

**NOTICE OF MEETING
OF THE BOARD OF DIRECTORS OF THE
CHERRY HILLS NORTH METROPOLITAN DISTRICT**

May 10, 2018

Please take notice the meeting of the Board of Directors of the Cherry Hills North Metropolitan District will be held at Duffey's Patio Café, located at 4994 E Hampden Avenue, Denver, Colorado on Thursday, May 10, 2018 at 7:30 a.m. Business to be conducted at the meeting will include:

	<u>Page</u>
1. Public Comment	
2. Oaths of Office	
3. Approval of the Minutes March 22, 2018	1
4. Financial Reports April 30, 2018	3
5. Accounts Payable May 10, 2018	7
6. Engineering Report	8
7. Old Business	
8. New Business	
9. Adjournment	

Next tentatively scheduled meetings:

June 14, 2018

July 12, 2018

August 9, 2018

September 13, 2018

October 11, 2018

RECORD OF PROCEEDINGS
THE BOARD OF DIRECTORS
CHERRY HILLS NORTH METROPOLITAN DISTRICT

A meeting of the Board of Directors of Cherry Hills North Metropolitan District was held at Duffey's Bakery Patio Cafe, 4994 E. Hampden Avenue, Denver, Colorado 80110 at the hour of 7:30 a.m. on the 22nd day of March 2018.

Present were: Harold Roberts, President
 Dan Conway, Vice President
 Keith Bierman, Secretary
 Geoff Landry, Treasurer
 Marcus McAskin, Director
 Darcy Beard, CPA

Absent: Marcus McAskin, Director— absence excused

Guests: None

Director Roberts noted that a quorum of the Board was present and therefore called the meeting of the Board of Directors of the Cherry Hills North Metropolitan District to order.

APPROVAL OF MINUTES

The minutes of the meeting held January 18, 2018 were reviewed. Director Roberts made a motion to approve the minutes. The motion was seconded by Director Bierman upon vote, the minutes were approved.

2017 AUDIT EXEMPTION

Ms. Beard presented the 2017 Audit Exemption. After review, Director Bierman made a motion to accept the 2017 Audit Exemption. The motion was seconded by Director Roberts and upon vote unanimously approved.

FINANCIAL REPORT

Ms. Beard distributed the compilation report for the two months ending February 28, 2018. Director Roberts made a motion to accept the compilation report. The motion was seconded by Director Conway, upon vote, unanimously passed.

2017 AUDIT EXEMPTION

Ms. Beard presented the 2017 Audit Exemption. After review, Director Bierman made a motion to accept the 2017 Audit Exemption. The motion was seconded by Director Roberts and upon vote unanimously approved.

CASH DISBURSEMENTS

Ms. Beard presented the Schedule of Cash Disbursements totaling \$14,915.31. After review, Director Roberts, made a motion to approve the cash disbursements. The motion was seconded by Director Conway, upon vote unanimously approved.

HILLCREST SUMP PUMP INSPECTION REQUEST

Director Roberts reported he met with Jim Dymond and Tom Wolff with Hillcrest Water & Sanitation District to discuss inspection for illegally connected sump pumps. Director Roberts responded Cherry Hills North is focusing efforts on reducing infiltration into the outfall line. The board discussed options to incentivize disconnection and if the board has authority to enter homes to inspect for illegally connected sump pumps. Director Roberts will draft a response to the Hillcrest Board regarding the Cherry Hills North board discussion.

ENTRANCE SIGN EASEMENTS

Director Landry delivered seven signed entrance sign easements to Ms. Beard for the District files. He will continue to pursue signature on the remaining five easements.

ADJOURNMENT

There being no further business to come before the Board, and upon motion duly made, second and unanimously carried, the meeting was adjourned at 8:15 a.m.

MINUTES APPROVED:

Harold Roberts

Daniel Conway

Geoff Landry

Marcus McAskin

Keith Bierman

**DARCY BEARD
CERTIFIED PUBLIC ACCOUNTANT
20363 E. TOP-T RANCH PLACE
PARKER, COLORADO 80134
Mobile 303-594-5488**

Accountant's Compilation Report

Board of Directors
Cherry Hills North Metropolitan District

I have compiled the accompanying Treasurer's Report of Cherry Hills North Metropolitan District and the related Statement of Net Assets and Statement of Revenues and Expenditures for the four months ending April 30, 2018. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any form of assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with the Statements for Accounting and Review Services issued by the American Institute for Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's assets, liabilities, equity, revenue and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to Cherry Hills North Metropolitan District.

Darcy Beard
Certified Public Accountant
May 9, 2018

**CHERRY HILLS NORTH METROPOLITAN DISTRICT
TREASURER'S REPORT**

January 1, 2018 through April 30, 2018

<u>REVENUES</u>	ACTUAL <u>2018</u>	BUDGET <u>2018</u>	BUDGET <u>REMAINING</u>
Property Taxes	\$ 64,819.48	\$ 96,440	\$ 31,621
Ownership Taxes	2,390.31	7,200	4,810
Investment Income	<u>1,632.28</u>	<u>3,675</u>	<u>2,043</u>
TOTAL REVENUES	\$ 68,842.07	\$ 107,315	\$ 38,473
<u>EXPENDITURES</u>			
Audit Expense	\$ 415.00	\$ 750	\$ 335
Accounting/Management Expense	3,521.25	12,000	8,479
County Fees	972.30	1,447	475
Dues	362.14	400	38
Election Expense	92.90	1,000	907
Insurance & Directors Bonds	1,927.09	2,200	273
Legal Fees	-	1,000	1,000
Engineering Expense	1,490.00	10,000	8,510
Office Expense	55.04	650	595
Utilities	445.68	1,500	1,054
Jet Flush, Video, Root Sawing	5,699.40	7,000	1,301
Repairs & Maintenance	-	5,000	5,000
Entrance Maintenance	-	11,000	11,000
Sewer Service Charge	15,345.50	30,691	15,346
Capital Improvements	-	86,250	86,250
Outfall Line Maintenance, Repair & Loan Pmts	<u>3,320.52</u>	<u>31,647</u>	<u>28,326</u>
TOTAL EXPENDITURES	<u>\$ 33,646.82</u>	<u>\$ 202,535</u>	<u>\$ 168,888</u>

SEE ACCOMPANYING ACCOUNTANT'S REPORT.

**CHERRY HILLS NORTH METROPOLITAN DISTRICT
STATEMENT OF NET ASSETS
APRIL 30, 2018**

ASSETS

First Bank Checking	\$ 21,343.19
First Bank Savings	19,138.63
ColoTrust Plus	311,525.88
Outfall Line Reserve	975.00
Accrued Interest Receivable	-
Property Tax Receivable	31,620.52
Prepaid Insurance	-
Capital Assets - Net	<u>89,589.60</u>
TOTAL ASSETS	<u>\$ 474,192.82</u>

LIABILITIES & NET ASSETS

Accounts Payable	\$ 5,964.02
Deferred Property Tax	<u>31,620.52</u>
Total Current Liabilities	\$ 37,584.54

NET ASSETS

Net Assets - Unrestricted	401,413.03
Change in Net Assets	<u>35,195.25</u>
Total Net Assets	<u>436,608.28</u>

TOTAL LIABILITIES & NET ASSETS	<u>\$ 474,192.82</u>
--------------------------------	----------------------

**CHERRY HILLS NORTH METROPOLITAN DISTRICT
STATEMENT OF REVENUES & EXPENDITURES
FOR THE FOUR MONTHS ENDING APRIL 30, 2018**

REVENUES

Property Taxes	\$ 64,819.48
Ownership Taxes	2,390.31
Investment Income	<u>1,632.28</u>
TOTAL REVENUES	\$ 68,842.07

EXPENDITURES

Audit Expense	\$ 415.00
Accounting/ManagementExpense	3,521.25
Business Meetings	-
County Fees	972.30
Depreciation Expense	-
Dues	362.14
Election Expense	92.90
Insurance & Directors Bonds	1,927.09
Legal Fees	-
Engineering	1,490.00
Miscellaneous	55.04
Utilities	445.68
Jet Flush	5,699.40
Repairs & Maintenance	-
Sewer Service Charge	15,345.50
Outfall Line Maintenance, Repair & Loan Pmts	<u>3,320.52</u>
TOTAL EXPENDITURES	<u>\$ 33,646.82</u>
Change in Net Assets	\$ 35,195.25
Net Assets - Beginning of Year	<u>\$ 401,413.03</u>
Net Assets - End of Month	<u><u>\$ 436,608.28</u></u>

**CHERRY HILLS NORTH METROPOLITAN DISTRICT
CASH DISBURSEMENTS
MAY 10, 2018**

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>TOTAL</u>
Dale's Environmental Services	Jet Clean/Video	2494	\$ 5,699.40
Darcy Beard CPA	Acctg/Mgmt	2495	1,230.00
	Office Supplies		22.45
Hillcrest Water & Sanitation District	Sewer Treatment	2496	7,672.75
Purrington Civil LLC	Engineering	2497	2,241.25
The Villager	Legal Publication	2498	43.92
Xcel Energy	Utilities	2499	220.70
			-
TOTAL CASH DISBURSEMENTS			<u><u>\$ 17,130.47</u></u>

MEMORANDUM

Date: May 9, 2018

To: Board of Directors
Cherry Hills North Metropolitan District

From: Chris Purrington, P.E.

Re: 2018 Sanitary Sewer Maintenance Program
Job. No. 18-006

2018 SANITARY SEWER MAINTENANCE

The District's Sanitary Sewer Maintenance Program consists of a two (2) year jet cleaning and video cycle. The District is divided into two (2) basins, the East Basin (6,792 linear feet) and the West Basin (5,198 linear feet). During even numbered years, the East Basin is jet cleaned and the West Basin is inspected by video. During odd numbered years, the West Basin is jet cleaned and the East Basin is inspected by video.

The 2018 Sanitary Sewer Maintenance Program was completed by Dale's Environmental Services (DES) and reviewed by our office. The following is a summary of the 2018 Program.

1. Jet Cleaning Program

The 2018 Jet Cleaning Program consisted of cleaning the East Basin. DES completed the cleaning on February 27, 2018.

2. Video Program

The 2018 Video Program consisted of video inspection of the West Basin. DES completed the video inspection on March 13, 2018. Structural defects with corresponding severity are identified on the attached Pipe Defects Map.

Summary

Below is a summary of the 2018 Video Program:

- Root Removal
Root removal was performed on 434 LF of main line in the West Basin. The pipe segments listed below are the lines that DES cleared of problematic roots.

Upstream MH	Downstream MH	Pipe Length (LF)
MH 2.1	MH 2	40
MH 14	MH 13	398.5
	Total LF	434

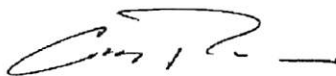
DES charges \$0.90 /LF (\$0.40 /LF for root cut, \$0.50 /LF for inspection), therefore the estimated cost for rootsaw is \$390.60.

- Roots in Service Lines
Two (2) service connections with roots were identified. We recommend that letters be provided, including photos of the blocked service lines, as a courtesy to the homeowner. The addresses with root blockage are listed below.

Service Line Addresses
5302 Nassau Circle East
5091 Nassau Circle West

- Pipe Repairs
No major defects were identified that warrant immediate repair. As a result, **No repairs are recommended for this year.**

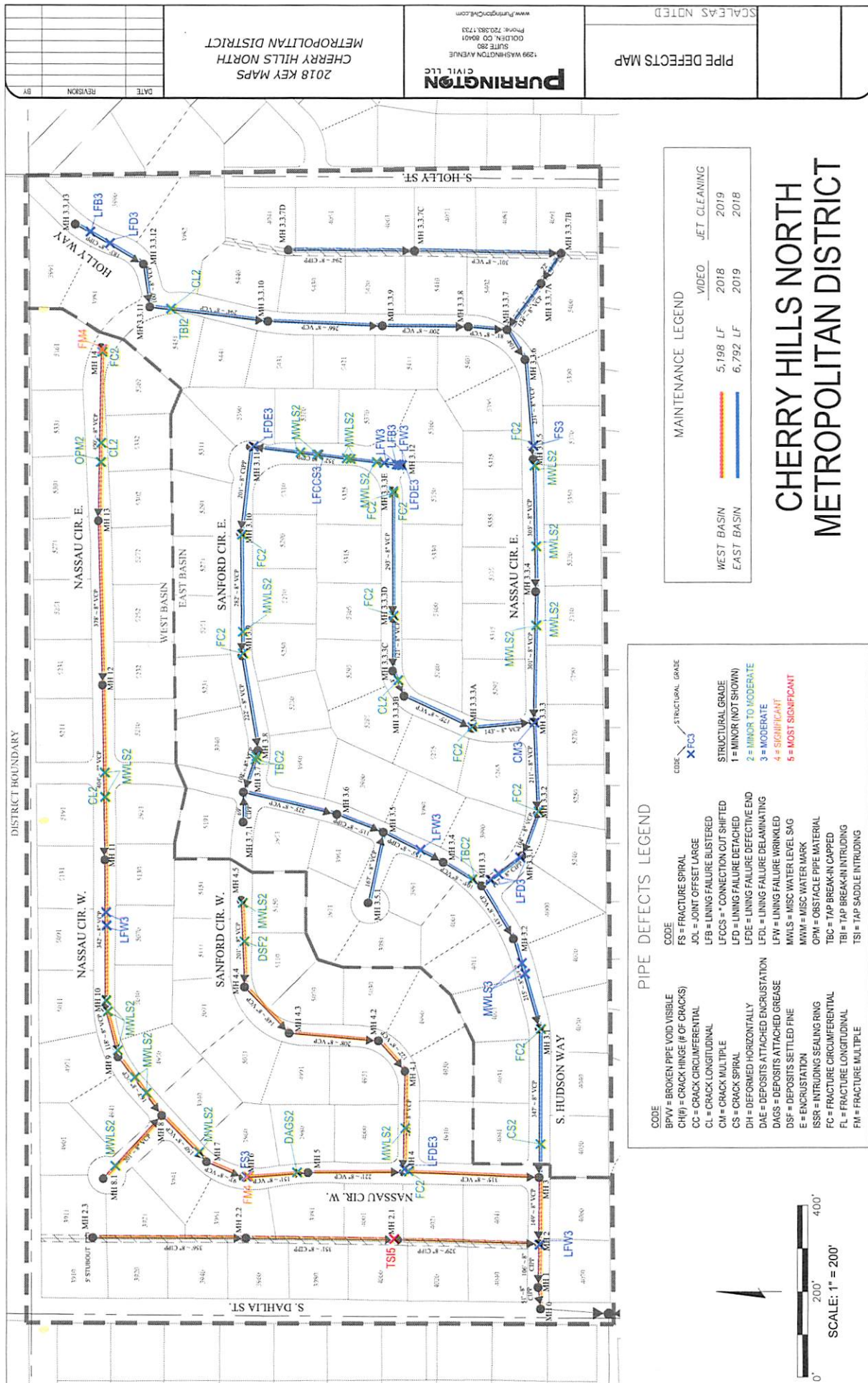
PURRINGTON CIVIL, LLC



Chris Purrington, P.E.

Attachments:

- Pipe Defects Map
- CIPP Inventory Exhibit



PIPE DEFECTS LEGEND

CODE	DESCRIPTION
BPW	BROKEN PIPE VOID VISIBLE
CH(N)	CRACK (HINGE # OF CRACKS)
CC	CRACK CIRCUMFERENTIAL
CL	CRACK LONGITUDINAL
CM	CRACK MULTIPLE
CS	CRACK SPIRAL
DH	DEFORMED HORIZONTALLY
DAE	DEPOSITS ATTACHED ENCrustATION
DAGS	DEPOSITS ATTACHED GREASE
DSF	DEPOSITS SETTLED FINE
E	ENCrustATION
ISSR	INTRUDING SEALING RING
FC	Fracture Circumferential
FL	Fracture Longitudinal
FM	Fracture Multiple
FS	Fracture Spiral
JOL	JOINT OFFSET LARGE
LFB	LINING FAILURE BLISTERED
LFCCS	LINING FAILURE CONNECTION CUT SHIFTED
LFD	LINING FAILURE DETACHED
LFE	LINING FAILURE DEFECTIVE END
LFDL	LINING FAILURE DELAMINATING
LFW	LINING FAILURE WRINKLED
MWLS	MISC WATER LEVEL SAG
MWM	MISC WATER MARK
OPM	OBSTACLE PIPE MATERIAL
TBC	TAP BREAK-IN CAPPED
TSI	TAP BREAK-IN INTRUDING

MAINTENANCE LEGEND

VIDEO	JET CLEANING
WEST BASIN	EAST BASIN
5,198 LF	2018
6,792 LF	2019
	2018
	2019

CHERRY HILLS NORTH METROPOLITAN DISTRICT

PIPE DEFECTS MAP

SCALE AS NOTED

PURINGTON CIVIL LLC
 1299 WASHINGTON AVENUE
 GOLDEN, CO 80401
 PHONE: 720.283.1733
 WWW.PURINGTONCIVIL.COM

2018 KEY MAPS
 CHERRY HILLS NORTH
 METROPOLITAN DISTRICT

DATE	REVISION	BY

