

**MINUTES OF A CONTINUED MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
APRIL 4, 2024**

A continued meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Thursday, the 4th day of April, 2024 at 6:00 p.m. at the Roxborough Library 8357 N Rampart Range Rd # 200, 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

Directors Absent:

Mat Hart

Also In Attendance Were:

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

Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, P.C.

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

Brenna Karamigios; Gemsbok Consulting Inc. (“Gemsbok”) (for a portion of the meeting)

Anne Crane; Scout Troop 625

**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 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.

**PUBLIC
COMMENTS**

There were no comments.

**CONSENT
AGENDA**

The Board considered the following actions:

- Review and consider approval of the February 21, 2024 regular meeting minutes and March 11, 2024 special meeting minutes.
- Independent Contractor Agreement - Ark Ecological Services, LLC, Weed and Native Plant Management Program.

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

**CONTRACTOR/
CONSULTANT
REPORTS**

Landscaping Updates:

Monthly Report: The Board reviewed the monthly report. Mr. Draper answered the Board's questions.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved CDI to remove tree branches at a cost not to exceed \$800.00.

Revising Agenda: The Board discussed revising the agenda to allow Ms. Crane to present community clean-ups.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Jensen, and, upon vote, unanimously carried, the Board approved the revised Agenda allowing Ms. Crane to present community cleanups.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the dumpster for the troop, not to exceed \$450.00.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and, upon vote, unanimously carried, the Board acknowledged that

if Douglas County is not able to help, they approve allowing the troop to use one regular sized pick-up truck to pick up garbage as needed as long as the vehicle remains on concrete paths.

FINANCIAL MATTERS

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

Fund	Period Ending February 29, 2024
Total Claims	\$81,864.71

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby 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 February 29, 2024.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and upon vote unanimously carried, the Board accepted the unaudited financial report for the period ending February 29, 2024.

LEGAL MATTERS

Roxborough Marketplace Irrigation System and Water Supply Installation Agreement: The Board discussed the Roxborough Marketplace Irrigation System and Water Supply Installation Agreement. It was noted that it has been uploaded for execution.

Intergovernmental Agreement for Use of Foothills Recreation Amenities: The Board discussed the Intergovernmental Agreement for Use of Foothills Recreation Amenities. It was noted that the Agreement is with legal for review.

CORE Request for Easement: The Board discussed the CORE request for easement. It was noted that the details are being finalized.

Protecting Resident Information: The Board discussed protecting resident information and ensuring that any resident information included on public documents that are posted has all identifying information removed.

Board Responses to Resident Concerns Outside of Public Meetings Without Violating Open Meeting Laws: The Board discussed appropriate ways, if any, to coordinate Board responses to resident concerns outside of public meetings. The Board discussed ways to respond to homeowner e-mails sent to the full Board. The Board gave direction that a set response will be drafted by SDMS and then reviewed by legal and the Board. If an e-mail is received, the Board will forward the e-mail to the District Manager to send the response to the homeowner. The response will

be sent within 24-hours and the concern will be added to the agenda for the next meeting.

Other: Attorney Ross discussed with the Board the need for the District to have a records retention policy. The Board gave direction to have the records retention policy drafted.

AGENDA PRIORITIES

Status of Airplane Park Playground Replacement: The Board discussed the status of the Airplane Park playground replacement. It was noted that it is scheduled to be installed the first part of August.

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 the survey has been received and will be reviewed at a future meeting.

Revised HOA Cost Allocation: The Board discussed the revised HOA cost allocation for maintenance services, and communication. Additional information has been provided.

OPERATION AND MAINTENANCE MATTERS

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

- The Board reviewed and approved field usage requests. They noted that all reservations should include a reminder that there can be no parking on the grass. Additionally, a park reservation does not include the sign post or a food truck. A separate request needs to be submitted for those.

CORA Requests: The District has not received any CORA requests.

Monthly Invoice from Foothills Park & Recreation: The Board reviewed the Monthly Invoice from Foothills Park & Recreation re: February 2024 Roxborough Village Resident.

Status of New District Website: The Board discussed the status of the new District website. It was noted that the final updates have been done and will be reviewed at the April 9th Board meeting.

Bathroom Cleaning Proposals: The Board discussed the bathroom cleaning proposals.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Jensen, and upon vote unanimously carried, the Board approved the proposal from Metro Maintenance to clean the bathroom every week.

De-Winterization Proposal: The Board reviewed the de-winterization proposal.

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

**GENERAL
UPDATES**

General Updates regarding ongoing projects:

- Handyperson RFP published on SDA website and disseminated on Roxborough Community Forum Facebook Site. A proposal is included for discussion at the April 9, 2024 Board meeting.
 - Chatfield Farms Planter Project. The Board deferred discussion at this time.
 - Softball Renovation. The preconstruction meeting has occurred and this will occur starting May 5th.
 - Community Park restroom repairs. The project is complete.
 - Bridge Replacements. SDMS has reached out to the Parks & Wildlife to get their approval.
 - Xeriscape/Turf Removal project update- No updates
 - Board clarification and direction as to how requests for community permit applications for use of District facilities and sign/banner posts are to be approved. The Board gave direction that they should be sent to the full Board for review.
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**DIRECTOR
MATTERS**

Irrigation Checks by CDI: The Board discussed the status of receipt of requested additional information of irrigation checks documentation to be supplied by CDI. The information has been received and will be included for the April 9, 2024 Board meeting.

District Signage/Committee Update: There were no updates.

Environmental Committee Update: The Board discussed the Environmental Committee update. It was noted that the ribbon cutting ceremony for the Greenhouse is on April 25, 2024 at 9:00 a.m.

Tree Replacement Proposals: There were no updates.

Asphalt Repairs/Replacement Proposals: The Board discussed the asphalt repairs/replacement proposals for pathways and parking lots. Director Glass stated that he has met with the contractor.

The District is waiting for Farnsworth's information regarding where the paths should go.

PUBLIC

None.

**COMMENTS/HOM
EOWNER
REQUESTS** _____

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 at 8:01pm.

Respectfully submitted,

By: Travis C Jensen
Secretary for the Meeting