

## **RECORD OF PROCEEDING**

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

#### **CHERRY HILLS HEIGHTS WATER AND SANITATION DISTRICT**

**HELD MONDAY, MARCH 9, AT 3:00 P.M.**

#### **ADMINISTRATIVE ITEMS**

The regular meeting of the Board of Directors of the Cherry Hills Heights Water and Sanitation District, Arapahoe County, Colorado was called to order on the day shown above by Ashly Dorey in accordance with the laws of the State of Colorado. The following Directors were acting:

Jason Lee, President  
Russ Wilson, Vice President  
Robert Hill, Treasurer

Absent was Assistant Secretary Tara Ryerson and Secretary John Portman, whose absences were excused.

Also present was:

Ashly Dorey of Community Resource Services of Colorado  
Destiny Ackerman of Community Resource Services of Colorado

#### **CALL TO ORDER**

A quorum of the Board was present, and the meeting was called to order at 3:07 p.m.

#### **CONFLICTS OF INTEREST**

There were none.

#### **APPROVE AGENDA**

Director Lee moved to approve the agenda as presented. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.

#### **MINUTES**

Director Wilson moved to approve the minutes of the regular meeting held December 8, 2025, as presented. Upon second by Director Hill, a vote was taken, and the motion carried unanimously.

#### **PUBLIC COMMENT**

There was none.

#### **OPERATIONS & MAINTENANCE**

1. **Consider Landscape Maintenance Proposals for 2026:** Ms. Dorey provided a review of the District's current landscaping needs, noting that services are presently split among six different vendors. To improve efficiency and establish a proactive maintenance schedule, she recommended consolidating these services under a single

primary vendor. Ms. Dorey presented a comparative analysis of vendor proposals, including a new proposal from Grandview, highlighting price points and service value for both 2025 and 2026.

Scope of work includes seasonal maintenance for Spring, Summer and Fall, lawn aeration, and irrigation activation/winterization at a total cost of approximately \$2,587.50. It was noted that this represents a slight increase from the 2025 multi-vendor total of \$2,375.00. Additionally, the Board discussed retaining American Arbor Care for arboriculture services and Weed Man for fertilization and weed control. Following a review of the options, Director Lee moved to approve Environmental Designs for landscape maintenance services for 2026. Upon second by Director Wilson, a vote was taken, and the motion carried unanimously.

2. **Consideration of Acoustic Assessment Proposal:** Ms. Dorey introduced a proposal for an acoustic assessment of the district's main sewer lines. The Board discussed the current state of the system as was reported in the 2025 System Status Report. Confirming they will continue with recommendations provided by the District's Operator. Ms. Dorey also updated the Board on homeowners notices that went out to resident with roots at their tap. Five residents have been notified, and one resident is already proactively addressing the issue. To improve community outreach, Director Lee will share the resident directory with email for neighbors to keep everyone informed and prepared.

## **FINANCIAL MATTERS**

1. **Review and Ratify Payment of Claims:** Ms. Dorey presented the Claims Listing to be ratified from the period of December 5, 2025, through March 3, 2026. Ms. Dorey walked through the transactions with the Board. After review, Director Wilson moved to ratify the payment of claims as presented. Upon second by Director Lee, a vote was taken, and the motion carried unanimously.
2. **Review Financial Statements for the Period Ending January 31, 2026:** Ms. Dorey reviewed the cash position as of January 31, 2026. Transitioning to accrual basis, Ms. Dorey went over the Budget vs. Actuals for January 2026. Ms. Dorey then discussed the End of Year Financial Statements for 2025. After review, Director Wilson moved to accept the unaudited financial statements as presented. Upon second by Director Hill, a vote was taken, and the motion carried unanimously.
3. **Consider Approval of the 2025 Audit Exemption:** Ms. Dorey presented the 2025 Audit Exemption to the Board for review and discussion. Ms. Dorey went over the new Audit Exemption form. After review, Director Lee moved to approve the 2025 Audit Exemption. Upon second by Director Hill, a vote was taken, and the motion carried unanimously.

## **MANAGER'S MATTERS**

1. **Look Ahead Schedule:** Ms. Dorey presented a Look Ahead Schedule to the Board for review. It provides a snapshot of annual compliance items that have been completed already this year and those to come. Ms. Dorey pointed out that they are ahead of schedule for the Audit Exemption.

## **DIRECTORS ITEMS**

There were none.

## **LEGAL MATTERS**

There were none.

**OTHER BUSINESS**

There was none.

**ADJOURNMENT**

Director Lee moved to adjourn the meeting at 3:47 p.m. Upon a second by Director Wilson, a vote was taken, and the motion carried unanimously.

Respectfully submitted,

Ashly Dorey

Secretary for the Meeting