

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
APRIL 17, 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 17th 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
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)

Alisha Bignell; Gemsbok Consulting Inc. (“Gemsbok”) (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 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.

Request from Homeowner: The Board reviewed the request from homeowner regarding removal of trees and confirmed that the trees are not in the area maintained by the District.

CONSENT AGENDA

The Board considered the following actions:

- None.
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CONTRACTOR/CONSULTANT REPORTS

Landscaping Updates:

CDI Landscape, LLC: The Board discussed CDI Landscape, LLC landscaping updates. It was noted that the weeds are already emerging; CDI will be out twice in the next week. Director Glass updated the Board regarding a walk with CDI and a representative of Chatfield Farms Estates HOA. Mr. Draper answered questions as needed.

Engineering Updates: Attorney Ross discussed with the Board the ADA requirements for the parking lot renovation.

FINANCIAL MATTERS

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

| Fund | Period Ending March 31, 2024 |
|--------------|---------------------------------|
| Total Claims | \$40,623.18 |

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.

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

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

Backfill Tax Revenue: The Board discussed the backfill tax revenue received.

LEGAL MATTERS

Roxborough Marketplace Irrigation System and Water Supply Installation Agreement: The Board discussed the Roxborough Marketplace Irrigation System and Water Supply Installation Agreement; this has been executed and finalized.

Intergovernmental Agreement for Use of Foothills Recreation Amenities: The Board discussed the Intergovernmental Agreement for Use of Foothills Recreation Amenities. Legal counsel for Foothills Recreation has one concern; SDMS will be setting up a meeting to discuss.

CORE Request for Easement: The Board discussed the CORE request for easement. The Board authorized the Operations Committee to finalize the agreement.

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 reviewed and finalized language to be used by management in response to a homeowner response.

Chatfield Farms 1A HOA: The Board discussed the request by Chatfield Farms 1A HOA for land sales revenue sharing with regarding to conveyance of tracts north of Waterton Rd. The District and HOA are still discussing terms of the conveyance; the Board agreed to a split of revenue between the District and HOA. Attorney Ross will draft the terms to be reviewed by the Operations Committee.

Status of Records Retention: The Board discussed the status of records retention. No action was taken at this time.

ADA Accessibility Requirements: This was discussed earlier in the meeting.

AGENDA PRIORITIES

ADA Accessibility Survey for Community Park: The Board discussed the ADA Accessibility survey for Community Park. No action was taken at this time.

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

**OPERATION AND
MAINTENANCE
MATTERS**

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

- The Board reviewed the lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.)
- The Board reviewed the SDMS Monthly Report.

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: March 2024 Roxborough Village Resident.

New District Website: The Board authorized the transition to new website.

**GENERAL
UPDATES**

General Updates regarding ongoing projects:

- Invoice for Patriot Pest Control.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the payment for invoice for Patriot Pest Control.

- Status of Airplane Park. The equipment is scheduled to be installed the first part of August.
 - Status of Handyperson RFP. No action was taken at this time.
 - Status of identifying vendor for general repairs and maintenance of existing playground equipment. No action was taken at this time.
 - Chatfield Farms Planter Project. Director Glass is working on getting new numbers.
 - Softball Renovation. The softball field is scheduled to be done in May. No action taken regarding volleyball court.
 - Community Park restroom repairs. The Board gave direction to open as soon as possible.
 - Bridge Replacements. No updates.
 - Xeriscape/Turf Removal project update- No updates
 - Chatfield Farms Playground Spinner Equipment update. SDMS is following up to get a proposal for the replacement.
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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.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and upon vote unanimously carried, the Board does not² feel that the documentation is sufficient per the agreement but agreed to accept what has been provided to date and pay the November & December bills. The Board gave

direction to work with CDI to ensure proper documentation as outlined in the agreement moving forward; the 20 hours included in the contract must be clearly documented.

District Signage/Committee Update: No updates.

Environmental Committee Update: No Updates.

Update on Xcel's Transmission Line Maintenance Plan: The Board discussed the update on Xcel's transmission line maintenance plan. Director Glass talked to Xcel; they will be doing work in the fall and is working with them regarding the process

Tree Replacement Proposals: The Board discussed the Tree Replacement Proposals. It was determined that twelve trees were identified to be replaced.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart, and upon vote unanimously carried, the Board approved the proposal, not to exceed \$16,000, to replace the trees after bids have been received.

Other: The Board discussed Xcel customers paying for streetlights.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart, and upon vote unanimously carried, the Board approved ~~Xcel~~ CORE customers paying for streetlights.

None.

**PUBLIC
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 8:00pm:

Respectfully submitted,

By: Travis C Jensen
Secretary for the Meeting