

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD MARCH 10, 2025

A Special Meeting of the Board of Directors (referred to hereafter as the "Board") of Roxborough Village Metropolitan District (the "District") was convened on Monday, the 10th day of March, 2025 at 6:00 p.m. at the Roxborough Library, 357 N Rampart Range Rd # 200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Ephram Glass
Brendan Coupe
Mark Rubic
Travis Jensen
Debra Prysby

Also In Attendance Were:

Ron Bendall, Resident
Debbie Mcinnis, Resident
Kurt Miller, Resident

CALL TO ORDER At 6:02 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. Director Glass 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 Coupe, and, upon vote, unanimously carried, the Board approved the agenda.

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

There were no public comments.

III. BOARD DISCUSSION MATTERS

A. Discussion about possible employee hires with Kurt Miller, Facilities Maintenance Manager for the Roxborough Park Foundation.

The Board discussed with Kurt Miller what would be required if the District opted to use employees rather than contractors for landscape maintenance and snow removal. Kurt said he'd estimate that one working supervisor and two additional employees would be needed. He noted it would be ideal to have a fourth employee to reduce the workload. Kurt said a two-bay building would be needed to house equipment and a small office and restroom would be needed for the employees. For equipment, Kurt estimated that the following were needed: one pickup truck with a plow, two UTVs, possibly a skid steer, a couple mowers, trimmers, blowers, chemicals, and various ancillary, smaller equipment. Director Glass noted that Kurt had mentioned it would be cost effective to work with Roxborough Park Foundation in some fashion. After some discussion, the Board directed Director Glass to reach out to the Foundation and ask if they were interested in such an arrangement.

B. Update on May elections and discussion about election matters including whether to hold a town hall to give residents the opportunity to meet the candidates.

Director Glass noted that Douglas County had agreed to let the District use its new drop box for the May election which is now located just west of the Re/Max at the Roxborough Marketplace. Director Glass asked the Board if they would like to set up a meeting to allow residents to meet the candidates in the RVM election. It was the consensus of the Board not to set up such a meeting. There was some discussion about what would be asked of the candidates that would be posted on the website. Director Glass said he'd check with the District Manager to see if she had specific plans.

C. Discuss proposed locations and species for new trees.

Director Glass presented a mock-up of new trees for the perimeter of the large parking lot in Community Park. Director Rubic objected to planting trees on the west side for several reasons including that an overlook was planned, but its exact location had not been decided. After some discussion, the Board directed Director Glass to reach out to the

Arrowhead Shores HOA manager to see if residents had any objection since the trees may impact their views.

D. Discuss adjustments to the district website, specifically the landing pages for the menu items.

Director Glass reviewed his proposals for changing the website organization. The consensus of the Board was to make the proposed changes. It was noted that the old website URL was on the agenda. Director Glass said he'd fix that going forward. Director Rubic noted that the language for the signage committee was incorrect in that Director Rubic did not join that committee. He also stated that before changes are made to the website the priority should be to ensure the website is up to date.

E. Update on Snow Removal contract with Chavez Services.

Director Glass noted the agreement with Chavez Services was signed, however there had not been any snow storms yet that met the District's 2" threshold for snow removal.

F. Update on Community Park RFP.

There were no new updates.

G. Update on Landscape Maintenance and Snow Removal RFP.

There were no new updates. Director Rubic noted the public posting did not have contact details or a deadline. Director Rubic noted he did not want to receive the proposals without enough time to review them and that the agenda should not be changed multiple times right before the meeting. Director Glass said he'd ask the District Manager to send out the proposals early to avoid that issue.

H. Updates on the following items:

1. District signage;

Director Glass noted he sent the designer and vendor information for the High Line Canal signs to the District Manager.

2. Douglas County updates on proposed maintenance agreement for medians

and roadsides; Waterton Rd safety, and Executive Homes drainage issues;

There were no updates.

3. Information or proposal(s) for repairs/maintenance of playground equipment throughout the District;

There were no updates.

4. Chatfield Farms Playground Spinner Equipment;

Director Glass noted the work was complete and the vendor was paid.

5. Turf replacement (xeriscape) project;

Director Glass noted he had just received a vendor list for planting wildflower plugs.

6. Broken electric line under N Rampart Range Road repair project;

Director Glass noted the District was waiting for electrician proposals.

I. Environmental Committee Update

Director Glass said JPL was out to repair the greenhouse on March 10th, however there were still some clean-up items. Due to some confusion over what was approved in 2024, Director Glass requested that the Board approve his purchase of vents and hooks used by JPL for the greenhouse repairs and venting. Following discussion, upon motion duly made by Director Coupe, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved the purchase of the vents and greenhouse hooks with a not-to-exceed sum of \$300.

J. Review lists of current approved and requested community permits, if any. (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.) and/or any new resident inquiries or correspondence.

Director Glass discussed the Little League's permit and fencing requests. He noted that the Little League was going to use a vendor for the fence installation which had insurance meeting District guidelines. The Board requested that the District's attorney respond to whether the contractor's insurance resolved his liability concern. The consensus of the

Board was to approve the Little Leagues permit dates pending final review of the paperwork.

The Board discussed the proposed dumpster event requested for April 26th in both the Community Park and Chatfield Farms parking lots. After some discussion, the consensus of the Board was to approve the dumpster event permit pending final review of the paperwork and that the event was open to all residents.

IV. OTHER MATTERS

A. Other

Director Glass noted that Douglas County would be cleaning out some of the stormwater pipes in the fall.

Director Glass relayed that two of the food trucks for the Easter Egg Hunt asked for the deposit requirement be waived. The consensus of the Board was not to waive the deposit requirement.

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

Debbie Mcinnis commented that the website was out of date in several areas.

Ron Bendall said the keyword difference between 'metro' and 'metropolitan' brought up the old website address. He also noted that the title and mouse-hover information on the website link showed 'Colorado.gov' instead of 'Roxborough Village Metro District'.

VI. ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Jensen, seconded by Director Coupe, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:46 p.m.

Respectfully Submitted

Travis C Jensen