

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD April 30, 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 Monday, the 30th day of April, 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 6:02 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. 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 Jensen, 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. Review ADA Accessibility Memorandum and discuss ADA parking plans. (to be distributed under separate cover).

The Board discussed the ADA requirements and applicability to the district parking lots. Dir. Rubic noted that the Chatfield Farms parking lot already had a designated van accessibility spot. Dir. Glass noted the most effective and economical way to make the tennis court parking lot accessible would be to move the ADA space to the north side of the parking lot and build a new sidewalk extension that met ADA requirements because neither the parking lot nor existing pathways met ADA requirements. The Board agreed to proceed with that design with the addition of no parking striping on the east side so vehicles didn't get blocked in. Dir. Rubic noted that the larger Community Park parking lot does not meet current ADA slope requirements. Dir. Glass noted that he was concerned about creating another hazard by changing the slope to meet the 1:48 slope requirement. He was concerned that adding fill would create a ledge at the downslope portion of the parking lot that would be a fall hazard for people and vehicles. He suggested a wall as a possible solution or building out the planned overlook to avoid the hazard. Dir. Prysby recommended keeping the handicap spots on the southeast side by digging into the hill and building a retaining wall instead. Dir. Jensen suggested looking into placing the spaces in the middle of the parking lot by the median. After some discussion, the Board directed Dir. Glass to get estimates for each of those three options: spaces in the southwest corner, in the southeast corner, or on the south end of the median.

B. Review revised HOA cost allocation for maintenance services letters and calculations. (enclosures).

Dir. Glass reviewed the cost allocation for the various HOAs with the Board. He noted that the Chatfield Farms 1A HOA allocation was so low that it was likely worth having the HOA pay a one time fee to transfer maintenance responsibility to the District. He also noted that the HOA has maintained the mailbox area based on precedent but that the tract maintenance agreement makes no mention that the mailbox sidewalk is to be treated differently. Dir. Rubic noted that the Chatfield Farms 1A portion was so low that it would cost more to bill the HOA than the amount billed. Dir. Prysby suggested taking over the sidewalk maintenance since the maintenance agreement already covered it and it wasn't worth billing separately. The Board agreed with Dir. Prysby's recommendation with Dir. Glass abstaining due to being an HOA board member. Dir. Glass asked Dir. Jensen as a Filing 14B HOA board member if any portion of the HOA cost allocation was worthwhile for 14B HOA. Dir. Jensen noted the snow removal allocation was workable but the landscape services allocation was too expensive. Dir. Glass asked the Board if they were ok with HOAs

pursuing agreements with other landscapers especially where an extension of the district irrigation system would be worked on. The Board acknowledged that it would have to be an option. Dir. Glass noted that HOA water expenses were not listed in the packet and would require a meter to be billed. After some discussion, the Board agreed an agreement similar to the Roxborough Marketplace's agreement would be required for each HOA that was connected to the irrigation system. Dir. Glass recommended the Board offer to the HOAs to add a ballot issue when and if the District was holding an election to have voters decide if the District should maintain areas within the district that are owned by the HOA or Douglas County that have historically been maintained by the District. The Board agreed that option could be proposed to the HOAs.

C. Review and discuss Chatfield Farms planter project new estimates (enclosure).

Dir. Glass noted there was one new proposal for the Chatfield Farms planter wall which was about \$1,000 more than PST's changed proposal. Dir. Rubic noted he'd prefer the new vendor over PST due to poor performance. The Board agreed to wait for at least one more proposal from Peggy before making a decision.

D. Discuss repairs/maintenance of playground equipment throughout the District.

Dir. Prysby said she would try to get the vendor's information that she recommended.

E. Update and Status of various projects: softball field renovation; Airplane Park playground; turf replacement (xeriscape) project; Chatfield Farms Playground Spinner Equipment; bridge replacements.

Dir. Rubic noted that the softball field renovations were about to get underway. There were no other updates.

F. Discuss Landscape Maintenance and Snow Removal contracts.

Dir. Rubic brought up to the Board that CDI's snow bills were very high recently and thought it would be a good time to discuss whether the Board is happy with CDI and would like to continue their contract into 2025. Dir. Jensen noted that although the bills were high, CDI did have plenty of manpower out in the district for the recent snowfalls and had the appropriate equipment. After some discussion, the Board agreed to continue with CDI.

G. Discuss getting dog trash can lid replacements.

Dir. Glass noted one of the dog trash lids broke off and requested permission to buy and install a replacement. The Board directed Dir. Glass to proceed.

H. Update on CORE street lighting billing.

Dir. Glass updated the Board on CORE billing. He noted the rate change for the account in Community Park was already changed and the final bill for street lighting would occur at the end of 2024.

I. Discuss possible tax credit in 2025.

Dir. Hart discussed the desire to reduce taxes if HOAs were picking up some costs. Dir. Glass noted it would not be a good idea to reduce taxes specifically for that reason, but the Board should wait for the 10-year plan to be updated and implement a tax credit for any forecasted surplus. It was noted that the District still needs funding to temporarily perform services for the HOAs and may have to continue those services if voters end up approving the landscape and snow removal expenditures.

J. Discuss sending out a survey to residents.

Dir. Glass recommended implementing a survey, now that the new website is live, to poll residents on what they would like to see the metro district do or improve. This would be the first survey of two where the second survey would allow residents to respond to the proposals identified in the first survey. The Board agreed to start that process once the final website fixes have been completed.

K. Signage Committee Update.

Dir. Hart noted there were no new developments.

L. Environmental Committee Update.

Dir. Glass said the greenhouse ribbon cutting went well and he'd send over photos.

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

Dir. Rubic noted the little league stated the softball field was flooded during the prior weekend. The Board noted that it was expected to be soggy after so much rain.

IV. OTHER MATTERS

Dir. Jensen brought up the issue of a homeowner's discarded fence was laying down next to Village Circle West and asked the Board if we should remove it. Dir. Glass recommended asking Douglas County to remove it because it's their land and the District still has no formal maintenance agreement in place. He noted that if we send enough of these requests, Douglas County would be more willing to get that agreement in place. After some deliberation, the Board agreed with Dir. Glass' proposal.

Dir. Glass noted that the \$500 approved for the greenhouse sign ended up being too little and suggested a stone monument instead of a wooden sign since the cost wasn't much different. Dir. Jensen noted he was worried about graffiti on a stone sign. Dir. Glass asked the Signage Committee to come up with a proposal.

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 Jensen, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:58 p.m.

Respectfully submitted,
By: Travis C Jensen
Secretary for the Meeting