

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
MAY 15, 2024**

A Regular meeting of the Board of Directors (Board”) of Roxborough Village Metropolitan District (“District”) was convened on Wednesday, the 15th day of May, 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  
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)

Brenna Karamigios; 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 Glass, seconded by

Director Rubic, and, upon vote, unanimously carried, the Board approved the agenda, and the absence of Director Prysby was excused.

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**PUBLIC  
COMMENTS**

There were no comments.

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**CONSENT  
AGENDA**

The Board considered the following items on the consent agenda:

- January 9, 2024 Minutes
- March 20, 2024 Minutes
- April 4, 2024 Minutes
- April 9, 2024 Minutes
- April 17, 2024 Minutes
- April 30, 2024 Minutes

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic, and, upon vote, unanimously carried, the Board approved the Consent Agenda, as amended. March 20, 2024, April 4, 2024 and April 17, 2024 Minutes were amended.

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**CONTRACTOR/  
CONSULTANT  
REPORTS**

**CDI Landscape, LLC (“CDI”) Updates:** The Board discussed the following CDI landscaping updates.

1. Status of billing of the 20 hours of irrigation services- The Board approved the billing format presented by CDI.
2. Metal edging replacement- The Board had directed CDI to do District property only and not HOA property with the exception of Chatfield Farms. The Board noted that other edging has been done. The Board directed CDI to cease doing edging until further direction from the Board.
3. Irrigation system activation- All systems are up and running except when there is a main line issue. The Board would like to review areas of drip that were questionable regarding functioning. The Board requested a zone chart for the individual controllers so the Board can review days/times/frequencies.
4. The Board requested status of spring clean-up of flower beds and landscaped areas, including cutting back perennial grasses and removing accumulated leaves and branches; weed control; and aeration and fertilization. The Board expressed concern regarding the weeds in medians and in general.

**Landscape Improvement Proposals & Requests:**

Tree Installation: The Board deferred discussion at this time.

Smooth Brome Treatment: The Board deferred discussion at this time.

Patriot Pest Control: The Board discussed the May 2024 payment to Patriot Pest Control.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and, upon vote, unanimously carried, the Board ratified approval of the May 2024 payment.

Removal of Bushes: The Board discussed the request regarding the removal of bushes. The Board stated that this will be done as part of wildfire mitigation and will be a part of the Chatfield Farms area.

**Engineering Updates – Status of Permits for Bridge Replacement**: There were no updates at this time.

**FINANCIAL MATTERS**

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

Fund	Period Ending April 30, 2024
Total Claims	\$138,196.79

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic 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 April 30, 2024.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Glass, and upon vote unanimously carried, the Board accepted the unaudited financial report for the period ending April 30, 2024.

**Outstanding Invoices**: The Board discussed outstanding invoices from Diversified Underground. Director Glass will be reviewing the invoices to calculate how much on the invoices were due to delays in SDMS providing maps.

**LEGAL MATTERS**

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

Following discussion, upon motion duly made by Director Jensen, 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. SDMS confirmed that the District's changes to the Utility Easement have been submitted to CORE for review.

**Chatfield Farms 1A HOA:** The Board discussed the Attorney Ross' proposed amendment to the Conveyance Agreement with Chatfield Farms 1A HOA that provides for the sharing of proceeds from the sale of tracts north of Waterton Road.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Hart, and, upon vote, the motion carried with Directors Rubic, Hart, and Jensen voting in favor and Director Glass abstaining.

**Status of Records Management Manual:** Attorney Ross stated that his office is still preparing the proposed Records Management Manual.

**SB24-233:** Attorney Ross reviewed with the Board the adverse financial impacts of SB24-233, which the Governor signed into law on May 14, 2024.

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**AGENDA  
PRIORITIES**

**ADA Accessibility Survey for Community Park:** The Board discussed the ADA Accessibility survey for Community Park. The Board discussed options and asked consultants to do more research.

**Chatfield Farms Planter Project Proposals:** The Board deferred discussion at this time.

**Revised HOA Cost Allocation:** The Board discussed the revised HOA cost allocation for maintenance services, and communication. The Board conferred and discussed with legal counsel questions that arose from the April 30, 2024, Board-Only meeting. Questions included: consideration of having a ballot issue for voters to decide on whether the District should maintain areas within the District that are owned by an HOA or Douglas County that have historically been maintained by the District at an upcoming election, and deferring action on any cost allocation taking effect until such election. The Board discussed options and will continue to discuss.

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**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.

**Status of Identifying Vendor for General Repairs:** The Board discussed the status of identifying vendor for general repairs. No action was taken at this time.

**Status of Softball Field Renovation:** The Board discussed the status of the softball field renovation. The work has been completed and they are waiting for the grass to be re-established.

**Update on Community Park Restroom Cleaning Services:** The Board discussed the community park restroom cleaning services. The Agreement has been signed and the bathrooms are scheduled to open next week.

**Xeriscape/Turf Removal Project:** The Board discussed the xeriscape/turf removal project. The grant application has been submitted and the Board will be requesting additional proposals for the work.

**Chatfield Farms Playground Spinner:** The Board discussed proposals for replacement of the Chatfield Farms Playground Spinner. The information has been requested and SDMS is following up weekly.

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**DIRECTOR  
MATTERS**

**District Signage/Committee Update:** No update.

**Environmental Committee Update:** Director Glass is ordering items to be added to the greenhouse.

**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. He is working with them regarding the process.

**Asphalt Repairs/Replacement Between Red/Blue Mesa:** The Board deferred discussion at this time.

**Other:** None.

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**PUBLIC  
COMMENTS/HOM  
EOWNER  
REQUESTS**

None.

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**ADJOURNMENT**

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

Respectfully submitted,

By: *Travis C Jensen*

Secretary for the Meeting