

DANCING WILLOWS METROPOLITAN DISTRICT

Regular Board Meeting Minutes

Meeting Date: Thursday March 12, 2026

Meeting Time: 6:30pm to 8:23pm

Meeting Location: Dancing Willows Clubhouse (11893 West Long Circle Littleton, CO 80127)

I. Roll Call (6:30pm)

A regular meeting of the Board of Directors of the Dancing Willows Metro District (District) was called and held as shown above and in accordance with the statutes of the State of Colorado. The following directors were in attendance:

Directors	Office	Attendance
Susan Robitaille	President	Present
Fayre Ruszczyk	Vice President	Present
Linda Rohlman	Treasurer	Present
Bill Kaseman	Secretary	Present
Vacancy		

Also, in attendance was Charles Wolfersberger and Jennifer Brink (District Manager) with Wolfersberger LLC; and the following homeowners: (1) Carol Swomley (5811 S Union terrace), (2) Marcia Garcia (11923 W Long Cir #104), (3) Jocelyn Shaughnessy (11972 W Long Cir #102), (4) Richard Molenaar (5735 S Union Ct), (5) Bill DiGuseppi (12331 W Ida Place)

II. Call to Order

The meeting was called to order by Director Robitaille. Director Robitaille noted that a quorum of the Board was present and the Directors confirmed their qualification to serve, the meeting notice was duly posted on the District's website and, therefore, called the regular meeting of the Board of Directors of the District to order.

III. Disclosure Matters

The District Manager reminded the Board that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board reviewed the agenda for the meeting, following which four Board members disclosed no conflicts of interest.

IV. Administrative Matters

- 1) Meeting Agenda: The Board reviewed the agenda as presented by the District Manager. Director Robataille moved to approve the agenda as presented. Director Ruszczyk seconded the motion and the Board voted 4-0 to approve the agenda.

- 2) Review and consider December 4, 2025 meeting minutes: The Board reviewed the draft of the minutes as drafted. Director Kaseman motioned to approve the minutes as presented. Director Ruszczyk seconded the motion and the Board voted 4-0 to approve the motion.
- 3) Review and consider December 4, 2025 Townhall meeting minutes: The Board reviewed the draft of the minutes as drafted. Director Kaseman motioned to approve the minutes as presented. Director Ruszczyk seconded the motion and the Board voted 4-0 to approve the motion.
- 4) Review and consider January 28, 2026 meeting minutes: The Board reviewed the draft of the minutes. Director Kaseman motioned to approve the minutes as presented. Director Ruszczyk seconded the motion and the Board voted 4-0 to approve the motion.
- 5) Review and consider 2025 audit engagement letter from Flynn CPA: The District Manager reviewed with the Board the engagement letter submitted by Flynn CPA to audit the District's 2025 annual financial statements. Director Rohlman motioned to approve the engagement letter as submitted. Director Kaseman seconded the motion and the Board voted 4-0 to approve the motion.

Action Item #1: District Manager will forward the signed contract to Flynn CPA

V. Public Comments – None

VI. Director Matters

- Director Ruszczyk asked the District Managers about the status of the District's new website. The District Managers reported they are working with Unleaded group, which will replace Streamline as the webhosting company for the website. The District Manager is working on a draft of the new website and will submit it to the Board for review. On the homepage of the new website will be a calendar displaying clubhouse rentals and a form for renting the clubhouse. The District Manager will process clubhouse rental forms and post rentals on the District's calendar.
- Director Rohlman reported that the homeowner complaint regarding the drain cover has been taken care of and needs no follow-up.

VII. Financial/Contractual Matters:

- 1) Review and consider payment of claims: The Board reviewed the schedule of check payments (checks #100000 to #100008) totaling \$47,106.38. Director Robitaille motioned to approve the payment of claims as presented and Director Ruszczyk seconded the motion. The Board voted 4-0 to approve the motion.
- 2) Review February 28, 2026 Financial Statements: The District Manager presented and reviewed the District's financial statements with the Board. Through February 28, 2026 the Districts total cash in its checking account was \$52,994 and total cash in CSAFE was \$1,001,518.

Year-to-date expenses through February 28, 2026 in the operating fund are as follows:

Expense Category	Actual	Budget	\$ Difference	% of Budget Spent
Administrative Costs	\$ 13,385	\$ 90,200	\$ 76,815	15%
Landscaping Costs	10,157	88,000	77,843	12%
Capital Asset Maint	16,385	37,600	21,215	44%
Media & Recreation Costs	0	1,445	0	0%
Pool and Clubhouse Costs	1,597	68,500	66,903	2%
Snow Removal	4,326	82,000	77,674	5%
Total Costs	\$ 45,850	\$ 367,745	\$ 320,450	12%

VIII. Capital Asset Matters

- 1) Review and Consider Underdrain System Assessment & Evaluations: Director Robitaille reported that the underdrains were scoped by a contractor but there were risers that were broken.

Action Item#2: The District Manager will check with APEX to see about getting them rescope the underdrains and determine what repairs and maintenance work is needed.

- 2) Status update- Key Fobs: The Board is working with E-Tek to install the key fobs system for the pool and clubhouse.
- 3) Status update- pool management: The Board approved the bid submitted by Lacey's Pool to maintain and service the District's pool this year.
- 4) Review and consider monument painting bids: The Board reviewed the bids for the monument painting. Director Ruszczyk motioned to approve the LP Painting bid. Director Robitaille seconded the motion and the Board voted 4-0 to approve the motion.
- 5) Review and consider monument light replacement: The Board reviewed the bid from Bill Bristol for replacing the monument light. Director Rohlman motioned to approve the bid at a total price not to exceed \$1,100. Director Kaseman seconded the motion and the Board voted 4-0 to approve the motion.

IX. HOA Reports

- Patio Homes HOA: no report
- Townhomes HOA: Bill reported that the HOA is working to replace 15 lights and 2 main lights at the monument. Looking to get 2 extra flood lights as well as spotlights for the monument.
- Condo HOA: Marcia reported that there is some drainage issues in 2 buildings The HOA is working on a 4-step plan to improve drainage and to get it above ground. In April 2025, 2 buildings were having issues with the steel columns. The columns were adjusted

and the HOA is now working on a 3rd building as they are seeing severe cracks. The HOA is working to inspect the columns on that building as well.

X. Committee Reports

- Communications committee: Director Ruszczyk is working to get all District documents posted on the District's website
- Landscaping Committee: Ms. Swomley discussed the flood lights that they are looking to put in at the monument
- Streets, sidewalks and Underdrain Committee: No report
- Clubhouse Committee: The Committee is looking for a company to clean the clubhouse.
- Snow Committee: Director Kaseman reported that he had completed a drive-walk around the neighborhood with CDI's head of maintenance. Director Kaseman provided CDI with a detailed map with past trouble spots and reviewed with CDI the District's requests: 3" = plow 2 paths, not curb to curb, around Long Circle, and one path with a snow machine on the sidewalks around Gould Loop, 5" or when the snowfall is over, plow all the streets but only one or two paths on the alleys Use the machines for all sidewalks & driveways except front walks, stairs, & stoops which hand shovelers will do; and just one path on the front sidewalks but will clear the stairs & stoops.

XI. Social Events: Director Ruszczyk and Director Kaseman will work together to come up with some fun social events for the community.

XII. Adjournment (8:23pm)

There being no further business to come before the Board, and upon motion duly made by Director Robitaille and unanimously carried, the meeting was adjourned. The next regularly scheduled board meeting will be held at 6:30pm on Thursday June 11, 2026 at the Dancing Willows Clubhouse (11893 West Long Circle Littleton, CO 80127)

Signed by:

48DCATE932AC493...
Secretary

6/12/2026

Date