-term knowledge of the system helped ORC and the District's current team understand unresolved system questions. Director Olbright reported that budgeted system upgrades had been authorized and were moving forward, and that with the major leak addressed, the District would shift back toward normal maintenance and forward-looking system planning. No formal action was taken.

**RANCH OPERATIONS**

**Operations Report:** Director Olbright provided the Ranch Operations Report. He reported that Jim Nielsen had spent significant time assisting with the leak investigation, walking the ditches, and completing road work. Discussion included the difficulty of road work during spring conditions when the subgrade is soft. Director Olbright also reported that fencing around the barn area had largely been repaired in anticipation of horses, equipment had been moved out of the loafing shed, and meadow dragging had been completed with the tractor. The Board also discussed coordination with the ditch rider and water commissioner regarding when irrigation could begin, with May identified as the likely timing if additional direction is not received. No formal action was taken.

**DIRECTORS' ITEMS**

**Ranch Manager Recruiting Update:** Director Olbright reported that he, Director Shutler, and Jim Nielsen had interviewed candidates for the ranch manager position after identifying approximately nine potential candidates through various contacts, including ski areas, municipalities, CDOT, and other organizations where the relevant skill set could be found. Director Olbright reported that several candidates were qualified, but that Alex Wiser rose to the top based on experience, personality, and fit for the position. He summarized Mr. Wiser's background, including his work as a street supervisor for the Town of Frisco, prior similar work in Salida, Colorado and Olympia, Washington, and favorable feedback from prior employers. Director Olbright reported that Mr. Wiser is expected to start on May 14, 2026, with overlap before Jim Nielsen's transition on July 1, 2026. Discussion included the value of the overlap period for training on irrigation, fencing, equipment logs, mailboxes, trash, the gate, culverts, and general ranch management tasks. Director Olbright summarized the employment agreement, including that it is an annual salary arrangement with duties, PTO, paid holidays, review provisions, and compensation terms, and that legal counsel had reviewed the agreement for HR-related updates. Following discussion, Director Hahn moved to ratify the ranch manager employment contract. Director Oppedahl seconded, and the motion carried without objection.

**Review of Current Water Usage Regulations (pools, outdoor watering):** The Board returned to water conservation and water usage regulations. Director Lewis explained that, based on current water supply conditions and comments from Mr. Robbins, the District should make a clear record that District water system use during the summer is for domestic health and safety uses, and not more consumptive outdoor uses such as irrigation. Discussion included existing rules prohibiting outdoor watering, limits on pool filling, the lack of a specific hot tub rule, use of AquaHawk for leak monitoring, and the need to communicate more clearly with residents regarding conservation and prohibited exterior uses. Mr. Robbins provided comments regarding the importance of the District adopting a conservation-forward position in light of statewide water supply concerns. The Board discussed preparing a formal resolution and resident communication, including a possible water bill insert. Director Lewis will prepare draft language, and Director Oppedahl will have the first opportunity to review and suggest revisions before the language returns to the Board for further consideration. No formal rule change was adopted at this meeting.

**Car Tag Reader / Gate Access Control System Improvement:** Director Oppedahl provided an overview of the current car tag reader system and described the potential technical benefit of adding a second antenna farther downhill to improve tag readability and reduce the need for drivers to back up and move forward again if the tag is not read. Discussion included the location of existing gate equipment and the fact that portions of the system are on Town property. Director Olbright explained that when the gate was installed, the Town did not allow the antenna, signage, or turnaround to be moved farther downhill and had already required the original plan to be shifted uphill. Based on that history, the Board generally acknowledged that further downhill improvements were unlikely to be allowed. Discussion also briefly touched on garage-door-style access or app-based access, and Director Lewis noted that he would follow up offline regarding the garage door component. No formal action was taken.

**Update - Leach Field at Lot 2:** Director Lewis noted that the item had been included due to a mix-up between Lot 2 and the ongoing discussion regarding the Tan property. He reported that Director Shutler and John Longhill had met with Mimi Tan regarding the septic system and the number of bedrooms at the property, and that discussions with the County and the property owners were continuing. The Board discussed that the matter remains ongoing and no formal action was taken.

**Access to Correspondence Files:** Director Oppedahl revisited the topic of Director access to District correspondence files. He noted that CRS had previously provided a zip file of correspondence and asked whether correspondence could be maintained in a password-protected Google Drive or similar shared resource so that Directors could review correspondence on an ongoing basis. Discussion included the low volume of formal correspondence and the desire to create a practical shared resource without overcomplicating the process. No formal action was taken.

**Horse Owner Boarding Agreement - Revised Draft:** The Board reviewed the revised horse owner boarding agreement later in the meeting. Discussion included pasture use, fencing, tack storage, potential co-use of the barn, equipment storage, whether a carriage or related equipment could be accommodated, and the need to make the summer arrangement work without treating it as a final precedent for future barn use. The Board discussed the proposed fee and the history of prior horse grazing arrangements. After discussion, the Board agreed to set the fee at $75 per horse per month. Upon motion by Director Lewis and seconded by Director Hahn, the Board approved the revised horse owner boarding agreement as amended to include the $75 per horse per month fee.

**Update - Stewardship Related Activities:** Director Lewis provided a stewardship update. He reported that the District is included in Summit County's Hazard Mitigation Plan and that the County has prepared materials and a draft resolution that the District cannot adopt until directed to do so. He explained that inclusion in the plan is foundational to the District's eligibility for federal and state mitigation grants. Director Lewis also discussed Fire Adapted Colorado activities attended by Lisa Lewis and Ed Levy, including regional wildfire mitigation, home ignition zone education, and changes in how wildfire risk and structure protection are being discussed. Additional discussion included the County Community Wildfire Preparedness Plan, Blue River Watershed Group interest in wetland and watershed resilience, State Forest Service coordination regarding forest inventory planning, and continuing challenges with the Colorado Resiliency Office recognizing metropolitan districts as eligible applicants. No formal action was taken.

**Reserve Funds - Discuss Use of Reserve in Road Fund:** The Board discussed reserve funds and the InBank road fund loan. Discussion included the recent adjustment of the loan interest rate from 4% to 7.08%, the potential budget impact of the increased interest rate, and whether available road fund reserves should be used to reduce principal and mitigate future interest costs. Board members discussed a potential prepayment in the range of approximately $50,000 to $75,000, possible re-amortization of the loan, and the upcoming June 1 payment timing. Following discussion, Director Oppedahl moved to authorize Director Hahn to work with CRS to coordinate with InBank regarding a principal paydown and possible adjustment to the amortization schedule for the road fund loan, with the understanding that the District may proceed with unilateral prepayment if re-amortization is not available. Director Hahn seconded, and the motion carried without objection.

**Discussion of New Construction Related Items:** Director Olbright led discussion regarding new construction related items and the District's need for better coordination in connection with ARC and construction approvals. Discussion included construction deposits, driveway locations, driveway specifications and profiles, retaining walls near District roads, culvert locations, water line and curb stop locations, leach field locations and impacts on wells or water sources, construction signage, construction limits fencing, construction plans, storage of topsoil and excavated materials, tree removal and protection, construction traffic, parking, and drainage. Director Olbright explained that clearer expectations and plans from contractors would reduce neighborhood impacts and protect District infrastructure. The Board discussed coordinating a meeting among District representatives, the Ranch Board/ARC representatives, and the ranch manager to develop a more practical process. No formal action was taken.

**2026 Haying Plans:** The Board discussed 2026 haying plans. Director Lewis reported that the District expects to perform its own haying work this year, including cutting, raking, mowing, baling, and finding a home for the hay bales. Discussion included potential volunteer assistance, the possibility of acquiring a sickle cutter and eventually a baler, expanding hay meadows back toward historic boundaries, removing rocks from hay meadows, and the impact of drought conditions on expected hay production. Discussion also included fire mitigation concerns associated with standing dry hay and the goal of cutting as soon as the grass is ready. No formal action was taken.

**Discussion of WBMD Link to RROA Information:** The Board discussed information that had been linked on the District's website that related to RROA website content. Director Lewis reported that the item at issue was a v-card linked from a prior presentation that included the password to the owners' section of the RROA website and that the v-card had been removed. Ms. Harris provided legal review and feedback through the Board packet. Discussion concluded that the District will avoid further crossover into RROA website territory, RROA-related matters should remain on the RROA website, and District-related materials should remain on the WBMD website. Ms. Karplus indicated RROA would update its codes and related information. No formal action was taken.

**Reschedule Annual Meeting:** The Board discussed rescheduling the District's annual meeting to coordinate with the RROA annual meeting schedule. Following discussion, Director Oppedahl moved to reschedule the annual meeting to September 19, 2026. Director Hahn seconded, and the motion carried without objection.

**ADJOURNMENT**

There being no further business to come before the Board, Director Oppedahl moved to adjourn, and Director Hahn seconded. The motion carried without objection. The meeting adjourned at approximately 4:38 p.m.

Respectfully submitted,

________________________________

Secretary of the Board
Willow Brook Metropolitan District

# RECORD OF PROCEEDING

**MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF:**

**WILLOW BROOK METROPOLITAN DISTRICT**
**Friday, May 1, 2026, 3:00 P.M.**

**ADMINISTRATIVE ITEMS**
The special meeting of the Board of Directors of the Willow Brook Metropolitan District (the "District") was called and held via Zoom teleconference on Friday, May 1, 2026, in accordance with Colorado law. The following Directors were present and confirmed their qualification to serve on the Board:

**Randy Lewis**, President
**EJ Olbright**, Vice President
**Jim Hahn**, Secretary/Treasurer
**Carl Oppedahl**, Director
**Blake Shutler**, Director

Also present were:

Erika Karplus
Steve Wherry
David Wingate
Jim Nielsen
Joe Forrester
Carlos Arreola-Karr, District Manager

**CALL TO ORDER**
A quorum of the Board was present, and the meeting was called to order at approximately 3:00 p.m. by Director Lewis.

**DISCLOSURE OF CONFLICTS OF INTEREST**
There were none.

**PUBLIC COMMENT**
There was none.

**APPROVAL OF AGENDA**
The Board reviewed the agenda for the special meeting, which was limited to consideration of the resolution regarding drought conditions and emergency water restrictions. Following discussion, Director Hahn moved to approve the agenda as presented. Director Olbright seconded, and the motion carried without objection.

**DIRECTORS' ITEMS**
**Review and Consider Approval of Resolution to Implement Water Rules:** Director Lewis introduced the proposed Resolution Regarding Drought Conditions and Emergency Water Restrictions for the Willow Brook Metropolitan District for the balance of calendar year 2026. He explained that the resolution had been circulated to the Board and that he had also discussed the matter with water counsel, David Robbins. Director Lewis summarized counsel's concerns regarding current river conditions, senior downstream calls, the status of the

Historic Users Pool at Green Mountain Reservoir, and the need for the District to demonstrate that its domestic water diversions are being limited to indoor health, safety, and welfare uses during the emergency period. He emphasized that the resolution is intended to protect the District's domestic water system and place the District in the strongest possible position should the State Engineer or downstream users review or challenge District diversions during the drought conditions.

Director Lewis explained that the proposed restrictions are intentionally strict and would prohibit use of District water for irrigation, outdoor washing, exterior uses, and filling swimming pools or hot tubs. He noted that the District would need to be vigilant in enforcing the restrictions and that the language authorizes significant enforcement measures, including suspension of water service after notice in appropriate circumstances. Discussion also included the importance of communicating clearly to residents that District water is to be used only for indoor domestic purposes during the emergency period.

Director Oppedahl asked whether the District could adopt the restrictions immediately without following a longer notice-and-comment process similar to the process used for prior water rate changes. Director Lewis responded that counsel had advised the District could proceed under the emergency declaration included in the resolution. The Board discussed the legal and practical need to act promptly given the drought conditions and uncertainty regarding water availability.

Steve Wherry asked how residents would know whether they are using too much water and whether the resolution establishes a gallon threshold. Director Lewis explained that the resolution does not establish a specific gallon threshold and that the primary enforcement focus is whether District water is being used outdoors. He stated that if a resident appears to be using unusually high amounts of water indoors, the District would first expect to communicate with the resident, warn them, and ask them to reduce use where possible. Director Lewis further noted that Well 1 may be particularly vulnerable if there is no water coming down the sawmill ditch, that the District has been encouraging design work to connect Well 3 to the system, and that the District will need to monitor system conditions closely.

Ms. Karplus discussed anticipated follow-up communications from the homeowner's association to support the District's message. She explained that RROA intended to provide residents with additional information regarding drought conditions, household water-use data, and conservation benchmarks, including examples from other water providers. Discussion included the distinction between the District's hard-line regulatory position and the homeowners association's ability to provide advisory and educational messaging to residents. The Board discussed that no outdoor watering is permitted under the resolution, including hand watering flowers or new landscaping with District water. Ms. Karplus noted that RROA would address related landscaping timing issues with homeowners as conditions change.

The Board also discussed whether residents could use water collected in rain barrels or water hauled into the District from an outside source. Director Lewis confirmed that use of rain barrel water is permissible under state law, provided the resident can demonstrate the source of the water, and that residents may use water purchased and hauled in from outside the District. Discussion included the importance of avoiding misunderstandings if residents use non-District water outdoors. Director Lewis stated that residents choosing to truck in water or rely on rain barrels should notify CRS so that the District has a centralized record of those circumstances. The Board also discussed that CRS should monitor water-use data and notify the Board of unusual or high use so that the District can follow up as appropriate.

Following discussion, Director Oppedahl moved to adopt the Resolution Regarding Drought Conditions and Emergency Water Restrictions for the Willow Brook Metropolitan District for the balance of calendar year 2026. Director Shutler seconded the motion, and the motion carried without objection. Director Lewis directed that the adopted resolution be sent to residents promptly, with the homeowners association communication to follow shortly thereafter.

Director Lewis then announced that the June 19, 2026 regular meeting would be his final meeting on the Board. He stated that he was announcing his intended resignation in advance to allow time to solicit applications from eligible electors who may be interested in appointment to the Board. Director Lewis stated that he anticipated remaining as President and Director through most of the June meeting, after which the Board could consider his resignation and discuss possible appointment of a replacement director. No formal action was taken on this announcement.

**ADJOURNMENT**

There being no further business to come before the Board, Director Hahn moved to adjourn. Director Shutler seconded, and the motion carried without objection. The meeting adjourned at approximately 3:23 p.m.

Respectfully submitted,

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Secretary of the Board
Willow Brook Metropolitan District

# RECORD OF PROCEEDING

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

## WILLOW BROOK METROPOLITAN DISTRICT
**Friday, June 19, 2026, 1:00 P.M.**

**ADMINISTRATIVE ITEMS**
The regular meeting of the Board of Directors of the Willow Brook Metropolitan District (the "District") was called and held via teleconference and in person at The Gate House, 524 Ruby Road, Silverthorne, Colorado, in accordance with Colorado law. The following Directors were present and confirmed their qualification to serve on the Board:

**Randy Lewis**, President
**EJ Olbright**, Vice President
**Jim Hahn**, Secretary/Treasurer
**Carl Oppedahl**, Director
**Blake Shutler**, Director

Also present were:

Erika Karplus
Steve Wherry
Mat Sherwood
John Drake
Jim Nielsen
Alex Wiser
Michael Goode
Adam Shore
Marcia Shore
Dave Anderson
David Robbins, Water Counsel
Michael Miller
Carlos Arreola-Karr, District Manager
Diane Rodriguez, District Accountant

**CALL TO ORDER**
A quorum of the Board was present, and the meeting was called to order at approximately 1:00 p.m. by Director Lewis.

**DISCLOSURE OF CONFLICTS OF INTEREST**
There were none.

**PUBLIC COMMENT**
Steve Wherry addressed the Board regarding the condition of the access/easement road serving ongoing construction near his property. He reported that heavy construction traffic had created substantial dust and wash boarding and asked what could be done to reduce the impacts. Discussion included requesting that the contractor and property owner provide a water truck for dust control, whether additional recycled asphalt material would be useful, and the need for construction concerns to be coordinated through RROA/ARC and the District so that road, drainage, leach field, and water-system issues are addressed before or during construction. The Board also discussed the location of the proposed leach field, the placement of excavated soil, and the need for construction plans and approvals to be shared with Director Shutler as the District's building-department liaison. Ms. Karplus agreed to coordinate follow-up with the owner, contractor, and Director Shutler. The Board further noted that the applicable construction compliance deposit could be used if corrective work became necessary after the owner and contractor were given an opportunity to address the conditions. No formal action was taken.

**APPROVAL OF AGENDA**
Director Oppedahl requested that approval of the April 17, 2026 regular meeting minutes and May 1, 2026 special meeting minutes be deferred because the supporting materials had been distributed shortly before the meeting. He also requested that the claims be deferred to allow additional review. Following discussion, the Board agreed that the claims could be addressed through the District's established off-cycle review process before the end of the month and that the minutes would return for consideration at a future meeting. The Board retained the discussion regarding revisions to District regulations because no formal action was proposed under that item. Director Oppedahl moved to approve the agenda as amended. Director Hahn seconded, and the motion carried without objection.

**APPROVAL OF MEETING MINUTES**
Review and approval of the April 17, 2026 regular meeting minutes and May 1, 2026 special meeting minutes were deferred to a future meeting.

**RESIDENT COMMUNICATION ITEMS**
There were none.

**FINANCIAL/MANAGEMENT ITEMS**
**Review Financial Statements and Cash Position:** Ms. Rodriguez reviewed the May 31, 2026 cash position and financial statements with the Board. She reported approximately $851,693 in cash and investments, with a current unrestricted/unallocated balance of approximately $115,619 after consideration of current-period activity. She reviewed activity and balances for the General Fund, Capital Projects/SRF Fund, Water Utility Fund, Road Paving Fund, and Stewardship Fund, as well as the timing of property tax receipts and the District's investment yield. Discussion included accounts receivable, which had declined from approximately $18,983 to approximately $15,696, and the status of outstanding water and snow-removal charges. The Board also discussed the classification of GWUDI-related expenses. Director Hahn reiterated the Board's policy that reserve funds should not be used without Board authorization, and Ms. Rodriguez agreed to confirm the applicable invoices and move the expenses from the water utility reserve fund to the appropriate Well 3R account in the Capital Projects Fund. By acclamation, the Board approved the financial statements as presented, subject to the discussed account reclassification.

**Review and Ratify and/or Approve Claims:** The Board reviewed the June payables packet, which reflected current payables and electronic payments totaling $28,346.27. Because the packet had been distributed shortly before the meeting, formal approval was deferred to allow Director Oppedahl and the other Directors additional time for review. The Board agreed that the claims would be addressed through the District's off-cycle review process before the end of the month. No formal action was taken at the meeting.

**Review and Ratify June 1 Prepayment of Road Debt:** Director Hahn reviewed the $100,000 principal prepayment made on June 1, 2026, following the Board's prior authorization. He explained that the InBank road loan interest rate had increased from 4% to 7.08% and that applying available Road Fund reserves to principal reduced the District's projected debt service and could retire the debt approximately one year earlier under the existing amortization schedule. The Board discussed whether to retain the accelerated payoff schedule or re-amortize the remaining balance through 2029 to spread the property-tax burden over additional years. No decision on re-amortization was required at this meeting, and the Board agreed that the policy question could return in the fall after updated interest-rate and budget information is available. Following discussion, upon motion duly made and seconded, the Board ratified the June 1 prepayment by acclamation.

**RROA MATTERS**
**Update on Community Building Process:** Ms. Karplus proposed closer coordination between RROA, the District, and CRS when new owners move into the community. The proposed process would provide new owners with a

more coordinated introduction to District and RROA resources and allow them to select the communication lists they wish to receive, including the District's read-only list, the RROA announcement list, and the independent community discussion list. The Board supported the concept. The Board agreed that Ms. Karplus could work directly with Mr. Arreola-Karr on the administrative process, and Director Hahn agreed to serve as the Board liaison for the effort. No formal action was taken.

**Barn and Community Use Update:** Dave Anderson reported on discussions with Summit County planning staff regarding the existing barn, equipment storage, horse use, and potential future improvements on Tract K. He explained that planning staff appeared open to evaluating improvements through a revised site-plan process, depending on the scope of the proposed work, rather than necessarily requiring review by the Planning Commission or Board of County Commissioners. Additional work is needed to inventory District equipment, define maintenance and storage requirements, and identify the space needed for operational and community uses. Discussion also included whether a smaller tract near the north emergency access could support limited storage and the need to consider wildlife-migration and land-use impacts. The Board thanked Mr. Anderson for continuing the planning work and noted that additional information would be needed before specific improvements are proposed. No formal action was taken.

**Other Items from the June 12 RROA Meeting:** The Board and Ms. Karplus discussed several matters raised at the RROA meeting. The District is updating its hydrant map to show hydrant locations and applicable service radii, and RROA may link to or incorporate that information into its community maps. Current ISO ratings, the Firewise certificate, and other fire-adapted community information are available on the District website. The Board reiterated that District service requests should be submitted through CRS so that requests, staff time, and materials can be tracked and assigned. Director Lewis also reported that the County wildfire chipping program was running behind schedule because of record participation and contractor constraints, and that Ruby Ranch service could occur later than originally anticipated. The Board clarified that driveway address posts are generally a homeowner responsibility and discussed changing code expectations for noncombustible address markers when properties are remodeled. Ms. Karplus reiterated that RROA would continue supporting the District's drought and water-conservation communications. The Board also briefly discussed the pending Tan property leach-field plans and noted that no new submittal had been received. No formal action was taken.



**PROJECT UPDATES**

**Update Well 3R:** Director Olbright provided an update regarding the groundwater under the direct influence of surface water (GWUDI) evaluation for Well 3R. He explained that the initial screening score required the District to proceed through the State testing protocol and that the first microscopic particulate analysis identified a single diatom and a notable amount of pine pollen. CDPHE advised that the initial result was not determinative but warranted additional testing to determine whether a pattern develops. The testing program is expected to continue for at least six months and may extend to approximately one year. Director Olbright explained that a finding of surface-water influence could require capital improvements and ongoing treatment, while a successful evaluation would allow the District to pursue a less complex connection. ORC is collecting the samples, the laboratory is completing the analysis, and JVA is coordinating the submittals with CDPHE. The Board emphasized that Well 3R remains an important supplemental and emergency water source and that the District should continue moving the evaluation forward while maintaining safe and compliant water service. No formal action was taken.

**Report on Headgates:** Director Olbright reported that the consultant's headgate and ditch-measurement report had been received on the morning of the meeting and had not yet been reviewed. The report is intended to assess the District's headgates, weirs, and measurement structures for compliance with new State requirements, including potential electronic reporting obligations. Director Olbright stated that he would review the report with Mr. Robbins and return with recommendations regarding required improvements and implementation. Mr. Robbins noted that the Colorado River mainstem is among the last river systems in the State to be subject to this level of measuring, monitoring, and reporting and that similar compliance work has already been required elsewhere. No formal action was taken.

**WATER OPERATIONS**

**Monthly Operator's Report:** Director Olbright summarized the Monthly Operator's Report and recent water-system work. The major leak identified earlier in the year had been repaired, and the Elway Booster Station had been re-piped after deteriorating PVC components were replaced with copper. Bacteriological samples were negative for coliform, lead-and-copper testing had been completed, and tank inspections had concluded. A drain valve outside Tank 1 was leaking and was scheduled for repair, with ORC coordinating the piping work and District equipment available for excavation. ORC also planned to remove unused tanks from the Well 3R vault so that the space can be used for future Well 3R facilities. Director Olbright reported that Alex Wiser and Jim Nielsen had been assisting ORC and that Mr. Wiser would begin the process of obtaining operator certification so he could lawfully perform additional local water-system tasks. District staff were also locating, uncovering, exercising, and mapping valves and curb stops in the District GIS system. No formal action was taken.

**Water Usage - AquaHawk Report:** The Board reviewed anonymized household water-use information together with the District's production data. Director Olbright explained that the repaired leak had materially affected the earlier production figures and that more recent totals had returned to a range closer to normal operations. The Board discussed using production, billing, meter, and AquaHawk information together so the District can account for water, identify leaks or unusual use, and demonstrate careful management of the domestic system. The Board encouraged residents to enroll in AquaHawk and use available leak alerts. Alex Wiser and CRS will continue monitoring observable and billed usage and will follow up when unusually high use is identified. The Board and RROA representatives also agreed to coordinate a reminder regarding the May 1 water restrictions for inclusion with upcoming water bills. No formal action was taken.

**Colorado River Updates:** Mr. Robbins provided an overview of Colorado River conditions and the legal and operational issues facing the District. He described the substantial imbalance between current basin supplies and historical expectations, the effect of prolonged drought on reservoir storage, and the competing Upper and Lower Basin demands. He explained that the Grand Valley irrigation call is senior to the District's irrigation rights and that the District's headgates may be ordered shut when river conditions decline. Recent rain had temporarily allowed diversion, but the District should use available irrigation water carefully while expecting that irrigation could be curtailed later in the season. Mr. Robbins also reported that the Historic Users Pool at Green Mountain Reservoir was not expected to fill and that replacement supplies, if available, were uncertain. He commended the Board for adopting strict indoor-use-only emergency restrictions for the domestic system and emphasized that the District must enforce those restrictions and avoid evidence of outdoor use to preserve the strongest possible legal position if domestic diversions are challenged. No formal action was taken.

**RANCH OPERATIONS**

**Operations Report:** Director Olbright and Mr. Wiser reviewed current ranch operations. Work included bringing the Sawmill, Ruby, and other ditches online; clearing and brush-cutting ditch corridors to improve inspection and maintenance access; installing a new culvert on Opal Road; grading roads; and obtaining additional recycled asphalt material for road maintenance. District staff also assisted ORC with the Elway Booster Station re-piping, repaired fencing for horses and llamas, and continued equipment and property maintenance. The Board discussed the condition of the roads during dry weather and the possibility of using water and compaction methods to improve the placement of recycled asphalt material. No formal action was taken.

**Ranch Manager Transition:** The Board discussed the transition from Jim Nielsen to Alex Wiser. Director Olbright reported that the overlap period had allowed Mr. Nielsen to transfer knowledge regarding irrigation, roads, snow removal, equipment, fencing, water-system support, mailboxes, gates, culverts, and other ranch-management responsibilities. Mr. Nielsen's final regular workday was expected to be June 26, 2026. The Board discussed retaining access to his institutional knowledge on an as-needed hourly basis, subject to his availability, and expressed appreciation for his years of service. No formal action was taken.

**Pasture Management:** The Board discussed pasture rotation, irrigation, fencing, hay supplementation, and separation of the horses and llamas. Adam Shore had been coordinating movement of the horses to allow pastures to recover, and the Board discussed moving the animals as water and fencing conditions permit. Dry conditions and limited irrigation were affecting pasture growth, and additional hay could be required. The Board emphasized continued coordination among the ranch manager, participating animal owners, and District representatives to avoid overgrazing and manage the available water and forage. No formal action was taken.

**2026 Haying Plans and Equipment:** The Board discussed equipment needed to perform more of the District's haying work directly. Director Lewis reported that a new hydraulically operated sickle-bar mower compatible with the District tractor was available for approximately $7,800 and that a used round baler was available for approximately $2,500, subject to inspection. Discussion included available budget authority, the condition and disposition of existing equipment, the need for a bale spear or similar attachment, and the operational benefits of a side-mounted sickle-bar mower near ditches and headgates. The Board reached consensus that the equipment search and purchase process could continue within the approved budget, with any necessary purchase to return for ratification. No formal action was taken.

**LEGAL ITEMS**

**Ratification of WBA, PC Engagement Letter:** The Board reviewed the annual engagement letter for WBA, PC, the District's general counsel. Director Lewis reported that the engagement letter was a standard annual agreement and had been signed before the meeting. Following discussion, upon motion duly made and seconded, the Board ratified the engagement letter by acclamation.

**DIRECTORS' ITEMS**

**Release of $20,000 Compliance Bond - 983 Emerald Road:** The Board reviewed the request to release the $20,000 District compliance bond associated with the construction project at 983 Emerald Road. Director Shutler participated as the homeowner rather than in his Director capacity for this item. The Board discussed the contractor's compliance with District requirements and noted that construction traffic and site issues had been handled responsibly. Landscaping remained incomplete because the District's emergency water restrictions prohibited installation and watering, and RROA/ARC was asked to provide separate written direction regarding its landscaping requirements. Following discussion, upon motion duly made and seconded, the Board approved release of the District compliance bond.

**Trademark Agreement with RROA:** The Board reviewed a draft trademark license agreement intended to document the District's continued use of the Ruby Ranch name and red "R" logo as community assets. Discussion included the proposal that the District assume future renewal costs after the current registrations expire and Ms. Karplus's request to add language subjecting use of the marks to reasonable quality-control conditions. Director Oppedahl raised concerns that a trademark license without sufficient quality-control provisions could jeopardize the registrations. The Board agreed that the shared-use concept remained acceptable but set the agreement aside so that neutral intellectual-property counsel could recommend language addressing the quality-control issue. The revised language will be circulated to RROA and the Board before the agreement returns for approval. No formal action was taken.

**Revisions to CRS Contract:** Director Lewis and Director Hahn reported on discussions with CRS regarding a revised management agreement. The proposal under development would establish a fixed monthly fee of approximately $6,000 for recurring management, accounting-support, employee-administration, communications, onboarding, and other routine services, while elections, audits, consulting assignments, and other unusual or non-routine work would continue to be billed hourly. The Board discussed the need for the scope of services to be complete and clear and directed CRS to revise and resubmit the agreement. Director Hahn agreed to continue coordinating with CRS after Director Lewis's departure. No formal action was taken.

**Recycling / New Recycling Sign:** The Board discussed Director Oppedahl's email regarding glass recycling and conflicting signage on the District's recycling facilities. The Board confirmed that glass is now accepted through the applicable single-stream recycling program and that updated signs would be installed on the bins and enclosure. Director Lewis also reminded the Directors that when a resident raises a District issue and a Director forwards or advocates the request to CRS or the Board, the Director is acting in an official capacity and should follow the District's communication and records procedures. No formal action was taken.

**Discussion on Revising District Regulations:** Director Lewis reviewed the District's existing rules and regulations and noted that several prior efforts to modernize the regulations had not been completed. He offered, after leaving the Board, to prepare a consolidated draft addressing water policies, snow plowing, drones, and other operational rules that have accumulated over time. The Board discussed that any proposed regulations would need to be published, considered at a public hearing, and formally adopted at a future meeting. No formal action was taken.

**Stewardship Related Activities:** Director Lewis reported on current stewardship and wildfire-resilience work. The Colorado State Forest Service had provided a community wildfire preparedness plan template, while Summit County was separately developing a county-wide plan through Ember Alliance. Lisa Lewis had been appointed as a citizen representative in the County process, giving the community an opportunity to coordinate local priorities with the broader plan. The District was also exploring whether a smaller Willow Brook/Ruby Ranch plan could be developed and incorporated into the County product. Additional discussion included preliminary outreach to an environmental planning consultant regarding open space, wildlife, riparian, watershed, and grant-related work. No formal action was taken.

**Acceptance of Lewis Resignation:** Director Lewis formally tendered his resignation from the Board so that the vacancy could be filled. The remaining Directors accepted the resignation and thanked Director Lewis for his many years of service, leadership, and work on behalf of the District and Ruby Ranch community.

**Appointment to Fill Board Vacancy:** The Board considered interest from Adam Shore and Mat Sherwood, both of whom addressed the Board. Mr. Shore discussed his investment, financial-analysis, and operations background, his recent involvement with ranch and horse-related matters, and his interest in bringing a newer perspective to the Board. Mr. Sherwood discussed his project-management experience, prior Board service, familiarity with District infrastructure and operations, and interest in supporting fiscal responsibility and community resilience. The Directors discussed the qualifications of both candidates, the value of institutional knowledge during the current transition, and the three Board seats expected to be considered at the May 2027 election. Following discussion, a motion was made to appoint Mat Sherwood to fill the vacancy for the remainder of the term ending in May 2027. Director Hahn seconded, and the motion carried, with Director Oppedahl voting in opposition.

**Election of Officers:** Following Mr. Sherwood's appointment, the Board discussed the office of President. Directors discussed their interest and availability to serve, and Mr. Sherwood stated that he would accept the position if elected. A motion was made to elect Director Sherwood as President. Director Hahn seconded, and the motion carried. Director Sherwood abstained from the vote. He thanked the Board for its confidence, thanked Director Lewis for his service, acknowledged Mr. Shore's interest in serving, and stated that he intended to continue the Board's work while placing additional emphasis on process and communication with RROA and the broader community.

**Onboarding Process for New Owners:** The Board noted that the proposed new-owner onboarding process had been discussed earlier under RROA Matters. No additional action was taken.

**ADJOURNMENT**

Before adjournment, the Board confirmed that Ms. Karplus would follow up regarding the construction-road dust and maintenance concerns raised during Public Comment and that the District could consider use of the applicable compliance deposit if the owner or contractor did not address the conditions. There being no further business to come before the Board, a motion was made and seconded to adjourn. The motion carried without objection. The meeting adjourned at approximately 3:29 p.m.

Respectfully submitted,

________________________________

Secretary of the Board
Willow Brook Metropolitan District

**WILLOW BROOK METROPOLITAN DISTRICT**
**CASH POSITION**
**Year to Date (YTD) as of July 31, 2026**
**Adjusted as of August 18, 2026**

| | | INVESTMENTS | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | ColoTrust Plus+ Average Monthly Yield 3.7658% | | | | | | | Colotrust Yield 3.8641% | TOTAL ALL |
| | **InBank** | **General** | **CTF** | **SRF Loan** | **InBank Loan** | **Gen Reserve** | **Proj Reserve** | **Funding Lowe** | **Edge** | **ACCOUNTS** |
| **Account Activity Item Description** | | | | | | | | | | |
| **BEGINNING BANK BALANCE** | $ 32,027 | $ 15,268 | $ 2,819 | $ 211,445 | $ 103,475 | $ 55,708 | $ 65,751 | $ 27,547 | $ 1,647 | $ 515,687 |
| YTD credits - Total deposits, wires and transfers | 542,051 | 753,965 | 356 | 39,318 | 46,489 | 165,936 | 38,649 | 28,380 | 36 | 1,615,180 |
| YTD debits - Total vouchers, wires and transfers | (518,675) | (456,343) | - | (48,669) | (107,788) | (40,000) | - | (21,518) | - | (1,192,993) |
| YTD bank balance | 55,403 | 312,890 | 3,175 | 202,094 | 42,176 | 181,644 | 104,400 | 34,409 | 1,683 | 937,874 |
| Transfers | - | (122,396) | - | 16,114 | 27,879 | 22,180 | 11,256 | 44,967 | - | - |
| Less outstanding checks | (31,685) | - | - | - | - | - | - | - | - | (31,685) |
| **Book balance at end of period - agrees to page 2 ending fund allocation** | **23,718** | **190,494** | **3,175** | **218,208** | **70,055** | **203,824** | **115,656** | **79,376** | **1,683** | **906,189** |
| Less amount restricted for Conservation Trust Funds | - | - | (3,175) | - | - | - | - | - | - | (3,175) |
| Less amount restricted for debt service | - | - | - | (218,208) | (70,055) | - | - | - | - | (288,263) |
| Less amount assigned for capital projects | - | (52,748) | - | - | - | - | (115,656) | - | (1,683) | (170,087) |
| Less amount assigned for Lowe easement | - | - | - | - | - | - | - | (79,376) | - | (79,376) |
| Less amount restricted for reserves | - | - | - | - | - | (203,824) | - | - | - | (203,824) |
| Less amount restricted for TABOR | (14,700) | - | - | - | - | - | - | - | - | (14,700) |
| **UNRESTRICTED/UNALLOCATED BALANCE AT END OF PERIOD** | **9,018** | **137,746** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **146,764** |
| **Current period activity** | | | | | | | | | | |
| Deposits | 24,046 | - | - | - | - | - | - | - | - | 24,046 |
| Current payables | (12,724) | - | - | - | - | - | - | - | - | (12,724) |
| Auto payments | (14,116) | - | - | - | - | - | - | - | - | (14,116) |
| **Total current period adjustments** | (2,794) | - | - | - | - | - | - | - | - | (2,794) |
| **CURRENT UNRESTRICTED/UNALLOCATED BALANCE** | **$ 6,224** | **$ 137,746** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** | **$ 143,970** |

**WILLOW BROOK METROPOLITAN DISTRICT**
**FUND ALLOCATION OF AVAILABLE BALANCES**
**Year to Date (YTD) as of July 31, 2026**

| Account Activity Item Description | General | Capital Projects | Water | Road Paving | Stewardship | Total All Funds |
|---|---|---|---|---|---|---|
| **Beginning fund balances** | $ 28,751 | $ 261,803 | $ 85,542 | $ 104,587 | $ 34,939 | $ 515,622 |
| **YTD DEPOSITS** | | | | | | |
| Conservation trust fund | 313 | - | - | - | - | 313 |
| Funding Lowe easement | - | - | - | - | - | - |
| Grants | - | - | - | - | - | - |
| Interest | 3,424 | 32 | - | 2,047 | 634 | 6,137 |
| Miscellaneous | 57 | - | 197 | - | - | 254 |
| Property taxes | 405,594 | 48,509 | - | 73,327 | 145,528 | 672,958 |
| Specific ownership taxes | 12,679 | 1,070 | - | 1,565 | - | 15,314 |
| Snow removal | 8,943 | - | - | - | - | 8,943 |
| Tap fees | - | - | 71,050 | - | - | 71,050 |
| Trash service fees | 6,766 | - | - | - | - | 6,766 |
| Water service charges | - | - | 57,900 | - | - | 57,900 |
| Subtotal | 437,776 | 49,611 | 129,147 | 76,939 | 146,162 | 839,635 |
| Reserve fees | 56,806 | - | 28,648 | - | - | 85,454 |
| Reserve interest | 2,266 | 4,586 | 1,839 | - | - | 8,691 |
| Property taxes - SRF loan | - | 42,374 | - | - | - | 42,374 |
| Specific ownership taxes - SRF loan | - | 1,159 | - | - | - | 1,159 |
| Subtotal | 59,072 | 48,119 | 30,487 | - | - | 137,678 |
| **Total deposits** | **496,848** | **97,730** | **159,634** | **76,939** | **146,162** | **977,313** |
| **YTD EXPENDITURES** | | | | | | |
| General expenditures | (254,512) | (36,104) | (116,784) | (111,471) | (16,725) | (535,596) |
| Reserve fund expenditures | - | (50,790) | (360) | - | - | (51,150) |
| **Total expenditures and reserves** | (254,512) | (86,894) | (117,144) | (111,471) | (16,725) | (586,746) |
| **OTHER FINANCING SOURCES (USES)** | | | | | | |
| Transfer (to) from other funds | 85,000 | - | - | - | (85,000) | - |
| **Total other financing sources (uses)** | 85,000 | - | - | - | (85,000) | - |
| **YTD ending available fund balances** | **$ 356,087** | **$ 272,639** | **$ 128,032** | **$ 70,055** | **$ 79,376** | **$ 906,189** |
| **COMPONENTS OF FUND BALANCES** | | | | | | |
| Restricted - General fund reserve | 203,824 | - | - | - | - | 203,824 |
| Restricted - SRF loan | - | 218,208 | - | - | - | 218,208 |
| Restricted - Project fund reserve | - | - | 115,656 | - | - | 115,656 |
| Restricted - InBank loan for road improvements | - | - | - | 70,055 | - | 70,055 |
| Restricted - Well #3 | - | 54,431 | - | - | - | 54,431 |
| Restricted - CTF | 3,175 | - | - | | - | 3,175 |
| Restricted - Lowe Easement | - | - | - | - | 79,376 | 79,376 |
| Restricted - TABOR emergency reserve | 14,700 | - | - | - | - | 14,700 |
| Unassigned | 134,388 | - | 12,376 | - | - | 146,764 |
| **YTD ending fund balances** | **$ 356,087** | **$ 272,639** | **$ 128,032** | **$ 70,055** | **$ 79,376** | **$ 906,189** |
| | (page 3) | (page 4) | (page 5) | (page 6) | (page 7) | |

| Accounts Receivable Reconciliation | Project reserve | Trash removal | Water | Snow | Miscellaneous | Totals |
|---|---|---|---|---|---|---|
| Aging as of 5/31/26 | $ 4,716 | $ 1,093 | $ 8,757 | $ 1,163 | $ (33) | $ 15,696 |
| Billing 6/1/26-7/31/26 | 8,400 | 1,980 | 19,363 | - | - | 29,743 |
| Cash receipts 6/1/26-7/31/26 | (12,659) | (3,015) | (27,589) | - | 33 | (43,230) |
| **Aging as of 7/31/26** | **$ 457** | **$ 58** | **$ 531** | **$ 1,163** | **$ -** | **$ 2,209** |

## WILLOW BROOK METROPOLITAN DISTRICT
### GENERAL FUND
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**
**Budget vs Actual**
**For the Seven Months Ended July 31, 2026**
**With Comparative Amounts for the Year Ended December 31, 2025**
**Unaudited**

| | 2025 Actual Cash Basis | 2026 Budget Modified Accrual | YTD Actual Cash Basis | YTD Variance Over (Under) | Percent of Budget YTD 58% |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| Conservation trust fund | $ 585 | $ 500 | $ 313 | $ (187) | 63% |
| Interest | 8,675 | 6,000 | 3,424 | (2,576) | 57% |
| Miscellaneous | 86 | - | 57 | 57 | - |
| Property taxes and abatements | 397,374 | 414,894 | 405,594 | (9,300) | 98% |
| Specific ownership taxes | 18,442 | 31,200 | 12,679 | (18,521) | 41% |
| Snow removal | 13,745 | 24,000 | 8,943 | (15,057) | 37% |
| Trash service fees | 11,949 | 25,000 | 6,766 | (18,234) | 27% |
| **Total revenues** | 450,856 | 501,594 | 437,776 | (63,818) | 87% |
| **EXPENDITURES** | | | | | |
| **Administrative** | | | | | |
| Audit | 17,340 | 3,000 | 3,248 | 248 | 108% |
| Construction fee reimbursement | - | - | 20,000 | 20,000 | - |
| County treasurer fees | 22,442 | 31,200 | 22,988 | (8,212) | 74% |
| District management and accounting | 93,288 | 85,000 | 51,469 | (33,531) | 61% |
| Election | 16,308 | - | - | - | - |
| GIS | - | 3,500 | - | (3,500) | 0% |
| Insurance and SDA dues | 22,450 | 20,000 | 752 | (19,248) | 4% |
| Legal | 16,488 | 20,000 | 10,453 | (9,547) | 52% |
| Miscellaneous | 4,263 | 2,000 | 3,307 | 1,307 | 165% |
| Trash removal | 30,117 | 25,000 | 9,882 | (15,118) | 40% |
| Utilities | 13,204 | 18,000 | 8,248 | (9,752) | 46% |
| Website and ADA compliance | - | 1,800 | 1,188 | (612) | 66% |
| Weeds | 13,780 | 14,000 | 6,890 | (7,110) | 49% |
| Emergency reserve contribution (3%) | - | 14,700 | - | (14,700) | 0% |
| **Operations and maintenance** | | | | | |
| Gate | 500 | 1,200 | 396 | (804) | 33% |
| General maintenance | 376 | 5,000 | 1,970 | (3,030) | 39% |
| **Ranch manager** | | | | | |
| Salary | 72,237 | 71,749 | 48,307 | (23,442) | 67% |
| Payroll taxes | 8,680 | 5,887 | 5,208 | (679) | 88% |
| Benefits (including bonus, less employee reim) | 17,975 | 21,066 | 13,546 | (7,520) | 64% |
| Back-up support | 675 | 3,883 | 677 | (3,206) | 17% |
| Transition salary and expenses | - | 31,334 | 11,945 | (19,389) | 38% |
| **Irrigation** | | | | | |
| Irrigation/meadow management | - | 10,000 | - | (10,000) | 0% |
| **Hay meadows and fencing** | | | | | |
| Hay equipment | 1,260 | 15,000 | 10,988 | (4,012) | 73% |
| Meadow fencing and repairs | - | - | 49 | 49 | - |
| **Roads** | | | | | |
| Culverts | - | 15,000 | 1,922 | (13,078) | 13% |
| Equipment - Kubota Excavator | - | 28,000 | 4,589 | (23,411) | 16% |
| Groomer | 4,318 | 4,318 | 4,318 | - | 100% |
| Road Improvements | - | 10,000 | 2,263 | (7,737) | 23% |
| Snow plowing salt and sand | - | 1,500 | - | (1,500) | 0% |
| Truck (including fuel) | 16,642 | 30,000 | 9,213 | (20,787) | 31% |
| **Stable - equestrian center** | | | | | |
| Consulting fees | - | 10,000 | - | (10,000) | 0% |
| Stable maintenance and security | 2,290 | - | 696 | 696 | - |
| **Total expenditures** | 374,633 | 502,137 | 254,512 | (247,625) | 51% |
| **EXCESS OF EXPENDITURES OVER (UNDER) REVENUES** | 76,223 | (543) | 183,264 | 183,807 | -33750% |
| **OTHER FINANCING SOURCES (USES)** | | | | | |
| Transfer to capital projects fund | - | (27,500) | - | 27,500 | - |
| Transfer to water operations fund | (12,300) | - | - | - | - |
| **Total other financing sources (uses)** | (12,300) | (27,500) | - | 27,500 | 0% |
| **NET CHANGE (WITHOUT RESERVE)** | 63,923 | (28,043) | 183,264 | 211,307 | -654% |
| **BEGINNING FUND BALANCE (WITHOUT RESERVE)** | (94,924) | 85,426 | (31,001) | (116,427) | -36% |
| **ENDING FUND BALANCE (WITHOUT RESERVE)** | **(31,001)** | **57,383** | **152,263** | **94,880** | **265%** |
| **GENERAL FUND RESERVE** | | | | | |
| Property taxes for general fund reserve fees | 53,266 | 58,108 | 56,806 | (1,302) | 98% |
| General fund reserve interest | 1,498 | 3,000 | 2,266 | (734) | 76% |
| Transfer from stewardship fund | - | 85,000 | 85,000 | - | - |
| **Total general fund reserve** | 54,764 | 146,108 | 144,072 | (2,036) | 99% |
| **BEGINNING GENERAL FUND RESERVE BALANCE** | 4,988 | 61,718 | 59,752 | (1,966) | 97% |
| **ENDING GENERAL FUND RESERVE BALANCE** | **59,752** | **207,826** | **203,824** | **(4,002)** | **98%** |
| **NET CHANGE IN FUND BALANCE** | 118,687 | 118,065 | 327,336 | 209,271 | 277% |
| **BEGINNING FUND BALANCE** | (89,936) | 147,144 | 28,751 | (118,393) | 20% |
| **ENDING FUND BALANCE** | **$ 28,751** | **$ 265,209** | **$ 356,087** | **$ 90,878** | **134%** |

# WILLOW BROOK METROPOLITAN DISTRICT
## CAPITAL PROJECTS FUND
### STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
**Budget vs Actual**
**For the Seven Months Ended July 31, 2026**
**With Comparative Amounts for the Year Ended December 31, 2025**
**Unaudited**

| | 2025 Actual Cash Basis | 2026 Budget Modified Accrual | YTD Actual Cash Basis | YTD Variance Over (Under) | Percent of Budget YTD 58% |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| Property taxes - Well #3 | - | 49,973 | 48,509 | (1,464) | 97% |
| Specific ownership taxes | 50,165 | 2,500 | 1,070 | (1,430) | 43% |
| Interest | 2,177 | - | 32 | 32 | - |
| Grant | 163 | - | - | - | - |
| **Total revenues** | 52,505 | 52,473 | 49,611 | (2,862) | 95% |
| **EXPENDITURES** | | | | | |
| County treasurer fees | 2,486 | 2,499 | 2,423 | (76) | 97% |
| InBank loan fuel reduction principal | 50,000 | - | - | - | 0% |
| InBank loan fuel reduction interest | 2,564 | - | - | - | 0% |
| Well #3 | 62,475 | 100,000 | 33,681 | (66,319) | 34% |
| **Total expenditures** | 117,525 | 102,499 | 36,104 | (66,395) | 35% |
| **EXCESS OF REVENUES OVER EXPENDITURES** | (65,020) | (50,026) | 13,507 | 63,533 | -27% |
| **OTHER FINANCING SOURCES** | | | | | |
| Transfer from general fund | - | 27,500 | - | (27,500) | - |
| **Total other financing sources** | - | 27,500 | - | (27,500) | - |
| **NET CHANGE (WITHOUT PROJECTS)** | (65,020) | (22,526) | 13,507 | 36,033 | -60% |
| **BEGINNING FUND BALANCE (WITHOUT PROJECTS)** | 105,944 | 22,707 | 40,924 | 18,217 | 180% |
| **ENDING FUND BALANCE (WITHOUT PROJECTS)** | **40,924** | **181** | **54,431** | **54,250** | **30072%** |
| **SRF Loan - Projects** | | | | | |
| Property taxes - SRF loan | 101,767 | 43,651 | 42,374 | (1,277) | 97% |
| Specific ownership taxes - SRF loan | 4,272 | 2,183 | 1,159 | (1,024) | 53% |
| Interest - SRF loan | 9,617 | 8,000 | 4,586 | (3,414) | 57% |
| County treasurer fees | (5,061) | (2,183) | (2,121) | 62 | 97% |
| SRF loan principal | (67,475) | (69,172) | (34,371) | 34,801 | 50% |
| SRF loan interest | (29,865) | (28,167) | (14,298) | 13,869 | 51% |
| **Ending SRF loan - Projects** | 13,255 | (45,688) | (2,671) | 43,017 | 6% |
| **BEGINNING FUND BALANCE - PROJECTS** | 207,624 | 246,227 | 220,879 | (25,348) | 90% |
| **ENDING FUND BALANCE - PROJECTS** | **220,879** | **200,539** | **218,208** | **17,669** | **109%** |
| **NET CHANGE IN FUND BALANCE** | (51,765) | (68,214) | 10,836 | 79,050 | -16% |
| **BEGINNING FUND BALANCE** | 313,568 | 268,934 | 261,803 | (7,131) | 97% |
| **ENDING FUND BALANCE** | **$ 261,803** | **$ 200,720** | **$ 272,639** | **$ 71,919** | **136%** |

## WILLOW BROOK METROPOLITAN DISTRICT
### WATER UTILITY FUND
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**
**Budget vs Actual**
**For the Seven Months Ended July 31, 2026**
**With Comparative Amounts for the Year Ended December 31, 2025**
**Unaudited**

| | 2025 Actual Cash Basis | 2026 Budget Modified Accrual | YTD Actual Cash Basis | YTD Variance Over (Under) | Percent of Budget YTD 58% |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| Water service charges | $ 67,888 | $ 183,000 | $ 57,900 | $ (125,100) | 32% |
| Matching grant - meters | 6,500 | - | - | - | - |
| Miscellaneous | 180 | - | 197 | 197 | - |
| Tap Fees | - | - | 71,050 | 71,050 | - |
| **Total revenues** | 74,568 | 183,000 | 129,147 | (53,853) | 71% |
| **EXPENDITURES** | | | | | |
| Maintenance contract | 28,415 | 35,000 | 21,120 | (13,880) | 60% |
| Ranch manager salary/benefits | 28,465 | 38,545 | 26,188 | (12,357) | 68% |
| New meter installation | 589 | - | - | - | - |
| Annual fire hydrant maintenance | - | 720 | - | (720) | 0% |
| Repairs and maintenance | 22,342 | 25,000 | 58,289 | 33,289 | 233% |
| Tap agreement expense | - | - | 9,476 | 9,476 | 0% |
| Utilities - Town of Silverthorne | 109 | 205 | (39) | (244) | -19% |
| Utility billing | 2,500 | 3,000 | 1,750 | (1,250) | 58% |
| Water testing | 4,445 | 7,000 | - | (7,000) | 0% |
| **Total expenditures** | 86,865 | 109,470 | 116,784 | 7,314 | 107% |
| **EXCESS OF REVENUES OVER (UNDER) EXPENDITURES** | (12,297) | 73,530 | 12,363 | (61,167) | 17% |
| **OTHER FINANCING SOURCES (USES)** | | | | | |
| Transfer from general fund | 12,300 | - | - | - | - |
| **Total other financing sources (uses)** | 12,300 | - | - | - | 0% |
| **NET CHANGE (WITHOUT RESERVE)** | 3 | 73,530 | 12,363 | (61,167) | 17% |
| **BEGINNING FUND BALANCE (WITHOUT RESERVE)** | 10 | 444 | 13 | (431) | 3% |
| **ENDING FUND BALANCE (WITHOUT RESERVE)** | **13** | **73,974** | **12,376** | **(61,598)** | **17%** |
| **PROJECT FUND RESERVE** | | | | | |
| Project reserve fee ($75/month) | 47,980 | 49,500 | 28,648 | (20,852) | 58% |
| Project reserve interest | 1,434 | 500 | 1,839 | 1,339 | - |
| GWUDI assessment (Well No 1-R) | (1,001) | - | (360) | (360) | - |
| **Total project fund reserve** | **48,413** | **50,000** | **30,127** | **(19,873)** | **60%** |
| **BEGINNING PROJECT FUND RESERVE BALANCE** | 37,116 | 67,077 | 85,529 | 18,452 | 128% |
| **ENDING PROJECT FUND RESERVE BALANCE** | **85,529** | **117,077** | **115,656** | **(1,421)** | **99%** |
| **NET CHANGE IN FUND BALANCE** | 48,416 | 123,530 | 42,490 | (81,040) | 34% |
| **BEGINNING FUND BALANCE** | 37,126 | 67,521 | 85,542 | 18,021 | 127% |
| **ENDING FUND BALANCE** | **$ 85,542** | **$ 191,051** | **$ 128,032** | **$ (63,019)** | **67%** |

# WILLOW BROOK METROPOLITAN DISTRICT
## ROAD PAVING FUND
### STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE
### Budget vs Actual
### For the Seven Months Ended July 31, 2026
### With Comparative Amounts for the Year Ended December 31, 2025
### Unaudited

| | 2025 Actual Cash Basis | 2026 Budget Modified Accrual | YTD Actual Cash Basis | YTD Variance Over (Under) | Percent of Budget YTD 58% |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| Property taxes - road paving | $ 58,178 | $ 75,541 | $ 73,327 | $ (2,214) | 97% |
| Specific ownership taxes | 2,666 | 3,800 | 1,565 | (2,235) | 41% |
| Interest | 5,234 | 2,500 | 2,047 | (453) | 82% |
| **Total revenues** | 66,078 | 81,841 | 76,939 | (4,902) | 94% |
| **EXPENDITURES** | | | | | |
| County treasurer fees | 2,984 | 3,800 | 3,683 | (117) | 97% |
| InBank loan payment principal | 55,000 | 55,000 | 100,000 | 45,000 | 182% |
| InBank loan payment interest | 15,306 | 8,800 | 7,788 | (1,012) | 89% |
| **Total expenditures** | 73,290 | 67,600 | 111,471 | 43,871 | 165% |
| **NET CHANGE IN FUND BALANCE** | (7,212) | 14,241 | (34,532) | (48,773) | -242% |
| **BEGINNING FUND BALANCE** | 111,799 | 51,397 | 104,587 | 53,190 | 203% |
| **ENDING FUND BALANCE** | **$ 104,587** | **$ 65,638** | **$ 70,055** | **$ 4,417** | **107%** |

**WILLOW BROOK METROPOLITAN DISTRICT**
**STEWARDSHIP FUND**
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**
**Budget vs Actual**
**For the Seven Months Ended July 31, 2026**
**With Comparative Amounts for the Year Ended December 31, 2025**
**Unaudited**

| | 2025 Actual Cash Basis | 2026 Budget Modified Accrual | YTD Actual Cash Basis | YTD Variance Over (Under) | Percent of Budget YTD 58% |
|---|---|---|---|---|---|
| **REVENUES** | | | | | |
| Property taxes - stewardship | $ - | $ 149,920 | $ 145,528 | $ (4,392) | 97% |
| Contributions | 47,500 | - | - | - | - |
| Interest | - | 500 | 634 | 134 | - |
| **Total revenues** | 47,500 | 150,420 | 146,162 | (4,258) | 97% |
| **EXPENDITURES** | | | | | |
| County treasurer fees | - | - | 7,269 | 7,269 | 0% |
| Consulting | - | 50,000 | 9,456 | (40,544) | 19% |
| Legal | 12,561 | 15,000 | - | (15,000) | 0% |
| **Total expenditures** | 12,561 | 65,000 | 16,725 | (48,275) | 26% |
| **EXCESS OF REVENUES OVER EXPENDITURES** | 34,939 | 85,420 | 129,437 | 44,017 | 152% |
| **OTHER FINANCING USES** | | | | | |
| Transfer to general fund reserve | - | (85,000) | (85,000) | - | - |
| **Total other financing uses** | - | (85,000) | (85,000) | - | 1.00 |
| **NET CHANGE IN FUND BALANCE** | 34,939 | 420 | 44,437 | 44,017 | 10580% |
| **BEGINNING FUND BALANCE** | - | 27,500 | 34,939 | 7,439 | 127% |
| **ENDING FUND BALANCE** | **$ 34,939** | **$ 27,920** | **$ 79,376** | **$ 51,456** | **284%** |

**Payables Invoices**

**Willow Brook Metropolitan District**

**August 2026**

| Current Payables | | | | | |
|---|---|---|---|---|---|
| **Invoice #** | **Date of Service** | **Vendor** | **Description** | **Itemized** | **Amount Due** |
| 59059 | 7/15/2026 | BBA Water Consultants | Well #3 | | $ 1,887.00 |
| 0133439-IN | 8/1/2026 | Cellgate-Gouldin Technologies | Stable Maintenance/Security | | $ 327.00 |
| FGD20260726 | 7/27/2026 | Colorado Dept of Public Health & Environment | Drinking Water Fee | | $ 99.00 |
| 4448 | 7/31/2026 | Mountain Peak Controls | Repairs and Maintenance | | $ 1,365.91 |
| 273748 | 7/31/2026 | ORC Water Professionals | Maintenance Contract | $ 2,640.00 | |
| | | | Repairs and Maintenance | $ 4,324.45 | |
| | | | | | $ 6,964.45 |
| 50120 | 7/31/2026 | WBA | Legal | | $ 1,050.98 |
| 340464-61211 | 8/10/2026 | WRA, Inc | Stewardship-consulting | | $ 1,030.00 |
| | | | | | |
| | | | | **Total** | **$ 12,724.34** |

| Electronic payments including ACH payments and Wire transfers | | | | | |
|---|---|---|---|---|---|
| **Invoice #** | **Date of Service** | **Vendor** | **Description** | **Itemized** | **Amount Due** |
| 265124937357 08.26 | 8/6/2026 | AT&T | Wireless | | $ 455.88 |
| INV 0084402 | 7/10/2026 | CEBT Payment | Benefits | | $ 1,249.86 |
| 07.20.26 | 7/20/2026 | Central Tax-Exempt Investments, LLC | Excavator Principal | $ 898.47 | |
| | | | Excavator Interest | $ 248.82 | |
| | | | | | $ 1,147.29 |
| 0854225 08.26 | 7/25/2026 | Comcast | Utilities | | $ 203.98 |
| 07.31.26 | 7/31/2026 | CRS of Colorado | District Management and Accounting | $ 6,141.26 | |
| | | | Water Billing | $ 250.00 | |
| | | | | | $ 6,391.26 |
| 5640696560 | 7/31/2026 | Google | Miscellaneous | | $ 203.29 |
| 07.31.26 STMT | 7/31/2026 | InBank Credit Card | Truck | $ 390.93 | |
| | | | Repairs and Maintenance | $ 1,692.15 | |
| | | | Meadow Fencing and Repairs | $ 69.98 | |
| | | | Well #3 | $ 124.18 | |
| | | | Employee Benefits | $ 15.38 | |
| | | | Office Supplies | $ 99.99 | |
| | | | | | $ 2,392.61 |
| 1599.01 07.26 | 7/31/2026 | Town of Silverthorne | Utilities | | $ 12.78 |
| 0745928-1190-0 | 7/30/2026 | Waste Management | Trash Removal | | $ 1,661.72 |
| 988156538 | 7/28/2026 | Xcel | Utilities | $ 378.87 | |
| 988269172 | 7/28/2026 | Xcel | Utilities | $ 18.48 | |
| | | | | | $ 397.35 |
| | | | | | |
| | | | | **Total** | **$ 14,116.02** |

**GRAND TOTAL $ 26,840.36**

APPROVAL

| NAME | SIGNATURE | DATE |
|---|---|---|
| President<br>Mat Sherwood<br>Mathew_sherwood@wbmetro.org | | |
| Vice-President<br>E. J. Olbright<br>ejo@wbmetro.org | | |

**Payables Invoices**
**Willow Brook Metropolitan District**
**June 2026**

| Current Payables | | | | | |
|---|---|---|---|---|---|
| **Invoice #** | **Date of Service** | **Vendor** | **Description** | **Itemized** | **Amount Due** |
| 31433 | 3/2/2026 | Alpine Civil Construction / Mountain Peak Controls | Repairs and Maintenance | | $ 720.00 |
| 05.31.26 | 5/31/2026 | CRS of Colorado | District Management and Accounting | $ 5,074.20 | |
| | | | Water Billing | $ 250.00 | |
| | | | | | $ 5,324.20 |
| 6841 | 6/1/2026 | Jonathan Rovick | Road Improvements | | $ 4,294.91 |
| 30420 | 5/31/2026 | JVA, Inc | GWUDI Assessment | | $ 312.00 |
| 1629747 | 6/2/2026 | Kilgore Companies | Road Improvements | | $ 2,262.60 |
| 273442 | 5/31/2026 | ORC Water Professionals | Maintenance Contract | $ 2,640.00 | |
| | | | Repairs and Maintenance | $ 3,656.22 | |
| | | | | | $ 6,296.22 |
| 48854 | 5/31/2026 | WBA | Legal | | $ 217.49 |
| | | | | | |
| | | | | **Total** | **$ 19,427.42** |

| Electronic payments including ACH payments and Wire transfers | | | | | |
|---|---|---|---|---|---|
| **Invoice #** | **Date of Service** | **Vendor** | **Description** | **Itemized** | **Amount Due** |
| 265124937357 06.26 | 6/6/2026 | AT&T | Wireless | | $ 158.91 |
| INV 0083299 | 5/27/2026 | CEBT Payment | Benefits | | $ 3,920.20 |
| 06.05.26 | 6/5/2026 | Central Tax-Exempt Investments, LLC | Excavator Principal | $ 890.66 | |
| | | | Excavator Interest | $ 256.63 | |
| | | | | | $ 1,147.29 |
| 0854225 06.26 | 5/25/2026 | Comcast | Utilities | | $ 203.98 |
| 5580554344 | 5/31/2026 | Google | Miscellaneous | | $ 204.74 |
| 05.31.26 STMT | 5/31/2026 | InBank Credit Card | Truck | $ 920.62 | |
| | | | Gate | $ 24.99 | |
| | | | Office | $ 22.99 | |
| | | | Repairs and Maintenance | $ 255.69 | |
| | | | | | $ 1,224.29 |
| 1599.01 05.26 | 5/31/2026 | Town of Silverthorne | Utilities | | $ 12.72 |
| 0742206-1190-4 | 5/29/2026 | Waste Management | Trash Removal | | $ 1,442.99 |
| 979829657 | 5/28/2026 | Xcel | Utilities | $ 17.90 | |
| 980647862 | 6/4/2026 | Xcel | Utilities | $ 585.83 | |
| | | | | | $ 603.73 |
| | | | | | |
| | | | | **Total** | **$ 8,918.85** |

**GRAND TOTAL $ 28,346.27**

APPROVAL

| NAME | SIGNATURE | DATE |
|---|---|---|
| Vice-President<br>E. J. Olbright<br>ejo@wbmetro.org | | |
| President<br>Randy Lewis<br>randy_lewis@wbmetro.org | | |

After recording, return to:
WBA, PC
2154 E. Commons Avenue, Suite 2154
Centennial, CO 80122

**ENCROACHMENT AGREEMENT**
**(Lateral and Ditch Easement Encroachments)**

This ENCROACHMENT AGREEMENT (the "**Agreement**") is made and entered into effective as of ______________________, 2026 (the "**Effective Date**"), by and between WILLOW BROOK METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado (the "**District**"), and COLORADO VENTURES LLC, a ______________ limited liability company (the "**Owner**"). The District and the Owner are each referred to individually as a "**Party**" and collectively as the "**Parties**."

RECITALS

WHEREAS, the District organized and is existing under Title 32, Article 1 of the Colorado Revised Statutes, as amended; and

WHEREAS, Article X, Section 2 of the Amended and Restated Declaration of Covenants, Conditions, and Restrictions for the Ruby Ranch Subdivision, recorded in the real property records of the Clerk and Recorder of Summit County, Colorado on March 20, 2025, at Reception Number 1348551 (the "**Declaration**"), provides that (i) the Owners (as defined in the Declaration) acknowledge and confirm that perpetual easements twenty (20) fee in width were created across all of the lands in the Property (as defined in the Declaration) centered along the center line of all irrigation ditches and laterals presently in existence or thereafter constructed with the consent of the owners of the lands across which constructed, for the purpose of constructing, maintaining, and operating irrigation ditches and laterals for the property irrigation of all meadows lands in the Property (the "**District Easement**"), (ii) the District shall maintain and operate said ditches for proper irrigation of all meadow lands, and (iii) the District shall have the right and obligation to irrigate all such meadow lands at all reasonable times and to go on all Lots (as defined in the Declaration) and Common Area (as defined in the Declaration) tracts in the Property for the purpose of irrigating such meadow lands; and

WHEREAS, the Owner is the fee owner of Lot 31R, as shown on the Subdivision Exemption Plat of Lot 31R, a replat of Lots 31A, 31B & 31C, Lot 31, the Ruby Ranch, Filing No. 2, recorded in the real property records of the Clerk and Recorder of Summit County, Colorado on July 18, 2005, at Reception Number 794925, with a street address of 29 Agate Road, Silverthorne, Colorado (the "**Lot**"); and

WHEREAS, the Lot is part of the Property that is subject to Declaration and subject to the District Easement; and

WHEREAS, there is a ditch and a lateral that cross over portions of the Lot within the District Easement, which are the responsibility of the District to maintain; and

WHEREAS, the Owner desires to (i) construct an addition to the existing home on the Lot (the "**Addition**"), a portion of which will encroach into the District Easement in the area depicted on Exhibit A (such encroaching portion, the "**Addition Encroachment**"), and (ii) construct a retaining wall (the "**Retaining Wall**"), a portion of which will encroach into the District Easement in the area depicted on Exhibit A (such encroaching portion, the "**Retaining Wall Encroachment**"). The Addition and the Retaining Wall are referred to collectively as the "**Improvements**." The Addition Encroachment and the Retaining Wall Encroachment are referred to collectively as the "**Encroachments**." The portions of the District Easement depicted on Exhibit A into which the Encroachments extend are referred to collectively as the "**Encroachment Areas**"; and

WHEREAS, the District is willing to permit the Encroachments of the Improvements within the Encroachment Areas as provided herein, subject to the Owner's assumption of full responsibility and liability for the Encroachments as set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The foregoing Recitals are incorporated herein by this reference and constitute part of this Agreement.

2. Encroachment Consent. The District consents to the Encroachments within the Encroachment Areas, as depicted on Exhibit A, and waives any objection to the Encroachments on the basis that they intrude upon the District Easement. This Agreement authorizes only the specific Encroachments for the Improvements, in the specific locations, dimensions, and configurations, depicted on Exhibit A. Any encroachment outside the boundaries, depth, or dimensions shown on Exhibit A is not authorized by this Agreement and may constitute a violation of the District Easement. This Agreement also authorizes the Encroachments for so long as the Improvements do not obstruct, impair, reduce the capacity of, alter the grade or flow line of, or otherwise interfere with the function, operation, or maintenance of any ditch or lateral within the District Easement.

3. No Conveyance of Easement Rights. The consent and waiver set forth in Section 2 above is specific to the Encroachments described herein and do not constitute an abandonment, release, subordination, relocation, or conveyance of any portion of the District Easement. The District retains all right, title, and interest in and to the District Easement, including all rights of access, use, inspection, maintenance, repair, replacement, reconstruction, and enforcement, in, on, over, under, and through the Encroachment Areas and the balance of the District Easement.

4. No Rights Against Third Parties. Nothing in this Agreement grants, or shall be construed to grant, any right, consent, or approval on behalf of any irrigation ditch company, mutual ditch association, water conservancy district, or other third party holding rights in or to the ditches or laterals lying within the area subject to the District Easement. The Owner is solely responsible, at the Owner's sole cost and expense, for obtaining any consent or approval required

from any such third party, and the District makes no representation regarding the necessity or availability of any such consent.

5. Construction and Maintenance of the Improvements. The Owner shall construct the Improvements, and thereafter maintain the Improvements in good condition and repair, at the Owner's sole cost and expense. If the Improvements are damaged, disturbed, or require removal in connection with the District's exercise of its rights under the District Easement, the Owner shall be solely responsible, at the Owner's sole cost, for any resulting repair or restoration of the Improvements, and the District shall have no obligation to repair, replace, or restore the Improvements.

6. No Warranty; Assumption of Risk.

A. *No Warranty by the District*. The District makes no representation or warranty, express or implied, regarding the location, boundaries, depth, condition, capacity, or suitability of any ditch or lateral, or the District Easement, for the Encroachments. The Owner acknowledges that the Owner has independently investigated such matters to the Owner's satisfaction.

B. *Assumption of Risk*. The Owner shall construct, maintain, and use the Improvements within the Encroachment Areas entirely at the Owner's own risk. The Owner expressly assumes all risk of loss, damage, or injury to the Improvements, the Lot, and any person or property, arising from or related to (a) the presence, construction, maintenance, or failure of the Improvements, (b) the proximity of the Improvements to any ditch or lateral, including risks of flooding, erosion, seepage, overflow, ditch failure, or settlement, and (c) the District's exercise of its reserved rights under Section 3 above.

C. *Release*. The Owner, on behalf of itself and its successors and assigns, releases and forever discharges the District, its directors, officers, employees, agents, and contractors from any and all claims, demands, and causes of action arising from or related to the matters described in Section 6.B above, except to the extent arising from the District's willful and wanton misconduct.

7. Indemnification. The Owner shall defend, indemnify, and hold harmless the District, its directors, officers, employees, agents, consultants, and contractors (collectively, the "**District Indemnitees**") from and against any and all claims, demands, actions, damages, losses, liabilities, judgments, fines, penalties, costs, and expenses (including reasonable attorneys' fees and costs of defense) of any kind or nature, arising out of, resulting from, or in any way connected with (a) the design, construction, presence, maintenance, use, failure, or removal of the Improvements with in the Encroachment Areas, or (b) any breach of this Agreement by the Owner, in each case including claims for property damage, bodily injury, or death, and regardless of whether caused in whole or in part by the negligence of the Owner, any contractor of the Owner, or any third party, except to the extent such claims arise solely from the willful and wanton misconduct of a District Indemnitee. This indemnification obligation shall survive termination of this Agreement and shall not be limited by any insurance maintained under Section 8.

8. Insurance.

A. *Liability Insurance*. The Owner shall obtain and maintain, for so long as the Encroachments remain in place, commercial general liability insurance (or a homeowner's policy with comparable coverage) with limits of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate, insuring against claims for bodily injury, death, and property damage arising from the Encroachments. The policy shall name the District as an additional insured, and the Owner shall provide the District with a certificate of insurance upon execution of this Agreement and upon each renewal.

B. *Property Insurance*. The Owner shall maintain property or builder's risk insurance, as applicable, covering the Improvements within the Encroachment Areas, and acknowledges that the District has no obligation to insure the Improvements.

9. Governmental Immunity. Nothing in this Agreement shall be construed as a waiver, either express or implied, of any immunity, defense, or limitation on liability available to the District under the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, et seq., as amended (the "**CGIA**"), and all rights, immunities, and protections afforded the District under the CGIA are expressly reserved.

10. Covenant Running with the Land; Recording. This Agreement shall be recorded in the real property records of the Clerk and Recorder of Summit County, Colorado. This Agreement, including all obligations and liabilities of the Owner hereunder, shall run with and burden the Lot, and shall be binding upon and inure to the benefit of the Owner's heirs, personal representatives, successors, and assigns, and all subsequent owners of the Lot, until terminated as provided in Section 11.

11. Term and Termination.

A. *Term*. This Agreement shall remain in effect until terminated as provided in this Section 11.

B. *Termination*. This Agreement shall terminate upon the earliest of: (a) mutual written agreement of the Parties, recorded in the same manner as this Agreement; or (b) removal of the Encroachments and restoration of the Encroachment Areas to a condition as the same existed prior to the Effective Date of this Agreement.

C. *Effect of Termination*. Termination of this Agreement shall not relieve the Owner of any obligation accruing prior to termination, including the obligation to remove the Encroachments and restore the Encroachment Areas, and the indemnification obligations under Section 7 shall survive termination.

12. Miscellaneous.

A. *Entire Agreement; Amendment*. This Agreement constitutes the entire agreement between the Parties regarding the subject matter hereof and supersedes all prior agreements and understandings, whether written or oral. This Agreement may be amended only by a written instrument signed by both Parties and recorded in the same manner as this Agreement.

B. *Governing Law; Venue*. This Agreement shall be governed by the laws of the State of Colorado, without regard to conflict-of-laws principles. Venue for any action arising hereunder shall lie exclusively in the District Court for Summit County, Colorado.

C. *Severability*. If any provision of this Agreement is held invalid or unenforceable, the remainder shall continue in full force and effect.

D. *Further Assurances*. Each Party shall execute such further documents and take such further actions as may be reasonably necessary to carry out the intent of this Agreement.

D. *Counterpart Execution*. This Agreement may be executed in several counterparts, each of which may be deemed an original, but all of which together shall constitute one and the same instrument. Executed copies hereof may be delivered by facsimile or email of a PDF document, and, upon receipt, shall be deemed originals and binding upon the signatories hereto, and shall have the full force and effect of the original for all purposes, including the rules of evidence applicable to court proceedings.

*[The remainder of this page intentionally left blank. Signature pages follow.]*

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date.

DISTRICT:

WILLOW BROOK METROPOLITAN DISTRICT,
a Colorado quasi-municipal corporation and political subdivision of the State of Colorado

By: ________________________________________
Name: ______________________________________
Title: _______________________________________

STATE OF COLORADO )
) ss.
COUNTY OF ________________ )

The foregoing instrument was acknowledged before me this ___ day of _______________, 202_, by ___________________, as the _________________ of Willow Brook Metropolitan District.

Witness my hand and official seal.

My commission expires: ________________

______________________________
Notary Public

OWNER:

COLORADO VENTURES LLC,
a ____________ limited liability company

By: ________________________________________
Name: ____________________________________
Title: _____________________________________

STATE OF COLORADO )
) ss.
COUNTY OF ________________ )

The foregoing instrument was acknowledged before me this ___ day of ______________, 202_, by __________________, as the ________________ of Colorado Ventures LLC.

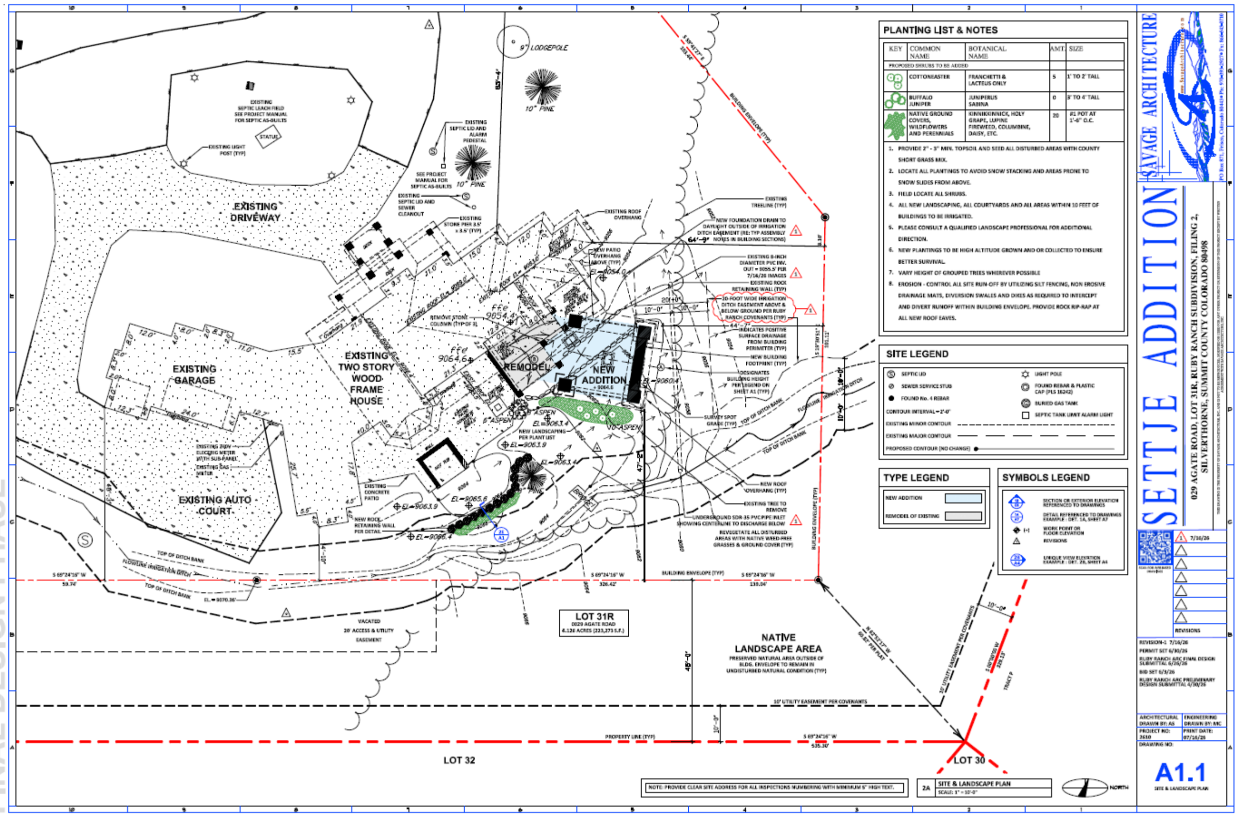
Witness my hand and official seal.

My commission expires: _______________

_____________________________
Notary Public

## EXHIBIT A

## ENCROACHMENT AREAS



# Willow Brook Metropolitan District

Operations Report – June 2026

Prepared by Gabby Begeman and Jared Herzing - ORC Water

**Well 1 Zone**

- June production was 72,700 gallons, 58% of the monthly total.

**Well 2 Zone**

- June production was 53,000 gallons, 42% of the monthly total.

**Elway Booster Station**

- One of the pumps is currently off due a leak in the new piping.
- The tanks were removed from the vault and the piping was replaced in booster pump station. We are awaiting the purchase of a new meter to finish the piping replacement and resume operation of both pumps.

**Distribution**

- Samples collected for bacteria were negative for total coliform.
- Periodic semi-annual tank inspections have concluded. A small leak was discovered coming from the drain pipe for Tank 1. The valve seems to be faulty. Replacement of the valve is recommended.

# Willow Brook Metropolitan District

Operations Report – July 2026

Prepared by Gabby Begeman and Jared Herzing - ORC Water

**Well 1 Zone**

- July production was 112,000 gallons, 57% of the monthly total.

**Well 2 Zone**

- July production was 83,800 gallons, 43% of the monthly total.

**Elway Booster Station**

- All equipment functioning properly.

**Distribution**

- Samples collected for bacteria were negative for total coliform.
- Tank drain shutoff valve for Tank 1 has been replaced and new risers and been installed.
- Interconnect meter pit was drained.
- Interconnect valve for the Silverthorne tank was exercised on 7/30 and the pipe was flushed. During this process we discovered the backflow device inspection was out of date (2022). This needs to be tested when we exercise the interconnect valve, so we recommend coordinating with both the backflow technician and the city of Silverthorne next time this is done(annually). The device would have to be up to date on inspections before this water could be accessed by the community.

# Trademark License Agreement

This Trademark License Agreement (this "Agreement") is made effective as of September 10, 2013 between Ruby Ranch Owners Association, 1092 Ruby Road, Silverthorne, Colorado 80498 and Willow Brook Metropolitan District, c/o CRS of Colorado, 7995 E. Prentice Avenue, Suite 103E, Greenwood Village, Colorado 80111.

In this Agreement, the party granting the right to use the licensed property will be called "RROA", and the party receiving the right to use the licensed property will be called "WBMD".

The parties agree:

**GRANT OF LICENSE.** Colorado state trademark registration 20131523949 granted for name Ruby Ranch, US registration number 6232697 granted for the name Ruby Ranch, and the symbol "R" used as a logo registered as federal trademark registration number 7188609 ("trademarks related to the Ruby Ranch name and logo"). Under this Agreement, RROA grants WBMD a perpetual and nonexclusive license to Use the property in internal and external communications directly related to the management of the Ruby Ranch neighborhood, Summit County, Colorado the trademarks related to the Ruby Ranch name and logo. RROA retains title and ownership of the trademarks related to the Ruby Ranch name and logo. This grant of license applies to its use in Colorado and the United States.

All rights other than those specifically granted to Licensee are reserved to Licensor, including, without limitation, Licensor's right to continue to use the Licensed Property in any form, manner, and medium.

**PAYMENTS:** RROA and WBMD treat the Ruby Ranch name and logo as a shared community asset and they agree that RROA will not charge WBMD to use the licensed property as part of their shared community efforts. RROA has paid US government application, maintenance and renewal fees to date, protecting the US trademark through December 2029. WBMD agrees to reimburse RROA for all future maintenance and renewal fees paid by RROA.

**MODIFICATIONS.** Unless the prior written approval of RROA is obtained, WBMD may not change the trademarks related to the Ruby Ranch name and logo.

**OWNERSHIP OF LICENSED PROPERTY AND PROTECTION OF RIGHTS.** Licensee acknowledges and agrees that Licensor owns all interests in the Licensed Property, and Licensee will not challenge in any court of law or in any other manner the validity of the Licensed Property or Licensor's exclusive ownership of the Licensed Property. With its use of the Licensed Property, Licensee will not represent that it has any ownership right in the Licensed Property, and Licensee acknowledges that all use of the Licensed Property by Licensee shall inure to the benefit of Licensor.

**WARRANTIES.** Neither party makes any warranties regarding the use, sale or other transfer of the trademarks related to the Ruby Ranch name and logo by the other party or by any third party, and WBMD accepts the product "AS IS." RROA will not be liable for direct, indirect, special, incidental, or consequential damages, that are related to the trademarks related to the Ruby Ranch name and logo.

**TRANSFER OF RIGHTS.** This Agreement shall bind any successors of the parties. Neither party shall have the right to assign its interests in this Agreement to any other party, unless the prior written consent of the other party is obtained.

**TERMINATION.** This Agreement may be terminated by either party by providing 30 days written notice to the other party.

**EPFECT OF TERMINATION AND SURVIVAL OF OBLIGATIONS.** Following expiration or termination of this Agreement, all rights granted to Licensee shall revert to Licensor, and Licensee will stop any further use of the Licensed Property, except that Licensee may continue to distribute only those approved Materials in inventory at the time of expiration or termination.

**ENTIRE AGREEMENT.** This Agreement is the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

**AMENDMENT.** This Agreement may not be changed, unless the amendment is made in writing and is signed by both parties.

**SEVERABILITY.** If any provision shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision is invalid or unenforceable, but that by limiting this provision it would become valid or enforceable, then this provision shall be considered written, construed, and enforced as so limited.

**WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision shall not be construed as a waiver or limitation of that party's right to enforce and compel strict compliance with every provision.

**APPLICABLE LAW.** The laws of the State of Colorado shall govern this Agreement.

Licensor:

Ruby Ranch Owners Association

By: ______________________________ Date: ______________________________

Erika Karplus

President

*Nunc pro tunc as of the effective date recited above*

Licensee:

Willow Brook Metropolitan District

By: ______________________________ Date: ______________________________

Randy Lewis

President

*Nunc pro tunc as of the effective date recited above*

**CRS of Colorado**
7995 E. Prentice Ave., Suite 100
Greenwood Village, CO 80111
Main Line: 303.381.4960
www.crsofcolorado.com

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August 18, 2026

Board of Directors

***WILLOW BROOK METROPOLITAN DISTRICT***

Re: Proposal for District Management, Administration and Accounting Services

Dear Board:

Community Resource Services of Colorado ("CRS") appreciates the opportunity to provide this proposal to the Willow Brook Metropolitan District ("District") for cost-effective consulting services in the areas of management, administration, utility billing and accounting.

The CRS team has served the District for the past 15 years and values the opportunity to continue supporting its operations. Effective September 1, 2026, we propose a fixed monthly fee of $6,000 to provide the routine services outlined below.

The proposed agreement term will begin on September 1, 2026, and extend through December 31, 2027. To provide continuity of service, the agreement will automatically renew for successive annual terms, subject to the District's annual appropriation of funds and Board approval of any applicable fee adjustment. This structure ensures uninterrupted service while preserving the District's annual budgetary and governance requirements.

***<u>SERVICES INCLUDED IN MONTHLY PROPOSED MONTHLY CAP</u>***

CRS commits to providing the same level of service to the District that it has in the past. Generally speaking, these services include the day-to-day administration and management of the District; financial services (including accounts payable, accounts receivable, financial reporting, monthly utility billing of District fees and charges, preparation of the annual budget); required compliance, and more. A detailed description of the current services CRS provides follows:

1. Services:

    a. Function as advisor and consultant to the District and its Board.
    b. Keep the Board informed of any matters that, in the opinion of the District Manager, requires the attention of the Board.
    c. Advise the Board on matters of efficiency, regulatory mandate, operations and maintenance, and safety of the District's assets.

2. Establish and maintain contact with service vendors as directed by the Board and oversight of the following contractual areas:

    a. Roads
    b. Water
    c. Electronic Gate
    d. Haying
    e. Irrigation
    f. Weed Spraying
    g. Forest health and management
    h. Trash
    i. Other contracts that may become necessary

3. Accounting – professional handling of financials/full accounting services including:

    a. Preparation of annual budget and required budget documentation for review and approval of the Board and for filing with State
    b. Certification of mill levies to the county
    c. Filing budget with appropriate entities as required by statute
    d. Monthly billing for District services such as water usage, reserve fees and trash collection and receipt of funds on behalf of the District for deposit into District bank accounts.
    e. Receipt of property taxes on behalf of the District
    f. Invoice review and preparation of monthly payables, coordinating board approval of invoices and ACH processes.
    g. Preparation of monthly financial statements including budget variance reports
    h. Investment of District funds in accordance with investment policies established by the Board
    i. Preparation of 1099s for vendors as necessary

4. Administration:

    a. Preparation of notices for board meetings with notices posted on the website for six regular meetings per year.
    b. Distribution of Board packets prior to regular board meetings
    c. Virtual attendance at and facilitation of bi-monthly board meetings, taking notes at such meetings, preparation of minutes and distributing for review by the Board.
    d. Managing correspondence and routine administration on behalf of the Board
    e. Other administrative tasks and functions as necessary
    f. Administer insurance coverage; solicit competitive bids, as necessary.
    g. Coordinating with attorneys and auditors to assure compliance with policies and timely processing of collection efforts, letters, insurance claims, billing of water, trash
    h. Certification of delinquent accounts to the county for collection
    i. All compliance as required
    j. Maintain accessible and organized files and records on behalf of the District. District Manager will serve as the official repository of public records
    k. All District employee related matters, such as payroll, benefits, and other matters
    l. On-boarding new property owners in the District with respect to utilities, billing, mailbox issues, communication preferences (including District communications)
    m. Coordinating service requests from owners for District employee(s) and contractors, including emergency requests from owners or other governmental officials
    n. Maintain the District's website, ensuring ADA compliance
    o. Assist with preparation of contracts and fee collection related to barn activities

5. Communication:
    a. Respond to emails and phone calls in a timely manner.
    b. Function as primary homeowner contact/liaison for Metropolitan District.
    c. Answer general questions and policy questions, formulate proposals and official and unofficial communications to the District Board
    d. Eblasts to the community

In addition to the proposed flat monthly rate of $6,000, the District will be billed for hard costs such as postage, photocopies, publication costs, filing fees, etc. not to exceed $250 per month without pre-approval by the Board.

**CRS of Colorado**
7995 E. Prentice Ave., Suite 100
Greenwood Village, CO 80111
Main Line: 303.381.4960
www.crsofcolorado.com

## ***SPECIAL SERVICES***

The special services (as pre-approved by the Board) will be billed hourly based on the following rate sheet. Examples of special services are:

- Preparation of audit work papers and coordination of audit by independent auditors or preparation of application for exemption from audit, if applicable . The estimated cost of preparing and filing the annual audit exemption application costs are between $1,500 to $2,000
- File the audit report or application for exemption from audit with the State Auditor's office by the required deadlines.
- Attendance at annual RROA/District meeting (typically held the Saturday after Labor Day)
- Conduct regular and special elections, serving as the District's DEO
- Grant writing and funding options
- Updating the rate study
- CORA requests
- Preparation for and attendance at special meetings

## **2026 RATE SHEET**

| | |
|---|---|
| Directors & Managers | $190.00-$245.00 |
| Assistant Managers & Admin. Coordinators | $135.00-$185.00 |
| Administrative Support Personnel | $125.00-$165.00 |

We look forward to continuing our partnership with the Board. Please let me know if you have any questions.

Very truly yours,

Sue Blair
CEO

# CONSULTING PROPOSAL

## Project Scoping for Stewardship Plan Development

**Prepared for:**
Willow Brook Metro District
Silverthone, Colorado

**Prepared by:**
Maya MacHamer, Principal- Community Resilience
ISET International
maya@i-s-e-t.org | 303-817-2261

**Date:**
July 8, 2026

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## Project Overview

Thank you for the opportunity to assist with this project. This proposal outlines consulting services to develop a Stewardship Plan Proposal for Ruby Ranch community. The proposal will provide the Willow Brook Metropolitan District (WBMD) Board of Directors with the information needed to evaluate the benefits, scope, schedule, and estimated cost of developing a comprehensive Stewardship Plan. The proposal is intended to build community support and inform budget decisions before initiating the full planning effort.

### Background

WBMD is a special district that serves the Ruby Ranch community in Silverthorne, Colorado. WBMD's responsibilities include operation and maintenance of the community water system and water rights, maintenance of private roads and related infrastructure, long-term planning and capital improvements for community infrastructure and increasingly, land management and natural resource stewardship.

The Ruby Ranch community includes over 600 acres of land, 300 of which are common lands managed by WBMD. Ruby Ranch encompasses a diverse landscape of forested lands, riparian and wetlands and grasslands and hay fields. WBMD is increasingly emphasizing stewardship efforts as demonstrated by participation in wildfire mitigation and resilience activities and planning processes such as Community Wildfire Protection Planning and Wildfire Ready Watersheds. These efforts demonstrate a commitment to protect community infrastructure, the ecological integrity of Ruby Ranch and quality of life for the residents.

The development of a Stewardship Plan is a logical next step to provide a guiding document with goals and recommended projects for long-term planning and implementation of projects. This combination of infrastructure management and environmental stewardship makes the WBMD well positioned to lead the development of a comprehensive Ruby Ranch Stewardship Plan that integrates forest health, watershed protection, wildlife habitat conservation, and long-term resilience planning.

A Stewardship Plan is a logical next step to develop a long-term, science-based strategy for managing and protecting the natural resources of the property. The Plan will highlight community values while documenting existing conditions, identifying management priorities, and providing a roadmap for enhancing forests, wetlands, riparian areas, wildlife habitat, and other natural assets through coordinated stewardship actions. The Stewardship Plan will support informed decision-making, help prioritize land management investments, protect the property's ecological integrity in a changing climate, and will provide a framework for securing grants and other funding for future conservation and restoration projects.

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# Project Objectives

The objectives of this consulting engagement are to:

- **Objective 1:** Develop a Stewardship Plan Proposal that reflects community priorities and has broad support from the WBMD Board and Ruby Ranch homeowners.
- **Objective 2:** Develop a scope of work, schedule, and preliminary budget for a future Stewardship Plan.
- **Objective 3:** Identify a qualified multidisciplinary consultant team to complete the planning process.
- **Objective 4:** Develop a competitive application for a Colorado Water Plan grant application.

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# Scope of Work

## Task 1 – Project Scoping and Stakeholder Engagement

For this task, ISET will work closely with WBMD representatives and the Board to better understand the community's values, stewardship priorities, past and ongoing land management efforts, and the environmental challenges and hazards affecting Ruby Ranch. This engagement will inform the development of a Stewardship Plan proposal that reflects the community's priorities and establishes a shared vision for long-term stewardship. Building consensus early in the process will help secure support for initiating the planning effort and foster a long-term commitment to implementing the plan's recommendations. This task will also include review of existing WBMD and Ruby Ranch documents that can inform stewardship planning.

## Task 2 – Assemble a Team

ISET will identify and engage a multidisciplinary team of technical experts with experience in forestry, ecology, wetlands, wildlife biology, watershed management, and stewardship planning. The team will help refine the scope of work, provide cost estimates, and ensure the proposed planning process reflects current best practices. Their proposed budgets will inform the final Stewardship Plan proposal to submit to the Board in October. Potential consultants include the following:

- Andy Herb Alpine Eco for riparian and wetland mapping and habitat and migration corridor consultation.
- Kaitlyn Barthell with Birch Ecology for pollinator and insect assessments.
- Scott Golden, an experienced forester recently retired from Boulder County Parks and Open Space.
- There are numerous other small and large consulting firms which could offer services to support assessment, inventory and Plan development. Some include SWCA, Alba Watershed Consulting, Blue Mountain Environmental Consulting, and others.

## Task 3 – Stewardship Plan Proposal Development

Building on the information gathered during project scoping and stakeholder engagement and through conversations with potential consultants, ISET will develop a Stewardship Plan Proposal to support decision-making by the WBMD. The proposal will articulate the purpose and need for developing a comprehensive Stewardship Plan, describe the long-term benefits to the community, and outline the proposed scope of work for the planning process. It will also include a preliminary work plan and schedule, key milestones, an order-of-magnitude budget, and potential funding opportunities. The proposal will address key questions including why a Stewardship Plan is needed now, what the planning process would entail, what resources will be required to complete it, and how the plan will guide stewardship investments and land management decisions over the next 10–20 years.

A draft proposal will be available for the Board to revise and the proposal and budget can be tailored depending upon whether or not the Colorado Water Plan grant or other funding is received to support the stewardship planning process.

### Task 4 – Develop an application for the Colorado Water Plan grant

ISET will develop a grant application to submit for the December first deadline for the Colorado Water Plan program. The application will request 50% of the cost for the development of the Stewardship Plan development. The grant funds could cover both community engagement, as well as an assessment of existing conditions, plant and wildlife inventory and the development of the final plan.  Requested funding will support actions and tasks that are in alignment with the Colorado Water Plan.

This task includes time for conversations with WBMD or others, meeting with the Colorado Water Conservation Board grant manager to discuss the project, writing the grant proposal and assembling and submitting the grant package with all required letters of support, maps and other relevant documents.

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## Deliverables

- Preliminary Scope of Work, Budget Estimate, and Recommended Consultant Team for the Full Stewardship Plan
- Power Point slides or talking points for the Homeowners meeting.
- Colorado Water Plan grant application.

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## Schedule

| Milestone | Completion Date |
|---|---|
| Draft Scope of Work for stewardship planning process and prepared talking points (or slides) for upcoming meetings for review. | Aug 14, 2026 |
| Draft scope of work and estimated budget finalized for the Board to review. | Aug 21, 2026 (tentative date) |
| Presentation for Homeowner’s Meeting. | September 19, 2026 |
| Revised Stewardship Plan proposal including scope of work, budget and suggested team of experts ready to present at the Board Meeting | October 15, 2026 (tentative date) |

| | |
|---|---|
| Final Stewardship Plan proposal completed with feedback from Board and Homeowners incorporated. | November 2, 2026 |
| Grant application development | November 25, 2026 |

## Client Responsibilities

To support successful completion of the project, the client will:

- Provide existing documents and information.
- Identify key contacts.
- Review draft materials in a timely manner.
- Participate in scheduled meetings.

## Professional Fees

| Task | Cost | Hours | Total |
|---|---|---|---|
| 1-Scoping & Engagement | $90/hr | 15 | $1,350 |
| 2-Assemble Team | $90/hr | 10 | $900 |
| 3-Proposal Development | $90/hr | 10 | $900 |
| 4-Grant application development | $90/hr | 20 | $1,800 |
| 5- Final deliverable review by ISET Executive Director | $100/hr | 3 | $300 |
| TOTAL | | | $5,250 |

**MAYA MACHAMER, MPA**
Principal, Community Resilience
Institute for Social and Environmental Transition (ISET) – International
Boulder, Colorado | (303) 817-2261 | maya@i-s-e-t.org

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## PROFESSIONAL SUMMARY

Community resilience and climate adaptation professional with more than 15 years of experience leading watershed restoration, disaster recovery, wildfire resilience, and community-based planning initiatives throughout Colorado and New Mexico. Recognized for designing and facilitating collaborative stakeholder processes that integrate scientific and technical information with community knowledge to develop equitable, actionable solutions that build more resilient landscapes and communities.

Proven track record securing and managing more than $15 million in local, state and federal funding, leading multi-agency initiatives, building partnerships among diverse stakeholders and managing complex ecological restoration projects.

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## CORE EXPERTISE

- Community Resilience and Climate Adaptation Planning
- Wildfire and Watershed Resilience
- Stakeholder Engagement and Facilitation
- Disaster Recovery and Hazard Mitigation
- Strategic Planning and Program Development
- Grant Writing and Administration
- Multi-Stakeholder Collaboration and Consensus Building

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## PROFESSIONAL EXPERIENCE

### Institute for Social and Environmental Transition (ISET) – International

#### Principal – Community Resilience | 2025–Present

Leads the development and implementation of climate adaptation, wildfire resilience, watershed restoration, and equitable community engagement initiatives.

- Design and facilitate community-based planning processes
- Develop resilience strategies and implementation frameworks
- Lead stakeholder engagement and co-production initiatives
- Manage grants, projects, and multi-sector partnerships

### Boulder Watershed Collective

**Executive Director | 2015–2024**

Provided strategic leadership for a nonprofit organization focused on watershed health, disaster recovery, and community resilience.

- Secured and managed more than $15 million in federal and state funding
- Led planning and implementation of stream restoration, mine reclamation, and forest health projects
- Directed community engagement and educational initiatives focused on watershed and climate resilience
- Coordinated multi-agency recovery and resilience efforts following the 2013 Colorado floods

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### Long Term Flood Recovery Group

**Project and Volunteer Coordinator | 2014–2015**

Managed volunteer restoration projects supporting flood-impacted Boulder County residents and developed and coordinated systems for delivering recovery assistance.

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# EDUCATION

**Master of Public Administration (MPA)**
Concentration in Emergency Management
University of Colorado Denver

**Bachelor of Arts in Sociology**
Certificate in Peace and Conflict Studies
University of Colorado Boulder