

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
BANNING LEWIS RANCH METROPOLITAN DISTRICT NO. 5 (THE “DISTRICT”)  
HELD  
MAY 15, 2025

A regular meeting of the Board of Directors of the Banning Lewis Ranch Metropolitan District No. 5 (referred to hereafter as the “Board”) was convened on Thursday, May 15, 2025, at 9:00 a.m., at The Barn, 9150 Braemore Heights, Colorado Springs, 80927 and via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Directors in attendance were:

Steve Langer, President  
Dawson Hubert, Vice President  
Joy Blum, Treasurer

Also, In Attendance Were:

Krista Baptist and Ashley Voss; CliftonLarsonAllen LLP (“CLA”)  
Courtney Intara; Seter & Vander Wall, PC  
Chip Jamison (online), Kevin Bradley, Sherri Parrish, Phillip Parrish, Steve Miller, Jim Dries, Jim Yost, Tom Greulich, Sue Greulich, J Larson, Margaret Mecca, Ginny Beteille, Bonnie McGowan, Heidi Wiens, Arn Wiens, Velma Hendrickson, Jeanette Obrien, Judith Austin, Rollie Colby, Sherri Pierson, Loretta Pennie, Gerry Cohen; Members of the Public

ADMINISTRATIVE MATTERS

**Call to Order and Agenda:**

The meeting was called to order at 9:03 a.m. by Director Langer. Upon a motion duly made by Director Hubert, seconded by Director Blum and, upon vote, unanimously carried, the Board reviewed and approved the Agenda, as presented.

**Disclosures of Potential Conflicts of Interest:**

The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with statute. It was noted by Ms. Intara that disclosures of potential conflicts of interest were filed with the Secretary of State for all directors. No additional conflicts were disclosed by the members of the Board at the meeting.

**Quorum, Location of Meeting, Posting of Meeting Notice:**

Ms. Baptist confirmed the presence of a quorum.

**Public Comment:**

Director Langer opened the public comment period for the meeting.

Ginny Beteille asked what procedure policy does Ashley have to follow when she cancels activities on the residents. Ginny named a few reasons she has heard from various sources, including alcohol, lack of friendly environment, not enough attendance. Indicated OakwoodLife works for residents, not the other way around.

Jeanette OBrien asked for updates on her fourteen questions from July 2024 that she did not receive an answer on and was concerned that all questions on the resident-only website say “pending Board discussion” and asked for clarification on what was being discussed. Questions were not clarified during the meeting. Jeanette also asked for the Board to research further who does or does not like OakwoodLife.

J Larson mentioned wanting to make sure that the Handbook and Policy revisions follow the Resolution that District No. 5 Board passed previously.

Kevin Bradley asked for a long term landscaping plan for the open space on the west side of the Retreat, when dead plants on the west side of the trail will be replaced, and asked that the Board consider new management because he did not agree with the decision of District No. 1 on the contractor for the pool remaining in place after he asked about the decision in previous District No. 5 Board meetings.

Steve Miller wants to have more information and be involved in future advisory boards. He also asked for updates on the planned gate improvements.

**May 6, 2025 Regular Director Election:**

Ms. Intara provided updates to the Board, noting that the Directors’ May 6, 2025 Election was cancelled and the candidates are deemed elected by acclamation.

**Acknowledge Resignation of Director Dawson Hubert from the Board of Directors:**

The Board acknowledged the resignation of Director Dawson Hubert, and thanked him for his contributions to the Board.

Director Langer also thanked Bob Burnett and J Larson for their contributions during their time serving on the Board.

**Consider Appointment of Officers/Filing of Oaths/Designate Slate of Officers:**

The Board approved the appointment officers and designated the slate of officers as follows:

President: Steve Langer

Secretary: Rhonda Weatherbie-McLouth

Treasurer: Joy Blum

Director: Gerald "Gerry" Cohen

Director: James Dries

**Minutes of March 20, 2025 Regular Meeting:**

Following review and discussion, upon a motion duly made by Director Langer, seconded by Director Blum and, upon a vote, unanimously carried, the Board approved the Minutes of the March 20, 2025 Regular Meeting, as presented.

**FINANCIAL MATTERS**

**March 31, 2025 Unaudited Financial Statements and Cash Position Report:**

Ms. Voss reviewed the March 31, 2025 Unaudited Financials and Cash Position Report with the Board.

Upon a motion duly made by Director Langer, seconded by Director Blum and, upon vote, unanimously carried, the Board accepted the March 31, 2025 Unaudited Financial Statements and Cash Position Report, as presented.

**LEGAL MATTERS**

**Confirmation of IRS Audit Closeout for 2018 Bonds:**

Ms. Intera provided review and background to the Board. No action was taken.

**MANAGER MATTERS**

**Manager's Report:**

Ms. Baptist reviewed her report with the Board covering the follow items:

1. Benches a. As of May 9th, two more are being shipped and they will be installed (all) once those arrive. Anticipate work being completed within one week of arrival. Work easier to move forward with all cement pads poured, otherwise it become more weather dependent.
2. Additional entry to Barn on back/West doors. a. District 1 discussed this at their last meeting. All facilities have one access point and District 1 is not moving forward currently with the alteration request. This project may be reconsidered in the future with modifications to staffing structure, additional security monitoring, and other mechanisms.

3. Gate upgrades a. Both systems were considered and ultimately approved at the recent District 1 Board of Directors meeting.
- b. Spoke to contractor on May 9 – wiring work being scheduled at Dublin gate to allow both systems to be installed. Work scheduled after completion.
- c. Drafting an FAQ on purchase options and procedures. That will be emailed out to the Retreat community from the District upon completion and prior to installation of the systems. It will also be provided to OakwoodLife to reference and utilize.
- i. People will have options to have a long-range sticker or clicker-style opener.
- ii. Fobs will remain functional and so will gate codes. The upgrades will give additional options, not switch them to different mechanisms only.
4. Keypads on pickleball courts a. Krista is working directly with District 1 to determine an installation date which will be communicated prior to implementation to the District, OakwoodLife, and the pickleball club.
- b. District 1 is in process with drafting an access and use policy to clarify access, operational policy, and other necessary matters to communicate to residents.
5. Enhanced lighting at gates a. Krista has requested the previous proposal provided by Coloradoscapes to review and ask District 1 to consider implementing it. Additional proposals may be requested depending on various factors such as budget, alignment with Design Guidelines and community harmony, and other factors.

**Office Hours:**

1. Changed to 2 hours per week in 2025 based on observation of need & feedback. Feedback from residents remains positive at having the resource available.
2. There has been an average of 4 residents per week and 1 District 5 Board member per week utilizing the office hours since 2025 began. Notable topics have included: a. Questions about snow removal.
- b. Questions about timing on tree replacement.
- c. Concern about observed issues with guest policies not being followed by others.
- d. Various District facility damage reports.
- e. Orientation-type questions about Metro Districts, management’s role, etc.
- f. Orientation-type questions about the full BLR community.
- g. District budget questions; clarifying roles of District 1 and District 5.
- h. Special project updates.
- i. Upcoming meeting preparation.
- j. Questions relating to Developer matters (landscaping initial installation, home warranty, sales projections).

**Pool:**

1. Start-up procedures began on April 14.
2. Motors for skimmer and main drain have been repaired and are currently functioning correctly.
3. Final work being done on components include: a. Replaced the motor for the infinity edge and secured the sensor for the fill line in a better spot.
- b. In total 3 new pumps have been installed, and they are functioning well currently.
- c. Ordered covers for return fittings. Expected to ship and will install prior to Memorial Day weekend.

- d. Ordered new handrails. Expected to ship and will install prior to Memorial Day weekend.
  - e. Further fine-tuning on auto fill sensor for infinity edge.
  - f. Work ongoing to add chems and balance the water prior to opening. Completion is expected prior so as not to delay opening.
4. Haynes Mechanical scheduled to configure the pool heater and continue troubleshooting on the spa heater.

**Barn/Facility:**

1. The job was set up and materials have been ordered for roof repair.
2. Coordinating small maintenance items to address – including door weatherstripping, caulking, paint touch ups, kitchen stove vent maintenance, door maintenance, and other identified items.

**Landscaping:**

1. Current workdays for routine maintenance (mowing, etc.) are Tuesday afternoons, Wednesdays, and Thursdays.
2. All spring cutbacks and cleanup items have been completed.
3. First residential edging work started last week and will be completed (weather depending) during the weekly occurrences this week.
4. Mulch turning for residential beds scheduled on 5/13 (weather depending).
5. Expected upcoming special projects – dates TBD: tree replacements based on budget, focusing first on flush-cut trees that were not replaced last year; plant material and sod replacements.
6. First round of door-to-door start-ups for irrigation completed on 5/9. Various small repairs are ongoing this week. LEI is expecting the process to continue for at least another week while simultaneously coordinating start-ups in all other areas of BLR. Residents should continue to use [blr@landscapeendeavors.com](mailto:blr@landscapeendeavors.com) to reach out to the team with questions or needs.

**Other:**

1. Pickleball court maintenance is planned, as soon as schedule is confirmed, the District will send out an email to advise the community of upcoming work and schedule of such.
2. Gate issue on Braemore Heights has been fixed as of last week.
3. Handbook review is in process and recommendations have been compiled.
4. Bulk trash pickup drive with HBS set for June 7th – opt in by contacting the YMCA or following the link on the registration email received.

DIRECTOR MATTERS

**Finance Committee Updates:**

Ms. Larson provided updates from the finance committee, and their report detail is attached to these minutes.

**Facilities and Safety Committee Updates:**

Mr. Burnett provided updates including that the benches are scheduled to be installed by the end of the week following the Board meeting. He stated the infinity pump on the pool is not working. He provided the landscaping updates including irrigation activation status and a plan for tree replacement from the District 1 contractor.

**Oakwood Life Committee Updates:**

There were no updates at this time.

**Communications Committee Updates:**

There were no updates at this time.

**Update Regarding 2025 Special Projects:**

There were no additional updates, as details were provided during Manager's Report.

**OTHER MATTERS**

There were no other matters discussed.

**ADJOURNMENT**

There being no further business to come before the Board at this time, Director Langer adjourned the meeting at 10:51 a.m.

Respectfully submitted,

Signed by:  
  
By \_\_\_\_\_  
C3BB7DF5E0CB423...

Secretary for the Meeting

## Certificate Of Completion

Envelope Id: D5DA8437-6600-4FD6-9536-77DF46BE87C3  
 Subject: Complete with Docusign: 1Fa - Minutes 5-15-25.pdf  
 Client Name: BLR5  
 Client Number: A512189  
 Source Envelope:  
 Document Pages: 6  
 Certificate Pages: 4  
 AutoNav: Enabled  
 EnvelopeId Stamping: Enabled  
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Sandy Brandenburger  
 220 S 6th St Ste 300  
 Minneapolis, MN 55402-1418  
 Sandy.Brandenburger@claconnect.com  
 IP Address: 67.173.233.59

## Record Tracking

Status: Original  
 9/17/2025 12:17:54 PM

Holder: Sandy Brandenburger  
 Sandy.Brandenburger@claconnect.com

Location: DocuSign

## Signer Events

Rhonda Weatherbie-Mclouth  
 rweatherbie@gmail.com  
 Security Level: Email, Account Authentication  
 (None)

## Signature

Signed by:  
  
 C3BB7DF5E0CB423...

Signature Adoption: Pre-selected Style  
 Using IP Address: 2a09:bac2:9965:154b::21f:14  
 Signed using mobile

## Timestamp

Sent: 9/17/2025 12:19:21 PM  
 Viewed: 9/18/2025 8:07:13 AM  
 Signed: 9/18/2025 8:08:43 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 9/18/2025 8:07:13 AM  
 ID: 8838d713-3164-48ca-91fb-66fba19bda4e

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Event	Status	Timestamp
Envelope Sent	Hashed/Encrypted	9/17/2025 12:19:21 PM
Certified Delivered	Security Checked	9/18/2025 8:07:13 AM
Signing Complete	Security Checked	9/18/2025 8:08:43 AM
Completed	Security Checked	9/18/2025 8:08:43 AM

## Payment Events

## Status

## Timestamps

## Electronic Record and Signature Disclosure

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact CliftonLarsonAllen LLP:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com)

#### **To advise CliftonLarsonAllen LLP of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from CliftonLarsonAllen LLP**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with CliftonLarsonAllen LLP**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.