

## RECORD OF PROCEEDINGS

### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD JANUARY 9, 2024

A Special Meeting of the Board of Directors (referred to hereafter as the "Board") of Roxborough Village Metropolitan District (the "District") was convened on Tuesday, the 9<sup>th</sup> day of January, 2024 at 6:00 p.m. at the Roxborough Library, 8375 N. Rampart Range Rd, Littleton, CO 80125. The meeting was open to the public.

#### ATTENDANCE

#### Directors In Attendance Were:

Debra Prysby  
Ephram Glass  
Mark Rubic  
Mathew Hart  
Travis Jensen

#### Also In Attendance Were:

None.

CALL TO ORDER At 6:01 p.m. the meeting was called to order.

#### I. ADMINISTRATIVE MATTERS

##### A. Disclosure of Potential Conflicts of Interest

The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Dir. Rubic noted that a quorum was present and requested that members of the Board 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 the statute. It was noted that there are no Directors' Disclosure Statements to be filed.

##### B. Additions/Deletions/Approval of Agenda

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the agenda.

## II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

No homeowners were present.

## III. BOARD DISCUSSION MATTERS

### A. Update and Status of the Airplane Park Playground installation

Dir. Rubic noted that Peggy Ripko, District Manager, had said Dino Ross, District Legal Counsel, was working on an agreement with the playground vendor. Dir. Jensen noted that this should be prioritized to get things done faster. The Board agreed with Dir. Jensen's comment.

### B. Update and Status of the engineering ADA Accessibility survey for Community Park for playground placement and installation

Dir. Rubic noted he had not heard anything on the progress being made by Farnsworth. The Board was in consensus that this needs to be prioritized to get the Community Park playground project moving.

### C. Update and Status of the HOA cost allocation for maintenance services from vendor. Discuss whether to consider approval of a continuation of District Services to relevant HOAs until final estimates are provided and discussed with affected HOAs (enclosure)

The Board discussed the quotes from CDI that showed the additional cost required to maintain HOA owned properties. Dir. Glass noted that when he received the quotes, he asked CDI to double check the numbers because they seemed high. He also asked CDI to verify that if the HOAs did not approve of having the District maintain their properties at the quoted prices that the District's maintenance contract cost would be reduced by the quoted amounts. Dir. Glass said CDI verified both. Dir. Jensen stated that the Filing 14B HOA of which he is a board member would not agree to services at the quoted amount. Dir. Glass noted that the quotes were for landscape maintenance and did not include snow removal or electric bills the District has been paying. Dir. Jensen said the Board needed input from Dino to verify if electric bills needed to be paid by the HOAs. The Board agreed to ask Dino for his input. After some discussion, the Board agreed to put in the consent agenda for January 17th to extend services for the HOAs in question until two months after the HOAs were informed of the quotes and the need to have an agreement in place to continue services.

### D. Review revisions to landscape maintenance agreement

Dir. Glass noted the landscape maintenance agreement was still being reviewed by Dino and it contained all the changes the Board had previously discussed.

#### **E. Update on Pump Discussion with Browns Hill**

Dir. Glass recounted his meeting with Browns Hill Engineering with regard to the Crystal Lake pumps and the Mission Communications system. Browns Hill noted the lead time for pump replacements was only a week or two. Dir. Glass recommended not getting a spare due to the short lead time and the low probability of both pumps dying simultaneously. The Board agreed with his assessment. Dir. Glass noted the Mission Communications system allowed for data collection of pond height and pump run times and that both datasets are useful to reduce loss of water and identify pump issues. He also said the system allows for remote shutoff of the pumps which would save money and water if there was an emergency break, especially on a holiday or weekend. Dir. Glass recommended paying to reinstate the Mission Communications contract. The Board agreed with his assessment and recommended adding the approval into the January 17th consent agenda to be initiated in April.

#### **F. Discuss GIS Options from CDI**

The Board discussed the proposal from CDI to use a GIS device owned by CDI and charged to the District at \$30/hr. The Board was in consensus in deciding to purchase a device owned by the District. Dir. Glass noted CDI said they would only need a single device. After some discussion, the Board was ok allowing the device to be stored in the Community Park storage room. The Board agreed to have the Farnsworth GIS approval done at the January 17th meeting as a regular agenda item.

#### **G. Review Invoices Requiring Board Input (Mission Communication, CDI, Ark Ecological, etc.)**

The Board discussed the Mission Communications invoice under item E above. Dir. Glass noted there was an invoice that came through from CDI for metal edging work they completed before the Board's decision to stop edging work for the year. The Board agreed the invoice should be paid. The Board discussed the seeding charge on the final 2023 Ark Ecological invoice. The Board agreed to pay the invoice but determined an agreement was needed in 2024 to ensure the Board was able to provide approval in advance of any seeding work. The Board agreed to approve the CDI metal edging invoice and the Ark Ecological seeding invoice in the January 17th consent agenda.

#### **H. Update and Status on the Handyperson RPF**

Dir. Rubic noted that Peggy said they had not received anything regarding the handyman position. Dir. Prysby said she'd send the contact information on the person she knew who

has expertise in playground installations. Dir. Rubic said he'd confirm with Peggy that the RFP was posted to the District social media accounts and to the SDA forum. Dir. Glass said he'd ask the real estate agents he knows to see if they know of any handymen interested in the position.

#### **I. Update and Status of Chatfield Farms planter project**

Dir. Glass stated that he met with PST and reviewed the two engineered stone options for the Chatfield Farms planter. He said he didn't like them so he asked PST for a quote to use Siloam stone instead. PST responded that the Siloam stone would be the same price as the engineered stone. The Board agreed to move forward with using Siloam stone.

#### **J. Update and Status of Community Park restroom repairs**

Dir. Rubic noted that Peggy received a cryptic note from PST stating half the material had arrived. It was assumed that the material in question is for the bathrooms.

#### **K. Discuss communication to homeowners of the District's new rules and regulations**

The Board discussed what was needed to publicize the updated rules and regulations so the rules could start being enforced. The Board agreed to defer the discussion to January 17th to get legal input from Dino.

#### **L. Update on District website, discussion**

Dir. Glass noted SDMS was redoing the new website to follow the website tree the Board agreed to use.

#### **M. Discuss any updates from the Signage Committee**

This discussion was deferred.

#### **N. Environmental Committee Update**

Dir. Glass noted that approximately half the seed trays have been planted and the greenhouse window was repaired with help from Hanson family. Dir. Glass and Dir. Prysby are planning on meeting Chantel Estes on January 12th to discuss what she'd like to do with her classes. It's expected that the remaining seed trays will be planted in the next two weeks. Watering will be an ongoing task during the winter.

**O. Update on Roxborough Marketplace irrigation, estimate for meter installation**

Dir. Glass stated that the Roxborough Marketplace was heading in the direction of continuing usage of the District's water supply. CDI has supplied quotes for installing three water meters. Dir. Glass noted the District needs to set an administrative fee for reading and billing for the water. The Board directed Dir. Glass to get estimates from SDMS and Gemsbok and to assume one hour of a CDI irrigation technician's time for meter reading and use that as the administrative fee.

**P. Update on Chatfield Farms Conveyance Agreement**

Dir. Glass noted Kelley Duke is getting assessed values for the Chatfield Farms 1A tracts and the conveyance agreement has been signed by both parties. Dir. Glass noted the HOA is slow in getting proxies but is working to get them so the tracts can be conveyed.

**Q. Update on Recalculation of Chatfield Farms Capital Contributions**

Dir. Glass stated he met with Gemsbok to review the recalculations of the Chatfield Farms capital contributions. Brenna Karamigios, from Gemsbok, was happy with the calculations but wanted a final review from Christina Griggs. Dir. Glass said he wanted to do some additional clean-up of the 10-year budget spreadsheet to triple check the forecasted numbers, but he stated the capital reserves for Chatfield Farms have been so underfunded that there's no likelihood of needing to pay the developer.

**R. Review lists of current approved and requested community permits, if any. (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.)**

Dir. Rubic noted there were no new requests.

**IV. OTHER MATTERS**

Dir. Glass discussed WeatherTrak system and recommended not renewing the communications contracts until the Board received input from the vendor of the system on how to fully implement the OptiFlow component of the system. The Board agreed with Dir. Glass' assessment.

The Board discussed whether to have SavATree do checks of trees in 2024 to look for trees or branches that are at risk of breaking. In light of the recent district-wide tree trimming and removals, the Board decided to just perform trimming and removals every two years and rely on citizens and contractors to notify the District of any dangers.

Dir. Glass noted he attended the Douglas County meeting earlier in the day and asked that the County organize a kickoff meeting to install a safe pedestrian path connecting Waterton Canyon to the High Line Canal and to the District. With support from Commissioner Lora Thomas, the County Manager, Doug DeBord, said he'd start the process of getting that effort going.

## V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

No homeowners were present.

## VI. ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Prysby, seconded by Director Glass, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:36 p.m.

Respectfully submitted,

By: Travis C Jensen

Secretary for the Meeting