

**ROXBOROUGH VILLAGE METROPOLITAN
DISTRICT**

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SPECIAL MEETING MINUTES JUNE 4, 2024

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Mark Rubic	President	2025/May 2025
Debra Prysby	Vice President	2027/May 2027
Ephram Glass	Treasurer	2027/May 2027
Travis Jensen	Secretary	2025/May 2025
Mat Hart	Assistant Secretary	2025/May 2025

Meeting was called to order by Director Rubic at 6:02 pm. Quorum present with Directors Rubic, Glass and Jensen present in person and Director Prysby remote. Director Hart joined remotely at 6:18 pm.

I. ADMINISTRATIVE MATTERS

- A. Disclosure of Potential Conflicts of Interest. *No new conflicts disclosed.*
- B. Additions/Deletions/Approval of Agenda. *Motion to approve agenda with no changes made by Director Glass, Seconded by Director Prysby, approved by vote 4-0.*

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

- A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. Questions may be asked of the Board but will not be answered at this time. Please refer to the Meeting Code of Conduct for additional guidelines: <https://www.roxboroughmetrodistrict.org/2022-meetings>

No members of the public present.

III. BOARD DISCUSSION MATTERS

- A. Discuss ADA Accessibility for Community Park for the parking lots, area for the new playground and other areas to include tennis courts, skate park and

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basketball court. It was noted District's Counsel did additional research revealing that minor repairs don't require full ADA compliance. The District can also make ADA improvements without having to fully comply with the full ADA requirements. Director Rubic to forward the email from counsel to the Board. Farnsworth will work on a drawing for the asphalt vendor to use in providing an estimate if the Board determines to regrade.

B. Discuss HOA cost allocation for maintenance services letters and calculations and options as to whether to send out letters to the HOA's, or hold off pending a ballot measure in May 2025. The Board discussed revising the letters to make them more of an informative message of what each HOA would be required to contribute for landscaping, snow removal, etc., that the District currently provides at no cost in order for the District to comply with TABOR. The Board also discussed the idea of adding the measure to the upcoming May 2025 ballot with the District continuing current services until that election. Depending on the outcome of such an election, services would either be voted to be covered as they have been or voted down requiring each HOA to be responsible for maintenance. The HOAs could either opt-in to reimburse the District for continued maintenance or take on the maintenance themselves. The Board will review this with Legal Counsel and get input. This item will be added to the regular June meeting agenda.

C. Discuss the need to replace the locks on the Community Park Restrooms in order to have them open this summer. Locks are working now. Lock at 9 pm, and open at 7 am. Will continue to monitor.

D. Discuss the condition of the pedestrian bridge near Rampart Way and replacement options. (enclosure). The Board discussed this item and will request SDMS get quotes for replacement of the bridge, possibly similar to those in Chatfield Farms (which use the Continental manufacturer). Any bridge should support a golf cart and be more substantial than the current bridge. The Board will want detailed information on where Farnsworth is with the permit process for bridge replacements.

E. Discuss Chatfield Farms planter project new estimates, if available. (enclosures). No updates available. The Board will need something from SDMS for the regular June meeting. Director Rubic will reach out to SDMS to see what additional vendors have been contacted and, if needed, try to obtain additional estimates.

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- F. Discuss repairs/maintenance of playground equipment throughout the District. Updates, if any, from vendor information that has been provided to SDMS to contact. No updates available from SDMS. Director Rubic will reach out to SDMS to see if they have more information on the suggested vendors. Director Prysby noted that she has misplaced the contact that she may have had.
- G. Discuss Landscape Maintenance conditions (beauty band mows, fence line mows, sidewalk edging, weeds, etc.) throughout the District. Most things have been taken care of this week. CDI still needs to complete Village Circle West by the hogback trail and areas in Community Park as well as follow the 20-foot rule. The Board needs to convey to CDI that moving forward, they cannot wait until the grass is hip-high before mowing. Director Rubic will remind SDMS to contact Douglas County to mow their areas along Rampart Range Road. Director Rubic will photograph and send to SDMS and CDI the areas noted above that were missed and offer to CDI to ride around and point out what was missed next time they are out. Board discussed the condition of the renovated Softball field. The Board gave direction to Director Rubic to buy and spread grass seed/fertilizer.
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- H. Discuss next steps for a maintenance agreement with Douglas County for medians and roadsides. (enclosure). The Board determined to have Legal to draft something that incurs less liability onto the district than the county's standard agreement. Director Rubic will convey this direction to Legal Counsel.
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- I. Discuss the condition of the windscreens at the tennis courts and the proposals provided by the vendor (GSM). (enclosures). The Board discussed this matter and determined it was not cost effective to continue to maintain the wind screens. Board directed Director Rubic to have SDMS contact GSM to take the screens down and dispose of them.
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- J. Discuss the use of paid/unpaid volunteers to assist with upkeep of the District (weeding, beauty band mowing, other small projects) and/or hiring an employee. Deferred. The Board did authorize Director Glass to reach out to Legal Counsel with questions.
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- K. Discuss a concern from a resident about two trees adjacent to their property in Douglas County owned area along VCW. (enclosure). The Board noted that the trees are on Douglas County property. Since the Board is still working on an agreement with Douglas County on maintenance in such areas and since the trees do not meet the threshold for pruning, the Board will not take any action. Director Rubic will convey this to SDMS and have them respond to the

homeowner suggesting that the homeowner may want to reach out to the county.

- L. Update and Status of various projects: condition/progress of the completed softball field renovation; Airplane Park playground timetable; turf replacement (xeriscape) project; Chatfield Farms Playground Spinner Equipment. No updates from SDMS at this time. Director Rubic will request information from SDMS on where they are on obtaining information on the playground spinner.
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- M. Discuss Invoice #2014117 from CDI for the cost of locating and marking the sprinkler heads in the softball field area that was renovated and CDI's response to the concern raised that the amount seemed high. (enclosures). The Board discussed this matter and determined the invoiced amount for the work was excessive. The Board agreed that a more reasonable amount would be two hours for marking the sprinklers, one hour for the bench repair. The Board will inform CDI of its determination at the regular June meeting.
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- N. Discuss handyman invoices submitted for "fixing" the greenhouse. Director Glass discussed this invoice and noted that SDMS has already rejected this invoice. Director Glass explained the handyperson did more damage than good and that he will follow-up with Legal on the District's responsibility.
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- O. Discuss having a board member assemble a "brochure" of picnic tables and benches so the board can discuss a design aesthetic for future replacements. The Board determined that this is a good idea and Director Hart volunteered to look into some options.
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- P. Discuss obtaining proposals to add or adjust swales near the soccer field, basketball court, and elsewhere. The Board directed Director Glass to reach out to Keeson, the vendor that did the original work at the soccer field area, for an estimate to make improvements to the swale by the soccer field. The Board determined to defer any action for the area near the basketball court pending action on the playground and accessibility finalization.
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- Q. Discuss using pay-for-performance goals for contractors. The Board had some discussion on how to ensure contractors meet contract requirements, tabling additional discussions for now.
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R. Update and discussion on the broken electrical line under Rampart Range Rd. Director Glass informed the Board that the section of Rampart Range Road near the electrical line break will not be fixed until 2026, thus no rush to fix the line at this moment.

S. Discuss asking the sheriff to enforce state noise laws (CRS § 25-12). Director Glass brought up a state law dealing with noise that he thinks may apply to road noise. The Board offered that Director Glass consult with Legal for an opinion.

T. Signage Committee Update. No updates. Directors Prysby and Hart will try to meet next Friday, June 14th.

U. Environmental Committee Update. Director Glass informed the Board he will get shade cloths for the greenhouse. He stated there are no quotes yet for the extra irrigation. He stated he is hoping to meet with the designer for the xeriscape project so we can transplant appropriately.

V. Review lists of current approved and requested community permits, if any. (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.) Assuming response was sent for the 5.20 request for 6.4/6.5

IV. OTHER MATTERS

* June meeting is currently scheduled for June 19th (a holiday) that has the library closed. The Board looking at calendar dates decided the preferred rescheduled date is to move the meeting to June 26th and conduct it by Zoom only. Director Rubic to inform SDMS.

* Director Hart mentioned the Douglas County ordinance on solicitors and recommended that information on this be placed on the District's webpage. The Board agreed. Director Rubic to inform SDMS to draft something for the webpage.

*Board reviewed information that was shared by Gemsbok that it reviewed with the auditor regarding Chatfield Farms agreement and surplus/deficit tracking. The Auditor proposes we remove this long-term liability from the audited financials. The auditor would have to include a note as to why this is being removed in this year's audit – they will allow us to contribute to the verbiage being used, but then it would not have to be addressed in future audits. We would continue to track everything as we are through the end of the contract. The Board agreed to the proposal. Director Rubic will inform Gemsbok.

* The Board discussed the new tree proposals. Director Glass stated that he has identified a contractor that is much cheaper than the other two that we have received. The Board determined to go with that vendor and have Director Glass to inform SDMS and Legal for the

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required contract. The Board was fine with trying two or three fruit trees.

* The Board revisited item J. The Board determined it would be best to get Legal's input about the feasibility of carrying volunteer insurance. Director Glass to discuss this with Legal.

* Director Rubic noted that the Operations Committee received drafts of the records maintenance documents from Legal. He had asked these be forwarded to the Board members by SDMS but that has not been done He will forward the documents and tentatively the Board will put this on the July meeting agenda.

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

No members of the public were present.

VI. ADJOURNMENT

On a motion by Director Prysby, Seconded by Director Jensen, The Board unanimously adjourned the meeting at 7:58pm.

Respectfully submitted,

By: *Travis C Jensen*

Secretary for the Meeting