

Brush Creek Metropolitan District
Thursday, December 21, 2023 at 5:30 p.m.
Gondola Plaza, Aspen Mountain Conference Room

- Jerry Scheinbaum, President
 - Joyce Hardy
 - Dean Hill – Absent
 - Jerome Meister – via Zoom
 - Jim Laing
 - Rick Stevens, District Manager
 - Cindy Herndon, Bookkeeper
 - Megan Rodman, Recorder – via Zoom
1. **Call to Order:** The meeting was called to order at 5:33 p.m. by Jerry Scheinbaum.
 2. **Approve Minutes:** The minutes of the November 16, 2023 meeting were approved as presented. All were in agreement.
 3. **President’s Comments:** Jerry covered the Brush Creek Village Landowners’ Association plan for the dissolution of the Architectural Review Committee.
 4. **Water Report:** Presented by Rick Stevens
 - a. **High Users:** Water usage for the month of November was only 344,680.5 gallons, well below the medium value.
 - b. **Water loss:** None of the water loss numbers are concerning.
 5. **BCMD Manager Report:** Rick Stevens
 - a. Rick has received two \$5,000 deposits from 145 Tabula Rasa and Pember. These are not construction deposits. Two applications have been received and need to be reviewed.;
 - b. Not enough revenue is coming in to cover expenses;
 - c. New traffic studies have been completed;
 - d. Water conservation;
 - e. New Projects outlined - 5 current new single-family projects;
 6. **Bookkeeper’s Report:** Cindy Hendon presented her monthly report.
 - a. **Receivables:** Cindy reviewed the A/R report showing only 3 accounts with outstanding balances. She noted that one of the outstanding balances was from an owner that is frustrated with the rounding up of her usage and did not pay for the extra 1,000 gallons (\$8.00). The board discussed removing the usage rounding from the billing process and tabled the possibility until the first quarter of 2024 billing.
 - b. **Payables:** Cindy reviewed the payables for December noting that the insurance payments needed to be paid online through the insurance company’s payment portal.
Motion: Jerry Scheinbaum motioned, with a second from Joyce, to pay bills as presented. All were in agreement.

- c. **Payroll:** Cindy presented information regarding moving the payroll service for the board from QuickBooks payroll to Paychex which would decrease overall costs associated with payroll. All were in agreement with moving the service.
- 7. **Date of Next meeting:** The date of the next meeting was set for Thursday, January 18th, 2024 at 5:30 p.m.
- 8. **Adjournment:** The meeting was adjourned by Jerry Scheinbaum at 6:32 p.m.