



## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

A regular meeting of the Board of Directors of the Cherry Creek Vista Park & Recreation District was held at 5:30 p.m. on Thursday, October 24, 2024, at the Community Room, Orchard Pool, 11350 E Orchard Road, Englewood CO 80111.

**Attendance:**

Directors:

Debra Botton, President  
Dave Mohrhaus, Vice-President  
Doug Mohr, Treasurer  
Jane Rieck, Assistant Secretary/Treasurer  
Vacancy

Other attendees:

Dawn Schilling, Schilling and Company, Inc.  
Courtney Intara, Seter, Vander Wall & Mielke PC  
Monique Lucero, JBK Landscaping  
Matt Mundy, MPM Recreation  
Sarah Shepherd, Circuit Rider of Colorado  
Sujata Trehan, Circuit Rider of Colorado

Public Attendees:

Bernie Gehris, Resident  
Aaron Spencer, Resident  
Kevin McCulloch, Resident

**Call to  
Order/Agenda/  
Declaration:**

Director Botton called the meeting to order at 5:30 pm and declared a quorum. The Agenda was approved by acclamation acknowledging that items may be taken out of order.

**Citizen Items:**

Resident Kevin McCulloch shared his interest in serving on the Board.

**Administrative  
Items:**

**1. Review and Approval of Meeting Minutes from the meetings held on September 19, 2024**

Upon motion by Director Rieck and seconded by Director Botton, the Board voted 4-0, to approve the September 19, 2024, minutes, as presented. The motion was approved 4-0.

Director Rieck - Yes  
Director Mohrhaus - Yes  
Director Mohr – Yes

Director Botton – Yes.

**2. Board housekeeping and onboarding reminders, payroll**

No items presented at this meeting.

**3. Website updates, if any; Accessibility Updates**

Management reported the Board that the District website content has been updated with many changes to content and corrections now that the new platform transition is completed. The Orchard Park Grant documents will be uploaded soon.

**Financial Reports:**

**1) Consider approval of October 2024 Claims Payable**

Dawn Schilling presented the invoices and claims for October 2024. Director Rieck noted that some tax amounts are to be removed from one invoice and the payroll amended to reflect that Director Mohrhaus was not at the September meeting. This will be addressed before the payment is approved.

Upon motion by Director Mohr and seconded by Director Botton, the Board voted 4-0, to approve claims as amended.

Director Rieck - Yes

Director Mohrhaus - Yes

Director Mohr - Yes

Director Botton – Yes.

**2) Financial Statements and Accounts Receivable Reports**

No reports were presented at this meeting.

**3) 2025 Budget Planning Discussion**

Dawn Schilling presented the draft 2025 Budget in detail.

Discussion followed. The November meeting will be the public hearing on the 2025 budget.

**Operations and Maintenance:**

**1. Landscape and Facilities Reports and Updates**

Monique Lucero gave the Board an update regarding landscaping. The mowing season has ended, and JBK has started blowing out the sprinkler systems at the parks.

Director Rieck noted that school children seem to be littering by the bus-stop across the road from Cottonwood Elementary school.

District management will follow up with the school regarding this issue.

The Landscaping and Snow contract for 2025 has been included in the packet with the District, which includes all the services from the 2024 contract, and represents an approximate 5% increase.

### **i. Work Order Review**

Sarah Shepherd gave the Board an update regarding the Natural Way quote regarding treatment for all Ash trees against various ash-related pests. Discussion followed.

The Board considered using grant funds to treat the Orchard Park trees that need to be addressed. The work orders for trees pruning were also reviewed. Additional discussion followed.

Upon a motion by Director Botton, and seconded by Director Mohrhaus, the Board voted 4-0 to approve treating the trees at all district parks for emerald ash borer, and pruning all Orchard Park trees, as presented in the estimate.

Director Rieck - Yes  
Director Mohrhaus - Yes  
Director Mohr - Yes  
Director Botton – Yes.

### **ii. Landscape Maintenance Contract**

Sarah Shepherd gave the Board an update regarding the damage at the intersection of Orchard and Havana. The vendor responsible for the damage is yet to be determined; management will continue to investigate.

Another area of damage by vendor ‘Connection One’ will be addressed by JBK, and the cost of the repairs will be sent to the vendor.

Repairs at the Lakeview Park irrigation system, needed due to significant from vandalism, have been completed by JBK. Insurance has reimbursed the District for these expenses, less the deductible.

The Board discussed the frayed rope at Orchard Park. Director Botton suggested that the area of concern be addressed with a temporary fix, as the park is scheduled for a major update next year with the Orchard Park grant. Management will have the handyman assess and perform a temporary repair, if possible.

The Board reviewed the community communication regarding a cyclist on the trail leading from Lakeview Park. Discussion followed. Management will design a sign for ‘no motorized vehicles allowed.’

The Board discussed the community communication regarding the cell tower. Based on the Board’s direction, the community member

will be directed to the County website for current updates regarding this issue.

### **3. Brick Fence Claims Update**

Sarah Shepherd and Courtney Intara gave the Board an update. The District has received about \$200 in disbursements from the Courts on behalf of the vehicle owner who cause these damages.

### **4. Brick Fence Easement Communications update**

One homeowner responded to the letter and met with management to assess some broken bricks in their section of fencing. Management will work with the brick contractor to receive an estimate what the cost of repairing one pillar would be, using the original size brick.

Another proposal will be obtained in a section which has a crack that is expanding.

### **5. Sunset Park Grant: Park Dedication**

The Sunset Park Dedication is scheduled for Sunday October 27<sup>th</sup> at 10am. There will be light refreshments served to celebrate the new amenities and updates at the park. Staff and Board members from Arapahoe County plan to join the celebrations.

### **6. Pool and Community Room Report**

Matt Mundy provided the update. The pool has been closed and the facility has been winterized. The pool heater is being cleaned. MPM will be providing the 2025 contract soon.

The estimate to replace all the block anchors would be \$6,000-\$8,000.

Mr. Mundy will share an estimate to replace the pool furniture which was not replaced during the recent construction project. Discussion followed regarding furniture options.

### **7. Tennis Updates**

Sarah Shepherd and Ashley Wilson walked through all the tennis courts to compile a list of items that need minor repair or attention for next season.

Ms. Shepherd recommended that wind screens at the pickleball court be removed for the winter season as they are being damaged and rolled down when they should not be. Discussion followed.

Director Mohrhaus noted that the wind screens at Sunset Park should be taken down. Discussion followed. Management will check if it is

possible to store the new windscreens and the pickleball screens indoors at the pool facility over the winter.

**8. Set Planning Meetings for Orchard Park Grant and Right-of-way Improvement Planning**

Sarah Shepherd discussed the general schedule for various special meetings – A planning meeting for District Right-of-way improvements and to review the Caley trail and access will be scheduled for meeting on December 4<sup>th</sup> at 5:30pm via zoom.

Ms. Shepherd recommended the Board could discuss facility use rates in the January 2025 meeting, and meet in February for Orchard Park project planning session.

**Legal:**

**1. Dog Leash Policy discussion**

Management is designing a sign to better communicate the current County laws regarding pet leash laws and will present options at the next meeting.

**Additional Board Member Items:**

Director Mohrhaus asked about the asphalt warranty at Sunset Park. The warranty is one year, and the installation review will be coordinated with the testing agency and contractors.

He expressed concern that the tennis bench base could be a potential tripping hazard. Management will request if there is a solution to this issue with the contractors.

The Board discussed the current vacancy on the Board. Discussion followed. The Board directed management to draft an update regarding the vacancy to post on the website.

The Board also noted that the website should direct any questions regarding the cell tower to the Arapahoe County website.

Director Rieck noted that the latch on the gate at Sunrise Vista is broken again. She recommended removing the latch. Management will ask the District's handyman to remove the latch.

**Adjournment:**

There being no further business on the agenda, the Board approved by acclamation to adjourn the meeting at 7:42 pm.

The next Board meeting, which is also the Public Hearing for the 2025 Budget, is scheduled for November 21, 2024, at 5:30 p.m. at the Community Room at 11350 E Orchard Road, Englewood, CO 80111.

*Charles Bell*

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Secretary for meeting