

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
JUNE 26, 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 26th day of June, 2024 at 6:00 p.m. 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, President
Debra Prysby, Vice President
Ephram Glass, Treasurer
Travis Jensen, Secretary
Mat Hart, Assistant Secretary

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)

Joanna Waldenmyer, Homeowner

**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 Prysby, and, upon vote, unanimously carried, the Board approved the agenda.

PUBLIC COMMENTS

There were no comments.

Homeowner Correspondence - Irrigation and Tennis Concerns: The Board reviewed concerns regarding tennis court usage and discussed options to address the concerns.

CONSENT AGENDA

The Board considered the following actions:

- May 15, 2024 Minutes
- June 4, 2024 Minutes

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

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

1. Review Monthly Report.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the Monthly Report and mowing as recommended by Ark Ecological along Rampart Range for an amount not to exceed \$2,000.00.

2. Mr. Draper discussed the steps for obtaining all the materials needed to complete the location work and invoice #2014117 from CDI for the cost of locating and marking the sprinkler heads in the softball field area that was renovated.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved invoice #2014117 and authorized the removal of the debris on the soccer field.

Engineering Updates – Farnsworth: The Board discussed the status of permits for bridge replacement and updates on the drawing for the asphalt vendor to use in providing estimates to aid in ADA upgrade decisions.

FINANCIAL MATTERS

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

Fund	Period Ending May 31, 2024
Total Claims	\$99,836.22

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.

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

LEGAL MATTERS

Maintenance Agreement with Douglas County: The Board discussed the Maintenance Agreement with Douglas County for medians and roadsides. It was noted that Attorney Duke is working on the agreement based on the agreement that the County used in a similar circumstance.

Intergovernmental Agreement for Use of Foothills Park and Recreation District Recreation Amenities: The Board discussed the updated Intergovernmental Agreement for use of Foothills Park and Recreation District’s recreational amenities. Foothills’ Executive Director Hopp had some additional questions. The Board directed SDMS to set up a meeting with Executive Director Hopp and Director Glass.

CORE Request for Easement: The Board discussed CORE’s request for easement. Director Rubic will be signing and finalizing the Easement Agreement.

Chatfield Farms 1A HOA: The Board discussed the amended Agreement by Chatfield Farms 1A HOA for land sales revenue sharing with regard to conveyance of tracts north of Waterton Road. Attorney Duke will be reviewing the deeds conveying the property.

Status of Document Retention and Destruction Manual: The consensus of the Board was to consider this item at the July meeting.

Handyman Invoices for Greenhouse Work: The Board discussed the poor workmanship that actually damaged the structure rather than correcting the problem. Attorney Ross suggested advising the handyman of the unsatisfactory work and the District’s intent not to pay the outstanding invoices. Board agreed

with the recommendation. District Manager Ripko will advise the handyman of the Board's decision.

Pre-submittal Meeting with Douglas County regarding the Executive

Homes detention pond: Director Glass updated the Board on the pre-submittal meeting with Douglas County regarding the Executive Homes detention pond off of Silvercliff Lane silting up.

**AGENDA
PRIORITIES**

ADA Accessibility Survey for Community Park: The Board discussed the ADA Accessibility survey for Community Park.

Notice to HOAs on Payment for Maintenance Services: The Board discussed the possibility of conducting an election to determine whether the District's residents want the District to continue providing certain HOAs free maintenance services. Attorney Ross will revise the letters to the HOAs consistent with the Board's discussion.

**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 re: May 2024 Roxborough Village Resident Use. The Board requested Gemsbok Gemsbok provide reports that will alert the Board when two-thirds of the budgeted cap has been expended.

General Updates Regarding Ongoing Projects or Activity: The Board discussed the General Updates.

- Update and Status of Airplane Park Playground. It is scheduled for the first week of August.
- SDMS gave an update on Update and Status of identifying vendor(s) for general repairs and maintenance of existing playground equipment.
- Update Chatfield Farms Planter project proposals. The Board deferred discussion at this time.
- Update and Status of the softball field renovation. This Project is complete.
- Update on obtaining quotes/estimates for replacement of the Rampart Way bridge, like those in Chatfield Farms. No action was taken.
- Xeriscape/Turf Removal project update. The Board requested additional proposals.
- CDI's proposal to remove smooth brome from landscaped areas at a cost of \$3,814.26. At the recommendation of legal counsel, the Board directed

SDMS to let CDI know that the smooth brome removal falls under the standard contract terms and should be removed without additional payment from the district

- Ark Ecological already completed work to remediate the erosion in Community Park behind 7634 Rampart Way at a cost of \$968.55. Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the work Ark Ecological has completed to remediate the erosion in Community Park behind 7634 Rampart Way at a cost of \$968.55.
- Funds to purchase a new sewage grinder for the Community Park bathrooms including ancillary equipment. No action was taken.

DIRECTOR MATTERS

Hiring Part-time/Full-time Employee(s): The Board discussed whether the District should hire a part-time/fulltime employee(s) to perform general administrative functions, site oversight and community liaison, light maintenance and/or minor repairs. The Board directed Attorney Ross and District Manager Ripko to provide a summary of the actions the Board would need to take to hire an employee and the associated costs.

Proposals for Replacement of Chatfield Farms Playground Spinner: The Board deferred discussion on this topic to the July Board meeting.

Proposals to Add or Adjust Swales Near Soccer Field: The Board deferred discussion on this topic at this time to the July Board meeting.

JPL Cares Proposal: The Board reviewed JPL Cares’ proposal to extend irrigation in the greenhouse at a not-to-exceed cost of \$2,000.00.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Prysby, and upon vote unanimously carried, the Board approved JPL Cares’ proposal to extend irrigation in the greenhouse at a not-to-exceed cost of \$2,000.00. Attorney Ross will prepare an appropriate contract.

District Signage/Committee Update: The Board deferred discussion on this topic to the July Board meeting.

Environmental Committee Update: The Board deferred discussion on this topic to the July Board meeting.

Other: None.

PUBLIC COMMENTS/HOMEOWNER

None.

REQUESTS

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Prysby, seconded by Director Glass, and upon vote, unanimously carried, the regular meeting was adjourned at 8:32 p.m.

Respectfully submitted,

By: Travis C Jensen
Secretary for the Meeting