

DANCING WILLOWS METROPOLITAN DISTRICT

Special Board Meeting Minutes

Meeting Date: Tuesday April 7, 2026

Meeting Time: 4:03pm to 5:45pm

Meeting Location: <https://meet.goto.com/jbrink/districtboardmeetingroom6>

I. Roll Call (4:03pm)

A special 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 Jennifer Brink (District Manager) with Wolfersberger LLC; No other homeowners were in attendance.

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 special meeting of the Board of Directors of the District to order.

II. 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.

III. Administrative Matters

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

IV. Public Comments –None

- V. **Director Matters** – Director Ruszczyk will work on newsletter for next month to include reminder about parking, must be registered and need to be moved within 7 days.

VI. **Financial/Contractual Matters:**

- 1) Review and consider changing law firms serving as District's general counsel (Paul Refien): The board discussed hiring Paul Rufien's office for district counsel. Director Ruszczyk motioned to approve Paul Rufien for district counsel. Director Rohlman seconded the motion and the board voted 4-0 to approve.
- 2) Review and discuss parking rules: The board discussed the current parking rules, stating no parking on street with expired plates, or temporary plates. Director Rohlman know of a firm that can get registration information. She suggested that we put on the violation letter the state statute as well as let them know of the \$25.00 monthly charge by the state until you get your vehicle registered.

Action item #1: Update the letter with the state statute as well as the verbiage about the \$25.00 monthly fine until vehicle is registered.

VII. **Pool/ Clubhouse**

- 1) Review and discuss new key fob distribution: The board discussed the process to get the key fobs distributed. The gate will be completed and ready on April 23rd. The board agreed to set up at the clubhouse on April 29 from 3-7 pm to distribute keys.

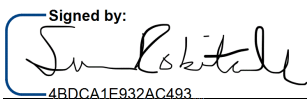
Action item #2: Fayre will work on posters to put around community. The District Manager will work on a pool key agreement form as well as a notification of the date for the distribution to be emailed out to all the homeowners.

- 2) Review and discuss clubhouse cleaning services: Director Robitaille let the board know that she has hired Molly Maids to clean the clubhouse, will be paid once a month \$210.00 and will start on April 30th.

Action item #3: Director Robitaille will get molly maids access to the lockbox.

VIII. **Adjournment (5:45pm)**

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:

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Secretary

6/12/2026

Date