

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD September 12, 2023

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened Tuesday, the 12th day of September, 2023 at 6:00 p.m. at the Roxborough Library, 8357 N Rampart Range Road, #200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

Directors in Attendance Were:

Mark Rubic
Debra Prysby, arrived 6:08
Mathew Hart
Ephram Glass
Travis Jensen

Also, In Attendance Were:

None

CALL TO ORDER

At 6:02 p.m. the meeting was called to order.

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. Director 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.

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ADMINISTRATIVE MATTERS

Agenda: Director Rubic reviewed with the Board the proposed Agenda for this Special Meeting. Motion made by Director Jensen, second by Director Glass, the agenda was approved 4-0.

PUBLIC COMMENTS / HOMEOWNER REQUESTS

There were no members of public present and thus no public comment

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BOARD DISCUSSION MATTERS

A. Discuss status of replacement of playground equipment including any updates from engineer on accessible areas and footprint: Nothing new from SDMS regarding airplane park. Working on getting a contract in place to do the work. Hoping for more info next week.

Playground grant proposal is delayed, needs to move back to the top of SDMS priority list.

Farnsworth survey - follow-up discussion scheduled Wednesday next week before board meeting to review the perceived gaps in the provided survey proposal (Director Glass will also try to talk to them at the SDA Conference).

As for ADA compliant port-a-potties, Boars discussed these should be investigated after it is determined where the playground location and ADA compliant path(s) will be located. For Chatfield Farms - could look to see if one fits and possibly do both at the same time.

B. Discuss Budget Preparation/Timeline and Board Priorities/Identify Capital Projects for 2024:

Gembok has not yet provided any date. Board Priorities: Director Glass - Wildfire mitigation, hogback trail, southern cement

creek crossing, block informal Chatfield Farms path, intake pipe at Crystal Lake;

Director Jensen - sidewalks, playgrounds, rubberized coatings; Director Rubic Mark - Irrigation intake repair and pump(s) replacement, Irrigation/mainline

replacement/upgrade, sidewalk repair/replacement, softball field repair,

more ADA compliance items, parking lot replacement/improvements, bridge

replacements (south creek & rickety). [A suggestion was made to have SDMS seek pump replacement cost details from Arvada pump. Board also discussed making contact with Chavez for estimates on concrete

path repairs.]; Director Prysby - fire mitigation, south creek crossing, playground replacement schedule,

irrigation (replace instead of patch), xeriscaping landscaping along Village Circle West, ADA compliance

and upgrades should be in all decisions; Director Hart - improvements/maintenance to what we have, operational improvements to the district

Board discussed reviewed Budget model - forecast of what revenues would look like and what if Proposition HH passes. Director Rubic stated he asked Gembok to prepare budget forecasts using the assumption Proposition HH passes since this will be most conservative revenue estimates for the District. The Board reviewed model and its assumption of a 5% markup on current expenses. Directors Rubic and Glass will update spreadsheet and have it sent to other Board members for their review and edits. Board plans to discuss and define a timeline at next week's meeting.

C. Updates on Game-Set-Match Inc replacement of net and installation of windscreen and court striping.

It was noted both courts are now striped, and both nets are new. Still waiting on the windscreens to be installed. Was mentioned we should possibly wait until spring, however, with the delay we have had in getting this completed Board's opinion was to have it completed as soon as vendor can.

D. Review any proposals for repairing damage and issues at Community Park restroom building.

Reviewed proposal from PST for \$1849 for new signs, soap dispensers, air freshener, urinal cleanup, tighten women's toilet base. Still haven't gotten the skylight fix proposal approved yet, waiting on correct lighting.

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Board discussed holding off on the pump box for now and approving the bathroom cleanup after the skylight repair. Director Glass to ask SDMS to follow up with PST on missing proposals.

E. Discuss fixing the volleyball court. Deferred, no new information.

F. Updates on Chatfield Farms planter facade replacement and electrical fixes on Rampart median. Deferred, no new information.

G. Discuss getting quotes to fix concrete paths in the district. No new information on getting cost estimates from Chavez. Director Glass to reach out directly to Chavez – estimates and what can be done with remaining weather.

H. Identify and Discuss any Additional Projects to Complete for 2023. The Board discussed getting the remaining outstanding estimates from PST, looking at concrete repairs as discussed previously, Farnsworth's items and completing any approved contract items.

I. Discuss who wants to be on the sign committee. Directors Hart and Prysby stated their interest.

J. Update on the drainage issues caused by Douglas County. Was confirmed that Douglas County (DC) was the entity that is involved in the drainage matters. Director's Glass's communications on this did not go out to the board. Meeting with Commissioner and DC staff confirmed DC were in the wrong, should have notified District of any planned activity, should not have been on HOA land. Question of can they look into connecting the stormwater/drainage of the Silvercliff area to nearby stormwater sewer is that they can look into it. The District's legal counsel is working on getting them to agree to the mitigation. Director Glass has reached out to the concerned homeowners. Director Glass also shared his discussions about safety on Waterton Road with Commissioner Thomas more understanding, with both sensitive concern about safety in the area. Director Glass shared his idea on the Highline to Waterton portion where you could separate the pedestrian part of road widening future project and can apply for grant money from state. Thoughts are to get all parties involved for kickoff meeting sometime next year.

K. Discuss how to fairly maintain HOA owned tracts considering TABOR rules. If we're going to provide maintenance - should we charge? Nominal fee versus fair market value?

L. Discuss and update from meeting with Douglas County and Commissioner Lora and Operations Committee concerning safety concerns along Waterton Road. Covered above within Director Glass's 3J update.

M. Discuss priorities needed to be conveyed to CDI for Landscape Maintenance. Deferred.

N. Update on any Community Park Restroom cleaning. No update until we close it for the season.

O. Discuss/Consider use of ADA compliant port-a-potty units at Community Park and Chatfield Farms. This item was covered earlier in the meeting.

P. Review lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.). No new permits.

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Q. Review/Discuss revised tree fertilization proposal. Hope to have more information/detail by next week's meeting.

R. Review action spreadsheet. Deferred.

S. Approve Gemsbok and SDMS to update the capital contributions for Chatfield Farms. Need to get some more detail on this matter. Discuss further at next week's meeting.

OTHER MATTERS

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Community Service volunteers -

Director Jensen shared update on the high school volunteers needing work and that District could explore offering volunteer opportunities. Board members have a good list of items or activities of what volunteers could do to help. Director Jensen will get more contact information. Board will seek District legal Counsel opinion/input/drafting on a short waiver form.

RFP Handyperson

Director Rubic provided draft RFP for handyperson for Board review.

CORA Request

Directors Rubic and Glass shared Legal Counsel opinion of an analysis of request, responsive documents collected and a revision of the appropriate spent collecting the documents to be 7 hours (1 free). The Board is good with that approach.

Correspondence Received

Information was provided that Legal Counsel received responses to recent letters sent concerning unauthorized activity on District property and that no further action on our end is needed.

SDMS checking Foothills Bills

Director Glass informed Board that moving forward he take over this responsibility.

No members of the public were present.

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 8:02 p.m.

Respectfully submitted,

By: Travis C Jensen Secretary for the Meeting

RVMD 09.12.23