

**HORIZON DRIVE ASSOCIATION  
BUSINESS IMPROVEMENT DISTRICT  
BOARD MEETING MINUTES  
Hospice & Palliative Care – Spoons Room 101  
January 13, 2010 – 10:00 am**

A meeting of the Board of Directors (the “Board”) of Horizon Drive BID, was held on Wednesday, January 13, 2010 at the Hospice Palliative Care Facility, Room 101.

**Board Members Present**

Dale Reece – Clark Atkinson –Richard Tally – Jan Rohr – Bill Milius

**Board Members Not Present**

Eileen Blanchard – Chuck Keller

**Also Present**

Victoria Patsantaras, District Representative  
Teri Cavanagh, Cobb & Associates

**Call to Order**

Dale R. Reece, President, called the meeting to order at 10:05 am, and Victoria Patsantaras recorded the minutes.

**Minutes**

Minutes from the December 14<sup>th</sup> Board Meeting were presented for approval. The motion was made by Jan Rohr, seconded by Richard Tally, and unanimously passed that the minutes from the December 14<sup>th</sup> Board Meeting be approved.

**Report of Officer(s)**

**Treasurer, Eileen Blanchard.** Dale Reece reports that Eileen Blanchard is out of the office on an extended leave. Discussion occurred between the Board members relative to the upcoming January deadline for reporting to the Department of Local Affairs and the need to meet deadlines, such as distributing 1099s to consultants. The Board requested Victoria make contact with the bookkeeper for the BID and work with them to prepare all information possible to allow the BID to comply with the pending deadlines.

**Vice President, Clark Atkinson.** Clark Atkinson reports that due to the absence of two board members, the workshop set to occur today, following the regularly scheduled Board Meeting, will not occur. Clark believes it critical that all Board Members be present for the meeting. Dale Reece confirms the importance of 100% attendance at the workshop. Clark suggests rescheduling the workshop for later in January or in February.

## **Report of Consultant(s)**

### **Teri Cavanagh, Cobb & Associates**

Teri Cavanagh reports that Cobb & Associates involvement with HDBID remains as reported on November 11, 2009 and that they continue to hold on the items of advocacy and marketing as outlined in the early 2009 Communications Plan, pending Board directives for 2010. Teri reports that Cobb has provided Victoria with training for website content management and reminds the Board that the functionality of the website is limited and becoming obsolete, which will require Cobb involvement to operate the system and Victoria only limited ability to change content.

## **Report of Consultant(s)**

### **Victoria Patsantaras, District Representative**

District Boundaries – A meeting with the Assessor occurred and the result was the removal of two residential parcels from the assessment list for the District. The details concerning classification of commercial properties and possible exemptions were also discussed with the Assessor and Victoria informed the Board concerning the details. New maps of the District were provided by the Assessor. The small map will be uploaded to the website and the large map will remain in the archive records. Annual review of the assessed properties is encouraged by the Assessor. Additionally, the Assessor provided information regarding the recording in public records of the District map. Victoria will perform further research into the possible recording and act if necessary to record the new map.

Gateway Maintenance – Victoria will be meeting next week with the Parks and Recreation department to review the maintenance status which is to be provided by the city. Clark Atkinson requests that Victoria “put boots on the ground” to familiarize herself with the various items that need attention and to determine who to direct written requests to at the City.

Expansion of District – Victoria provided the Board with a memorandum and report on the research regarding the expansion of the District.

Board Member qualifications, procedure – Victoria provided the Board with a memorandum and report on the details regarding the City appointment of Board Members.

Grants – Victoria provided a brief rule of thumb summary of the nature of grants and their effect on TABOR and taxing for the District.

Various administrative items – Victoria inquired whether there were any comments or changes to her drafted chronology / timeline she provided last board meeting. There were none so the chronology / timeline will be added to the website.

## **Unfinished Business**

US Census Report / State of Colorado – DOLA – The Board directed Victoria to gather the information possible to complete these surveys and other required reporting, such as 1099s, and prepare the information before the end of January.

Expansion of District – After considering the report and memo provided by Victoria, the Board indicated that further work on expansion of the district stop until further discussion and direction of the Board.

### **New Business**

Workshop. Discussion regarding the dates for rescheduling the workshop occurred between the Board Members present. It was determined that the workshop will occur after the next regularly scheduled Board Meeting, February 10, 2010, from 12:00 to 2:30 p.m. at the Spoons location.

Clark Atkinson requested Teri Cavanagh and Victoria Patsantaras' assistance in obtaining information to prepare for the workshop and indicates that he will prepare an agenda / outline to be distributed to the Board Members prior to the meeting.

New Board Members – Discussion occurred between the Board Members regarding potential board members and how best to attract interested persons and allow them to participate in a meeting or two before they join the Board. Discussion also included setting dates for this Board to prepare a field for consideration of appointment. Generally, the City appoints new Board members in April. Therefore dates were worked backward from that time.

It was decided that the BID advertise for interested candidates both by direct email and webpage to District constituents and that an open notice be placed in the Daily Sentinel to invite interested persons to join the workshop on February 10, 2010. The Board Members will also contact those they know who may be interested in serving on the Board and invite them to the February 10, 2010 meeting.

Election of Officers – Dale Reece moved, Richard Tally seconded and the motion unanimously passed that the officers for 2010 are:

President:	Clark Atkinson
Vice President:	Jan Rohr
Secretary:	Chuck Keller
Treasurer:	Bill Milius

Thanks were offered to Dale Reece and Eileen Blanchard for their years of hard work and service to the Board in their respective positions as President and Treasurer.

### **February Board Meeting**

The February 10, 2010 board meeting will be held at Hospice Palliative Care – Spoons, conference room 101 from 10:00 am – 11:00 am. Thereafter luncheon will be served by Spoons. Beginning at 12 noon, the workshop facilitated by Clark Atkinson and open to the public will be held in the same location, with the workshop scheduled to end at 2:30 p.m.

**Meeting Adjournment**

Dale Reece, President, adjourned the meeting at 11:50 am.

Respectfully submitted,

---

Clark Atkinson, President

*[signed February 9, 2010]*