

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD FEBRUARY 21, 2024

A regular meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 21st day of February, 2024 at 6:00 p.m. at the Roxborough Intermediate School, 7370 Village Circle East, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

CALL TO ORDER

Ms. Ripko called the meeting to order the 6:00 p.m.

ATTENDANCE

Directors In Attendance Were:

Mark Rubic
Debra Prysby
Ephram Glass
Travis Jensen
Mat Hart

Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq. and Kelley Duke (for a portion of the meeting); Ireland Stapleton Pryor & Pascoe, P.C.

Alisha Bignell; Gemsbok Consulting Inc. (“Gemsbok”) (for a portion of the meeting)

Dale Draper; Consolidated Divisions, Inc. d/b/a CDI Environmental Contractor (“CDI”) (for a portion of the meeting)

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

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. Ms. Ripko 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

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meeting in accordance with the statute. It was noted that there are no Directors' Disclosure Statements to be filed.

ADMINISTRATIVE MATTERS

Agenda: Ms. Ripko reviewed with the Board the proposed Agenda.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the agenda, as amended to move executive session after financial matters.

PUBLIC COMMENTS

Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Questions may be asked of the Board but will not be answered at this time. Please refer to the Meeting Code of Conduct for additional guidelines: <https://www.roxboroughmetrodistrict.org/2022-meetings>

There were no comments. _____

CONSENT AGENDA

The Board considered the following actions:

- Review and consider approval of the December 20, 2023 (as corrected) and January 17, 2024 regular meeting minutes.
- Review and consider approval of the February 12, 2024 (as corrected) special meeting minutes.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the Consent Agenda, as amended.

CONTRACTOR/CONSULTANT REPORTS

Landscaping Updates: The Board discussed the CDI Landscape, LLC updates.

Monthly Report: The Board reviewed the monthly report.

Proposals for Pre-Emergent Weed Spray: The Board reviewed the proposals for the pre-emergent weed spray. The Board asked CDI to do the pre-emergent that is included in the contract first, and then they will consider a second one if needed.

Engineering Updates: Director Glass provided an engineering update to the Board.

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FINANCIAL MATTERS

Claims: The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending January 31, 2024
Total Claims	\$14,960.72

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass and upon vote, unanimously carried, the Board ratified approval of the claims, as presented.

Unaudited Financial Report: The Board reviewed the unaudited financial report for the period ending January 31, 2024.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart, and upon vote unanimously carried, the Board accepted the unaudited financial report for the period ending January 31, 2024, as amended.

EXECUTIVE SESSION:

Pursuant to C.R.S. 24-6-402(4)(a) and (e), upon motion duly made by Director Prysby, seconded by Director Glass, and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at _____ p.m., for the sole purpose of discussion concerning the broker opinion of value for Tracts G, H1, and I1. Furthermore, pursuant to Section 24-6-402(2)(d.5) (II)(B), C.R.S., no record will be kept of those portions of the executive session that, in the opinion of the Board's attorney, constitute privileged attorney-client communication pursuant to Section 24-6-402(4)(b), C.R.S.

The Board reconvened in regular session at _____ p.m.

LEGAL MATTERS

Roxborough Marketplace Irrigation System and Water Supply Installation Agreement: The Board reviewed the Roxborough Marketplace Irrigation System and Water Supply Installation Agreement.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart and upon vote, unanimously carried, the Board approved the Roxborough Marketplace Irrigation System and Water Supply Installation Agreement.

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Intergovernmental Agreement for Use of Foothills Recreation Amenities: The Board reviewed the Intergovernmental Agreement for Use of Foothills Recreation Amenities.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass and upon vote, unanimously carried, the Board approved the Intergovernmental Agreement for Use of Foothills Recreation Amenities.

CORE Request for Easement: The Board discussed the CORE request for easement.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen and upon vote, unanimously carried, the Board authorized the President to sign a waiver for conflicts.

AGENDA PRIORITIES

Status of Airplane Park Playground Replacement: The Board discussed the status of the airplane park playground replacement. It was noted that the agreement has been finalized and the deposit is in process.

Status on Engineering ADA Accessibility Survey for Community Park: The Board discussed the status of the Engineering ADA Accessibility survey for Community Park. It was noted that they have flown the site and are post processing the data for the overall base map. They still need to get boots on the ground for the other portions of the trails/paths and are going to work on that this week. They will provide another update near the end of the week.

2023 Audit Proposal: The Board reviewed the 2023 Audit Proposal.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Glass and upon vote, unanimously carried, the Board approved the 2023 Audit Proposal.

Revised HOA Cost Allocation: The Board discussed the revised HOA cost allocation for maintenance services, and communication. No action was taken at this time.

Bailey Tree Replacement Proposal: The Board discussed the Bailey Tree Replacement proposal.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen and upon vote, unanimously carried, the Board accepted the settlement for the tree replacements.

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OPERATION AND MAINTENANCE MATTERS

District Management Updates: The Board discussed the District Management updates.

- Lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.).
- SDMS Monthly Report.
- Update on District's New Website. It was noted that the changes requested by the Board are in process. SDMS has requested the .gov extension for the District; the review can take up to several weeks.

General Updates regarding ongoing projects:

- Chatfield Farms planter project. It was noted that the wall stone has been selected with the next step being the selection of the top cap stone.
- Softball Renovation. The Agreement is finalized and the work is scheduled to start late March or April. SDMS has been communicating with those interested in reserving the field regarding the timing.
- Community Park restroom repairs. It was noted that the work is complete except for one skylight

DIRECTOR MATTERS

Irrigation Checks by CDI: The Board tabled discussion on this matter.

Homeowner's Comments, Concerns and Requests Regarding Crystal Lake View: The Board discussed the Homeowner's comments, concerns, and request dealing with trees blocking their view of Crystal Lake in Arrowhead Shores HOA. It was noted that a response was provided to the homeowners on January 19, 2024 after consultation with legal counsel and the Operations Committee. No response has been received.

District Signage/Committee Update: The Board discussed the District signage/committee update. It was noted that it is in process and they are drafting a priority list.

Environmental Committee Update: The Board discussed the Environmental Committee update. It was noted that a window on the greenhouse was broken twice; they will be bolting shut for safety reasons.

Capital Contributions for Chatfield Farms: The Board tabled discussion on this matter.

Use of Safety Grant Funds: The Board discussed the use of the Safety Grant

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Funds. No action was taken at this time.

Ark Proposal: The Board reviewed the Ark Proposal for Roxborough and Chatfield Farms for 2024.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and upon vote unanimously carried, the Board approved the Ark Proposal for Roxborough and Chatfield Farms for 2024 proposal.

**PUBLIC
COMMENTS/HOM
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REQUESTS**

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ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made and seconded, and upon vote, unanimously carried, the regular meeting was adjourned.

Respectfully submitted,

Travis C Jensen

By: _____
Secretary for the Meeting

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Pursuant to section 24-6-402(2)(d.5)(II)(B) of the Colorado Revised Statutes, I attest that, in my capacity as the attorney representing Roxborough Village Metropolitan District, I attended the executive session meeting convened at ____ p.m. on February 21, 2024 for the sole purpose of receiving from the Board's attorney, legal advice on specific legal questions concerning the broker opinion of value for Tracts G, H1, and I1 as authorized by Section 24-6-402(4)(b), C.R.S. I further attest it is my opinion that all the executive session discussion constituted a privileged attorney-client communication as provided by section 24-6-402(4)(b) and, based on that opinion, no further record was kept or required to be kept pursuant to section 24-6-402(2)(d.5)(II)(B).

Signed: *Dino A. Ross*
Dino Ross, Esq.