

LIBERTY HILL METROPOLITAN DISTRICT

Board of Directors Meeting Minutes

February 16, 2011

The Directors of the Liberty Hill Metropolitan District held its regular meeting at South Holly Baptist Church, 7101 S. Holly St, Centennial, CO, 80122, after satisfying the legal requirement for publication notice.

The following Directors were present: David Lee, Randy Berens, Sandra Zarlengo, Joel George, and; Betty Thomsen

The following Directors were absent: None

Guests in attendance: Cameron McDonnell; Danielle Greenleaf; all current Liberty Hill residents.

Call to Order

The meeting was called to order by Chairperson Lee at 7:04pm after declaring a quorum of Directors present as reflected by this record.

- I. Guests were introduced.
- II. The January 2011 meeting minutes were reviewed by the Board and explained to the guests. A motion to adopt said minutes was made by D. Lee seconded by J. George. The motion passed unanimously.
- III. The January 2011 treasurer's report was presented by R. Berens, R. Berens presented S. Zarlengo with papers from the IRS in regards to Tax Forms to review and resolve. Following review of the treasurer's report, S. Zarlengo motioned to approve, seconded by J. George. The motion passed unanimously.

OLD BUSINESS

- I. Perimeter improvements – The study was tabled for more input from residents. Landscape Architect on standby until notified by the Board to continue with construction plan development.
- II. The Sub-Committee established to develop a survey regarding the perimeter improvements has not been able to meet due to scheduling conflicts. D. Lee to attempt to schedule via email.

NEW BUSINESS

- I. Betty Thomsen, newly appointed to fill the District Board vacancy, took her pledge of the Oath of Office. S. Zarlengo notarized the appointment form and will file it with the State of Colorado Division of Local Government within 30 days.
- II. D. Lee discussed the treasurer’s position since R. Berens term will end in May 2012. It was concluded that the Board will need training prior to this position ending. R. Berens has been including J. George in paperwork as he works on the various items needing to be taken care of. The Board agrees we need to cross train this position this year.
- III. The Board discussed all other positions of training and D. Lee suggested we do job descriptions for each position and that we have a working session to start training for all positions.
- IV. R. Berens will work on a date to have his job description written up and will have that established by the March meeting.
- V. D. Lee will have more information on the survey and maintenance issues by the March meeting.
- VI. R. Berens & D. Lee to call JBK for the lack of January 2011 billing.
- VII. Items needing taken care of also are the signers at the bank and keys / location of storage unit.

The next Liberty Hills Metro District meeting will be held on Wednesday, March 16, 2011 at 7:00pm location to be the Holly Baptist Church at Holly & Easter.

There being no new or additional business to be reviewed by the Board at this time, David Lee entertained a motion that was duly seconded and voted to adjourn. This regular meeting was adjourned at 7:28pm by unanimous voice affirmation of the Directors present.

David Lee, Chairperson

Date

Sandra Zarlengo, Secretary

Randy Berens, Treasurer

Betty Thomsen, Board Member

Joel George, Asst Treasurer