

RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
TUESDAY, AUGUST 16, 2022

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, August 16, 2022 at 6:00 p.m. at Douglas County Library – Roxborough, 8357 N. Rampart Range Rd. #200, Littleton, Colorado, 80125 and by Zoom. The meeting was open to the public.

**ATTENDANCE**

**In Attendance were Directors:**

Mat Hart, President  
Ephram Glass, Vice President  
Mark Rubic, Treasurer  
Travis Jensen, Secretary  
Calvin Brown, Assistant Secretary

**Also in Attendance were:**

Anna Jones and Gina Karapetyan; CliftonLarsonAllen LLP (“CLA”)  
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Dino Ross; Ireland Stapleton Pryor & Pascoe, PC  
Marcia Pryor and Dennis Bedford; BrightView Landscape Services  
Guy Patterson; Timberline District Consulting LLC  
Colleen Itzen; Resident at 7096 Red Mesa Drive  
Joanna Waldenmeyer; Resident at 8106 Eagleview Drive  
Debbie Prysby; Resident at 7722 Kyle Way

**ATTENDANCE**

**Call to Order:** The meeting was called to order at 6:02 p.m. by Director Hart.

**Quorum, Director Qualifications, Disclosure Matters:** A quorum was declared present. No new conflicts were disclosed.

**Agenda:** Ms. Jones reviewed the Agenda with the Board. Following discussion, upon a motion duly made by Director Glass, seconded by Director Jensen and, upon vote, unanimously carried, the Board approved the Agenda, as presented.

**Public Comment and/or Guests:** Guy Patterson with Timberline District Consulting LLC introduced himself to the Board.

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Joanna Waldenmeyer, resident, addressed the Board regarding the damaged fence. She also asked about the tennis court signage and fence maintenance.

She also asked for use of the District's sign posts to continue to post community and school events for the Parent Teacher Involvement Committee (PTIC). Following discussion, upon a motion duly made by Director Rubic, seconded by Director Glass and, upon vote, unanimously carried, the Board approved the use of District posts for signage related to the PTIC.

### CONSENT AGENDA

**Minutes from July 11, 2022 special Board meeting, July 19, 2022 special Board meeting, July 28, 2022 special Board meeting August 2, 2022 special Board meeting, August 4, 2022 special Board meeting:**  
**Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims:**  
**Bailey Tree Monthly Report:**

Ms. Jones reviewed the Consent Agenda with the Board. The Board discussed changes to be made to the July 11, 2022 and July 19, 2022 minutes.

Following discussion, upon a motion duly made by Director Hart, seconded by Director Jensen and, upon vote, majority carried, the Board approved the Consent Agenda, as amended. Director Rubic opposed.

### FINANCIAL MATTERS

**June 30, 2022 Unaudited Financial Statements:** Director Rubic asked questions about the financial statements to which Ms. Karapetyan answered satisfactorily. Following discussion, upon a motion duly made by Director Hart, seconded by Director Brown and, upon vote, unanimously carried, the Board accepted the June 30, 2022 Unaudited Financial Statements.

**Insurance Claim for Tree Damage Loss in Storm:** Ms. Jones provided an update to the Board regarding the insurance claim for tree damage loss in a recent storm.

**Reimbursement for Main Line Repairs:** Attorney James reported on the status of the reimbursement for main line repairs.

**Other:** The Board discussed invoices from Metco Landscaping that are pending payment. Following discussion, upon a motion duly made by Director Rubic, seconded by Director Glass and, upon vote, unanimously carried, the Board determined not to pay any outstanding invoices at this time and until a reconciliation.

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### ACTION ITEMS

**Follow Up Discussion for Attorney Selection:** Attorney Ross indicated he has a scheduling conflict for the District's regular meetings and is not comfortable representing the Board. Discussion ensued. The topic was tabled until the August 17, 2022 Board meeting.

**RFPs for Management, Accounting, Payroll and Engineering:** The Board discussed updating the deadline for submitting proposals for engineering services to August 25, 2022 at 4:00 p.m. CLA will expand the list of firms to send the RFP directly to.

**Contract with BrightView Landscape Services through October 31, 2022 in an amount not to exceed \$50,000:** Following review, upon a motion duly made by Director Glass, seconded by Director Jensen and, upon vote, unanimously carried, the Board ratified approval of the contract with BrightView Landscape Services through October 31, 2022 in an amount not to exceed \$50,000.

**BrightView Landscape Services Update:** Mr. Bedford reviewed his report with the Board. Mr. Bedford requested CLA remove the BrightView emergency number from the website, direct all emergency calls to the District Manager and remove all information related to Metco Landscaping.

**Fence Repairs in Roxborough Village First:** The Board discussed and determined to approve the fence damage caused by Metco Landscaping be reimbursed in an amount not to exceed \$500.00.

The Board requested an estimate for the split rail fence repairs. Ms. Waldenmeyer will provide the estimate to Director Hart for approval, pending Attorney James provision of clarification regarding legal implications.

**Bailey Tree Proposal to Remove Trees Behind Red Mesa Court in the amount of \$7,500.00:** This item was tabled until the August 17, 2022 Board meeting.

**Bailey Tree Proposal to Remove Leaning Tree in the amount of \$2,225.00:** Following discussion, the Board determined no action should be taken.

**Other:** None.

### LANDSCAPING MATTERS

**Procedure regarding Dragging and Striping the Softball Field:** Following discussion, upon a motion duly made by Director Rubic, seconded by Director Glass and, upon vote, unanimously carried, the

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Board approved the softball league to prepare, drag and stripe fields throughout the remainder of their permit. Attorney James will update the agreement to reflect this action.

**Incomplete Metco work:** This item was previously discussed.

**Community Park sidewalk / path stone / rock installation and safety corrections:** This item was not discussed.

**Tire rut repair in Community Park (seeded area issues):** This item was not discussed.

**Correcting mulch volcano correction:** This item was not discussed.

**New trees are dying and need supplemental watering:** This item was not discussed.

**Playgrounds need additional wood chips:** Following discussion, the Board determined further exploration is needed and will appoint a committee at a later date.

### **Other.**

## **DIRECTOR MATTERS**

**Environmental Committee:** Director Glass reviewed the Environmental Committee report with the Board.

**Forming Wildfire Mitigation Committee:** Following discussion, upon a motion duly made by Director Rubic, seconded by Director Hart and, upon vote, unanimously carried, the Board formed the Wildfire Mitigation Committee and appointed Directors Brown and Glass to serve on the Committee.

**Tree Inventory Update:** Director Glass provided an update regarding tree inventory to the Board.

**Playground Removal, Replacement, Repair and Maintenance Search:** Director Glass will attend at PTIC to discuss the status of playgrounds. Director Rubic will research other vendors to assist in playground matters.

**Repair/Replacement of Remaining Deteriorated Concrete Paths:** This item was not discussed.

**Roxborough Water Staging Area Issues:** Attorney James requested photos to share with Roxborough Water and Sanitation District and will notify them to scale back their staging operations.

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**Other:** None.

**MANAGER MATTERS**     **Revised Mosquito Contract:** This item was not discussed.

**Tennis Court Cleaning Contract Renewal:** This item was not discussed.

**Other:** None.

**LEGAL MATTERS**     **Final Water Due Diligence Filing and Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) and for the Purpose of Receiving Legal Advice on Special Legal Questions, if requested:** No action was taken.

**Update on Conflict of Interest Questionnaire:** This item was not discussed.

**Possible Payment to Scott Snow:** This item was not discussed.

**Ireland Stapleton's availability to attend Board meetings on the first Monday, fourth Monday, any Wednesday, first Thursday, third Thursday or fourth Thursday of each month:** This item was previously discussed.

**Other:** None.

**OTHER BUSINESS**     **Quorum and Location for September 20, 2022 Regular Meeting:**  
A quorum was confirmed for the August 17<sup>th</sup>, August 23<sup>rd</sup> and August 25<sup>th</sup> Special Board Meetings.

**ADJOURNMENT**     There being no further business to come before the Board, upon a motion duly made by Director Brown, seconded by Director Glass and, upon vote, unanimously carried, the Board adjourned the meeting at 8:35 p.m.

Respectfully submitted,

By: Mathew Hart  
Mat Hart, President

Attest:

By: Travis C Jensen  
Travis Jensen, Secretary