

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

8390 E. Crescent Pkwy, Suite 300
Greenwood Village, CO 80111
303-779-5710

SPECIAL BOARD MEETING AGENDA

DATE: October 20, 2020

TIME: 6:00 p.m.

LOCATION: Given current events and current advice and directives from local, state and federal jurisdictions related to COVID-19, this meeting is being held by teleconference and virtual meeting only.

Board members, consultants and members of the public may participate by teleconference or by computer/tablet by utilizing the following information:

- ACCESS:**
1. To attend via Zoom Videoconference, use the link:
<https://us02web.zoom.us/j/83302593586?pwd=c1RUYNVUWmtsNzBCRVRRVEIblhkQT09>
 2. To attend via telephone, dial 346-248-7799 and enter the following additional information:
 - a. Meeting ID: 833 0259 3586
 - b. Passcode: 864921

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Calvin Brown	President	May, 2023
Debra Prysby	Vice President	May, 2022
Ephram Glass	Treasurer	May, 2023
Edward Wagner	Secretary	May, 2022
Garry Cook	Assistant Secretary	May, 2022

I. CALL TO ORDER

II. DECLARATION OF QUORUM/DIRECTOR QUALIFICATIONS/DISCLOSURE MATTERS

III. APPROVE AGENDA

IV. PUBLIC COMMENT and/or GUESTS

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.

V. CONSENT AGENDA (5 MINUTES)

(Note: All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of these items unless a Board member or a member of the audience so requests.)

- A. Consider Approval of the September 15, 2020 Special Meeting Minutes (enclosed)
 - B. Review and Accept the Cash Position and Property Tax Schedule for September (enclosed)
 - C. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosed)
-
-

VI. FINANCIAL ITEMS

- A. Other
-
-

DISCUSSION AGENDA

VII. DIRECTOR ITEMS (10 minutes)

- A. Environmental Committee Update (enclosed)
-
-

- B. Other
-
-

VIII. MANAGER MATTERS (30 MINUTES)

Master Plan

- A. Feasibility Follow-Up

- i. Feasibility Study Follow-Up by Kimberly Armitage (enclosed – Phase 2 proposal)

- ii. Communications Follow-Up by Ben Kelly (enclosed)

- iii. Update on Newsletter

- B. Spillway Follow-Up

- i. Spillway Schedule, Budget and Materiality and Follow-Up (enclosed)

- C. Update on Resident Request for Playground (to be distributed)

- D. Other

IX. LEGAL MATTERS (10 MINUTES)

- A. Update Regarding Final Water Due Diligence Filing and Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) and for the Purposes of Receiving Legal Advice on Specific Legal Questions, if requested

- B. Update on Emergency Disaster Declaration

- C. Update on Imperial Park Use (to be distributed)

D. Update on Drone Use (enclosed)

E. Update on Jared Way Sunset Patio (to be distributed)

F. Other

X. ENGINEERING MATTERS (10 MINUTES)

A. Update on CDR Contract for Dugout

B. Update on Irrigation Design and Next Steps and Controllers (enclosed)

XI. LANDSCAPING MATTERS (10 MINUTES)

A. Bailey Tree Update via Written Enclosure (enclosed)

i. Bailey Tree Proposal for Comprehensive Tree Services (enclosed)

B. Metco Landscape Report – Bill Barr (enclosed)

C. Review and Consider Approval of Proposals

ii. Metco Proposal for Fall Tree Plantings (enclosed)

- iii. Metco Proposal for Holiday Lighting Installation (enclosed)
-
-

- D. Other
-
-

XII. OTHER BUSINESS (5 MINUTES)

- A. Confirm Quorum for November 17, 2020 Special Meeting via Zoom.
-
-

XIII. ADJOURNMENT

2020 Meeting Calendar
3rd Tuesday of Every Month
Roxborough Library
West Metro Fire Station No. 15
Virtual – Details on Notice

JANUARY

S	M	T	W	T	F	S
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FEBRUARY

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MARCH

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APRIL

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MAY

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31						

JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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29	30					

DECEMBER

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RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

HELD

Tuesday, September 15, 2020

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, September 15, 2020 at 6:00 p.m. via ZOOM. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Garry Cook
Ephram Glass
Ed Wagner

Also in Attendance were:

Anna Jones & Nic Carlson; CliftonLarsonAllen LLP
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Bill Barr; Metco Landscaping
Steve Bailey & George Beidenstein; Bailey Tree
Todd Wenskoski; Livable Cities Studio
Ben Kelly; Strategic Communications Consultant
Aaron Spratling; Front Range Church

CALL TO ORDER

The meeting was called to order at 6:04 p.m.

**DECLARATION OF
QUORUM/DIRECTOR
QUALIFICATIONS/
DISCLOSURE MATTERS**

Director Brown declared a quorum was present. No new conflicts were disclosed.

APPROVE AGENDA

Upon a motion duly made by Director Cook, seconded by Director Glass, and upon vote unanimously carried, the Board approved the agenda as amended.

**PUBLIC COMMENT and/or
GUESTS**

Pastor Aaron Spratling from Front Range Church discussed his ideas to celebrate Halloween as a community. The Board discussed that it was acceptable to post the church’s community plans on the website and to include the information in the next District newsletter.

RECORD OF PROCEEDINGS

CONSENT AGENDA

- A. Consider Approval of the August 18, 2020 Special Meeting Minutes
- B. Review and Accept the Draft Financial Statements for August
- C. Review and Consider Approval of Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims

Upon a motion duly made by Director Prysby, seconded by Director Cook, and upon vote unanimously carried, the Board approved the Consent Agenda, as presented.

FINANCIAL ITEMS

- A. Other – None.

DISCUSSION AGENDA

ACTION ITEMS

- A. Bailey Tree Updates

Mr. Bailey and Mr. Beidenstein reviewed the dead trees in the community that qualify to be submitted for an insurance claim.

- i. Review Fulfillment of Contract

No action was taken.

DIRECTOR ITEMS

- A. Environmental Committee Update

Director Glass reviewed his progress in researching bat boxes, noting that Chatfield Park was identified as a pilot location. Director Brown indicated his support for the installation of bat boxes. Upon a motion duly made by Director Brown, seconded by Director Glass and, upon vote unanimously carried, the Board directed the Environmental Committee to pursue adding bat boxes to Chatfield Park to assist with mosquito control efforts.

Director Glass suggested planting wildflowers in the area being restored around Crystal Lake. Upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote unanimously carried, the Board directed the Environmental Committee to move forward with wildflower planting around Crystal Lake.

Directors Glass and Prysby discussed improving the landscaping around the skate park including shrubs, wild roses and hearty grasses. Director Glass will coordinate with Mr. Barnett and Mr. Barr to bring back more information for the Board to consider.

RECORD OF PROCEEDINGS

Director Glass suggested collecting seeds to establish a nursery with xeric plants to promote water savings and community involvement. The Board agreed with his suggestion of collecting seeds as a preliminary step toward the nursery idea.

Director Glass suggested the next newsletter should include information regarding the fertilizer runoff into ponds.

Director Glass noted that he is researching a tree planting plan, and he is also researching how to add lilies to Crystal Lake.

B. Motorized Vehicles in Park Update

Director Prysby reviewed the damage done in Imperial Park and provided background to the situation. Ms. James will draft a letter to the homeowners. A split rail fence was suggested as a mitigation strategy on the north side along the property line and a fence on the east side to protect along Village Center West. The management team will obtain a bid for the work to survey and fence the park area, and will present such bids to the Board at the next regular Board meeting.

C. Other - None

MANAGER MATTERS

A. Master Plan/Spillway Follow-up

i. Spillway Materiality and Follow-Up

Mr. Wenskoski provided background and updated the Board as to the current progress with the spillway design.

Director Glass researched Rocky Mountain Forest products as they are lumber providers. He discussed an 8' by 12' pergola. The original design calls for a 12' by 18' structure.

Mr. Wenskoski indicated a larger structure may be more appropriate in a community setting. He also indicated footings and foundations would need to be added to the cost. Mr. Wenskoski reviewed the other options presented to the Board at the previous Board meeting.

Upon a motion duly made by Director Cook, seconded by Director Wagner and upon vote carried by the majority, the Board approved the arched roof structure proposed by Mr. Wenskoski. Directors Cook, Wagner, Prysby and Brown were in favor. Director Glass was opposed.

RECORD OF PROCEEDINGS

ii. Update on Resident Request for Playground

Mr. Wenskoski reviewed the designs included in the packet, outlining the options as presented. The Board discussed the options. Director Brown remarked the siting of this plan allows the creation of a “center of gravity” in the middle of the District.

The Board asked Mr. Wenskoski to identify a hybrid of “Type 2” per his presentation, incorporating some post and platform style with the nature play style. The Board agreed this would be a flagship park for the community.

B. Feasibility Study Follow-Up

Mr. Kelly reviewed the formation of a community task force, rationale and process. Upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote unanimously carried, the Board formed a Committee.

The Board discussed and agreed to form a Board Committee consisting of Directors Brown and Wagner to oversee the Recreation Center feasibility study and possible planning process, comprised of Directors Brown and Wagner. Upon a motion duly made by Director Wagner, seconded by Director Prysby and, upon vote unanimously carried, the Board created a Committee to oversee the Recreation Center process comprised of Directors Brown and Wagner.

The Board would be asked to approve the community member makeup of the committee once Directors Brown and Wagner have created a possible list of members. The community task force would expand the audience and conversation and engage the community. Mr. Kelly suggested a four to six meeting process. The committee would work on a set of recommendations to send to the Board for its approval. A framework and schedule will be developed. The committee will be made up of diverse geographic and demographic representation of the community.

It was mentioned that the Board members themselves will need to disengage from the recreation center planning process and vote preparation if a ballot measure for building a recreation center is ultimately approved by the Board. A ballot measure, if approved by the Board, would be referred in late summer or early fall of 2021.

RECORD OF PROCEEDINGS

C. Insurance Update

Ms. Jones provided a brief update.

D. Other - None

LEGAL MATTERS

A. Update Regarding 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 taken.

B. Update on CAB Agreement and Project

Ms. James reported the CAB agreement and project is successfully finished, pending payment from CAB for consultant services.

C. Update on Emergency Disaster Declaration

Upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote unanimously carried, the Board ratified the Continuation of the Emergency Disaster Declaration.

D. Update on Jared Way Sunset Patio

Ms. James reported that no response has been received from the letter that was sent to the resident. The Board directed Ms. James to send a second letter informing the resident that the District will remove their improvements at a certain date and that the District will invoice the resident for removal and restoration costs that may be incurred.

E. Other - None

ENGINEERING MATTERS

A. Update on CDR Contract for Dugout

B. Update on Irrigation Design and Update on Control

C. Update on Trail Repair and Concrete Work (by Metco)

Mr. Barnett was absent from the meeting and provided a written report for the Board packet on his agenda items. No questions were asked by the Board regarding Mr. Barnett's report.

RECORD OF PROCEEDINGS

**LANDSCAPE
MAINTENANCE**A. Metco Landscape Report

Mr. Barr reviewed the status of landscaping activities that have occurred in the District during the last month.

B. Review and Consider Approval of Proposalsi. Proposal for Snow Removal Services for 2020 to 2021

No action was taken.

ii. Proposal for Irrigation Controllers

The Board requested Mr. Barr provide more information regarding the proposed controller system at the October Board meeting.

C. Other

Ms. Jones mentioned the Board agreed that due to scheduling difficulties, two separate recreation center tours followed by a group debrief and recap was an agreeable approach to the rec center evaluation process.

OTHER BUSINESSA. Confirm Quorum for October 20, 2020 Special Meeting via ZOOM

A quorum was confirmed.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Glass and, upon vote unanimously carried, the Board adjourned the meeting at 8:29 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ed Wagner, Secretary

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
Schedule of Cash Position
June 30, 2020
Updated as of October 12, 2020

	General Fund	Debt Service Fund	Capital Projects Fund	Total
FirstBank - Checking Account				
Balance as of 06/30/20	\$ 63,093.29	\$ -	\$ 50,661.36	\$ 113,754.65
Subsequent activities:				
07/02/20 - Bill.com Payments	(1,616.28)	-	(50,661.36)	(52,277.64)
07/06/20 - Bill.com Payments	(990.00)	-	-	(990.00)
07/13/20 - Transfer from Colostrust	91,159.80	-	8,840.20	100,000.00
07/16/20 - Roxborough Water Payment- June	(3,238.62)	-	-	(3,238.62)
07/22/20 - IREA June	(1,259.57)	-	-	(1,259.57)
07/28/20 - Bill.com Payments	(95,366.56)	-	(14,783.05)	(110,149.61)
07/28/20 - Transfer from Colostrust	7,007.15	-	8,992.85	16,000.00
07/28/20 - ADP Payroll/Taxes - July	(430.60)	-	-	(430.60)
07/28/20 - Xcel June	(20.31)	-	-	(20.31)
08/03/20 - Bill.com Payments	(635.00)	-	-	(635.00)
08/05/20 - Bill.com Payments	(2,454.38)	-	-	(2,454.38)
08/06/20 - Bill.com Payments	-	-	(3,050.00)	(3,050.00)
08/12/20 - Transfer from Colostrust	52,785.44	-	68,214.56	121,000.00
08/18/20 - Roxborough Water Payment - July	(21,607.93)	-	-	(21,607.93)
08/21/20 - ADP Payroll/taxes- June, August meetings	(1,614.75)	-	-	(1,614.75)
08/24/20 - IREA July	(1,584.97)	-	-	(1,584.97)
08/25/20 - Bill.com Payments	(4,950.00)	-	-	(4,950.00)
08/31/20 - Xcel July	(20.31)	-	-	(20.31)
09/01/20 - Bill.com Payments	-	(1,200.00)	-	(1,200.00)
09/03/20 - Bill.com Payments	(54,775.32)	-	(80,435.06)	(135,210.38)
09/03/20 - Transfer from Colostrust	27,579.50	1,200.00	12,220.50	41,000.00
09/21/20 - IREA August	(1,605.93)	-	-	(1,605.93)
09/21/20 - ADP Payroll/taxes- Sept meeting	(538.25)	-	-	(538.25)
09/25/20 - Transfer from Colostrust	5,156.00	-	35,844.00	41,000.00
09/28/20 - Transfer from Colostrust	46,000.00	-	-	46,000.00
09/29/20 - Bill.com Payments	-	-	(35,844.00)	(35,844.00)
09/29/20 - Xcel August	(20.48)	-	-	(20.48)
09/30/20 - Bill.com Payments	(47,913.32)	-	-	(47,913.32)
10/09/20 - IREA September	(1,066.38)	-	-	(1,066.38)
Anticipated ADP Payroll/taxes - October	(538.25)	-	-	(538.25)
Anticipated Payables	(102,376.19)	(300.00)	(23,480.50)	(126,156.69)
Anticipated IREA Payment - September bills	(591.00)	-	-	(591.00)
Anticipated Roxborough Water payment - August bills	(1,966.20)	-	-	(1,966.20)
Anticipated Transfer from Colostrust	107,219.50	300.00	23,480.50	131,000.00
<i>Anticipated Balance</i>	<u>52,820.08</u>	<u>-</u>	<u>-</u>	<u>52,820.08</u>
Colostrust - Plus				
Balance as of 06/30/20	683,690.09	1,428,805.33	1,694,912.43	3,807,407.85
Subsequent activities:				
07/10/20 - June PTAX	358,149.20	290,884.51	-	649,033.71
07/13/20 - Transfer to Checking	(91,159.80)	-	(8,840.20)	(100,000.00)
07/28/20 - Transfer to Checking	(7,007.15)	-	(8,992.85)	(16,000.00)
07/31/20 - Interest Income	415.69	969.94	-	1,385.63
08/03/20 - Sterling Ranch CAB Deposit	-	-	5,000.00	5,000.00
08/10/20 - July PTAX	24,370.19	7,831.10	-	32,201.29
08/12/20 - Transfer to Checking	(52,785.44)	-	(68,214.56)	(121,000.00)
08/31/20 - Interest Income	323.11	753.91	-	1,077.02
09/03/20 - Transfer to Checking	(27,579.50)	(1,200.00)	(12,220.50)	(41,000.00)
09/10/20 - August PTAX	15,609.78	1,898.98	-	17,508.76
09/16/20 - CTF Q3	-	-	9,739.73	9,739.73
09/21/20 - Insurance Proceeds	3,700.00	-	-	3,700.00
09/25/20 - Transfer to Checking	(5,156.00)	-	(35,844.00)	(41,000.00)
09/28/20 - Transfer to Checking	(46,000.00)	-	-	(46,000.00)
09/30/20 - Interest Income	245.71	573.33	-	819.04
10/12/20 - September PTAX	15,224.41	532.98	-	15,757.39
Anticipated Transfer to Checking	(107,219.50)	(300.00)	(23,480.50)	(131,000.00)
Anticipated December 1 D/S Payment	-	(898,649.50)	-	(898,649.50)
<i>Anticipated Balance</i>	<u>764,820.79</u>	<u>832,100.58</u>	<u>1,552,059.55</u>	<u>3,148,980.92</u>
UMB - 1993 A & B Bond Fund				
Balance as of 06/30/20	-	1,365,098.39	-	1,365,098.39
Subsequent activities:				
07/31/20 - Interest Income	-	11.68	-	11.68
08/31/20 - Interest Income	-	11.47	-	11.47
09/30/20 - Interest Income	-	11.47	-	11.47
Anticipated December 31 D/S Payment	-	(969,203.50)	-	(969,203.50)
<i>Anticipated Balance</i>	<u>-</u>	<u>395,929.51</u>	<u>-</u>	<u>395,929.51</u>
Anticipated Balances	<u>\$ 817,640.87</u>	<u>\$ 1,228,030.09</u>	<u>\$ 1,552,059.55</u>	<u>\$ 3,597,730.51</u>

Yield information (as of 09/30/20):

First Bank - 0.0%
Colostrust Plus - 0.24%

ROXBOROUGH VILLAGE METRO DISTRICT
Property Taxes Reconciliation
2020

	Current Year							Prior Year			
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Net Amount Received	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received	
							Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 36,897.20	\$ -	\$ 15,073.46	\$ -	\$ (553.44)	\$ 51,417.22	2.04%	2.04%	\$ 107,497.35	2.53%	2.53%
February	771,470.09	-	10,716.77	-	(11,572.05)	770,614.81	42.57%	44.61%	1,366,897.70	42.52%	45.05%
March	60,864.98	-	10,431.17	6.03	(913.07)	70,389.11	3.36%	47.97%	138,944.83	3.52%	48.57%
April	144,308.02	-	9,813.05	-	(2,164.64)	151,956.43	7.96%	55.93%	242,363.71	6.87%	55.44%
May	127,842.92	-	10,840.72	65.81	(1,918.64)	136,830.81	7.06%	62.99%	319,919.86	9.23%	64.67%
June	644,839.65	-	13,678.06	191.48	(9,675.48)	649,033.71	35.59%	98.57%	1,092,289.73	33.79%	98.46%
July	16,440.90	-	15,590.90	422.42	(252.93)	32,201.29	0.91%	99.48%	60,808.27	0.96%	99.42%
August	3,876.58	-	13,540.16	152.46	(60.44)	17,508.76	0.21%	99.69%	40,946.33	0.35%	99.78%
September	1,081.11	-	14,647.26	45.92	(16.90)	15,757.39	0.06%	99.75%	31,451.65	0.05%	99.83%
October	-	-	-	-	-	-	0.00%	99.75%	18,662.53	-0.26%	99.57%
November	-	-	-	-	-	-	0.00%	99.75%	26,396.63	-0.06%	99.51%
December	-	-	-	-	-	-	0.00%	99.75%	32,171.88	0.00%	99.51%
Total	\$ 1,807,621.45	\$ -	\$ 114,331.55	\$ 884.12	\$ (27,127.59)	\$ 1,895,709.53	99.75%	99.75%	\$ 3,478,350.47	99.51%	99.51%

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
\$ 982,751	54.23%	\$ 980,334.60	99.75%
829,326	45.77%	827,286.85	99.75%
\$ 1,812,077	100.00%	\$ 1,807,621.45	99.75%

Chatfield Farms
\$ 261,722.00
-
\$ 261,722.00

Property Tax

General Fund
 Debt Service Fund

Specific Ownership Tax

General Fund
 Debt Service Fund

Treasurer's Fees

General Fund
 Debt Service Fund

**Roxborough Village Metro District
Claims Listing
10.12.20**

Vendor	Invoice #	Description	Open Balance
ACH			
*Intermountain Rural Electric Association	21419100	Utilities	48.00
*Intermountain Rural Electric Association	23509300	Utilities	18.00
*Intermountain Rural Electric Association	85311102	Utilities	504.00
*Intermountain Rural Electric Association	85311000	Utilities	22.58
*Intermountain Rural Electric Association	85350300	Utilities	21.11
*Intermountain Rural Electric Association	21367302	Utilities	21.34
*Intermountain Rural Electric Association	85210100	Utilities	100.59
*Intermountain Rural Electric Association	26129901	Utilities	21.00
*Intermountain Rural Electric Association	25782000	Utilities	878.06
*Intermountain Rural Electric Association	25968000	Utilities	22.70
			1,657.38
Roxborough Water & Sanitation District	7121316	Nonpotable water purchase usage	194.70
Roxborough Water & Sanitation District	7124611	Nonpotable water purchase usage	600.30
Roxborough Water & Sanitation District	7122381	Nonpotable water purchase usage	105.60
Roxborough Water & Sanitation District	7122027	Nonpotable water purchase usage	1,065.60
			1,966.20
Check or Epayment			
ARK Ecological Services, LLC	3476	Landscape weed control	12,218.69
ARK Ecological Services, LLC	3463	Landscape weed control	8,346.75
CliftonLarsonAllen, LLP	2636876	Accounting	4,728.30
CliftonLarsonAllen, LLP	2609897	District management	6,986.26
CliftonLarsonAllen, LLP	2637126	District management	7,055.40
CliftonLarsonAllen, LLP	2609897	Communications/website	1,178.00
CliftonLarsonAllen, LLP	2637126	Communications/website	402.00
Colorado Special Districts Property and Liabilit	POL-0003873	Prepaid expense/ Insurance premium	450.00
Folkestad Fazekas Barrick & Patoile, P.C	36217	Legal services	5,956.50
Foothills Park & Recreation District	SALES000000033445	Foothills Park and Recreation fees	1,149.64
		Landscape maintenance & repairs/ Rock	
Metco Landscape, LLC	554387	Monument center median	3,700.00
		Landscape maintenance & repairs/ remove	
Metco Landscape, LLC	554388	debris from concrete pan	3,500.00
		Landscape maintenance & repairs/ Install	
Metco Landscape, LLC	554386	green treated timbers along concrete path	1,200.00
		Landscape maintenance & repairs/	
Metco Landscape, LLC	554389	monthly service locates	650.00
Metco Landscape, LLC	553827	Landscape irrigation maintenance	4,737.82
Metco Landscape, LLC	554422	Landscape irrigation maintenance	130.00
Metco Landscape, LLC	553843	Landscape irrigation maintenance	652.89
Metco Landscape, LLC	553826	Landscape irrigation maintenance	260.46
Metco Landscape, LLC	554674	Landscape irrigation maintenance	983.54
Metco Landscape, LLC	553842	Landscape irrigation maintenance	492.52
Metco Landscape, LLC	SM194173	Landscape contract	13,797.00
Mulhern MRE Inc.	MMRE62176	Engineering	408.00
Mulhern MRE Inc.	MMRE62175	Engineering	2,627.70
Patriot Pest Control	964609	Mosquito control	2,000.00
Patriot Pest Control	964493	Mosquito control	2,000.00
Roto-Rooter Plumbing & Water Cleanup	3421918517	General repairs and maintenance	16,419.12
United Site Services	114-10959150	Portable restrooms	172.80
United Site Services	114-10959152	Portable restrooms	172.80
UMB Bank	789181	Paying agent fees	300.00
CliftonLarsonAllen, LLP	2609897	District management	5,526.00
CliftonLarsonAllen, LLP	2637126	District management	3,124.00
Folkestad Fazekas Barrick & Patoile, P.C	35768	Legal services	757.00
HydroSystems	20431	Master plan	7,932.50
Livable Cities Studio, Inc.	1374	Master plan	2,325.00
Mulhern MRE Inc.	MMRE62178	Engineering/ feasibility	204.00
Mulhern MRE Inc.	MMRE62177	Spillway / embankment	3,612.00
			126,156.69

Environmental Committee Updates

Bat boxes

- We've decided to build the bat boxes ourselves (mostly Carrie Hanson) since we want something large enough to support a bat nursery while also having enough thermal mass for our temperature swings.
- We're waiting on an estimate for the cost of the pole and its installation. We are also getting a wind loading analysis to make sure the pole will be sturdy enough with our high winds.
- We've nailed down the bat box location to a non-marshy clearing at the southwest corner of the soccer far enough to give bats privacy, but visible enough to passersby. Once installed we'd recommend an informational sign.
- Approval Needed: We need approval for Carrie to purchase materials to build the bat boxes (est. <\$400).**

Crystal Lake

- The Arrowhead Shores HOA was good with our plan to add wildflowers around Crystal Lake. The main concern was to make the area less ratty and weedy.
- The HOA was open to adding trees around the lake, but acknowledged homeowners would be particular. The Environmental Committee will come up with a tree planting plan which we'll give to the HOA for review. Once we have an acceptable plan, we can slowly plant the trees as our budget allows.
- Approval Needed: We'd like approval to hire Ray Sperger (the ecologist who sprays herbicide for the district) to do a walk through to give us pointers on what species will do well around the lake.**
- The HOA said they had tried to add water lilies to the lake before without success. We recommend planting the water lilies in the soil (not pots) to allow them to spread through the shallow areas. This will reduce blue-green algae by sucking up nutrients, reduce evaporation, provide habitat for wildlife, and beautify the lake. To avoid the grass carp from eating the plants, the lilies will need to be temporarily fenced off until they are established.
- Approval Needed: We need approval to get the lilies selected and planted. Western Reclamation said they could do this for us.**

Trees along Willow Creek:

- We marked some saplings along Willow Creek that should be protected from deer. Debbie pointed out almost all the trees along the creek are old with no young trees, likely due to overbrowsing. To ensure we have a healthy and good looking stream, we'd like to put fencing around the marked saplings.
- Approval Needed: We need approval to purchase fencing to place around the saplings. If we do it ourselves, it will only cost one roll of fencing.**

Further tree planting:

- Approval Needed: We'd like approval for Metco to plant another 10 trees this fall. We've lost dozens last winter, so we have a lot of gaps.**

Proposed nursery update:

- Roxborough Water and Roxborough State Park would be happy to partner with us to get a

nursery up and running. We're in the process of getting a permit to collect seeds and plant cuttings from state parks.

-I hiked the Dakota Hogback and through Willow Creek with Carrie and collected seeds as starter material for a nursery. We have a limited number of species in our area due to development, so a permit to collect in nearby parks will be very helpful.

-We noticed a lot of trash along the Dakota Hogback. At some point, we'll need to send people to clean the area up.

-I spoke with West Metro Fire and they would be happy to have a nursery in their north lawn. However, they were concerned about liability. Katie said an easement or license agreement should alleviate that concern.

-Approval Needed: Since the Fire Station seems like the best place for the nursery, we'd like to continue pursuing that. That would include Katie drafting something for West Metro to review and the Environmental Committee could pursue details like how to get plumbing to the greenhouse and who would pay for the water.

-For some rough numbers, based on Douglas County's "native" plant nursery's price list, we could probably produce thousands of plants a year in a 12' x 12' greenhouse with an estimated value of between \$4000-\$13000 each year.

Proposal for Services

Facility Development and Design Services

FEASIBILITY STUDY

DENVER-ROXBOROUGH RECREATION CENTER / YMCA



GRO DEVELOPMENT LLC
www.gro-dev.com

April 21, 2020

Section 1: Project Understanding & Gro Introduction

Delivering your vision for the Denver-Roxborough Recreation Center/YMCA.....

Highly performing YMCA facilities are those that accommodate, in effective and compelling fashion, YMCA operations in the meaningful delivery of programs and services for children, families and adults in the communities they serve. These YMCA facilities stimulate growth in membership, increase functionality in program delivery, and are less burdensome in their costs to occupy.

Beyond performance, YMCA facilities serve as beacons of good that house, daily, the personal and community experiences that stimulate body, mind, and spirit.

Like the volunteer and staff corps involved in the Denver-Roxborough (CO) project, key leaders throughout the United States periodically identify and act upon needs to better position their facilities in service to their communities.

With such an interest expressed by your key leadership, we are grateful for the opportunity to present a proposal for professional services in facility development and design with the intent of offering deliverables and consultation to the YMCA of Metropolitan Denver.

- Facility Scope Determination
- Conceptual Design & Exterior Rendering



YMCA of Metropolitan Denver
Denver-Roxborough Recreation Center / YMCA
April 21, 2020

YMCA Facility Development & Design Specialists...

Gro Development, LLC is the leader in delivery of facility development and design counsel for the nation's YMCAs and is engaged by the YMCA of the USA as its partner provider for services in the arenas of facility development, facility design, interiors & branding, and facility management consulting.

While employing enterprise-wide standards and best practices, Gro strives for sustainable, innovative, and leading-edge development strategies and design solutions for each of its client's unique facility portfolios.

Gro's extended portfolio of services in facility development & facility design includes the following:

- Strategic Asset Optimization Advising and Planning (Portfolio-Wide or Single-Asset)
- Real Estate Development/Redevelopment Counsel and Services
- Site Assessment and Selection
- Development Cost Modeling
- Conceptual and Architectural Schematic Design
- Local Design, Engineering and Construction Professional Selection
- Architectural and Engineering Systems Design Consulting
- Construction Document Review
- Interior Design Branding and FF&E Procurement
- Pre-Construction and Owner Representation



YMCA of Metropolitan Denver
Denver-Roxborough Recreation Center / YMCA
April 21, 2020

Section 2: Project Deliverables & Timeline

1. Facility Scope Determination Phase (2-4 weeks)

For the Facility Scope Determination Phase, Gro will be the YMCA ("Owner") in determining the project scope, project drivers, project requirements and constraints, and options prior to the creation of design concepts and technical drawings.

Tasks:

- a) Review and analyze any client-provided background documentation, including such items as market research studies, community needs assessments, financial and membership performance reports, financial pro formas, and similar documents all as completed on behalf of the Owner by others,
- b) Review any preliminary site and zoning analysis of the subject project location,
- c) Review any assessment(s) of existing subject structures,
- d) Import for use and production applicable existing conditions documentation of any subject site and/or structures, including existing conditions floor plans, as required,
- e) Facilitate definition of, or review with the Owner, the objectives for the Project,
- f) Develop or refine any earlier completed facility program including up to three (3) scaled scenarios of project scope,
- g) On behalf of the Owner, prepare a preliminary budget for the Project, reflective of all scaled scenarios, as appropriate,
- h) Prepare an analysis of demand for such project commodities as parking and venue/amenity capacity, and

Meetings:

- a) One (1) virtual or onsite project meeting for the purposes of general project coordination and interface, to inform the above enumerated Tasks, and including any initial tour/observations of subject site(s) and existing structures, and
- b) Up to two (2) virtual meetings for the purposes of general project coordination and interface, to inform the above enumerated Tasks.

Deliverables:

At the completion of the Facility Scope Determination Phase Gro will provide, in digital format, a deliverable comprised of the following:

- a) Initial observations regarding the subject location/site
- b) Summary of project objectives
- c) Project Program
- d) Initial Project Budget
- e) Facility Scope Determination Phase illustrations, graphic studies, and reference imagery,
- f) Recommended project timeline



2. **Conceptual Design Phase (4 - 6 weeks)**

For the Conceptual Design Phase, Gro will prepare design concepts and model development options in line with the Owners' objectives and program requirements as determined in the Facility Scope Determination Phase of the Project. The design concepts and modeled development options will illustrate and diagram such aspects as venue adjacencies, phased development scenarios, and future expansion of the building form(s) and massing.

Tasks:

- a) Applying the program and scope as established in the Facility Scope Determination Phase of the Project, define and illustrate the overall building design and development concepts, and site concept as applicable, featuring such key aspects as adjacencies, circulation, general building composition and form, primary design features, building/site interface, and general aesthetic,
- b) Identify specific design traits or aspects that address the project objectives while incorporating in the design adaptable YMCA design standards,
- c) Prepare the above reflective of any phased development requirements as required by the Owner's budget and/or funding parameters, and
- d) Refine the preliminary budget as drafted in the Facility Scope Determination Phase of the Project.
- e) Provide one (1) exterior photorealistic rendering for use in general promotional purposes.

Meetings:

- a) Up to one (1) virtual or onsite Conceptual Design Meeting to present and process conceptual design progress and refine/inform the general concept design direction, and
- b) Up to two (2) virtual meetings to further review and inform the general conceptual design.

Deliverables:

At the completion of the Conceptual Design Phase, Gro will provide, in a digital format, a deliverable comprised of the following:

- a) Conceptual illustrated site plan (as applicable)
- b) Conceptual building/Project design diagrams
- c) Massing studies and initial three-dimension models
- d) Precedent and related imagery of project venues
- e) Refined Project Program and Project Budget
- f) One (1) exterior photorealistic rendering. Additional renderings are available for a fee of \$4,000.00



Section 3: Project Team

Rod Grozier

President & CEO

Rod Grozier offers overall direction and leadership for Gro, while providing oversight and direct consultation on specific client initiatives. Over the past 20 years, Grozier has provided advice and counsel to the boards and C-level staff leadership of several hundred community- and mission-based non-profit organizations, primarily YMCAs. The initiatives of these organizations range in scope from modest six-figure re-positioning projects, to ten-figure organization-wide development efforts. Prior to founding Gro, Rod was the Director of the Facility Development & Design unit of Daxko, a multi-disciplinary professional services and solutions provider to non-profits. Prior to his involvement with Daxko, Grozier was a founding member of Triangle2 Partners, a multi-disciplinary professional services firm. Prior, Grozier served in several capacities on staff with the YMCA of the USA in Chicago, including that of Associate Director for the national office's facilities department – BFS. Prior to his YMCA tenure, Grozier practiced general architecture with two multi-disciplinary firms in Philadelphia.

Brian Rigby

Director of Design

As a Director of Design, Brian draws from a wide range of project experience, both in type and scale, to bring a unique and creative perspective to the design process. A licensed Architect with over fifteen years of experience, Brian has been able to draw from these experiences to help create highly performing facilities that respond to the variety of locations and environments where they are constructed. Prior to his role with Gro, Brian led the design efforts at Daxko T2 Consulting and was a Project Manager and Designer for a large, national firm in North Carolina and Washington DC.

Jay Nelson

Associate Director of Design

Jay joined Gro Development as Associate Director of Design with the goal of enhancing the capacity of Gro's internal design team and expanding Gro's presence as a national thought leader for innovative design solutions serving mission-based community organizations. Prior to joining Gro, Jay worked for Little Diversified Architects out of their Washington D.C. office where he focused on community-based clients such as colleges and universities, student housing, schools, and athletic facilities. He also gained valuable experience in other market sectors including healthcare, corporate workplace, interiors, retail, banking, and master planning.



YMCA of Metropolitan Denver
 Denver-Roxborough Recreation Center / YMCA
 April 21, 2020

Roxborough Recreation





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Selected Projects: Recreation — 18

Our Team — 64





— Perkins and Will, Sports and Recreation Projects

Exceptional design for comfortable community spaces.

We are passionate about the art of community making. Communities evolve. New buildings become part of that which defines a community's values. One of the most powerful statements of a great community is a richness and character of buildings, often created at different times, but blending together to form the outward expression of the soul of the place. Community recreation centers are central to this concept.

Great community design tells a story. What will be the sports complex story in your community?





We are acutely aware that community projects are often delivered with fixed resources. We strive to deliver the most benefit for the available budget and act as good stewards of precious public dollars. Our history of creating some of the most innovative and award winning designs within some of the most streamlined budgets is a result of clear, efficient planning, investigating economical pre-engineered building solutions, and a commitment to putting our clients programming needs first. It is our goal at every step in the process, to provide the tools and information to make smart, confident decisions for the benefit of the community and improved quality of life.

We seek to express the character and identity of the community we serve. Through place-making and architectural storytelling, we can help demonstrate your commitment to health and wellness, protection of the environment, vibrant sense of recreation and spirit of inclusivity. We can create public spaces inspired by the site and the region.



The Parker Fieldhouse, a 100,000 sf sport center, Athletic Business facility of Merit award winner, and less than \$200/sf



Bison Ridge Recreation Center, Commerce City, Colorado



— Perkins and Will, Sports and Recreation

Selected Projects: Uniquely Colorado

City and County of Denver, Red Rocks Amphitheatre Visitor Center and Strategic Plan

Morrison, Colorado

Client: City and County of Denver

Size: 150,000 square feet

Completion Date: 2003 (Visitor Center) 2018 (Strategic Plan)

Awards:

Denver Post, Denver's 10 Best Building, 2005

Rocky Mountain Masonry Honor Award, 2004

Historical Denver Community Preservation Award, 2004

ASLA Merit Award 2003





Red Rocks Amphitheatre





University of Colorado, Basketball/ Volleyball Practice Facility

Boulder, Colorado

Client: University of Colorado

Size: 43,000 square feet

Completion Date: 2011

Sustainability: LEED Platinum®

Construction Cost: \$9.3 million

— WHAT IT IS

The new practice facility is seen as “one-stop shopping” for CU’s student-athletes, enabling them and their coaches to eliminate the scheduling and practicing conflicts.





University of Colorado, Basketball Volleyball Practice Facility

— WHAT MAKES IT COOL

The facility needed to match the vernacular campus style while minimizing the visible scale of the facility. Additionally LEED Platinum standards had to be considered while maintaining an overall cost-effective facility.





University of Colorado, Dal Ward Athletic Center and East Stadium Addition

Boulder, Colorado

Client: University of Colorado

Completion Date: 1991

Construction Cost: \$9.36 million

— WHAT IT IS

Located at the North end of Folsom Stadium, Dal Ward Athletic center accommodates the needs of student athletes, the athletic department as well as the capability to transform for meetings, banquets, receptions and other special events.





University of Colorado, Dal Ward Athletic Center

— WHAT MAKES IT COOL

The Dal Ward Athletic Center is located at the North end of Folsom Stadium and is the first phase of the Folsom Stadium Master Plan improvements.





Fort Lewis College, Student Life Center

Durango, Colorado

Client: Fort Lewis College

Size: 50,000 square feet

Completion Date: 2001

Construction Cost: \$6.53 million



— WHAT IT IS

The Student Life Center is a secondary student union that will become gathering place for the whole campus





— Perkins and Will, Sports and Recreation

Selected Projects: Recreation

Bison Ridge Recreation Center

Commerce City, Colorado

Client: City of Commerce City

Size: 106,000 square feet

Completion Date: 2018

— WHAT IT IS

Community recreation center including social, meeting, recreational and aquatic spaces.





Bison Ridge Recreation Center

— WHAT MAKES IT COOL

A civic building embracing the integration of public art with three 15' tall metal buffalo sculptures.





Town of Castle Rock, Miller Activity Center at Philip S. Miller Park

Castle Rock, Colorado

Client: Town of Castle Rock

Size: 56,500 square feet

Completion Date: 2014

Construction Cost: \$7.5 million

— WHAT IT IS

Situated on a severely sloped site, the building contains a large indoor turf area, a multi-sport turf fitness zone, indoor leisure pool and indoor playground





Miller Activity Center at Philip S Miller Park

— WHAT MAKES IT COOL

The Philip S. Miller Park has been in the planning process for nearly 10 years, and now the 238 acre regional park has come to fruition.





Town of Johnstown, Recreation Center

Johnstown, Colorado

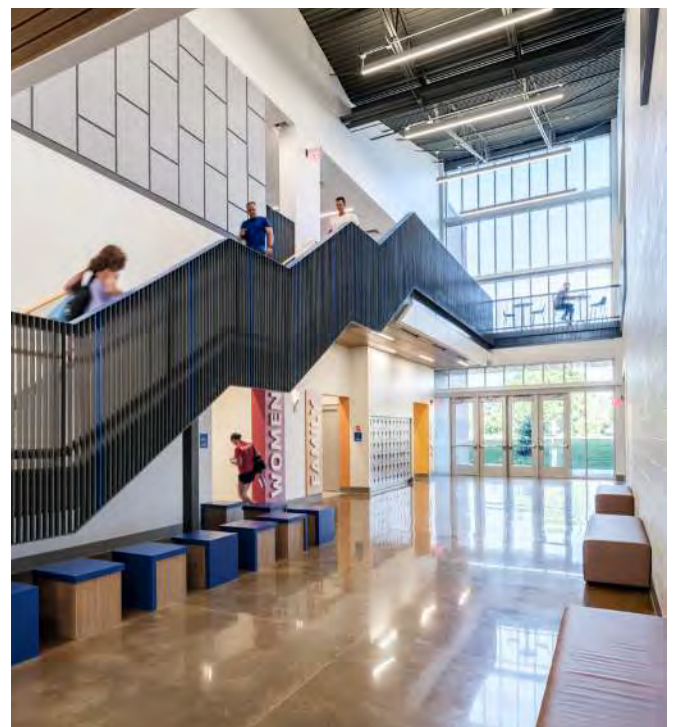
Client: Town of Johnstown

Size: 55,000 square feet

Completion Date: 2019

Project Cost: Est. \$19 million





— WHAT IT IS

The recreation center includes a gymnasium, multipurpose exercise rooms, meeting rooms, locker rooms, offices and a pool.



Town of Johnstown, Recreation Center



City of Louisville, Recreation & Senior Center Expansion and Memory Square Pool Improvements

Louisville, Colorado

Client: City of Louisville

Size: 103,000 square feet

Completion Date: 2018

Construction Cost: \$28.5 million

— WHAT IT IS

The Louisville Recreation and Senior Center renovation includes a new leisure pool, lap pool, fitness center, turf gym, preschool and playground.



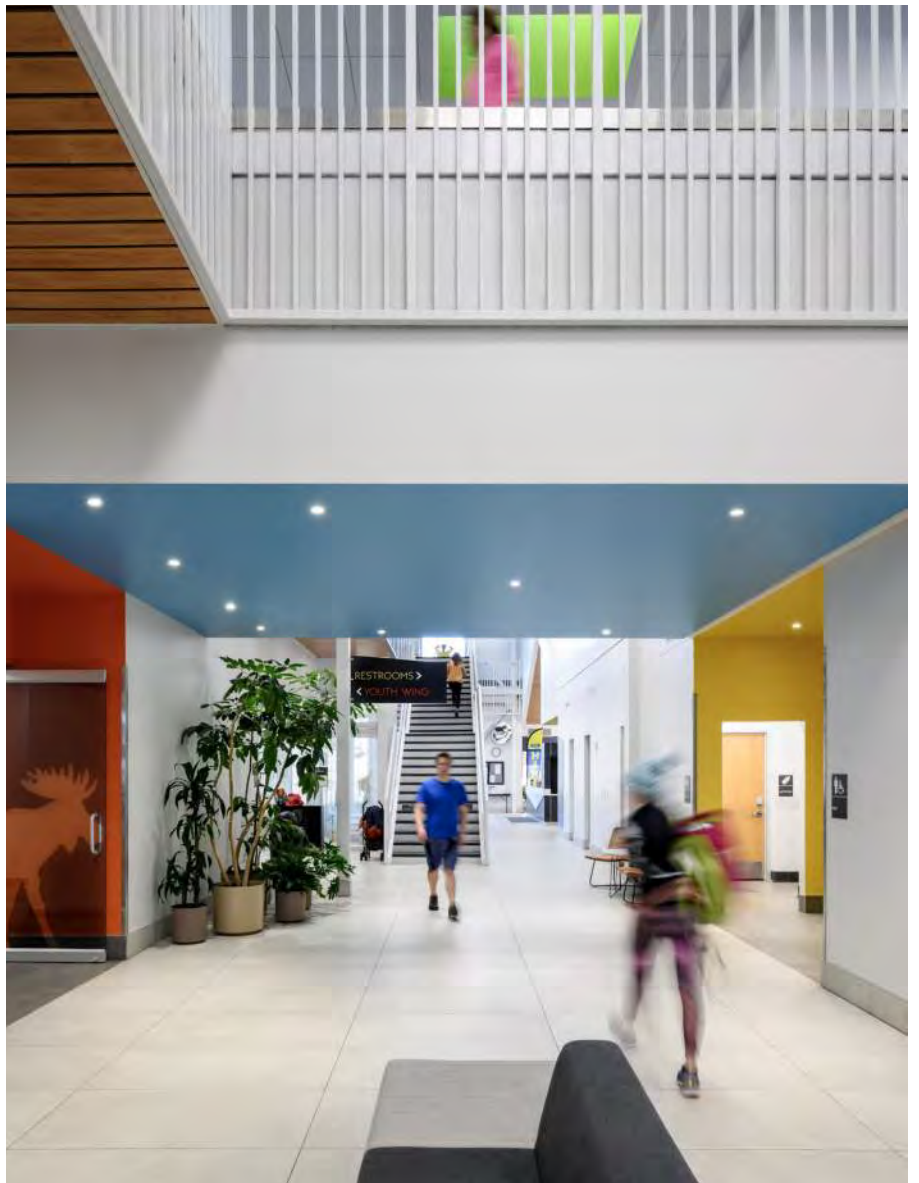


Louisville Recreation Center

— WHAT MAKES IT COOL

The recreation and senior center had served the residents of Louisville and the surrounding communities for over 25 years prior to upgrades and expansions.





Town of Fraser, Grand Park Community Recreation Center

Fraser, Colorado

Client: Town of Fraser

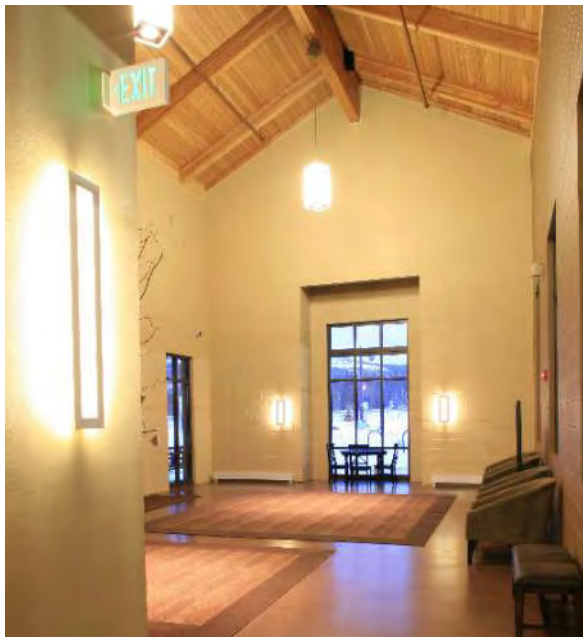
Size: 50,000 square feet

Completion Date: 2010

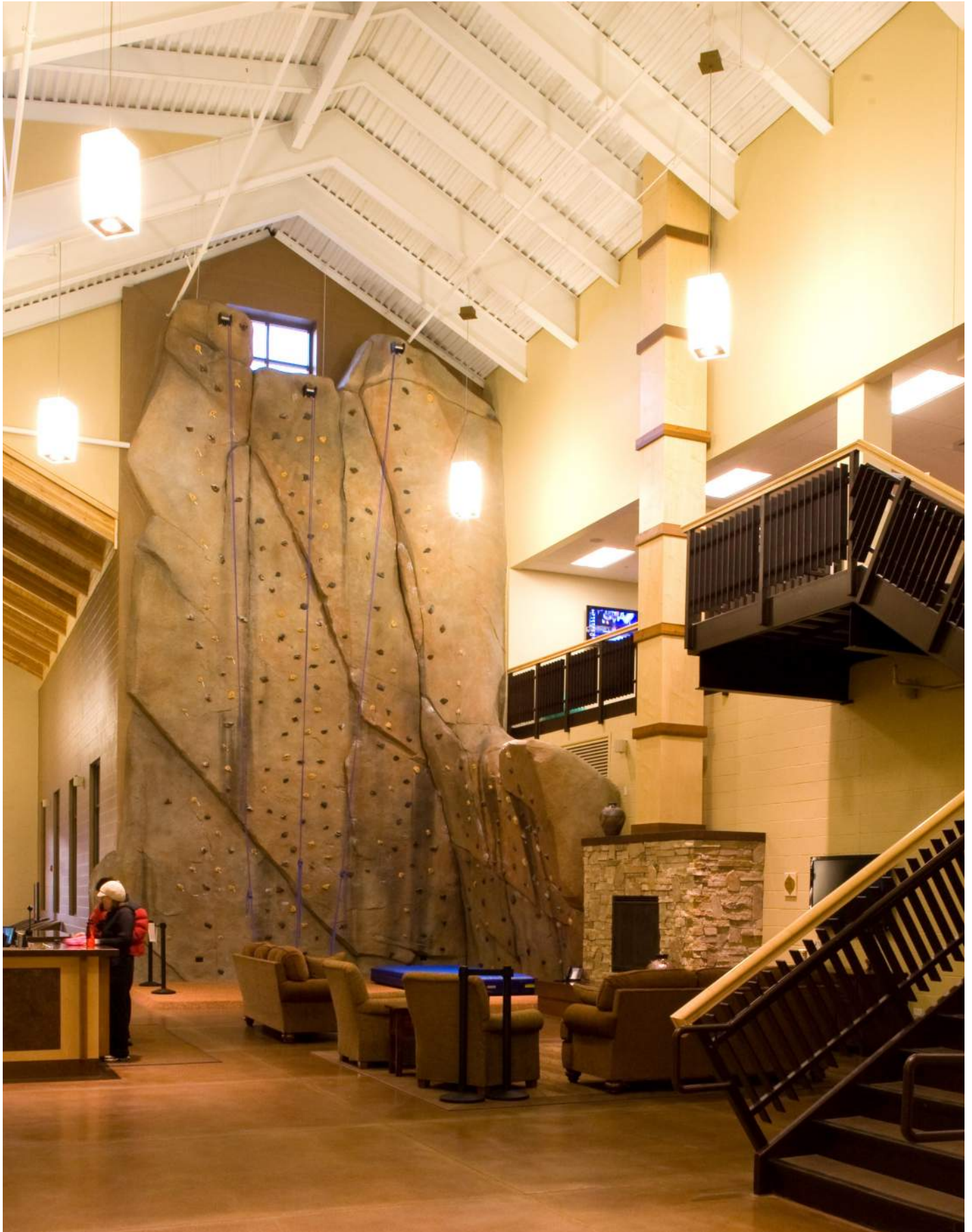
Project Cost: \$12 million

— WHAT IT IS

The recreation center provides amenities including lap and leisure pools, gymnasium, fitness center, meeting room, child sitting and a climbing wall.



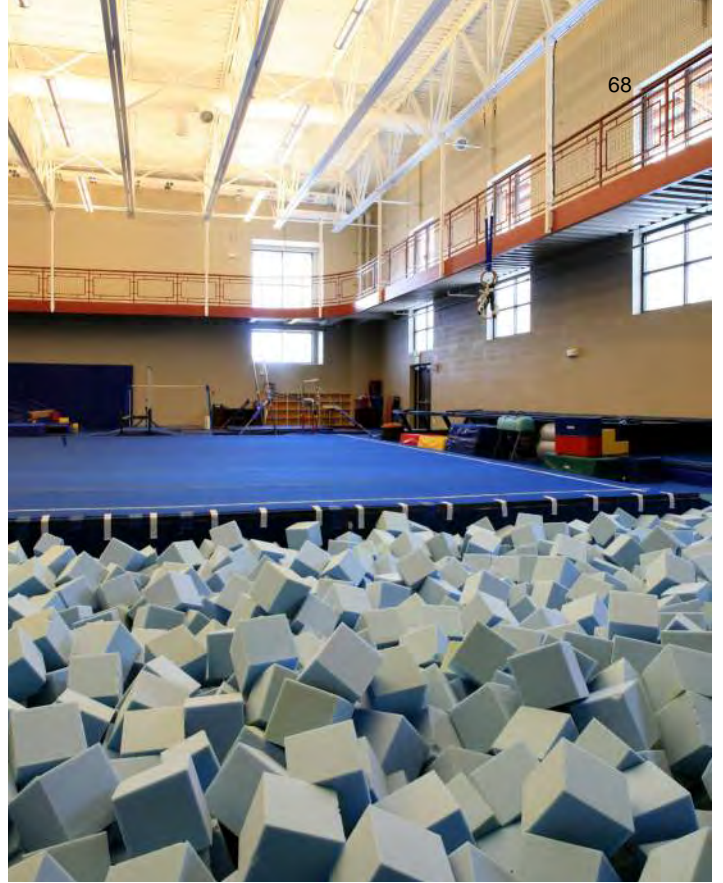




Grand Park Community Recreation Center

— WHAT MAKES IT COOL

The opening of the Grand Park Community Recreation Center provided greatly needed indoor recreation amenities and was designed to high sustainable and energy efficiency standards.



Town of Parker, Fieldhouse

Parker, Colorado

Client: Town of Parker

Size: 100,000 square feet

Completion Date: 2007





— WHAT WAS THE VISION

The Town of Parker had an ambitious plan to build a regional multipurpose complex with limited resources. Perkins and Will delivered an award winning pre-engineered building for less than \$200/sf



Town of Parker, Fieldhouse



— WHAT MAKES IT COOL

The Fieldhouse design draws on the traditional agricultural forms of the Parker area while adding a contemporary twist to create an attractive building in a largely commercial/industrial district.

Highlands Ranch Community Association, Recreation Centers

Highlands Ranch, Colorado

Client: Highlands Ranch

Size: 258,300 square feet (Across 4 Buildings)

Completion Date: 1997 - 2005

— WHAT IT IS

The Highlands Ranch Recreation Centers consists of 4 different complexes that specialize in different offerings within one of the fastest growing communities in Colorado.







Highlands Ranch Recreation Center



City of Denver, Central Park Recreation Center

Denver, Colorado

Client: City of Denver

Size: 56,940 square feet

Completion Date: 2011

Sustainability: LEED Gold®

Construction Cost: \$14 million





— WHAT IT IS

**The Central Park
Recreation Center is
the largest community
recreation center in
Denver.**

Central Park Recreation Center





— WHAT MAKES IT COOL

The facility is LEED-Gold certified and contains many sustainable features including solar hot water preheat, extensive daylighting, and demand control ventilation.

South Suburban Parks and Recreation, Fieldhouse & Ice Arena

Centennial, Colorado

Client: South Suburban Parks and Recreation

Size: 165,000 square feet

Completion Date: Est. December 2020

Sustainability: Tracking LEED Gold®

— WHAT IT IS

The facility will include three ice rinks, a field house with two synthetic turf fields, gymnasium supported by a restaurant and gathering areas.







South Suburban Parks and Recreation, Fieldhouse & Ice Arena

— WHAT MAKES IT SUCCESSFUL

Pre-engineered construction made it possible to deliver 165,000 sf of space for \$40 million



Community Recreation Experience

Abbreviated List

Our Clients

City of Aurora

Beck Recreation Renovation
Aurora, Colorado

City of Beverly Hills

Recreation Center Program
Beverly Hills, California

Town of Breckenridge

Recreation Center
Improvements
Breckenridge, Colorado

Rockford Park District

Ice House Expansion Study
Loves Park, Illinois

Town of Castle Rock

Fieldhouse
Castle Rock, Colorado

City of Lakewood

Charles Whitlock Recreation
Center
Lakewood, Colorado

City of Claremore

Multipurpose Recreation/
Exposition Center
Claremore, Oklahoma

City of Colorado Springs

Wilson Recreation Center &
Aquatics Center
Colorado Springs, Colorado

City of Commerce City

Recreation Center
Commerce City, Colorado

City of Cripple Creek

Community Center Program
Cripple Creek, Colorado

City of Douglas

Recreation Center
Douglas, Wyoming

City of Fruita

Community Center &
County Library
Fruita, Colorado

Town of Glenrock

Recreation Center
Glenrock, Wyoming

Town of Fraser

Grand Valley Recreation
Center & Golf Clubhouse
Fraser, Colorado

City of Greeley

Fun Plex Recreation &
Aquatics Center
Greeley, Colorado

City of Greeley

Ice Haus
Greeley, Colorado

City of Denver

Green Valley Ranch
Recreation Center
Denver, Colorado

City of Gunnison

Community Recreation
Center
Gunnison, Colorado

Highlands Ranch Metro District

Eastridge, Northridge, and
Southridge Recreation
Centers
Highlands Ranch, Colorado

City of Rockford

Ingersoll Sports Complex
Rockford, Illinois

Town of Johnstown

Recreation Center
Johnstown, Colorado

City of Louisville

Recreation and Senior
Center Aquatic Center
Louisville, Colorado

City of Longmont

Pool & Ice
Longmont, Colorado

City of Midland

Recreation Center
Expansion & Renovation
Midland, Texas

City of Fort Collins

Northside Aztlan
Community Recreation
Center
Fort Collins, Colorado

Oak Park Park District

Community Center
Feasibility Study
Oak Park, Illinois

City of Steamboat Springs

Old Town Hot Springs
Renovation
Steamboat Springs,
Colorado

City of Raton

Recreation/Aquatics Center
Raton, New Mexico

City of Commerce City

Reunion Recreation Center
Commerce City, Colorado

Village of Roselle

Turner Park Recreation
Building
Roselle, Illinois

City of St. Charles

Community Recreation
Center Study
St. Charles, Illinois

City of Mount Vernon

Skagit County Recreation
Center
Mount Vernon, Washington

City of South Lake Tahoe

Recreation Center
South Lake Tahoe,
California

Mercy Health

Sportscore Two Indoor
Sports Center Expansion
Projects
Loves Park, Illinois

City of Denver

Stapleton Central Park
Recreation Center
Denver, Colorado

Town of Breckenridge

Stephen C. West Ice Arena
Breckenridge, Colorado

City of Jackson

Teton County Jackson
Recreation Center Design
Jackson, Wyoming

Town of Parker

Fieldhouse
Parker, Colorado

Town of Parker

Recreation Center
Renovation
Parker, Colorado

UW Health Sports Factory

Feasibility Study & Full
Design Services Rockford,
Illinois

City of Commerce City

Victory Crossing Sports Plex
Commerce City, Colorado

Shea Homes

Reunion Recreation Center
Commerce City, Colorado

Village of Lakewood

Village of Lakewood
Sports Plex
Lakewood, Illinois

City of West Chicago

ARC Center
West Chicago, Illinois

City of Westminster

City Park Adult Fitness
Center Aquatics Addition
Westminster, Colorado

City of Williston

Recreation Center
Williston, North Dakota

Town of Windsor

Recreation Center
Windsor, Colorado

Community Recreation Experience, Abbreviated List

Mercy Health

Sportscore Two Indoor Sports Center
Expansion Projects
Loves Park, Illinois

City of Denver

Stapleton Central Park Recreation
Center
Denver, Colorado

Town of Breckenridge

Stephen C. West Ice Arena
Breckenridge, Colorado

City of Jackson

Teton County Jackson Recreation
Center Design
Jackson, Wyoming

Town of Parker

Fieldhouse
Parker, Colorado

Town of Parker

Recreation Center Renovation
Parker, Colorado

UW Health Sports Factory

Feasibility Study & Full Design
Services Rockford, Illinois

City of Commerce City

Victory Crossing Sports Plex
Commerce City, Colorado

Shea Homes

Reunion Recreation Center
Commerce City, Colorado

Village of Lakewood

Village of Lakewood Sports Plex
Lakewood, Illinois

City of West Chicago

ARC Center
West Chicago, Illinois

City of Westminster

City Park Adult Fitness Center
Aquatics Addition
Westminster, Colorado

City of Williston

Recreation Center
Williston, North Dakota

Town of Windsor

Recreation Center
Windsor, Colorado

Our International Clients

Clarence-Rockland

Recreational and Cultural Centre
Clarence-Rockland, Ontario

Brant Community

Brant Twin Pad Sports Arena
Paris, Ontario

City of Caledon

East Community Centre Expansion
Caledon, Ontario

City of Edmonton

Meadows Community Recreation
Centre and Edmonton Public Library
Edmonton, Ontario

City of Brampton,

Bramcast Community Centre &
Library Brampton, Ontario

Town of Georgina

Georgina Community Centre and
Library
Toronto, Ontario

City of Markham

Cornell Community Center and
Library
Markham, Ontario

City of Markham

Aaniin Community Centre and
Library
Markham, Ontario

Minto Recreation Complex - Barrhaven

Ottawa, Ontario

City of Mississauga

Meadowvale Community Centre and
Library
Mississauga, Ontario

City of Peterborough,

Peterborough Sport & Wellness
Centre
Peterborough, Ontario

City of Richmond Hill

Oak Ridges Community Centre
Richmond Hill, Ontario

Town of New Market

Newmarket Magna Fitness Centre
Newmarket, Ontario

City of Toronto

Scarborough Community Centre
Toronto, Ontario

City of Toronto

Wallace Emerson Community Centre
Toronto, Ontario

City of Toronto

York Recreation Centre
Toronto, Ontario

Tridel

Aqualuna at Bayside Community
Centre

Town of Truro

Rath Eastlink Community Centre
Toronto, Ontario

City of Vaughan

Carrville Community Centre Library,
and District Park
Vaughan, Ontario

Our Team



Don Dethlefs



Mira Theisen



Jamie Benallo

LET'S COLLABORATE

**Have a recreation
design need?**

Don.Dethlefs@perkinswill.com

Since 1935, we've believed that design has the power to make the world a better, more beautiful place.

That's why clients and community members on nearly every continent partner with us to design healthy, happy places in which to live, learn, work, play, and heal. We're passionate about human-centered design, and how design can impact our lives through sustainability, resilience, well-being, diversity and inclusion, and mobility. And we're committed to advancing design through research. As a matter of fact, in 2018, Fast Company named us one of the World's Most Innovative Companies in Architecture. Our team of 2,500 professionals provides worldwide interdisciplinary services in architecture, interior design, branded environments, urban design, landscape architecture, and more, and includes our partners Portland, Nelson\Nygaard, Genesis Planning, and Pierre-Yves Rochon (PYR).

For more information, contact:

Don.Dethlefs@perkinswill.com

Perkins&Will

ROXBOROUGH, COLORADO

Recreation Center



POPULOUS

CONCEPT DESIGN SERVICES

09.25.2020

September 25, 2020

Mr. Rick Stanzyk, LEED AP
Evolution Builders, LLC

RE: **Roxborough Recreation Center – Concept Design**
Scope of Work and Fee Proposal

Dear Mr. Stanzyk,

The Populous team is honored to have the opportunity to submit our qualifications and fee proposal for the Roxborough Recreation Center. We have assembled the most qualified team to further the planning of your new recreation center and are dedicated to meeting your goals of a community-driven, regionally significant recreation and aquatics facility that is also sustainable, architecturally relevant to its surroundings, easily accessible, multi-functional, and environmentally responsible.

Since inception in 1983, Populous has grown into the world's leading design firm dedicated exclusively to creating environments that draw people and communities together for unforgettable experiences. We strive to redefine the architecture of recreation centers with **innovation, expertise, service, and commitment** and offer an unparalleled blend of international public assembly design expertise, a deep history of transformative projects in Colorado, and a project approach celebrated for its **commitment to innovation, sustainability, flexibility, and collaborative excellence**.

Unparalleled local and national expertise: The proposed Populous team was specifically assembled to provide the optimal combination of design expertise and client service for the Roxborough Recreation Center. Additionally, the Populous leadership proposed for your project has a collective history of over 40 years of experience in recreation center design. This experience provides us with a deep understanding of the latest trends and technology that will set your facility apart from others within the Colorado region. We will lead you through a process of creating inviting, inclusive spaces with a sense of warmth and openness that will knit the recreation/swim complex into the fabric of your community while simultaneously providing activities and experiences for community members of all ages and abilities in a manner that will make it a truly unique expression of the Roxborough community.

Innovative Design Thinking: Our proven design process begins by asking the right questions and listening intently to the answers given by you as our client, the community, our consultants, and key stakeholders. We see recreation centers serving as a healthy hub for the community. By breaking out of the traditional inward-facing, contained building design, the recreation center of the future opens itself to the surrounding Roxborough neighborhoods, inviting in the community. We ask bold questions to unlock the transformative potential of your project and innovate the recreation community into the future. The Roxborough Recreation Center offers a tremendous opportunity to rethink how residents and guests might connect with this site through creative planning and programming to better facilitate a year-round commitment to physical and mental wellness.

Our City of Aurora Central Recreation Center was recently awarded **ENR's Best Sports/Entertainment project of 2019**. It is a prime example of a project where we engaged the community, various stakeholders, and city leaders in early design and programming exercises that gave the design team a common vision which led to the incredible recreation center that has far surpassed the clients and community member's expectations.

I have worked with many communities and municipalities throughout Colorado so they can achieve their vision for their recreation needs. I have worked with the Highlands Ranch Community Association for over 20 years to design and construct both new recreations centers as well as multiple additions and renovations to their existing centers. Additionally, I have worked with the City of Aurora for over 15 years on multiple new and renovated recreation centers. And lastly, I have done multiple recreation projects for the Ken Caryl community. This, along with multiple other recreation center design experiences throughout Colorado, shows my dedication to my clients, their specific needs and their vision.

We appreciate the opportunity to respond to your request for qualifications for this exciting community project and we look forward to further discussing our work with you. If you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,



GUDMUNDUR JONSSON, AIA, LEED® AP, NCARB

Principal / Recreation Market Leader
Populous, Inc.
1630 Stout Street
Denver, CO 80202
e: gudmundur.jonsson@populous.com
p: 303-382-5417



ADDRESS

1630 Stout Street
Denver, CO 80202

AGE

Founded in 1983, 37 years in existence

AREAS OF SPECIALTY

- Architecture
- Brand Activation
- Event and Accreditation
- Interior Design
- Sustainability
- Landscape Architecture
- Urban Planning
- Programming
- Graphic Design
- Design Led Design Build

BY THE NUMBERS

TOTAL # OF BUILT PROJECTS **3,000**

TOTAL \$ OF BUILT WORK **\$40 BILLION**

TOTAL SF OF RECREATION CENTERS **2+ MILLION**

TOTAL # OF LEED CERTIFIED PROJECTS **40+**

Gudmundur Jonsson, AIA, NCARB, LEED® AP

PRINCIPAL-IN-CHARGE | POPULOUS



Gudmundur has been at the forefront of the design of more than 20 recreation centers. Client service/relationships is Gudmundur's priority and the only way to achieve those is with having the clients interest at heart throughout the programming, design, and construction process. Gudmundur not only looks at the initial building design and its impact on the community and surrounding areas, but the long term operation of that building. Gudmundur is always involved from the initial feasibility or programming, through design and documentation and all the way through construction. Gudmundur views that following up with clients throughout the years after opening is not only the best client service possible, but it's a way for the design team to grow and learn. Designers need to understand how to design great facilities that look and operate the same way they do after 10 years as they do on opening day.

EDUCATION

Bachelor of Science in Design, Arizona State University
 Master of Architecture, University of Colorado, Denver

REGISTRATIONS

Registered Architect: Colorado, Washington
 NCARB Certified
 LEED® AP Certified

MEMBERSHIPS

American Institute of Architects (AIA)
 NRPA
 CPRA

One of Gudmundur's recent recreation center projects is the award winning City of Aurora Central Recreation Center. It was truly a recreation center for the community. The many innovative designs throughout the facility was one of the major factors in the project being selected as the national award winner, Best of the Best in Sports and Entertainment.

Gudmundur will be intimately involved in all phases of the project including programming, planning and design phases, document phases, and the construction phase. This is unlike most, if not all, recreation specialty firms where principals are often only involved in the early phases. Populous believes in continuity in our team from start to finish and have the best available resources to our clients. He has 50% of his time available to for this project.

RELEVANT PROJECT EXPERIENCE

- City of Aurora Southeast Recreation Center, Aurora, CO
- City of Aurora Central Recreation Center, Aurora, CO
- University of Denver Athletics Master Plan, Denver, CO
- Colonial Downs Renovation, New Kent, VA
- Highlands Ranch Recreation Center at Northridge Renovation, Highlands Ranch, CO
- University of Puget Sound Recreation - Athletics and Aquatics Center, Tacoma, WA
- The Bay Aquatics Park, Broomfield, CO
- Williston Area Recreation Center, Williston, ND (Williston State College Campus)*
- Parker Recreation Center, Parker, CO*
- Beck Recreation Center, Aurora, CO*
- Fruita Community Recreation Center and Library, Fruita CO*
- Grand Park Recreation Center, Fraser, CO*
- Fraser Ice Facility, Fraser, CO*
- Phillip S. Miller Aquatics and Fieldhouse, Castle Rock, CO*
- Highlands Ranch Recreation Center at Southridge, Highlands Ranch, CO*
- Highlands Ranch Recreation Center at Westridge, Highlands Ranch, CO*
- Highlands Ranch Recreation Center at Northridge, Highlands Ranch, CO*
- Northside Aztlan Recreation Center, Fort Collins, CO*+
- Town of Eagle Pool and Ice Facility, Eagle, CO*
- Raton Recreation Center and Aquatics Facility, Raton, NM*
- Old Town Hot Springs, Steamboat Springs, CO*

***Denotes work experience completed with another firm**
+First LEED Gold Certified Recreation Center project in the US

Greg Zamell, AIA, NCARB, LEED® GA

PROJECT ARCHITECT | POPULOUS



Greg graduated in 2011 with a Master of Architecture from Montana State University. He has enjoyed a wide variety of project types including healthcare, sports science, higher education, and community recreation. He brings outstanding BIM knowledge, strong design documentation abilities, and also has great experience in conceptual design, space planning, 3D visualization, masterplanning, and marketing. He is involved in all phases, from project interviews and conceptual design through construction administration. His previous projects (prior to joining Populous) include multiple renovations at the United States Olympic Training Center, design of a new Student Recreation Center and Athletics Facility at Southern Oregon University, and various community recreation projects.

Greg will be involved in all phases of the project but his primary focus will be on design and delivering the technical documentation of the project along with the primary person in the construction administration phase. He will be responsible for all sub-consultant coordination and system selections with both the CMAR and engineers. He has 100% of his time for this project.

EDUCATION

Master of Architecture, Montana State University
 Bachelor of Arts in Environmental Design, Montana State University

REGISTRATIONS

Registered Architect: CO
 NCARB Certified
 LEED Green Associate

MEMBERSHIPS

American Institute of Architects (AIA)

RELEVANT PROJECT EXPERIENCE

- City of Aurora Southeast Recreation Center, Aurora, CO
- University of Denver Athletics Master Plan, Denver, CO
- Aurora Central Recreation Center, Aurora, CO
- 1630 Stout Street Office Renovation, Denver, CO
- Recreation Center at Northridge Lobby Addition, Highlands Ranch, CO
- University of Puget Sound Recreation - Athletics and Aquatics Center, Tacoma WA
- The Bay Aquatics Park, Broomfield CO
- 2016 NHL Stadium Series, Denver, CO
- Coors Field Clubhouse Renovation, Denver, CO
- Southern Oregon University - Lithia Motors Pavilion Athletics and Recreation Center*
- Shams Reflection, Abu Dhabi, UAE*
- Mubadala Arena Renovation & Expansion, Abu Dhabi, UAE*
- Capital One Block C, Washington DC*
- United States Olympic Training Center, Strength & Conditioning Building, Colorado Springs, Colorado *
- United States Olympic Training Center, Campus Renovations, Colorado Springs, Colorado*
- SOU McNeal Pavilion & Student Recreation Center, Ashland, Oregon*
- Parker Recreation Center, Parker, CO*
- Sky Ridge Medical Center M.O.B. III, Lone Tree, Colorado *
- Grand River Health Clinic West, Battlement Mesa, Colorado *

***Denotes work experience completed with another firm**

City of Aurora Central Recreation Center

LOCATION

Aurora, CO

CONSTRUCTION TYPE

Type IIA, A-3 Occupancy, New Construction

SIZE

61,250 SF

SCOPE

A new community recreation center, gymnasium, aquatics center, community areas, group exercise studio, fitness areas, and a running track. Outdoor community and fitness patios.

DELIVERY METHOD

CM/GC

TEAM

Name of PIC: Gudmundur Jonsson
 Name of PM: Greg Zamell
 Name of PA: Ryan Sellinghausen
 Name of PD: Gudmundur Jonsson / Greg Zamell

PROJECT COST

\$34 million

GROUNDBREAKING

July 28, 2017

OPENING

May 9, 2019



DESCRIPTION

The new Aurora Central Recreation Center is the first ground up recreation center constructed in over 40 years for the town. The natatorium has multiple leisure pools with a variety of play features, a current channel, slide tower with a tube slide that extends outside the building, lap lanes and a warm water spa. The fitness area is open and inviting, situated on the upper level of the building. It is ringed with a meandering jogging track, connects to an exterior fitness balcony with views to west, and includes a fitness grandstand for a new take on functional fitness. Platforms and stretching areas allow fitness circuits to be provided in a new manner, thus creating variety for patrons.

Other program spaces include a gymnasium, two fitness studios, community meeting rooms, party rooms, a child watch room, new locker spaces including individual change rooms and an open lobby and reception desk with views to all the major program elements.

For almost every community recreation center project the wish list is longer than the budget can support. The stakeholder group, design team and the public had to prioritize what was most important to the community members as well as financially viable for the long term. A series of community meetings were held in which the team provided needs and cost-based options for the public to vote on. This was used as a guide in the final program along with operational goals the city had. The site had been purchased 20 years prior for the specific purpose of building a recreation center. Because the site is in a well established neighborhood, the surrounding homes were used to an open and somewhat manicured field. This meant we had to take special care in designing a 4-sided building, meaning no backside or delivery dock yard could be visible. The solution was to give all sides of the building equal attention to detail with appropriate use of materials. A carefully screened area allowed the maintenance and delivery area to be non-visible from the neighborhood. We also integrated public art glass on that same side that lights up at night with the interior light.

One of the things that the public had input on was the exterior architecture and materials. What we learned through the public input process was that this community wanted a modern approach to "Colorado Regional" architecture and materials. The design team took that to heart and incorporated locally quarried stone throughout the design to blur the line between the two. A large amount of exposed heavy timber was used in locations where architecture was expressed on the human scale, such as outside the entry area, in the lobby, and on the upper level fitness balcony, where the users have incredible views to the Rocky Mountains.

OWNER CONTACT

John Perkins,
 Senior Public Works Special Projects
 Manager
 City of Aurora
 p. 303.739.7848
 m. 601.951.5858



City of Aurora Southeast Recreation Center

Experience of Populous

LOCATION

Aurora, CO

CONSTRUCTION TYPE

Type IIA, A-3 Occupancy,
New Construction

SIZE

72,000 SF

SCOPE

A new community recreation center with indoor fieldhouse, gymnasium, aquatics center, community areas, group exercise studio, fitness areas, and a running track. Outdoor community and fitness patios.

DELIVERY METHOD

CMAR

TEAM

Name of PIC: Gudmundur Jonsson
Name of PM: Greg Zamell
Name of PA: Ryan Sellinghausen
Name of PD: Gudmundur Jonsson / Greg Zamell

ESTIMATED COMPLETION DATE

Summer 2022

ESTIMATED CONSTRUCTION COST

\$40M



DESCRIPTION

The new Aurora Southeast Recreation Center is the second ground up recreation center constructed in over 40 years for the town. The incredible 600 acre site has potential for both city and mountain views that provide the community with a sense of place. A dynamic running track will take visitors on a journey through the building, changing elevation along the way. The recreation center will also feature a fieldhouse.

Other program spaces include a gymnasium, fitness studios, community meeting rooms, community lounges, party rooms, a child watch room, locker spaces including individual change rooms and an open lobby and reception desk with views to all the major program elements.

OWNER CONTACT

Tracy Young
Manager, Planning, Design &
Construction
Aurora PROS
p. 303-739-7166
e. TYOUNG@auroragov.org
12 year business relationship



Highlands Ranch Northridge Recreation Center Renovation & Expansion

LOCATION
Highlands Ranch, CO

SIZE
12,200 SF

SCOPE
Renovation and Expansion of the existing recreation center

DELIVERY METHOD
CM/GC

TEAM
Gudmundur Jonsson, Ryan Sellinghausen

COMPLETION DATE
January 2018

PROJECT COST
\$3.5M



DESCRIPTION

The Recreation Center at Northridge is the oldest of the 4 recreation centers in Highlands Ranch, Colorado. The center has undergone some renovations and additions over the years but the oldest part of the building hasn't been touched since the HRCA took over the building. The new addition and renovation relocates the main entry to allow for a better access from the 2 separated parking areas as well as a new safer drop off area right at the building entry. With the facility being well established in the neighborhood it was important to respect the existing architecture and design to compliment it. The new addition and renovation will include martial arts studio, new golf simulator, additional cardio area, hot yoga studio, fitness studio, new restrooms, meeting space, multi-purpose space, and administration area.

OWNER CONTACT

Ken Joseph
Director of Operations & Programs
Highlands Ranch Community Association
p. 303.471.8857
e. kjoseph@hrcaonline.org



THE DESIGN JOURNEY

In addition to providing examples of recreation-based projects that our team has worked on, the following pages are intended to demonstrate the emphasis we all place on the quality of design process and, specifically, how this process relates directly to the design opportunities and challenges of the Roxborough Recreation Center. The section highlights the following:

PROJECT OBJECTIVES - We understand work has been done to identify what is important to the city, county and community. This work should be leveraged, aligned and built upon in the preliminary stages of the design process.

SITE EXPLORATION - Site selection will take into consideration and incorporate the terrain and red rocks of the surrounding environment, while minimizing the impact the center will have on the area. The team will consider all aspects of a successful community recreation center, including one that meets the programmatic, sustainability and business goals of the project.

TEAM ORGANIZATION AND COMMUNICATION METHODS - We visually communicate design intent, highlighting opportunities to link design to the Project Objectives and create an enjoyable environment where the community comes together. Attention will be given to right-sizing key pieces of program while simultaneously identifying opportunities for future growth, enhanced flexibility, sustainability and revenue generating while aligning program with the budget.

ARCHITECTURAL BEST PRACTICES - Populous has dedicated its practice to athletics, recreation, health and wellness facilities for over 30 years. While a few samples of these efforts have been provided, our team hopes to apply The Future of Recreation research to the design of this facility and to create a flexible, sustainable, and multi-generational asset the city, county, visitors and community members can enjoy for the next 50 years.



CITY OF AURORA CENTRAL RECREATION CENTER

Project Objectives



ENVIRONMENTAL OBJECTIVES

Given the natural wonders of the Roxborough area, it only makes sense that the highest priority of any major capital project should be to minimize its impact on the environment both on-site and within the region to preserve these natural wonders. Design strategies that are carbon neutral will be given high priority along with strategies that consider an all-electric built environment, zero water waste and long-term operational costs. The landscaping for the design will focus on the vegetation that would naturally be found on the site so minimal maintenance and no site irrigation would be required. Natural daylighting would be incorporated for all regularly occupied spaces.



COMMUNITY OBJECTIVES

Creating an Inclusive Community Hub for the well-being of the community is often the primary goal. The center must be financially viable in a way that serves all generations and all abilities. The term 'multi-generational' is often used to describe facilities that serve everyone, however we believe recreation should also be cross generational, meaning that spaces and programs promote multiple age groups to use them at the same time. Equally important, the center must be flexible and adaptable to allow for growth and eventual changes to program offerings. As the site is incredibly special, the new center must be carefully planned to connect with the existing natural environment, both internally and externally.



ECONOMIC OBJECTIVES

Our team understands that constructing a recreation center is more than just having a community gathering place. It's also about increasing home values, generating more sales for local businesses, attracting new jobs, improving public health and wellness as well as encouraging multi-generational civic engagement. Increasing revenue generation of the recreation center can also be achieved by design; capitalizing on Colorado residents' need for recreation, increasing visibility of the complex to attract new visitors, or providing a high-altitude training facility as an optional, revenue generating program element.



AESTHETIC OBJECTIVES

Roxborough is an incredibly special place for so many reasons. Its natural environment is second to none and the new center must be designed in harmony with it. Architecturally, one could look for inspiration in the surrounding landscape such as the variable terrain and red rocks. Material selection will be one of the key elements to create timeless architecture that the community can identify with now and in the future. The use of heavy timber, local natural stone, and glass will allow the center to be grounded in nature and connected to its surroundings, both visually and physically. While the eventual site selection, building orientation, and program uses will ultimately help define the architectural character, our most important guiding design principle is that this is for the Roxborough community.

Site Exploration

We understand how important the site and its surrounding area are to the community. Many, if not most, residents moved to Roxborough because of the natural beauty of the area. Respecting and utilizing this natural beauty must be one of the driving forces in early design considerations.

SITE IMPACTS - With the site having fairly significant slopes and being within an existing park that the community has enjoyed for many years, we must minimize the impact the recreation has on the area.

COST SAVING POTENTIAL - Costs are a concern on every project and with this particular site it's even more important due to its location and nature. The less impact and disturbance we make, the less costly it will be. Taking advantage of the slope and staking the building to some degree will reduce cost. Utilizing the existing parking lot will be important.

SUSTAINABILITY & RESILIENCE - Ideal building orientation, level of site disturbance, etc.

ACCESS & CONNECTIVITY - Synergies with community, nearby schools, bike trails, and roads.

FLEXIBILITY & INNOVATION - Ability of new program and building features to easily adapt over time while allowing for piloting innovation in community recreation.

MULTI-GENERATIONAL PROGRAMMING POTENTIAL - Ability of new program and building features to meet the diverse needs of all generations, races, and cultures.

CONNECTING TO NATURE - Provide inside / outside spaces that connect users to nature. Create the perfect views to the beauty of the surrounding red rocks.



SPORTS



COMMUNITY



FITNESS



AQUATICS



Team Organization and Communication Methods

Populous and our entire design team is thrilled by the potential of providing our services for such a great project in Roxborough, and we are confident that we possess the unique qualifications and knowledge to guide the typical design for this community asset. The following section describes the backbone of our approach and process and will be consistent from the start of design, through construction, and beyond.

ACHIEVING THE GREATEST VALUE

The history of our team in designing projects within diverse settings can be seen in our representative work. Each previous project informs us, but we will quickly focus specifically on your project, combining our expertise and creativity to deliver the greatest possible value to the Roxborough community.

The foundation of any great design process starts with a clear understanding of the needs, goals and desires of all stakeholders in the project. We are strong believers that the most important decisions are made at the earliest stages of the design process. We will have an open dialogue with the client team, staff, and user groups throughout the process so we can receive feedback to ensure this project is unique to your needs and requirements.

We will continually engage the client team, developing alternative design solutions while arming the decision makers with solid design, allowing your team to make the best decisions throughout the process. We will refine this information with the guidance of the established steering committee and use it to develop the project to provide the absolute best project for the budget.

The most successful projects result from a close collaboration between the design team and client group, and truly are a reflection of their passions and enthusiasm.

The design team listed in this proposal has extensive specialized experience in the programming and design of aquatics, sports/athletics, and recreational facilities. Our project experience ranges from all levels of sports activity, community recreation centers with indoor and outdoor pools, gymnasiums, sports turf field houses, group exercise spaces, open fitness areas with a variety of configurations and community gathering spaces. We have designed the full range of sports and recreation facilities and are excited to be your partner to help craft the vision for your facility.

A TEAM-ORIENTED APPROACH

The client is always at the center of our project team. It's critical that extensive and detailed communication occurs between the design team and the entire owner group early, starting with the site conceptual design phase all the way through project completion and the grand opening. We understand the importance of establishing a clear structure of internal and external communication from the outright and we have extensive experience in collaborating with the client groups and all stakeholders. From the onset of the project, open dialogue will assist both the owner group and the design team, where both parties can learn from each other. The Roxborough community members will gain the expertise of the design team just as the design team will gain the understanding of the community needs, short and long term goals, and operational requirements.

In addition to being in an excellent position to undertake this project, Populous and our local consultant team offer a staffing approach that allows us to provide customer service that is second to none. Our design and documentation philosophies allow for every team member, to be deeply involved in each phase of design and documentation, with no 'hand-offs' or 'phasing-out' of senior staff. The project team listed in this proposal will be easily accessible to the client team throughout the duration of the project. We know that the success of a project is measured far beyond the grand opening, which is why we pledge to maintain this level of communication for many years to come after project completion. With our dedicated communication and combined abilities, our team has both the manpower,



CITY OF AURORA SOUTHEAST RECREATION CENTER

and most importantly, the knowledge gained through the completion of similar projects to successfully staff the sports facility project. Our ultimate goal is to deliver a project that will not only exceed the community's expectations at the grand opening, but one that will stand the test of time with high attendance and utilization along with low operating and maintenance costs.

Populous, along with the local team of architects and engineers, are intimately familiar with all local required environmental and permitting processes.

COMMUNITY INVOLVEMENT & PUBLIC OUTREACH

Each community recreation center is unique and needs to stay true to its community. For every project, we remain focused on understanding and fully utilizing its specific opportunities for success.

Most of Populous' projects are public and therefore go through a thorough design review process. As the first new recreation center for the City of Aurora in 40 years, the Central Recreation Center project was incredibly important to the city leaders and the public. Multiple open house and public meetings were held to share information on programming and design where the community could voice their opinions. Several work sessions and presentations were given to city leaders where the public was invited. These included Park Board, Planning Commission, and City Council sessions. This process led to an incredible public support for the facility, a true community recreation center.

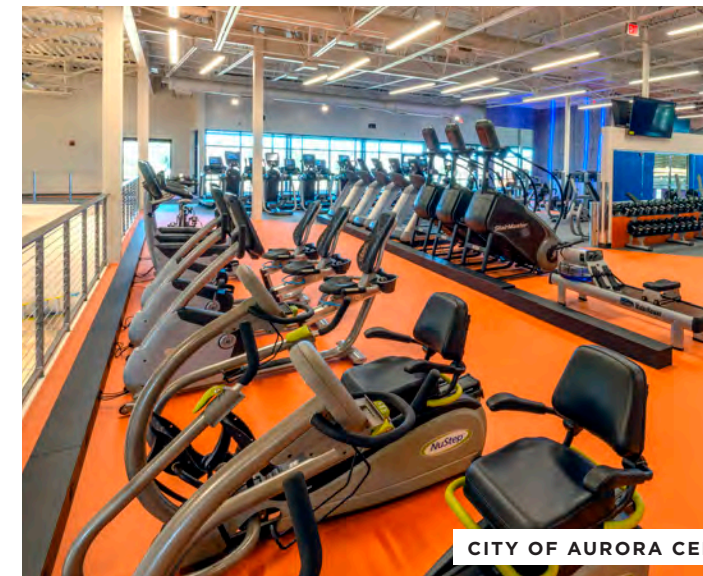
Architectural "Best Practices"

UNDERSTANDING AND WORKING WITH CLIENTS

Collaboration on a continuous basis is an approach we take on every single project. Providing design options and accurate information to the client group early and often allows our clients to make the best decisions possible early in the process, where it's most beneficial and has the greatest impact to the project. When the design team and the steering committee need to share information with the public, it is important that accurate and clear information is presented. It is imperative, if a design is presented, that it is executable from all aspects and meets the budget.

MANAGING DESIGN PROJECT COST

Communication is key to the success of all projects. A clear and concise understanding of goals and desires sets the tone for the team. Defining the scope, schedule, and required deliveries will be the primary drivers for the design team to provide the best fee possible. This includes various details such as expected presentations to agencies, frequency of client and design team meetings, etc. Populous will provide unit cost for items not to be in the base project scope. This could include additional renderings, excessive additional meetings, and extended design or construction schedule beyond the designs team control.



CITY OF AURORA CENTRAL RECREATION CENTER



10/1/2020

Anna Jones
District Manager
Roxborough Village Metropolitan District (RVMD)
8390 E Crescent Parkway, Ste 500
Greenwood Village, CO 80111

RE: Roxborough Village, Conceptual Design
Proposal of Services

Anna:

I would like to thank you for the continued opportunity to further develop the Roxborough Village Recreation Center planning. I have greatly enjoyed the interaction with team and process of development that you have so effectively facilitated. I will continue to provide a high level of insight and oversight with the priorities and needs of the district remaining the top consideration. In addition, I will connect the district and our project group with top tier professional design services from highly qualified and relevantly experienced firms who have proven track records of success in parks and recreation design.

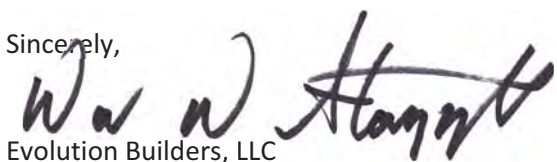
Our goal is to efficiently prepare a scope of services that can be competitively analyzed by multiple design firms, while listening to trends in the industry from experts in the arena. Our experience in construction and design over more than 30 years will narrow the field of designers to those who will keep the best interest of the district at the forefront of the process. We will lean on long standing relationships with these professionals to ensure the goals of the project are not over-shadowed by the artistry of design.

We will facilitate the process of conceptual design by engaging an elite design professional and interlocking the direction of their design with the needs and wants of the community and board. We will continue to develop the design through periodic updates and work sessions to ensure the path remains consistent with the initial goals. Upon completion of the conceptual design, we will provide exterior and interior renderings of a space that represents the pulse and passion of the community. These documents will be effective for further engagement and building interest in the community. At the end of the day the hope is that, from our interactive design process, the board and community will have evolved to a point of sheer excitement at the idea of an environmentally conscious, aesthetically pleasing and logically planned product that will give everyone years of opportunity to enjoy and improve their lives.

I greatly appreciate the opportunity to provide this proposal to your team and will to continue to work diligently to provide the needed support and guidance. We hope you find the content of this proposal complete and consistent with your needs. Should you have any questions or comments, please, do not hesitate to contact me.

The following pages is our "Agreement" for the services Evolution Builders will provide.

Sincerely,



Evolution Builders, LLC
Detrick (Rick) Stanzyk

encl: Agreement (2 pages)

Roxborough Village (District): Conceptual Design Services AGREEMENT

SCOPE OF SERVICES

<ul style="list-style-type: none"> • Facilitate / solicit designers <ul style="list-style-type: none"> ○ Contact select firms / gauge interest ○ Discuss project details / planning ○ Provide proposed programming ○ Provide initial block planning ○ Provide initial renderings • Designer selection <ul style="list-style-type: none"> ○ Share relevant experience ○ Provide opinion / reasoning ○ Discuss and verify timeline of process 	<ul style="list-style-type: none"> • Consultant / process management <ul style="list-style-type: none"> ○ Initial discovery / planning meeting ○ Monitor initial concepts ○ Facilitate mid-way meeting ○ Monitor developing concepts ○ Facilitate planning conclusions ○ Monitor final concepts / deliverables Facilitate final presentation
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SCHEDULE OF FEES:

The schedule of fees is based upon a preliminary and high-level analysis of four (4) sites in Phase I, and a detailed study of one site in Phase II. Evolution Builders will provide the Scope of Services outlined above on a **NOT TO EXCEED*** basis. Increases to the budget, scope and timeline shall result in increased costs for the services described herein. These increases shall be provided "Proposal for Additional Services" from Evolution Builders, LLC to the District.

<p>Phase III (Conceptual Design):</p> <ul style="list-style-type: none"> ➤ Facilitate Design Proposals (approx. 7 hrs) ➤ Designer validation and selection (approx. 11 hrs) ➤ Manage design progress meetings (approx. 32 hrs) ➤ Facilitate final presentation (approx. 8 hrs) ➤ Analyze next steps / continued progression (approx. 3 hrs) ➤ Debrief / closing discussions w/ Board (approx. 3 hrs) ➤ <u>Fee is based on approx. 70 hours at \$80/hr average, and 250 hours of consultant services at \$192/hr average, plus reimbursables (including but not limited to: travel, deliverables and reproduction costs – approximate range of \$3,000 - \$7,000)</u> ➤ TOTAL COST: \$53,600 – not to exceed*

***except for increases to the scope of work, reimbursables or changes directed by the RVMD / District.**

TERMS, CLARIFICATIONS & CONDITIONS:

- ✓ Billings for services shall be submitted monthly, based on the above phased schedule, and shall be paid by the Owner within 15 days of receipt of invoice. Failure to remit payment for invoices within 45 days will result in stoppage of services and initiation of lien process.
- ✓ Any and all materials are excluded from this contract.

- ✓ Reproductions, presentation materials, postage, travel expenses (including fuel, lodging, meal expenses, and other expenses related to travel) and other unidentified expenses are excluded from this contract and will be billed as a "REIMBURSABLE EXPENSE" of the actual cost plus 10% mark-up, as needed throughout the project.
- ✓ Investigation, management, remediation, abatement or mitigation of hazardous materials is excluded from this Scope of Services and shall be provided on a time and material basis if required. Owner shall provide evidence of hazardous materials surveys and assessments of suspected hazardous materials.
- ✓ Solicitation, selection and procurement of services not described above is excluded from this agreement and shall be provided on a time and material basis if required.
- ✓ Procurement, review or execution of financing agreements is excluded from this Scope of Services and shall be provided on a time and material basis if required.
- ✓ Any and all services not expressly included in the above Scope of Services are excluded and shall be provided on a time and material basis if required.
- ✓ This agreement supersedes any and all previous agreements.

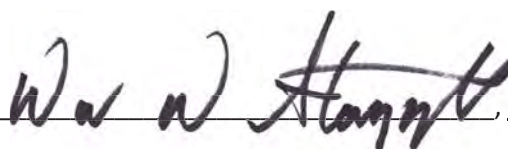
ACCEPTANCE OF PROPOSAL:

We, Clifton Larson Allen, authorized representative(s) of Roxborough Village, do here by accept the above Scope of Services, Schedule of Fees and Terms, Clarifications and Conditions of this Proposal by our signature below:

ACCEPTED BY (signature): _____, Calvin Brown, Roxborough Village Metropolitan District

PRINTED NAME: _____

TITLE: Board President DATE: _____

ACCEPTED BY (signature):  _____, Evolution Builders, LLC

PRINTED NAME: Detrick D Stanzyk

TITLE: Managing Member DATE: _____

M E M O R A N D U M

October 8, 2020

TO: Ed Wagner, Calvin Brown – Metro District Board Committee on Rec/Community Facility
Roxborough Metro District Board of Directors

FR: Ben Kelly

RE: Summary Plan for Roxborough Village Rec Center Task Force

OVERVIEW

The purposes of this Rec Center Task Force are:

- To represent a range of community interests
- To advise on community outreach and community feedback opportunities
- To consider options and develop ideas on the potential rec/community facility
- To make recommendations to the Metro District board of directors

The Metro District Board of Directors is the ultimate decision-maker on referring a ballot question to Roxborough Village voters. The role of the Task Force is to serve as a fact-finding and exploratory group, not as an advocacy group either ‘for’ or ‘against’ any proposal. Once the Task Force has concluded its last meeting, it will disband. The end product of the Task Force will be a report to the Metro District Board on its recommendations and key findings.

COMPOSITION OF TASK FORCE

A group of 11 Roxborough residents, with Ed Wagner and Calvin Brown as *ex officio* (non-voting) members. Residents interested in participating will be asked to fill out a brief questionnaire, and they will be selected to represent a general profile of Roxborough residents (geographic distribution, age, and professional expertise or personal interests that help inform the process). The Metro District Board rec/community center committee will review task force applications and select members. Two members of the Task Force will serve as co-chairs.

Various communications channels will be used to raise awareness and encourage Roxborough Village residents to submit an application: Metro District website and newsletter, email to residents and attendees of 2019-20 Master Plan events, HOA communications, and Metro District board outreach. The deadline to apply is November 13.

TASK FORCE MEETINGS & TIMELINE

The Task Force will meet between 6-8 times between January and May, 2021. Meetings will happen online (for example, as Zoom calls), though outdoor session(s) or site visits are likely following Douglas County COVID-19 safety regulations.

TASK FORCE COMMUNICATIONS

A dedicated page will be created on the Roxborough Village website featuring information on the Task Force, and regularly updated. Updates will also be included in various Metro District communications to Roxborough Village residents.



Managing Resources thru Engineering

To: Roxborough Village Metropolitan District, Board of Directors
From: Scott Barnett P.E., District Engineer
Date: October 15, 2020
Re: RVMD Engineering Report

1. **Dugout** - Jay Fells of CDR has been having some minor conflicts with their fencing sub-contractor for the dugouts. It appears there may have been some minor miscommunications on which roof brackets were necessary to complete the work. Unfortunately what Jay was needing is no longer available. They have been trying to select an appropriate replacement, and they believe that they have something that will fit the specifications and should be able to be installed by the end of this week. Once installed to Jay's satisfaction, then he can proceed with completing the roofs and hopefully be finished with the scope of work.
2. **Hydrosystems KDI** – The minor comments received will be incorporated into a final revision of the drawings. There are several items that both Bill and myself want to be clarified as well and hopefully the Board discussion will clarify some direction.
3. **Irrigation System Upgrades** – This is directly related to item #2 above, but this will provide more detail on what parts of this project are being considered.
 - a. The Irrigation Controllers need to be upgraded to wireless communication systems. Currently there are more than 20 independent controllers that work off of their own system, with the only common part being the water supply. This type of system does not allow the LS Maintenance Team to effectively control the system as a whole. The cloud based wireless system is a major step in that direction and would update and remove old technology. The current proposal is **\$84,280.00**, which you saw in September
 - b. METCO has assembled a rough proposal to do all of the work contemplated in the Hydrosystems KDI drawings shown above in #2. While there needs to

be changes to this proposal for some overlapping big ticket items, it generally describes the cost of what is needed for the “Pipes in the Ground” part of the irrigation system upgrades in the Park. Keep in mind this is only the park.

The current proposal on the table is **\$351,685.00**.

- c. The pump system is third part of the equation. While the pump system is functional and can be continued to be used in its current form, it is a product of piecing together a system provided by developers over time and handed over to the District. While it does function, and does have some useful life remaining, it could (and probably should) be upgraded with a system that is designed for RVMD, by RVMD. The problem with a system provided by developers is that they provide the system that at the time meets the minimum requirements and is the least expensive for them. They are not in the business of operating the system. Now that the District has learned what its operational needs are over the past few decades, it may be best suited to provide something that meets the needs of RVMD operations. Bill has assembled some very capable vendors for this that will be presenting a few options to the District at the meeting. While I have not seen any of the proposals at the time of this memo, it is my understanding they will have at least three options to discuss. Of course, there is still the alternative of continuing to use the current system a little longer for now. I imagine their minimum package they will discuss will come in around **\$100,000.00**. I also know that the prices can escalate very quickly upwards and could easily be 3 or 4 times that amount on the higher side.
 - d. Cost Summary:
 - a. \$ 84,280.00
 - b. \$351,685.00
 - c. \$100,000.00 (placeholder)
- Project Total **\$ 535,965.00**

It is easy to see how the costs for this first phase of the project can easily escalate to a much higher level than may be desired. The current budget is less than half of this. This project is already a phased project, which this is only the first. The major components in this are the building blocks of a new system. The phases could certainly be broken down further, and the reason for this lengthy project description is specifically to open up the discussion for the Board to provide direction on where they want this project to go. The proposals are provided in this packet for review.

- 4. **Concrete Trail Connections** –Complete
- 5. **Sterling Ranch Coordination on Irrigation Line Replacement or Modification** – Complete
- 6. **Spillway Enhancement Project** – While this project is under Management matters, the engineering portions include the Concrete box culvert modifications and the Boulder stepped pedestrian area. We have made revisions to the Construction Drawings for these segments of the project. 53 Corp and Chavez

Services have provided formal proposals based on these drawings, both dated October 14, 2020. Should additional changes need to be made to the drawings, we may need to revise proposals in the future. If the Board does choose to approve these proposals, I recommend the project be completed in a Fall or Winter time frame so as there is not a concern for the water in the pond during construction. Currently the pond is quite low, but will still need to be pumped down some for the work. I would also point out that there may be some minor permitting coordination to work through with Douglas County, even though they have said in a public meeting that they would not be involved in it at all. We will have to deliver materials to the site on public roads so there will have to be some permitting involved regardless. I am hoping for the less involvement, versus more. The proposals are included in this packet for consideration.



Irrigation Repair Proposal

Proposal By: Bill Barr	
Metco Landscape Inc.	
Proposal Date	9/10/2020

Job Location	
Roxborough Village Metropolitan District	

Submitted To:	
Anna Jones CLA	

Accounting Information	
Job #	19-10-305
AR Cust	ROXBDIST

Description of Services to be Performed

	Qty	Rate	Total
Irrigation Tech Labor (Hours)	80.00	\$65.00	\$5,200.00
Irrigation Helper (Hours)	80.00	\$51.00	\$4,080.00
Materials	1.00		\$75,000.00
Irrigation Repairs as follows:			
1	Weather Trac Opti-flow XR Controller system cloud based communication this is a start for the field controllers to central control to pump station		

Acceptance of proposal - I have read the terms stated herein, and I hereby accept them.

Client's Signature _____ Date _____ Total **\$84,280.00**



DATE: 9/17/2020

PROPOSAL SUBMITTED TO:

ATTENTION:

PROPOSAL: ROXBOROUGH COMMUNITY PARK - IRRIGATION ONLY BID

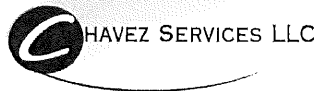
Thank you for giving us the opportunity to provide you with pricing for this project! We hereby propose to furnish all materials and perform all the labor necessary to complete the Irrigation as per the irrigation plans, notes and specifications provided by HydroSystems KDI, sheets IR-1 - IR-7, dated 08/17/2020.

PROPOSAL INCLUDES:

	Quantity	Unit	Unit Price	Total
Irrigation	1	LS	\$ 341,485.00	\$ 341,485.00
Budget Electrical - controllers	2	EA	\$ 5,100.00	\$ 10,200.00
Total				\$ 351,685.00

PROPOSAL DOES NOT INCLUDE THE FOLLOWING:

- Purchase and/or placement of imported topsoil is not included.
- Bioretention soil media, liner or sub-surface drains of any kind.
- Surface drains and/or sub-surface drainage systems of any kind.
- Water tap, meters, and permits are not included in this proposal.
- Asphalt cut, patch back, flow fill and directional boring for sleeves.
- Site Demolition and/or Debris Haul Off of any kind.
- Retaining walls: Landscape Boulder walls, CMU or Cast-In -Place.
- Crusher fines, flagstone, pavers and/or patio stone of any kind.
- Native seeding with hydromulch or straw mulch of any kind.
- Hand pulling of weeds in native seed areas of any kind.
- Skid pump electrical power supply and grounding of any kind.
- Backflow prevention device of any kind.
- Temporary irrigation install or removal for native seeding of any kind.
- Site Lighting and/or Low Voltage Lighting of any kind.
- Wood, Metal or Vinyl Fencing of any kind.
- Site amenities, site furniture, playground equipment, playground surfacing or structures.
- Grounds maintenance is not included.
- Tree protection or safety fencing of any kind.
- Existing tree and shrub removal and/or spading of any kind.
- Erosion control devices of any kind unless stated above.
- Traffic Control of any kind.



Estimate By: Ermilo Chavez
 990 S. Garrison St
 Lakewood, CO 80226
 Cell No. 720-308-2926

Client Name / Address Roxborough Village Metro District Attn: Scott Barnett P.E. 8390 E. Crescent Parkway, Suite 500 Greenwood Village, CO 80111		Date: 10/14/2020	Estimate No.	E2020203R1
		Project Location: Roxborough Village Metropolitan District Spillway Project Littleton, CO		
Task Description		Qty	Rate	Amount
1. Demo of the grouted riprap area including the metal grate, hauling and disposal fees included. Includes pedestrian traffic control barricades.			LS	\$ 5,300.00
2. Removal and replacement of the concrete trail section. New concrete to be 6" thickness. Includes mobilization and pedestrian traffic control barricades.		1638 sq. ft	\$ 16.25	\$ 26,617.50
3. Installation of the new Concrete Box Culvert including the 15" x 5'-6" x 11'-4" concrete weir and 5'-6" x 8" x 40" wingwalls. Includes 20 CY max. of impervious fill material. Provide epoxy coated reinforcement and dowels per drawings.			LS	\$ 15,500.00
4. Excavate, form, and place new concrete toe wall 6" x 18" x 90'		90 lf	\$ 55.00	\$ 4,950.00
5. Mobilization and General Conditions.			LS	\$ 3,600.00
		Total Project Estimate		\$ 55,967.50
Estimate Notes:				
1. Permitting or testing fees of any type are excluded from this estimate.				
2. All quantities are estimated. Invoicing will be based on actual quantities used or installed.				
3. Bond is not included in this estimate.				
4. New base material below trails is not included. CDOT Class 6 base material can be delivered, placed, and compacted at a rate of \$55 per ton.				
5. Over excavation can be provided at a rate of \$60/CY, includes removal off site.				

Approval Signature:

 Scott Barnett

 Date of Acceptance



PROPOSAL

DATE:
10/14/2020

5655 Peterson Rd.
Sedalia, CO 80135
Phone 720-733-0192 Fax 303-814-9233

To: Scott Barnett
Roxborough Village Metro District

For: RVMD Spillway Repairs and Seating

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
Siloam Stone Steps (furnish and install)	73.00	EA	\$280.00	\$20,440.00
Foundation Rock 4" Minus (furnish and install)	125.00	TN	\$60.00	\$7,500.00
Foundation/Wing Wall Excavation (Note 1)	1.00	LS	\$2,900.00	\$2,900.00
Dewatering/Drain Pond, One Time (Note 2)	1.00	LS	\$2,000.00	\$2,000.00
Mobilization/Traffic Control for Deliveries	1.00	LS	\$6,400.00	\$6,400.00
			Total:	\$39,240.00

Note 1: Spoils from excavation to be placed adjacent to steps and sidewalk. No haul off.

Note 2: Includes: Water to be pumped over spillway. No permitting included.

Excludes: Erosion Control/BMP's, site restoration, damage repair to existing facilities, testing, bond.

Pricing is valid for 30 days.

If you have any questions concerning this proposal, please contact Chris at 720-733-0192 or email chris@53corporation.com

Sincerely,

Accepted By:

53 Corporation, LLC

Print Name: _____

Chris Hoyt

Signature: _____

Chris Hoyt

Date: _____

Herschberg, Natalie

From: Jones, Anna
Sent: Friday, October 9, 2020 12:05 PM
To: Herschberg, Natalie
Cc: Katie James; Tina Vildibill; Carlson, Nicholas
Subject: FW: [External] Roxborough Village Park rules—Model planes

Follow Up Flag: Follow up
Flag Status: Flagged

For the agenda under legal – one more email to be included for this item.



Anna Jones, Public Manager
 Outsourcing, CliftonLarsonAllen LLP

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anna.jones@CLAconnect.com
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 Wealth Advisors, LLC, an SEC-registered investment advisor.

From: Jones, Anna
Sent: Sunday, October 4, 2020 8:54 AM
To: 'Alan Savage' <alanjsavage@yahoo.com>
Subject: RE: [External] Roxborough Village Park rules—Model planes

Hi Alan –
 Thanks for reaching our regarding the drones/remote airplanes.
 Let me do some digging and check with our legal team to get their feedback.
 We will be back in touch.
 Thx,
 Anna



Anna Jones, Public Manager
 Outsourcing, CliftonLarsonAllen LLP

Direct 303-793-1478, Mobile 303-931-6134
anna.jones@CLAconnect.com
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From: Alan Savage <alanjsavage@yahoo.com>
Sent: Saturday, October 3, 2020 5:57 PM
To: Jones, Anna <Anna.Jones@claconnect.com>
Subject: [External] Roxborough Village Park rules—Model planes



Think Security
at CLA

This email originated from an external source.

Hi,
I approached a man at the baseball field in Roxborough Village Park on Saturday, October 3, 2020, around 4 pm.
I told him that flying remote controlled airplanes in the park wasn't allowed, and he told me that it is "model" airplanes that the park doesn't allow— he said that he was flying "remotely controlled" airplanes.
So:
1) Do we allow "remote controlled" airplanes in the Roxborough Village open space?
2) If they are not allowed, how do you enforce that on the weekends (I called the DC Sheriff non-emergency number to inquire, and they said that they don't enforce "HOA" regulations)?
3) Are drones allowed in our parks?
4) If radio controlled airplanes are illegal (and drones), could you please put up a clarification sign at the parking lot entrance above the baseball field!
5) Lastly, the signs for park rules (attached) are missing at the parking lot area, so that is something that needs fixing.
Thank you!
Alan Savage
7542 Dusk St.
(Roxborough resident for 20 years)

Herschberg, Natalie

From: Jones, Anna
Sent: Friday, October 9, 2020 12:55 PM
To: Herschberg, Natalie
Subject: FW: [External] Roxborough Village Park rules—Model planes
Attachments: image010.emz

Follow Up Flag: Follow up
Flag Status: Flagged

This is the other email for the “drone” under legal for the agenda



Anna Jones, Public Manager
 Outsourcing, CliftonLarsonAllen LLP

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From: Katie James <james@ffcolorado.com>
Sent: Friday, October 9, 2020 12:05 PM
To: Jones, Anna <Anna.Jones@claconnect.com>; Tina Vildibill <vildibill@ffcolorado.com>
Subject: RE: [External] Roxborough Village Park rules—Model planes



Think Security
 at CLA

This email originated from an external source.

Anna,

Only the Board of Directors can amend the Rules and Regulations. I am not sure if the Board wishes to make a change or if they may even re-evaluate what they want to allow or not in the parks and open space. We could put it on a future meeting agenda and the Board can evaluate making a clarification or change.

Remember, however, it is still important to note that we don't have an enforcement arm of the District—not in the way that there could ever be an immediate response to a violation.

Thank you,

Katie James

Kathryn T. James
Attorney at Law
FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.
18 South Wilcox Street, Suite 200
Castle Rock, Colorado 80104-1909
Phone: 303.688.3045
Fax: 303.688.3189
james@ffcolorado.com
www.ffcolorado.com

From: Jones, Anna <Anna.Jones@claconnect.com>
Sent: Friday, October 9, 2020 8:06 AM
To: Katie James <james@ffcolorado.com>; Tina Vildibill <vildibill@ffcolorado.com>
Subject: FW: [External] Roxborough Village Park rules—Model planes

FYI – Can you see below and give me your thouhgts...?



Anna Jones, Public Manager
Outsourcing, CliftonLarsonAllen LLP

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Wealth Advisors, LLC, an SEC-registered investment advisor.

From: Alan Savage <alanjsavage@yahoo.com>
Sent: Thursday, October 8, 2020 11:01 PM
To: Jones, Anna <Anna.Jones@claconnect.com>
Subject: Re: [External] Roxborough Village Park rules—Model planes



Hi again Anna,

Thank you so much for looking into this for me.

So, it does sound like launching a remote controlled airplane from the baseball field in Roxborough Village Park is illegal:

"Our Rules and Regs state in Section 1.13 that it is not permitted "to ignite or launch any model rockets or airplanes onto or within any Parks or Open Space."

The nearby RC club "Jeffco Aeromod'lers" runs a facility for such aircraft inside of Chatfield State Park (and this is where I suggested the person go to fly his model airplanes):

[About Us | Jeffco Aeromod'lers](#)



Under the "About Us" section, it is pretty clear that "radio-controlled" airplanes are synonymous with "model" airplanes:

Club Mission

The mission of the Jefco Aeromod'lers is to promote the building and flying of radio-controlled model aircraft in a safe and responsible manner, and to assist in supporting the goals and mission of the Academy of Model Aeronautics.

Academy of Model Aeronautics

The Jefco Aeromod'lers is a chartered club (#176) of the Academy of Model Aeronautics (AMA). The AMA serves as the governing entity of the model aviation hobby. The AMA supports and promotes the hobby through education, school programs, events and provides liability insurance for the chartered club and its members. The AMA also publishes the monthly Model Aviation magazine.

IMPORTANT! All Jefco Aeromod'lers members must be current members of the AMA. Online AMA registration is available at www.modelaircraft.org.

The mission of the Jefco Aeromod'lers is to promote the building and flying of radio-controlled model aircraft in a safe and responsible manner, and to assist in supporting the goals and mission of the Academy of Model Aeronautics.

An excerpt from the "Resources" tab on the website above describes how the FAA regulates "RC" crafts and "UAS" crafts, both aircraft and drones:

FAA/USA Presentation by District IX AVP – Rick McCaskill – February 3, 2016

General

Q. What is the definition of a UAS? Is it different from a drone?

A. A UAS is an unmanned aircraft system. A drone and a UAS are the same for registration purposes.

Q: Does the FAA have the authority to require registration of UAS used by modelers and hobbyists?

A: Yes. By statute all aircraft are required to register. Congress has defined "aircraft" to include UAS, regardless of whether they are operated by modelers and hobbyists.

My thought:

To make the Rox Rules and Regs more clear, a change to the wording would be to include the term "RC" and the term "Unmanned Aircraft System (UAS)," as these sounds like the terms that the FAA uses to describe these types of aircraft--planes and drones.

What are your thoughts on making this clarifying change to our Rules and Regs?

Thanks again!

Alan Savage

On Wednesday, October 7, 2020, 05:28:39 PM MDT, Jones, Anna <anna.jones@claconnect.com> wrote:

Hi Alan – Please see below.

You are welcome to join a Board meeting (via zoom – next one is Oct 20) if you'd like the Board to hear your thoughts.

Thanks!

Anna

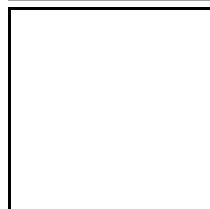


Anna Jones, Public Manager
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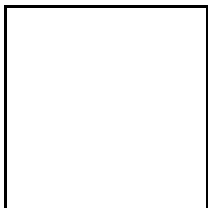
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From: Katie James <james@ffcolorado.com>
Sent: Wednesday, October 7, 2020 12:44 PM
To: Jones, Anna <Anna.Jones@claconnect.com>; Tina Vildibill <vildibill@ffcolorado.com>
Cc: Carlson, Nicholas <Nicholas.Carlson@claconnect.com>; Herschberg, Natalie <Natalie.Herschberg@claconnect.com>
Subject: RE: [External] Roxborough Village Park rules—Model planes



Additional note—I didn't look TOO deep but from what I have found, drones generally are allowed in Doug Co. One cannot use a drone to harass a person or wildlife, but other than that, the Sheriff wouldn't police it.

Katie James

Kathryn T. James

Attorney at Law

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.

18 South Wilcox Street, Suite 200

Castle Rock, Colorado 80104-1909

Phone: 303.688.3045

Fax: 303.688.3189

james@ffcolorado.com

www.ffcolorado.com

From: Katie James
Sent: Wednesday, October 7, 2020 12:38 PM
To: 'Jones, Anna' <Anna.Jones@claconnect.com>; Tina Vildibill <vildibill@ffcolorado.com>
Cc: Carlson, Nicholas <Nicholas.Carlson@claconnect.com>; Herschberg, Natalie <Natalie.Herschberg@claconnect.com>
Subject: RE: [External] Roxborough Village Park rules—Model planes

Our Rules and Regs state in Section 1.13 that it is not permitted “to ignite or launch any model rockets or airplanes onto or within any Parks or Open Space.” That statement is not at all clear that it includes flying airplanes over parks or open space and it does not address drones at all. As for definition, apparently (according to Wikipedia) one form of controlling a model airplane is by radio—so assuming that means remote controlled—but our prohibition appears to be intended to prevent launching from or onto not necessarily flying over. Clearly the “igniting” and “rockets” part is to prevent fires or projectiles. Likely the remote control airplane part is to prevent people getting hit as well.

Thus, at the moment, it is unclear if flying a remote controlled airplane safely over a park area would be prohibited. And we do not prohibit drones, which may not have been even invented in 2005 when the Rules and Regs were enacted.

As for enforcement, we have no enforcement unit through the District, and it is true that the Doug Co Sheriff does not enforce our rules and regs. They would enforce an item that also aligns with a prohibited County activity or is criminal in nature. We enforce by sending letters, or requesting remedial actions by violators, when we know who committed a violation. But, we do not policy general park activity as we have no means to do so.

I suggest that we bring this particular regulation to the Board to find out if they would like to revise the regulation to be more clear about remote controlled airplanes or aircraft, and drones.

Let me know any other questions, thank you.

Katie James

Kathryn T. James

Attorney at Law

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.

18 South Wilcox Street, Suite 200

Castle Rock, Colorado 80104-1909

Phone: 303.688.3045

Fax: 303.688.3189

james@ffcolorado.com

www.ffcolorado.com

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

Parks and Open Space within Roxborough Village are for your enjoyment. Please take care of these facilities, respect other users, and report vandalism or items in need of repair.

PARKS AND OPEN SPACE RULES AND REGULATIONS

- Parks and Open Space are open daily from dawn to dusk
- Only domestic pets (dogs and cats) are permitted, provided that they are leashed and their waste is disposed of properly in designated receptacles
- Picnic shelter and field use is subject to prior reservation by residents of Roxborough Village
- Bicycles are permitted on paved trails only. Maximum speed for bicyclists is 15 mph
- Vehicles may be parked only at designated parking lots

THE FOLLOWING ARE PROHIBITED IN ALL PARKS AND OPEN SPACE

- Semi or commercial trucks within any parking lots at any time
- Alcoholic beverages
- Motorized vehicles except within parking lots or as authorized by the District Manager
- Overnight parking or camping
- Littering, failing to dispose of trash or garbage in designated receptacles
- Fires, fireworks, explosives, firearms, archery, B-B guns, pellet guns, paint ball guns, air guns or slingshots
- Model rockets or airplanes
- Amplified sound
- Golfing
- Construction, placement, installation or maintenance of any kind of road, trail, structure, tree house, swing, fence, or other improvement
- Swimming, wading, boating, fishing
- Removal, destruction, mutilation or defacement of any building, structure, sign, fence, or other improvement
- Feeding, hunting, trapping, catching or harassing wildlife
- Adding, modifying, or removing vegetation, excavating or disturbing the ground

To report a violation or accident call 911 and provide the specific location. For questions or reservations, please call the District Manager at 303.779.4525.

To obtain full text of the Resolution Adopting Rules and Regulations, please call the District Manager

**Parks and Open Space Rules enforced as authorized by
Colorado Revised Statutes Sections 18-9-117, 29-7-101, and 32-1-1001**



DATE 10/16/2020

PROJECT: ROXBOROUGH PARK IRRIGATION BREAKOUT

Irrigation Breakout:

FLOMEC FLOW METER 146090-01	\$2,073.68
CLAY VAL MASTER VALVE 636-03 A,P,S,Y - 6"	\$8,543.06
BADGER MAG METER W/ SELF CLEANING FILTER	\$71,797.15
BASELINE CONTROLLER BL-3200P	\$12,149.13
BASELINE CONTROLLER BL-SUBSTN-XSS-R12	\$7,038.81
DBC START UP SERVICE/ WARRANTY	\$2,892.72
All 6" PVC Pipe w/ DI Fittings	\$14,311.52
All 4" PVC Pipe w/ DI Fittings	\$23,642.63
All 3" PVC Pipe w/ DI Fittings	\$17,277.26
All Control Valves – 2", 1 ½" & 1"	\$35,061.44
All Lateral PVC Piping – 1" – 3" purple pipe	\$28,156.82
Budget Controller Electrical Cost	\$10,200.00

Total of high cost items (\$233,144.22)

*All of the above high cost items include labor installed.

*Balance of the project cost with valve boxes, QC's and misc. fittings/items, concrete thrust blocks, gate valves required to install complete operable system as designed.	\$118,540.78
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Bailey Tree LLC

1801 W Union Ave
Englewood, Co 80110

720-940-6519
baileytreetrimming@gmail.com

Arborist Report for Roxborough Metro District October 14, 2020

We finished the final targeted insect treatment this past week for aphid control this past week. Aphid populations usually spike in fall before they lay their eggs.

We will be doing the Fall Deep Root Fertilization within the next month. This contains a slow release blend of nitrogen, potassium, and phosphorous, a micronutrient package, and beneficial mychorryzal fungal spores.

The trees are in pretty good shape at this time as most of the frost damage from the April cold snap has been pruned , and the dead trees removed.

While we were removing some of the ash trees I noticed several had Ash Bark Beetle damage. This insect can be controlled by the Emerald Ash Borer Treatment. I am sending a CSU fact sheet on this insect.

I have sent a contract for tree services for 2021 for your consideration. Feel free to contact myself or Steve Bailey if you have any questions.

George Biedenstein

Plant Health Care Manager

ISA Board Certified Master Arborist # RM0756B

Ash bark beetles

Three species of ash bark beetles (*Hylesinus* species) are associated with ash in Colorado. All are quite small (ca 3mm long), rather stout-bodied beetles of mottled grays and/or browns. They may be found developing in limbs that range from finger-diameter branches to the main trunk. Infestations often are limited to individual branches or even parts of branches that may be overshadowed, storm damaged, killed by drought, injured by *Cytospora* infections or otherwise weakened. Rarely do ash bark beetles attack healthy portions of the tree. Ash bark beetles are a common contributor to limb dieback and crown thinning in ash trees that grow in Colorado.

Adult bark beetles cut chambers (egg galleries) just under the bark into which eggs are laid. Egg galleries run across the grain perpendicular to the branch, and often have many branching “arms” leading away from the central gallery. Small “ventilation holes” that are the size of a pin head may perforate the bark above the egg galleries. The tunnels are almost invariably colonized by fungi that stain the wood a rich brown color around the tunnels and sometimes sap may ooze from tunneling wounds in twigs.

Dozens of eggs may be laid in the egg galleries and when the eggs hatch, the larvae feed under the bark, creating tunnels that run more or less perpendicular to the egg gallery. Ash bark beetle larvae are tiny (less than 3mm when full-size), pale-colored, legless grubs. When full-grown they pupate at the end of the gallery they produced. Later, the adult stage chews its way through the bark, creating a round exit hole that is not much wider than a pencil lead. Usually there will be dozens, sometimes hundreds, of these exit holes in close proximity to each other.



Figure 21: Adult of an ash bark beetle exposed within its egg gallery. Photograph by David Leatherman.



Figure 22: Exit holes produced by ash bark beetles.





Bailey Tree LLC

13165 W. Yale PL.
Lakewood, Co 80228
720-940-6519
baileytreetrimming@gmail.com

PROPOSAL

Generated uniquely for
C/O Clifton Larson Allen

Please Email us to
accept and schedule
work

- Licensed with the Colorado Department of Agriculture for Pesticide Application
- Tree Services Licensed with all Cities in the Denver Metro Area
- Fully Insured with \$4m Liability & Workers Compensation Insurance

Clifton Larson Allen 20201016

Friday, October 16, 2020

C/O Clifton Larson Allen
8390 E Crescent Parkway Suite 300
Greenwood Village, CO 80111

303-779-5710

Estimator: **George Biedenstein**
3035878069

Worksite: Roxborough Village

Address: 10127 Waterton Rd
Littleton, CO 80125

Contact:

Requested Services

Task #	Item	Description	Quantity	Cost
1	Tree(s)	Class 2 Deadwood Prune	1	\$15,800.00

Tree Service for Roxborough Metro District for 2021

Prune trees in district as needed to take care of dead and broken branches, Sidewalk and Road clearance, and unsightly branches

Remove all dead, dying, diseased, cracked, or broken branches **1 inch** in diameter and over. . Allow for 13 feet 6 inches of clearance over roadways and 8 feet of clearance over sidewalks as per city code. Remove debris & clean up work areas. Remove any dead ornamental trees and stump grinding.

This includes a two man crew with chip truck for ten days. Large tree removals will be an extra charge.

This work will be performed between January and March 2021

2	Ash	Emerald Ash Borer/Ash Bark Beetle Premier Tree Injection Treatment (Arbormectin)	178	\$21,360.00
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ArborMectin is applied as a trunk injection at the base of the tree. This service treats a variety of tree pests including **Emerald Ash Borer, Lilac Ash Borer, and Ash Bark Beetle.**

ArborMectin is delivered into the tree's vascular tissue via direct injection to assure rapid distribution and consistent results. This treatment can also be used as a substitution for a foliar spray or ground injection where exposure to bees, fish or fowl is a concern. This service should be performed once every 2 years.

This is the most effective treatment available.

****Applied Once Every 2 Years.***

****We strongly recommend continuing service until Emerald Ash Borer is no longer deemed a threat.***

****This Plant Health Care service is billed separately and at the time of application.***



ISA Certified Arborists

Robert Bailey RM-0603A
George Biedenstein RM-0756B

We accept Cash, Check, or Credit Card

Click here to PAY!



Click here to
check us out!

Page 1 of 3



3	Tree(s)	Fertilizer Program	682 123	\$12,330.00
<p>This Service includes a systemic treatment applied by soil injection twice a year. Our late spring/early summer application promotes healthy growth in leaves & woody tissue, while the late summer/early fall application promotes healthy root growth to help the trees store their food over the winter.</p> <p><u><i>*We strongly recommend continuing service for 2 to 3 years to see the full benefit of this treatment.</i></u> <u><i>*Payment Due After First Application.</i></u></p>				
4	Conifer(s)	Conifer Protection Program	226	\$3,600.00
<p>This Program is preformed between March and October. This Service is for prevention of "Ips", Pine Beetle, Cooley Spruce Gall, Zimmerman Pine Moth & Tussok Moth. Pesticide will be applied 2-3 times throughout the Spring and Summer by spraying the trunk of the tree.</p> <p><u><i>*We strongly recommend continuing service for 2 to 3 years to see the full benefit of this treatment.</i></u> <u><i>*Payment Due After First Application.</i></u></p>				
5	Tree(s)	Targeted Soil Injection Program (Lepitect)	682	\$8,500.00
<p>This is a soil injection taken up systemically by the tree. This treatment is effective against several varieties of insects, most notably Elm Scale, Kermes Scale, Aphids and Japanese Beetle.</p> <p><u><i>*We strongly recommend two applications a Year.</i></u> <u><i>*We strongly recommend continuing service for 2 to 3 years to see the full benefit of this treatment.</i></u> <u><i>*Payment due after first application.</i></u></p>				

Requested Services Total:

\$61,590.00

Total For All Services: \$61,590.00



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Robert Bailey RM-0603A
George Biedenstein RM-0756B

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TERMS & CONDITIONS:

- 1--Our minimum service fee for trimming and/or removal work is \$200.00
- 2--Our minimum service fee for stump grinding is \$90.00
- 3--We do not have a minimum service fee for Plant Health Care (PHC) services (injections and spraying)
- 4--Please make sure no cars are parked under or near the tree(s) on the day of service.
- 5--All moveable objects under and around the tree, and in the pathway between the tree and the service truck, should be moved out of the work zones prior to a service crews arrival.
- 6--Tree services performed in the vicinity of delicate flowers and shrubs may result in some damage to those flowers and shrubs. To avoid this possibility please request a fall or winter schedule date.
- 7--All animal excrement in the areas the service crews will be working must be removed prior to the crews arrival. Failure to do so may result in an incomplete clean up.
- 8--Bailey Tree LLC will not be held responsible for damage to underground utilities not included in a standard locate request during removal, planting, stump grinding, or any subsurface application or service. All repairs will be billed accordingly. Underground utilities include, but are not limited to; sprinkler lines, heads of equipment, electric dog fences, private landscape wiring such as irrigation wires, or any unspecified buried outdoor wiring.
- 9--Prices quoted for or during winter months may need a requote if service is requested or required during non-winter months.
- 10--Cancellations requested with less than 24 hrs notice may be subject to a \$150 mobilization fee.
- 11--All invoices are due upon completion. Monthly finance charges at 18% per annum will accrue after 30 days.
- 12--The customer warrants that all trees upon which work is being performed either belong to the homeowner or that permission to work on them has been obtained by the owner. **IN THE EVENT OF ANY ERROR, BAILEY TREE LLC IS NOT TO BE HELD RESPONSIBLE.**
- 13--This estimate is for completing the job as described above. It is based on our evaluation and does not include additional services requested or required during or after this service is provided. Project timing is subject to change based on weather and other unforeseen circumstances.
- 14--Any changes to an accepted proposal must be emailed to us 24 hours prior to work being performed.
- 15--To accept a proposal is to acknowledge & accept these terms and conditions.



ISA Certified Arborists

Robert Bailey RM-0603A
George Biedenstein RM-0756B

We accept Cash, Check, or Credit Card
Click here to PAY!



*Click here to
check us out!*





METCO LANDSCAPE, INC.

Monthly Maintenance Report for Roxborough Village Metropolitan District

Submitted by: Bill Barr Oct-20 Recipients: Anna Jones, Public Manager

REVIEW OF GANTTED OPERATIONS

Turf
TURF HAS BEEN AERATED THROUGHOUT THE DISTRICT FALL FERTILIZE WAS COMPLETED THE BEGINNING OF THE MONTH

Shrub Beds
ALL SHRUB BEDS HAVE BEEN WEEDED AND ALL SHRUBS HAVE BEEN SHEARED FOR THE SEASON

Trees
ALL TREES LOOK TO BE DOING WELL

Irrigation
IRRIGATION HAS BEEN CUT BACK FOR THE SEASON AND WILL BE WINTERIZED THE END OF THE MONTH

Site Policing
SITE POLICING CONTINUES WEEK TO WEEK THROUGHOUT THE REST OF THE YEAR

Overall Site
OVERALL SITE IS DOING WELL WE DO HAVE AN OPPORTUNITY WITH THE WEATHER TO PLANT ADDITIONAL TREES IF SO DIRECTED TO

Review of Operatons for Upcoming Month:
Schedule, Gantt, special Needs, Concerns, Areas of Focus HOLIDAY LIGHTING WILL BE INSTALLED IF APPROVED FOR THE UPCOMING HOLIDAY SEASON

Total: **\$9,250.00**

NS OF *This proposal is valid for 60 days. After 60 days, pricing may need to be revised*

CONDITIO

Extra Work Proposal 10/15/2020

CONTRACT SPECIFICATIONS & LIMITATIONS

All material is guaranteed to be as specified in

Unit Prices – The Base

Alternates / Time &

Scheduling – Landscape enhancement contracts

Watering and Maintenance

Seeding – Re-seeding or re-sodding of

GUARANT

Our guarantee is

All claims for

Plant Material Guarantee – Metco Landscaping guarantees

We will not guarantee plants damaged or

TERMS

Invoices will be sent after the contract work is completed,

CANCELL

This contract may be cancelled by either party with a 30-

DISPUTES

All disputes shall be

**PHOTOS
DAPLM**

Metco
Landscape,

SIGNAGE

By signing
this contract
you, the
Owner, are

UTILITIES/UNKNOWN OBSTRUCTIONS

reasonable
caution will
be taken to
prevent
damage to
existing
pavement,
septic tanks,
septic fields
and

OWNER'S RESPONSIBILITIES

Harmless -
To the fullest
extent
permitted by

Extra Work Proposal**10/15/2020**Total: **\$8,750.00****CONDITIONS OF CONTRACT***THESE CONDITIONS ARE A PART OF YOUR CONTRACT.***CONTRACT SPECIFICATIONS & LIMITATIONS**

All material is guaranteed to be as specified in this contract; Metco Landscape, Inc. only uses premium quality materials. All work shall be completed using sound practices and in a workmanlike manner and shall conform to local building codes and regulations set forth by the town in which the work is being performed. Any alteration or deviation from specifications involving extra costs will be executed only upon written confirmation, and will become an extra charge over and above the base contract price. All agreements are contingent upon accidents, weather or delays beyond our control. Our workers are fully covered by Worker's Compensation Insurance.

Unit Prices – The Base Contract price, if any is set forth, is the only guaranteed price in this contract. Any change in materials or services under the original contract may result in a change to individual unit prices and/or the Contract price.

Alternates / Time & Materials – Any work specified as an Alternate or as Time and Material will be charged as an extra to this contract and will increase the Contract price.

Scheduling – Landscape enhancement contracts accepted after October will be completed during the Fall as long as weather permits. Any work not completed in the Fall will be completed the following Spring. Work will be invoiced as items have been completed. Landscape enhancement contracts that extend into June, July or August, and include seeding, may require a delay in completion until after September 1 when newly seeded lawns will readily germinate. Sodding can be performed at any time of year for an additional charge if not already specified in the contract.

Watering and Maintenance – Metco Landscape, Inc. will perform watering of all new and/or transplanted plant material each day we are on site for the duration of a landscape enhancement contract. Metco Landscape, Inc. is not responsible for watering or maintaining plant material after completion of a landscape enhancement contract unless expressly stated in writing.

Seeding – Re-seeding or re-sodding of new grass areas may be required due to insects, diseases, mechanical damage, neglect, under watering, over watering, heavy rainfall, weather or animals. In addition, seeding that is not performed between April 1 – May 15 or September 1 – October 15 will typically require follow-up re-seeding. All such re-seeding, re-sodding, and/or re-establishment of soil is not included in the contract work, unless otherwise stated in writing, and will be charged as an extra to this contract.

GUARANTEES

Our guarantee is expressly conditioned upon on-time payment of invoices. This guarantee is void if payment in full has not been received within 30 days from the invoice date.

All claims for loss must be reported in writing within the one (1) year guarantee period.

Plant Material Guarantee – Metco Landscaping guarantees to replace any tree or shrub, which we purchase and plant, that dies from natural causes within a period of one year from the date of planting, provided that the Owner has fully complied with all of the terms of this contract. This guarantee is not transferable. Plant material not covered in this guarantee includes, but is not limited to, herbaceous material such as: annual flowers, bulbs, roses, perennials, groundcovers and turf or wildflower seed germination. However, for a fee equal to 8% of the cost of the herbaceous plant materials, Metco Landscaping will guarantee all herbaceous items, with the exception of annual flowers and bulbs, for one year from installation as long as the Owner has made a good faith effort to keep the plant material properly watered and cared for.

We will not guarantee plants damaged or killed by insects, mechanical damage, neglect, under watering, over watering, severe seasonal conditions, natural disasters, disease or animal damage. Plants installed in pots, planter boxes or containers are not guaranteed. Transplanted material is not guaranteed. Metco Landscape, Inc. will satisfy its responsibility under the guarantee by furnishing and installing replacement plant material of equal type and size that was originally planted. The replacement material shall be warranted for the remainder of the original guarantee period.

TERMS OF PAYMENT/SUSPENSION OF WORK

Invoices will be sent after the contract work is completed, or progress billings will be issued during or at the end of each month through contract completion. Accounts remaining unpaid 30 days past the invoice date will lose the plant guarantee and will be charged interest at a rate of 1.5% per month on the unpaid balance. Accounts remaining unpaid 60 days past the invoice date may result in Metco Landscaping's election to suspend work on the project. Contractor shall recover all expenses incurred in enforcing this agreement, including all collection agency charges, lein fees, court cost, attorney fees, and all expenses incurred in collecting on any judgement.

CANCELLATION

This contract may be cancelled by either party with a 30-day written notice should either party fail substantially to perform in accordance with the terms of the contract through no fault of the other. The notified party shall be provided an opportunity to explain and rectify the circumstances. In the event of termination, Metco Landscape, Inc. shall be compensated fully for all services performed and expenses incurred up to the date of termination. In the event of early termination of this contract, the amount paid to date will be compared to the amount that would have been charged on a time and material basis and the difference in this comparison will result in a final payment due or a refund issued.

DISPUTES

All disputes shall be settled by binding arbitration pursuant to the commercial arbitration rules of the American Arbitration Association.

PHOTOGRAPHY

Metco Landscape, Inc. may take photographs of the property for use in promotional advertising, training, and educational classes unless the Owner communicates in writing that this is not acceptable.

SIGNAGE

By signing this contract you, the Owner, are granting Metco Landscape, Inc. permission to install a temporary site sign on your property while our work is being performed. Upon completion of our work, we will remove the site sign or ask for permission to have it remain for an agreed to amount of time. If you do not wish to grant Metco Landscape, Inc. permission to install a temporary site sign on your property, please initial here. _____.

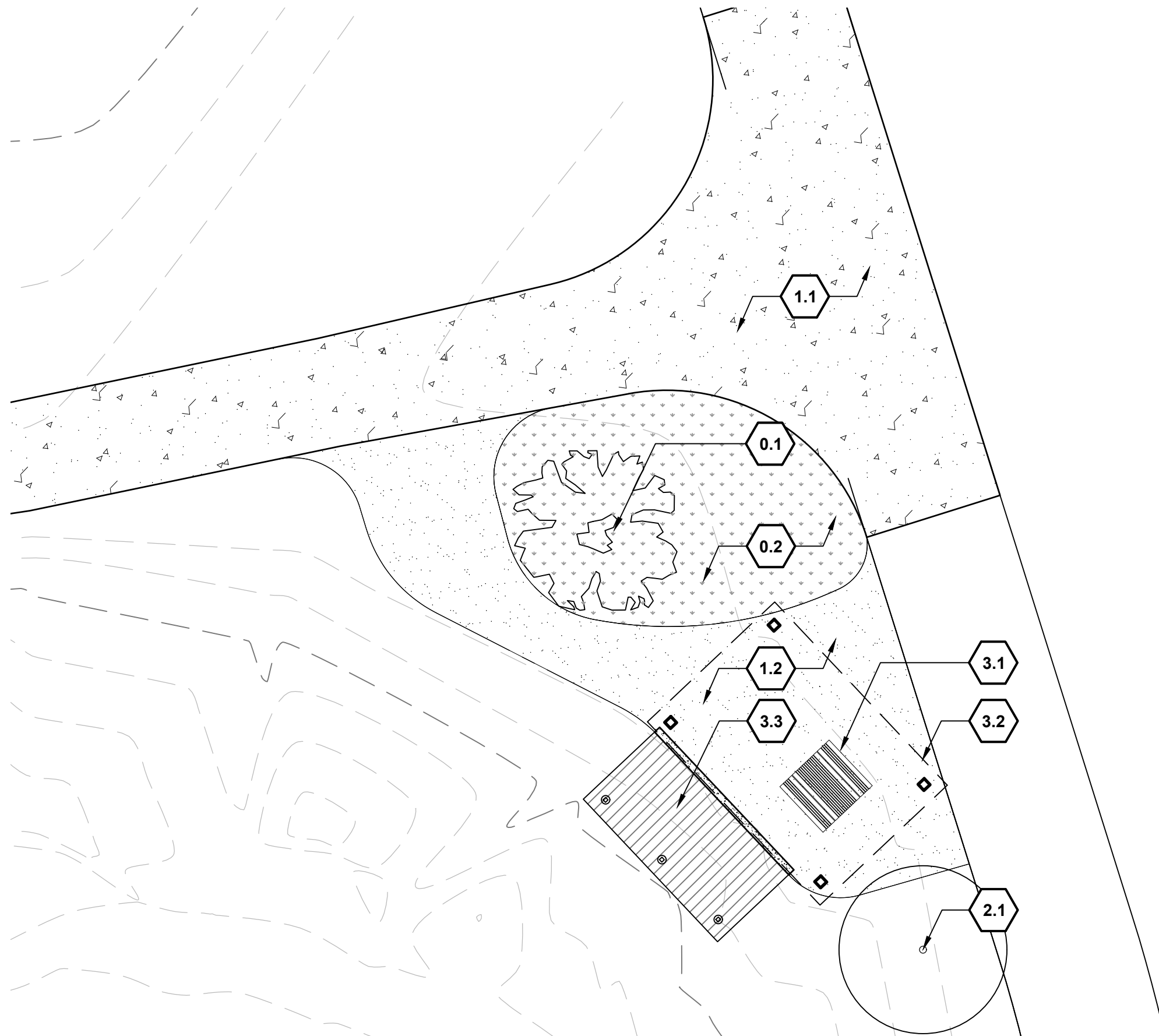
UTILITIES/UNKNOWN OBSTRUCTIONS

All reasonable caution will be taken to prevent damage to existing pavement, septic tanks, septic fields and underground utility lines. Underground gas, phone, and electric utilities will be marked by a representative from the utility companies, at the request of Metco Landscape, Inc., prior to any machine excavation. However, Metco Landscape, Inc. will not be held responsible for the accuracy of any utility line marking done by the utility companies. It is the Owner's responsibility to conspicuously mark and advise Metco Landscape, Inc. of the location of any other underground utilities including: drainage pipes, plumbing, irrigation, propane lines, electric dog fence, cable TV, lighting, etc. Any delays in crew time and/or costs involved in repairing unmarked systems are the responsibility of the Owner. The cost of removing or circumventing concealed and/or undisclosed obstructions which prevent installation of the site improvements according to plan shall be charged as an extra to this contract. Examples of such obstructions include ledge rock, very large boulders, buried foundations, buried stumps, septic tanks, driveways/pavement, uncharted utilities, unsuitable soil, etc.

OWNER'S RESPONSIBILITIES

Hold Harmless - To the fullest extent permitted by law, the Owner will hold harmless Metco Landscape, Inc. and its officers, representatives, partners and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and court costs and liability arising in whole or in part and in any manner from injury and/or death of a person, or damage to or loss of any property resulting from the acts, omissions, breach or default of the Owner, except those caused by the negligence of Metco Landscape, Inc..

**THE FOLLOWING ARE POST PACKET ITEMS:
ITEMS THAT WERE DISTRIBUTED AT THE MEETING
AND NOT IN THE ORIGINAL PACKET**



SITE DETAIL KEYNOTES:

- 0.0 EXISTING**
 - 0.1 EXISTING TREE TO REMAIN
 - 0.2 EXISTING PLANTING AREA
- 1.0 SURFACE TREATMENTS**
 - 1.1 CONCRETE
 - 1.2 CRUSHER FINES
- 2.0 PLANTING**
 - 2.1 TREE PLANTING
- 3.0 FURNISHINGS**
 - 3.1 PICNIC TABLE
 - 3.2 SHADE STRUCTURE
 - 3.3 WOOD DECK



ROXBOROUGH VILLAGE METRO DISTRICT
SPILLWAY PICNIC AREA

- 1 ALIGN WOOD DECK EDGE WITH CRUSHER FINE EDGER
- 2 ALIGN SHADE STRUCTURE POSTS AND COVER WITH WOOD DECK EDGE

ITEM	QUANTITY
CRUSHER FINES	525 SF

LAYOUT PLAN
LIVABLE CITIES STUDIO

SITE DETAIL KEYNOTES:

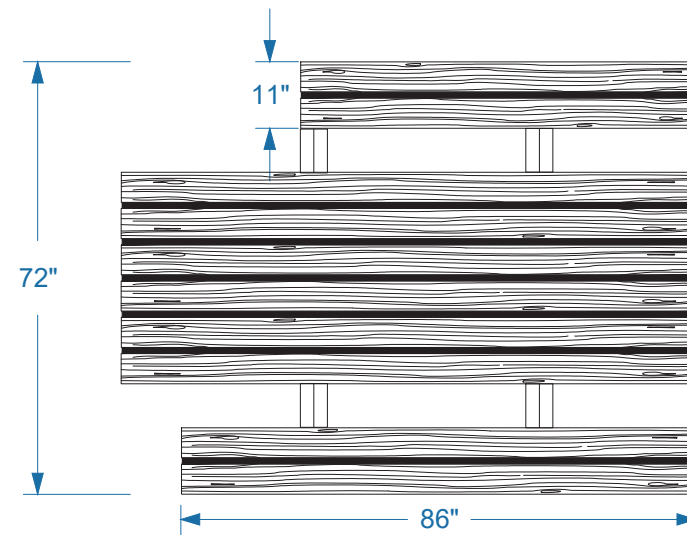
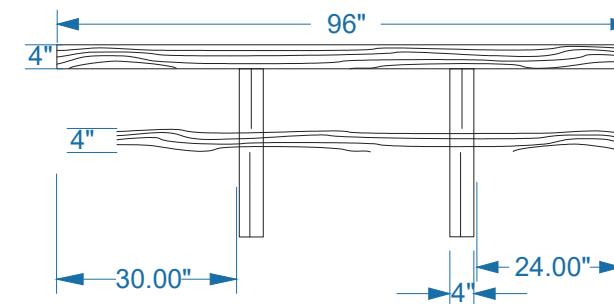
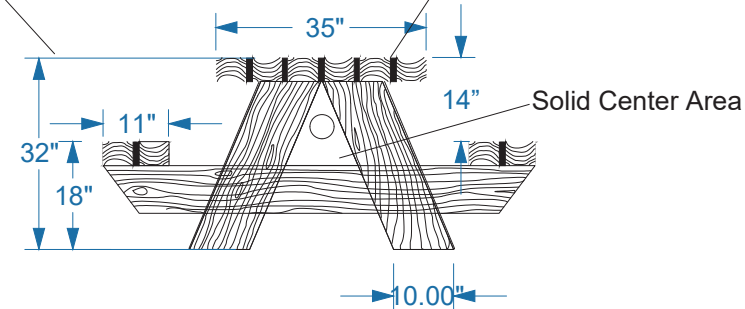
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 - 0.2 EXISTING PLANTING AREA

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- 1.1 CONCRETE
 - 1.2 CRUSHER FINES

- 2.0 PLANTING**
- 2.1 TREE PLANTING

- 3.0 FURNISHINGS**
- 3.1 PICNIC TABLE
 - 3.2 SHADE STRUCTURE
 - 3.3 WOOD DECK

* Table Cast as (1) piece. No bolts, brackets or assembly required. Appr. 1" gaps between planks



WEIGHT: 2550 LBS.
TEXTURE: Woodgrain

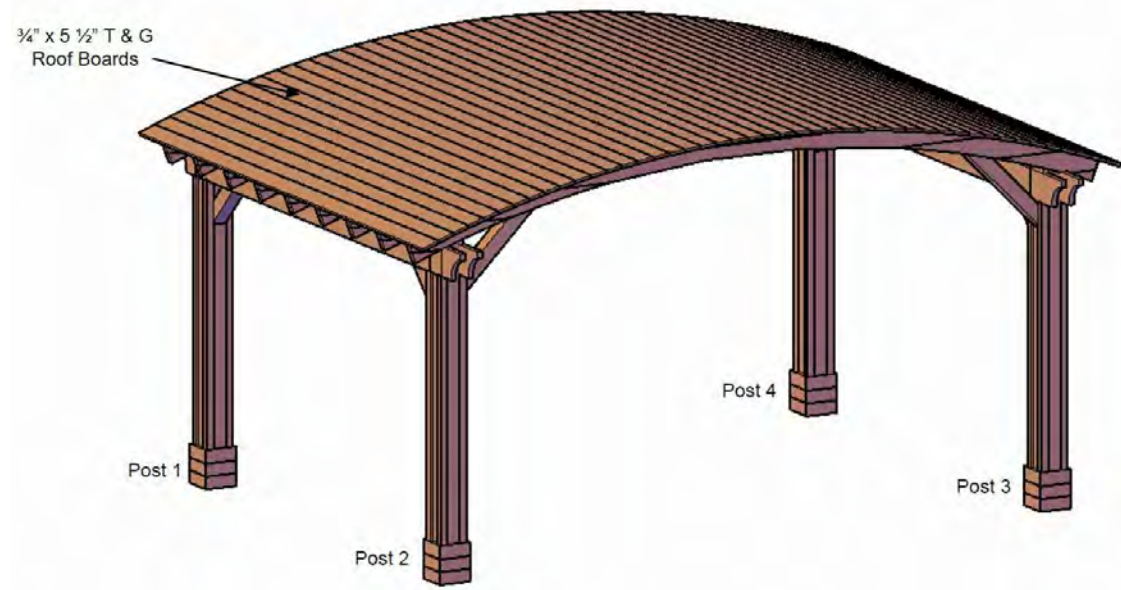
NOTES:

1. Concrete mix design to include a mixture of Portland Cement, water, coarse and fine aggregates, pure mineral oxide coloring agents (when applicable) to yield a minimum compressive strength of 5000 psi.
2. Final product shall be reinforced with #4 and #5 rebar grid.
3. Product is cast in 1-piece with no assembly required.
4. Hairline cracks may develop over time. These are not structural failures, but inherent characteristics of the material itself.
5. Air pockets are a common occurrence in precast products. The frequency and size of air pockets are variable and to be expected, especially on vertical surfaces.
6. Concrete corners and edges will chip if not handled according to guidelines. Patch kits are available but may or may not blend and can be variable.
7. There is a level of care and maintenance associated with your product and is the responsibility of the customer. Choosing the right sealer can help minimize those costs.

1 PICNIC TABLE OUTDOOR CREATIONS - MODEL#114RE, 96" CONCRETE PICNIC TABLE

1" = 32"

3.1

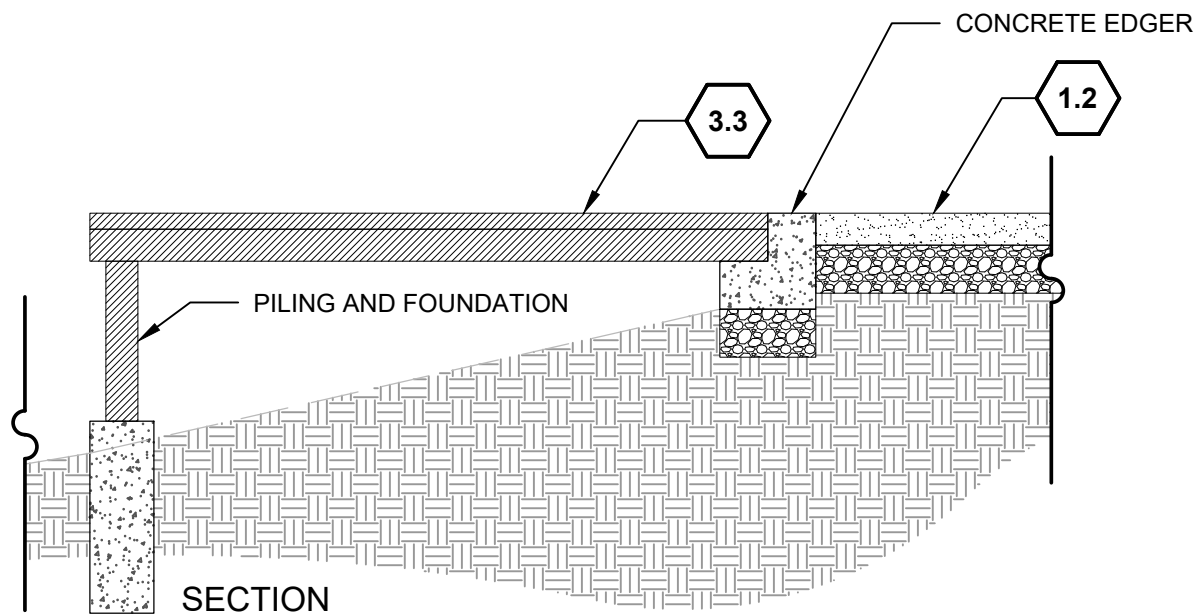


1 SHADE STRUCTURE
FOREVER REDWOOD - ARCHED THICK TIMBER PAVILION

3.2

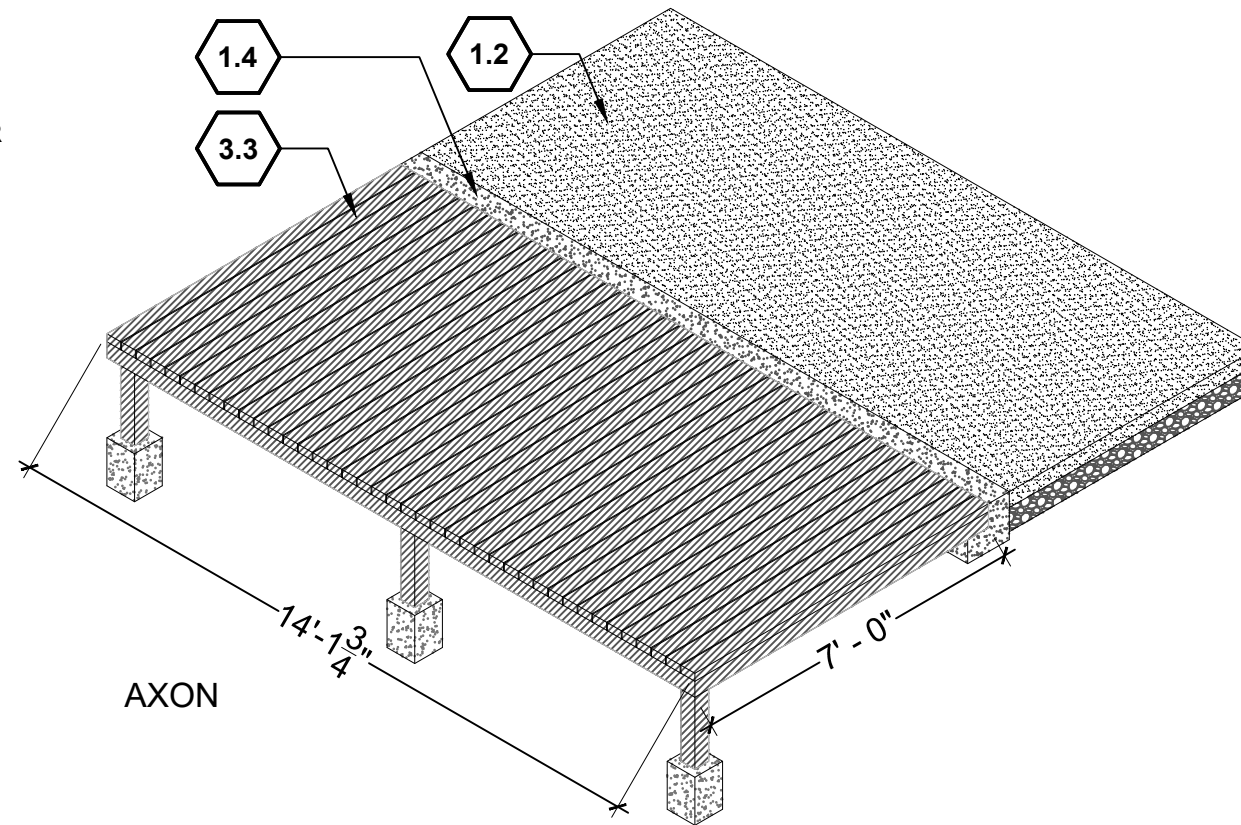
SITE DETAIL KEYNOTES:

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2 WOOD DECK OVER POND

1/2" = 1'-0"



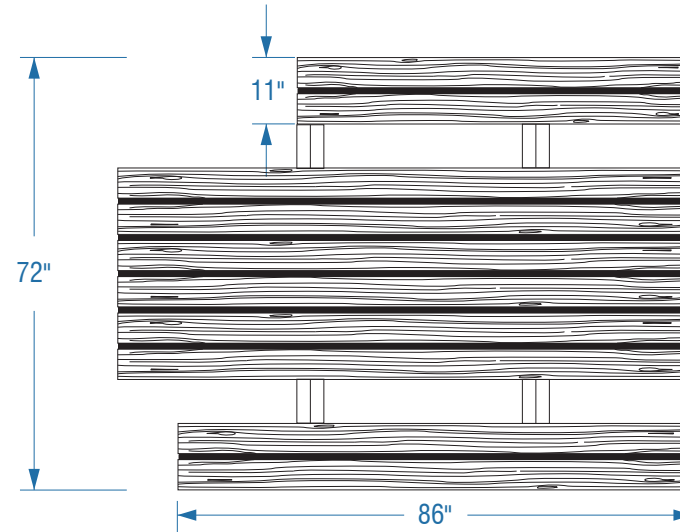
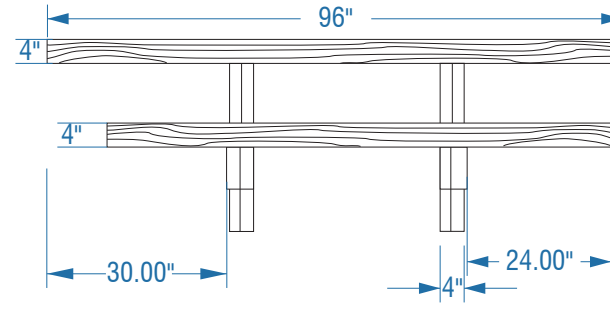
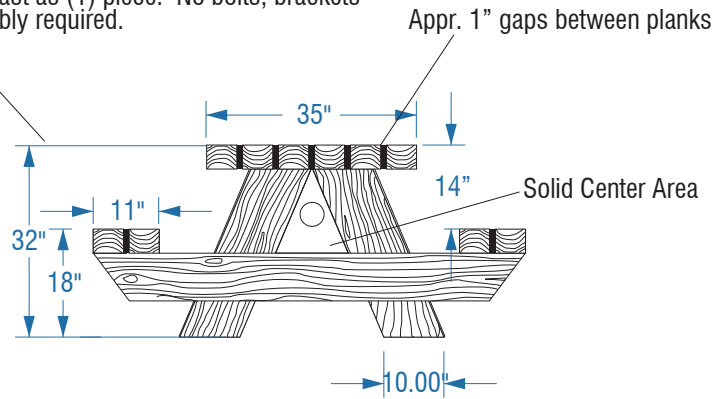
3.3

MODEL #114RE - 96" CONCRETE PICNIC TABLE,
RIGHT ENTRANCE - TIMBER SERIES

OUTDOOR CREATIONS, INC.
CUSTOMER APPROVAL x

SCALE: 1" = 32"
DRAWN BY: MNC

* Table Cast as (1) piece. No bolts, brackets
or assembly required.



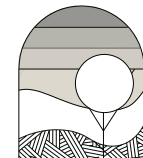
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5. Air pockets are a common occurrence in precast products. The frequency and size of air pockets are variable and to be expected, especially on vertical surfaces.
6. Concrete corners and edges will chip if not handled according to guidelines. Patch kits are available but may or may not blend and can be variable.
7. There is a level of care and maintenance associated with your product and is the responsibility of the end user. Choosing the right sealer can help minimize those costs.

WEIGHT: 2550 LBS.
TEXTURE: Woodgrain
COLOR:
SEALER:



* Wheelchair Accessibility
available at both ends of
table to meet A.D.A. Guidelines



**OUTDOOR
CREATIONS
INC.**
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FOREVER REDWOOD

From the Forest, For the Forest since 1995

866.332.2403 (TOLL FREE); 7am – 7pm Pacific Time, Monday-Saturday

ARCHED THICK TIMBER PAVILION



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I. DESCRIPTION

The Arched Thick Timber Pavilion was designed for the fat timber enthusiast. It is so over built that you can add light weight title as the final roofing skin if you would like.

- **Your Size, Your Options:** Each Pavilion is built to your needs completely. You can choose a standard size or we can custom size.
- **Built to Last:** We overbuild and use the best materials in the industry. No need to worry about harsh weather conditions including high wind, snow and humid climates. We offer up to 30 year warranties.
- **Easy Design/Sizing Support:** Complete drawings are emailed within 3 days. You do not need to figure out every detail before you order. The drawings help you easily see what works and what needs adjusting. We encourage you to take your time with the drawings and go back and forth with your design specialist until you are certain every detail is perfect.
- **You Install or We Install?** Each Pavilion is fully erected in the shop for easy re-assembly and all hardware is included. Just bolt the pieces back together. Depending on size, most kits go back up in 1 to 2 days with one helper. And, if you want us to do it, we will send our install team anywhere in the U.S. to install for you.
- **Financing Help:** We can build quickly, but we recommend ordering 2 to 3 months in advance to give you time to fine tune all the details via the drawings. You can also take advantage of our 1/3rd deposit option on site to not tie up a lot of cash up front and can make 3 monthly payments.
- **Outdoor Kitchen or Living Space?** [Wood pavilion kits](#) are ideal for outdoor kitchens and living spaces and can be designed around existing or planned kitchens.
- **Add Roofing of your choice:** Kits ship complete except the final roofing. An asphalt shingle roof or a metal roof should be added to maximize weather resistance and longevity. Tile roofs can be accommodated, but require beefing up the structure further to handle the significant extra weight.
- **Questions?** - [Download the eBook "Everything you Wanted to Know about Pergolas & Pavilions"](#) for answers to frequently asked questions or please contact our [Pavilion Advisor](#).

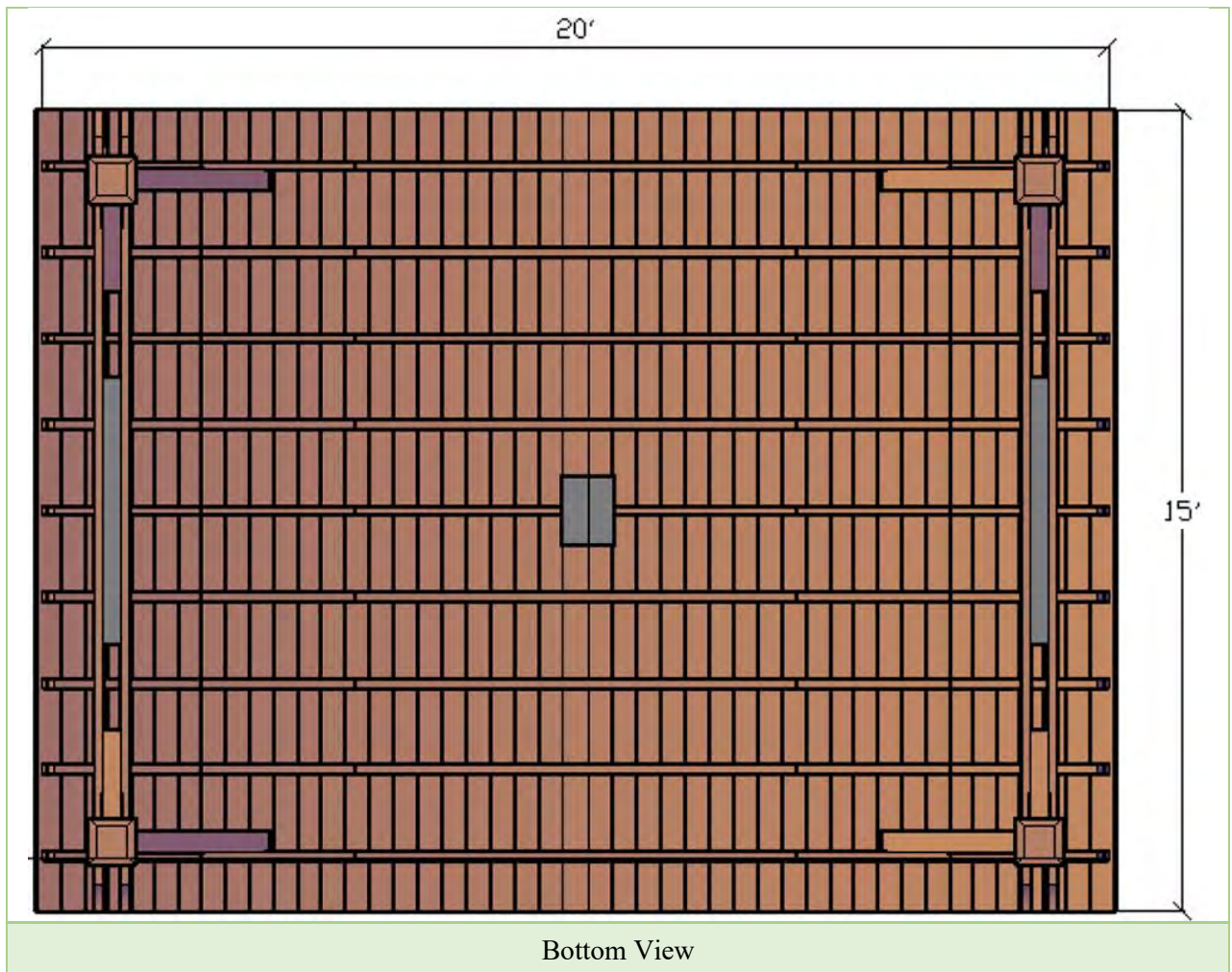
We also guarantee all of our products for up to 30 years. [Contact us](#) now to learn more!

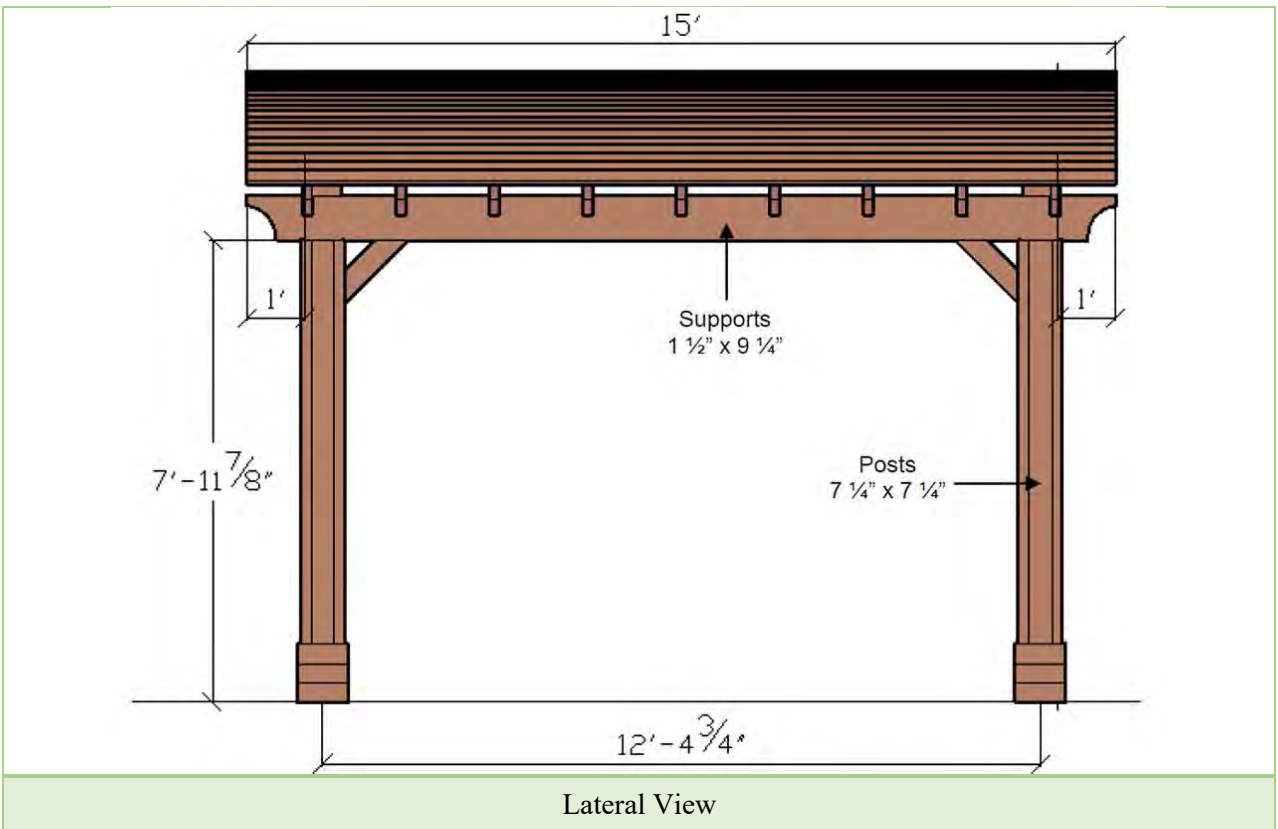
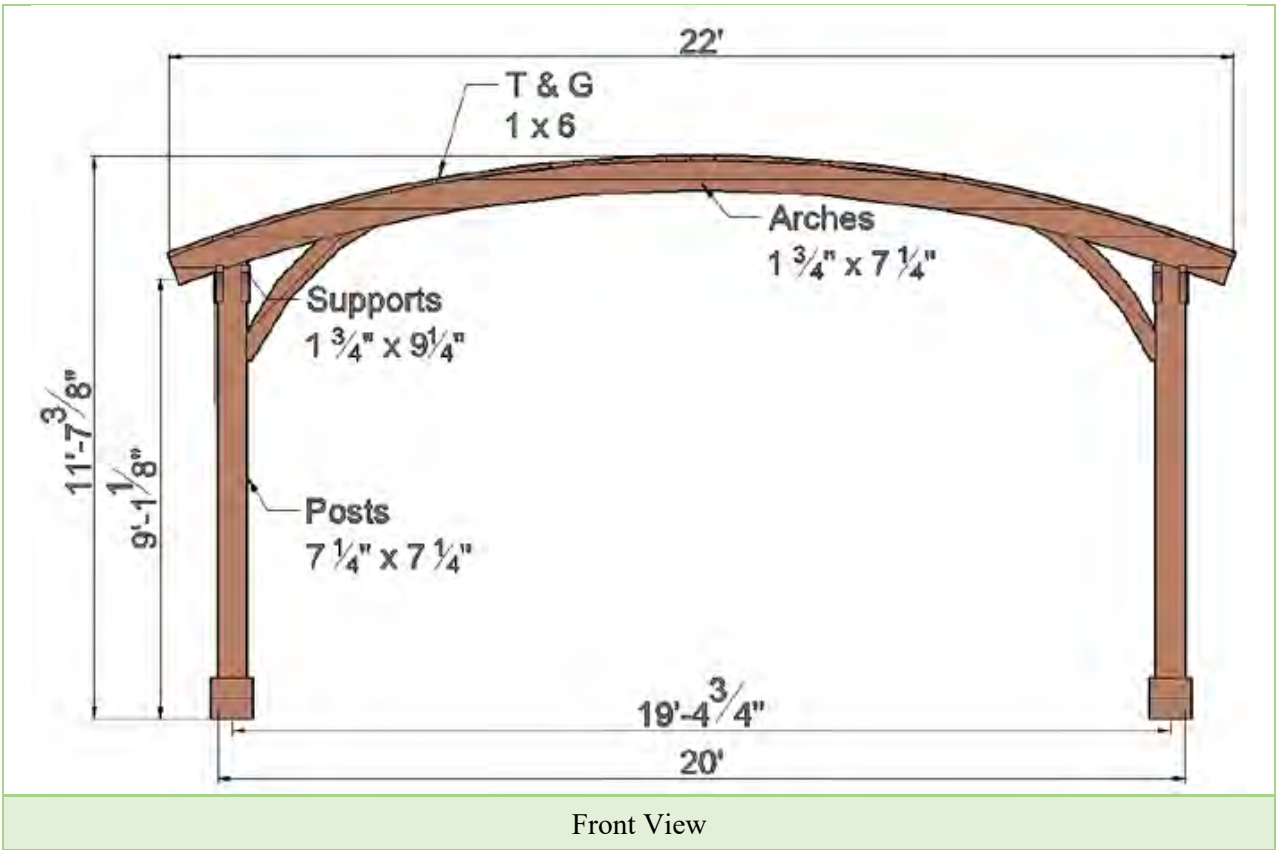
II. SPECIFICATIONS

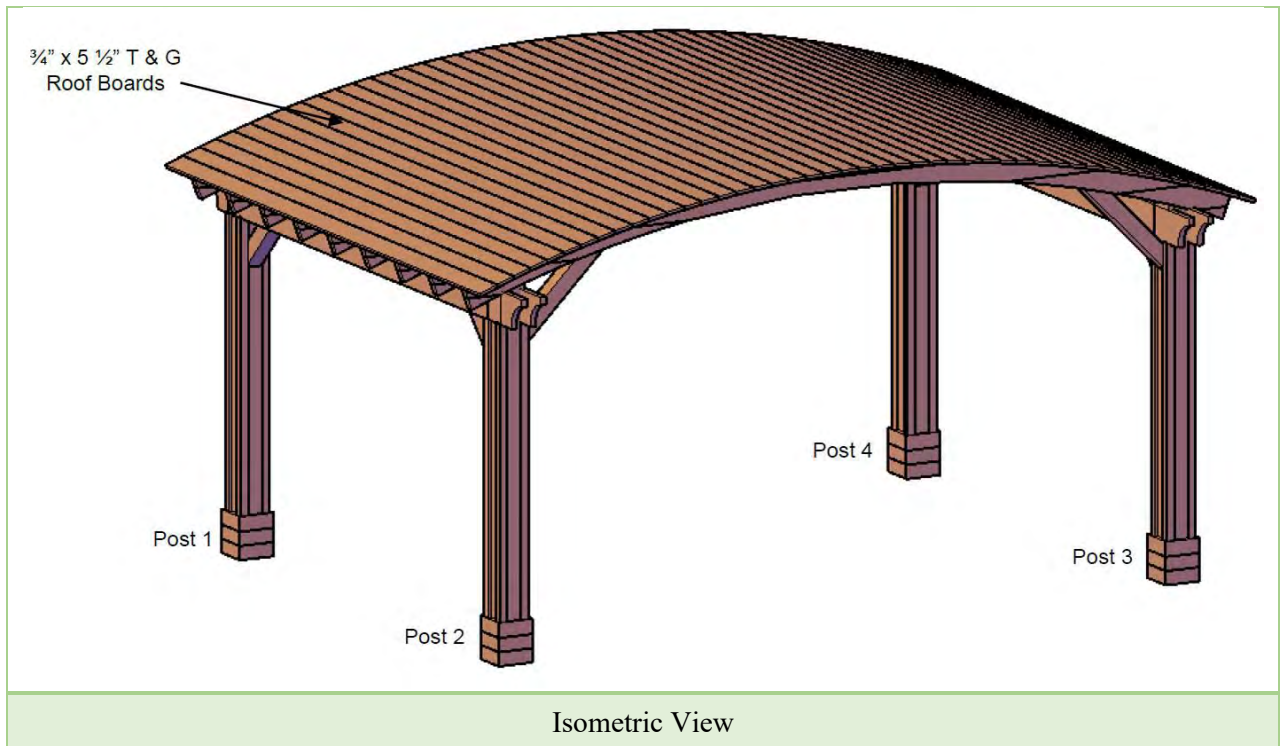
A. Dimensions & Drawings (Provided prior to construction)

Arched Thick Timber Pavilion are available in lengths from 10' to 40' and widths from 8' to 24'.

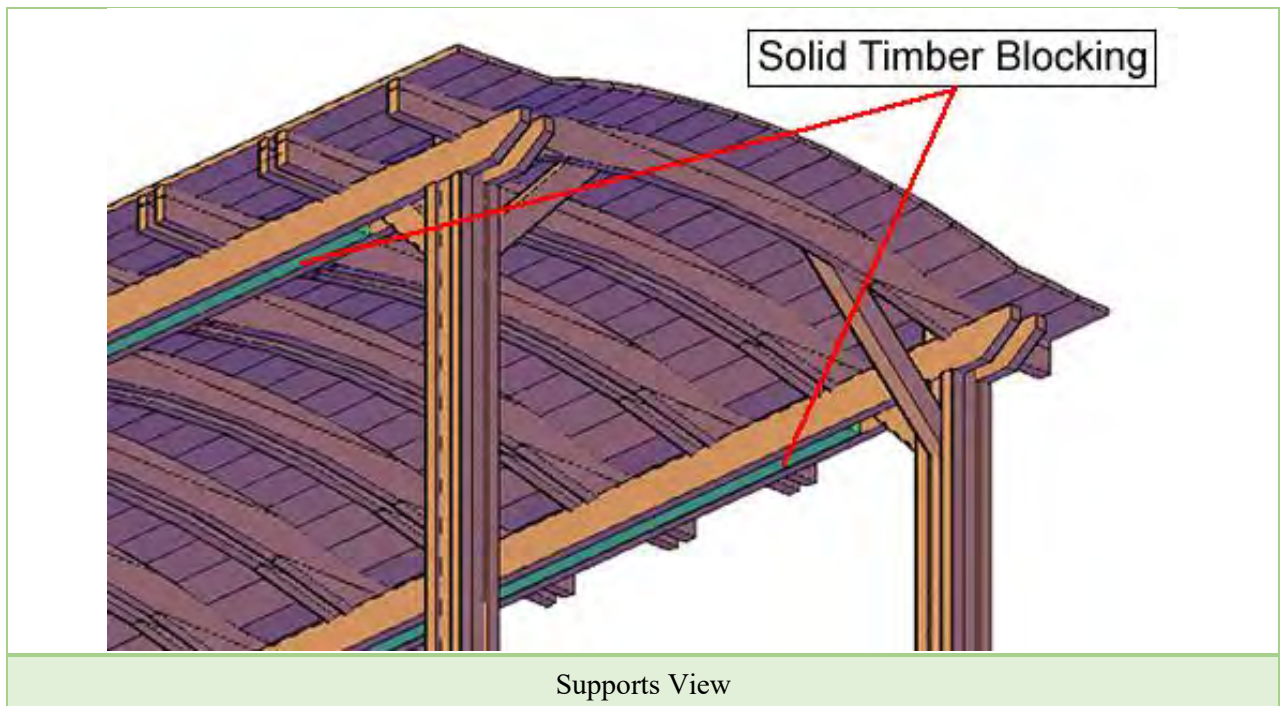
We can customize our pavilions to suit your needs. Just tell us what size and what options you want. Prior to building any Pavilion, we provide our customers with a detailed drawing based on their proposed features (see samples below). This lets you review any choices made and make any needed adjustments before it is built. Drawings are a great way to make certain all details have been considered and that your Pavilion will be exactly what you dreamed of.







For additional long-term structural strength, we add solid timber blocking in-between the dual support timbers as shown in the drawing below. With this blocking, the dual supports are in effect converted into one solid 5 3/4-inch x 6 1/2 inch or 7 1/4-inch x 6 1/2-inch timber as shown below:



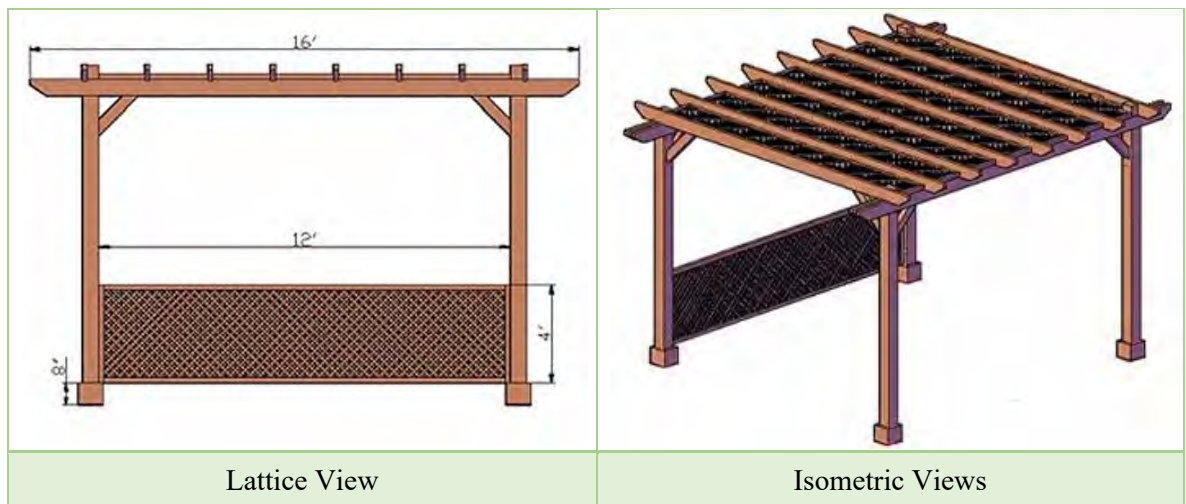
B. Privacy Panels Styles

If you need additional shading or privacy for the sides of your Pergola or Pavilion, we have several options you can choose from. And, if you do not see an option you are interested in, let us know during the drawing process of your order and we can help design a custom privacy option of your own creation.

Some of our more popular privacy options can be applied to one side or several. They can be half walled or full wall for maximum privacy. You can add the half wall options anywhere you like: top, bottom or halfway. Yes, you are in charge of the final design details 100%:

1. You can add Lattice Privacy Panels to your Pergola or Pavilion:

The lattice is normally made with 1 ¾" W slats with 1 ¾" W openings that are diagonal. We offer you several options with the Lattice Privacy Panels:



- Lattice Privacy Panels can be up to 48" H each. If you prefer a shorter height, just let us know in the comment box at checkout. If you want to have privacy panels from the roof to the ground on one or more sides, you'll need 2 panels to cover the approximate 8' height.
- Lattice Privacy Panel(s) can be made long enough to fit between the posts of a 20' roof side (after taking into account the 1' overhang beyond the posts and the width of the posts, this leaves up to a 17' 1" distance you can cover with any of our Privacy Panel options). You have the option of adding as many panels as you like. We always prepare drawings prior to building any Pergola. So, you'll have time to review your initial selection and make any changes to be certain the Privacy Panels are located where you'd like and that they are the correct height and height off the ground, etc.
- When ordering Lattice Privacy Panels, please let us know in the Comments Box at checkout the height off the ground you'd like the bottom of your panel(s) to be we'll drill installation holes in the posts to achieve the height you specify. If no height is specified, we'll ship your posts without holes so you can determine the best height during installation.

2. You can add Shutter Panels to your Pergola or Pavilion:

We can build your Privacy Panels as shutters. The shutters sections open in and the bottom half of the wall is usually a solid wood panels as shown. Shutters are fixed and do not open and close. Shutter panels are normally made full length from 6 inches above the ground to the height of the first timber in the roof or 8' total height. The shutter privacy option is also available in a half height panel and in a full height panel that is all shutters. If you require a different option/combo or total height, let us know.



Shutters Panels

3. You can add Louvered Panels for you Pergola or Pavilion:

We can build your privacy panels as louvers. You can have louvers installed for your Pergola for maximum flexibility in terms of light allowed in and privacy. Louver panels are made up to 8' tall and the louvers normally begin 6" off the ground. We offer the panels with louvers only or with louvers the top half and a solid wall below. You can also just order a half height louver panel (48" H) only. If you require louvers of a special size or shape, please let us know. If you would like to combine louvers and shutters or any other custom request, you can add these custom details during the drawing process of your shade structure order.



Louvers Open



Louvers Closed

C. Pavilion Height (Post size)

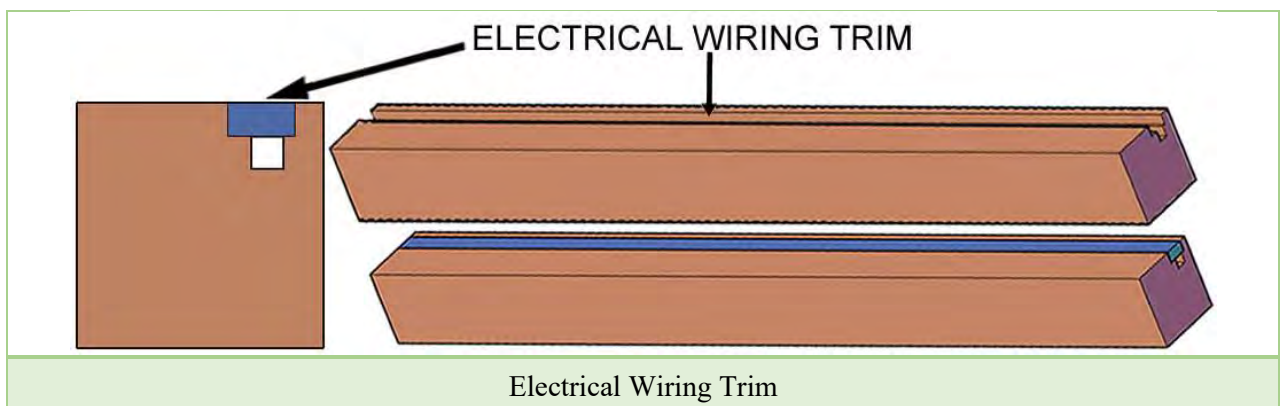
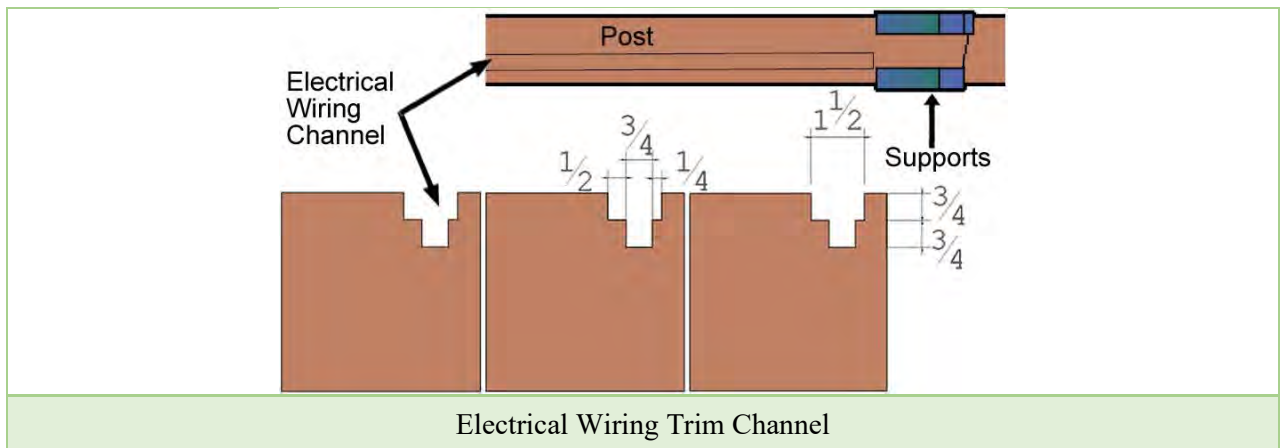
The standard pavilion height is usually 9ft. and 90% of our installations are this height. Attached to ground level a 9ft post will create an 8' 4" ceiling height under the rafters. We also offer post lengths of 8.5 ft., 9.5ft and 10 ft. Note for any of these your ceiling height will be 8 inches less than the post size selected.

For this size or any custom length, just note the size you want in the Comments/Special Request section. We'll contact you if it changes the pricing of your pavilion.

D. Electrical Wiring Trim Kit

If you plan to run wiring to add lights or a fan or two to your Structure, we can add a cutout to your timbers and add a trim piece that will hide the electrical wiring beneath it (see drawings). The trim is centered on the interior side of the Post and or is added to Roof Supports. It is attached with finish nails for a smooth finish.

If you only want to add it to just one or two posts, please let us know in the Comment box which posts you'd like them on. They will be included in your Structure drawings that will be emailed to you within 3 business days of receiving your product order. At that point, you can make any adjustments in case the trim was place on the wrong post or posts.



E. Pavilion Post Anchoring

All posts should be attached to the ground. Below are the most common scenarios.

To anchor the posts, you need metal anchors and bolts. Our anchor kits, whether for concrete or wood decks come with everything you need to attach your structure securely.






1. Option 1: Standard Anchor Kit

The stainless-steel anchors sit on the surface and attach using either 4 expansion anchor bolts (for concrete) or 4 lag bolts (if attaching to a wood deck). The posts sit in the anchors and are attached to the anchors with lag bolts provided. A wood trim box is included to hide the metal from view (see anchor kit installation images below).

For paver, stone or flagstone patios we don't recommend attaching directly to these surfaces because you may have cracking or movement long term. Instead, we recommend installing footings (concrete foundations for the posts) to make sure you have zero issues long term.

For most applications, we recommend digging holes 30" deep (in snow areas adjust depth to go below the frost line by 6"), place cardboard Sono tubing in the hole up to ground level (see anchorage table 1 to know the diameter). Then pour concrete flush to ground level (or level with the walking surface area of your paver or flagstone patio). Allow up to 3 days for the concrete to cure before attaching metal anchors at the top of the concrete pour (see below). You can use fast drying concrete if you don't want to wait.

If you do not want the posts in the weather, pour the concrete half an inch above ground level. The trim boxes will still drop to the floor.

				
<p>STEP 1: Place the anchor where it will be installed; mark the ground as shown.</p>	<p>STEP 2: Drill for holes as shown 1/2" wide hole 4" deep and hit down the anchor bolts (1/2" x 4") with a hammer. Then take off the nut before you place the metal anchor (note: for wood deck use lag bolt).</p>	<p>STEP 3: Place and attach metal anchor to concrete with anchor bolt (1/2" x 4") and place the post.</p>	<p>STEP 4: Attach post to metal anchors with lag bolts (5/16" x 3").</p>	<p>STEP 5: Place the wood boots over the anchors, fixed it with the screws.</p>

The photos above show the 5 simple steps to follow once your surface below the Structure is in place. Choose the anchor kit for the appropriate surface:

- **Stone, Brick or Concrete - Anchor Bolts (1/2")** for attaching to stone, brick, or concrete.
- **Wood (e.g., Wood Deck) - Lag Bolts (3/8")** for attaching to a wood deck.

Read more about anchoring your Pergola in our [FAQ, including the best grade of wood to choose for your climate.](#)

More technical details:

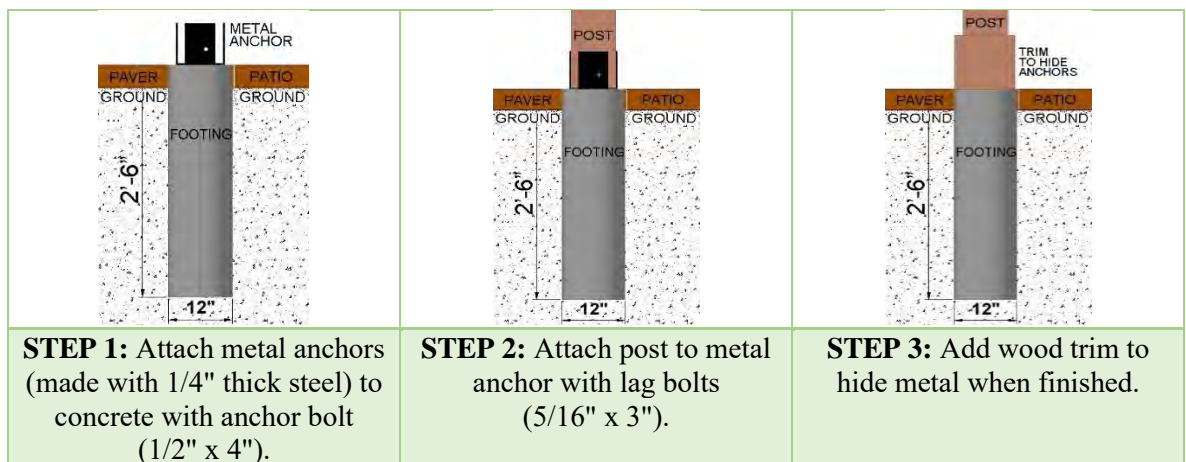
Ideally Confirm your Structure Drawings prior to laying foundations – especially for paver or flagstone patios.

By confirming your Structure drawings first, you may realize that you overlooked something or you may want to make a change that will affect the length or width. For example, for a standard 10' x 12' Arched Pavilion, the posts are recessed back 12 inches from the edge of the roof. This places your posts at 8' x 10' to the outside 4 corners of the posts and at 7' 6 1/2" x 9' 6 1/2" on center. If you are certain this is what you want, you can do the footings before ordering your Structure and before you receive your drawings for your order (all Structure orders receive drawings within 3 business days for your review to give you the time and tool to make last minute adjustments before building). Often, when customers see their drawings, they decide to change some detail like adding a bit more space between the posts or you may want to add a foot or two to the length or width.

If you are in the process of laying a foundation for a Structure that will require footings (recommended for flagstone or paver patios), it is best to have the design of the structure confirmed so you or your contractor can incorporate footings in the exact location (see descriptions of footing above).

Once footings are installed you will not be able to move the post position after reviewing the drawings without causing yourself an unnecessary headache.

Paver or Flagstone Patio Installation details - If you are placing your Structure on a paver patio, pour the concrete to be level with the finished pavers. This way, after adding the trim, the bottom of the trim will rest atop the pavers seamlessly. Since the paver patio is usually a few inches above grade, you may have to pour a bit higher than on undeveloped ground to get the post height to line up exactly with the paver height.



If you decide to order the Anchoing Kit you'll have all the hardware you need and will not need anything from the hardware store if you are attaching to an existing deck. If building on undeveloped ground, just add the concrete and a bit of rebar as described above. Choose the anchor kit for the appropriate surface either wood decking or stone, brick or concrete surfaces.

2. Option 2: Gale-Wind Anchor Kit

Our Stainless Steel Gale Wind Anchors are recommended as a minimum anchoring solution for most pavilion or pergola structures because they have much more wind resistance. Standard anchors can be used for smaller structures (under 180 square ft) and where you have other building shielding your structure for prevailing winds. But, in general, we recommend the Gale Wind Anchors for Pavilions placed in relatively open areas and if the square footage exceeds 180 square ft.

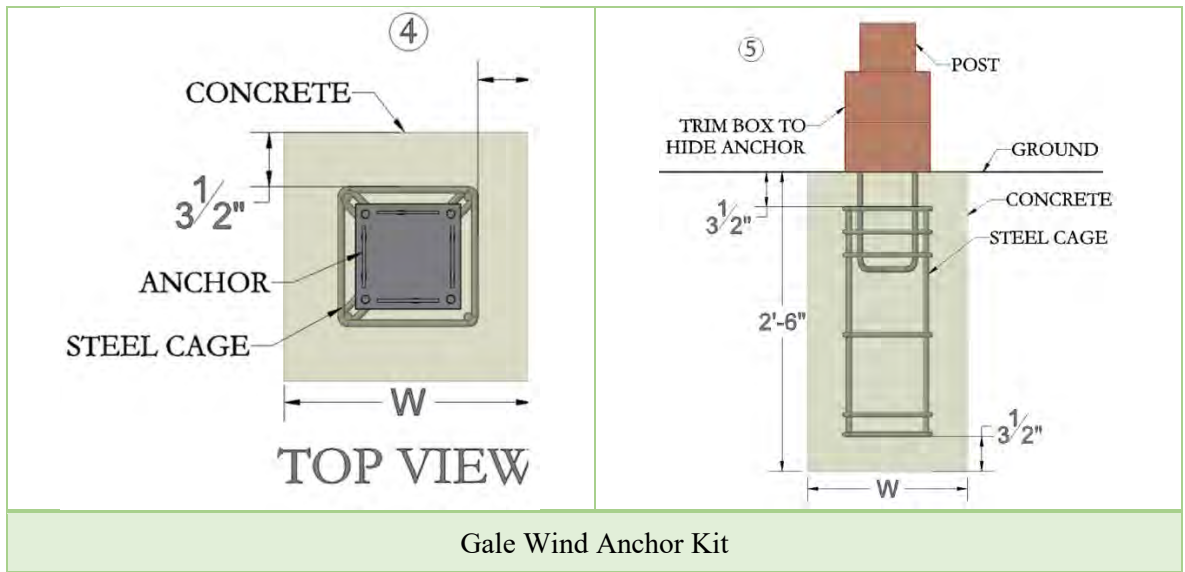
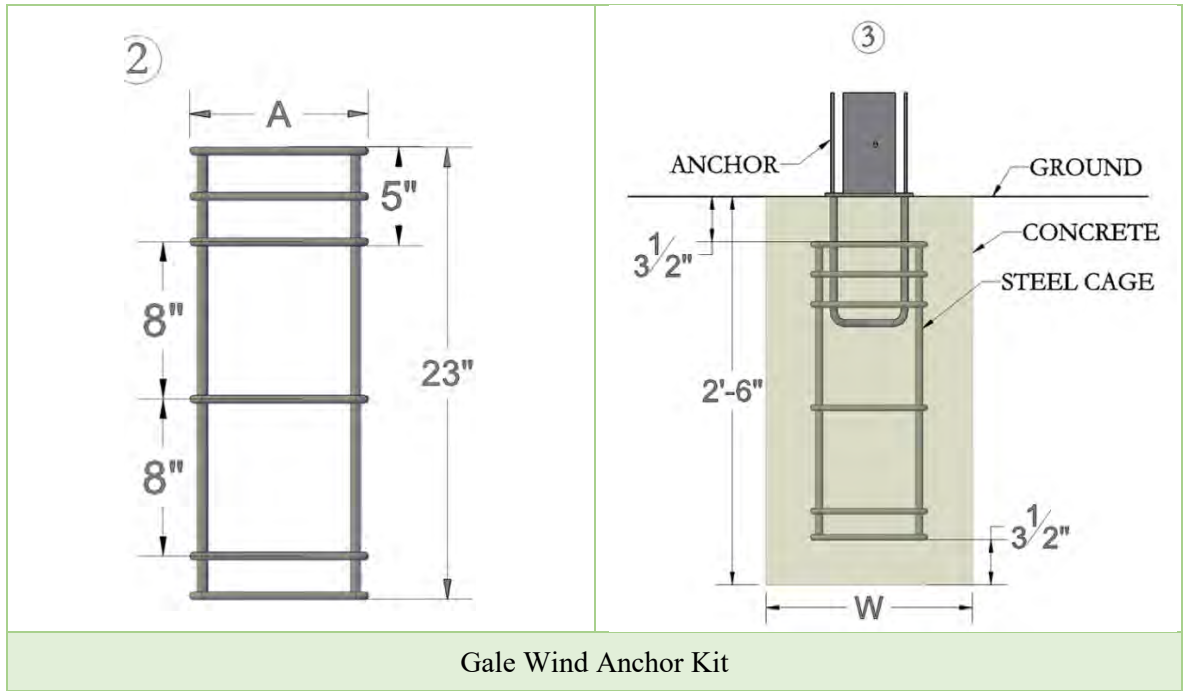
For installations where strong winds of up to 100 mph are expected occasionally. It is not recommended for hurricane areas. Each structure order includes drawings for concrete installation instructions. The Gale Wind Anchors are normally installed in a 30-inch-deep concrete pour, please see the table 1 and make the footings depending of the dimensions of the posts:

Note: In areas where the ground freezes, please go 6 inches below your frost line with the concrete pour.

Place the anchors in wet concrete. The rebar of the anchors must be at least 3-1/2" away from the edge of the footing.

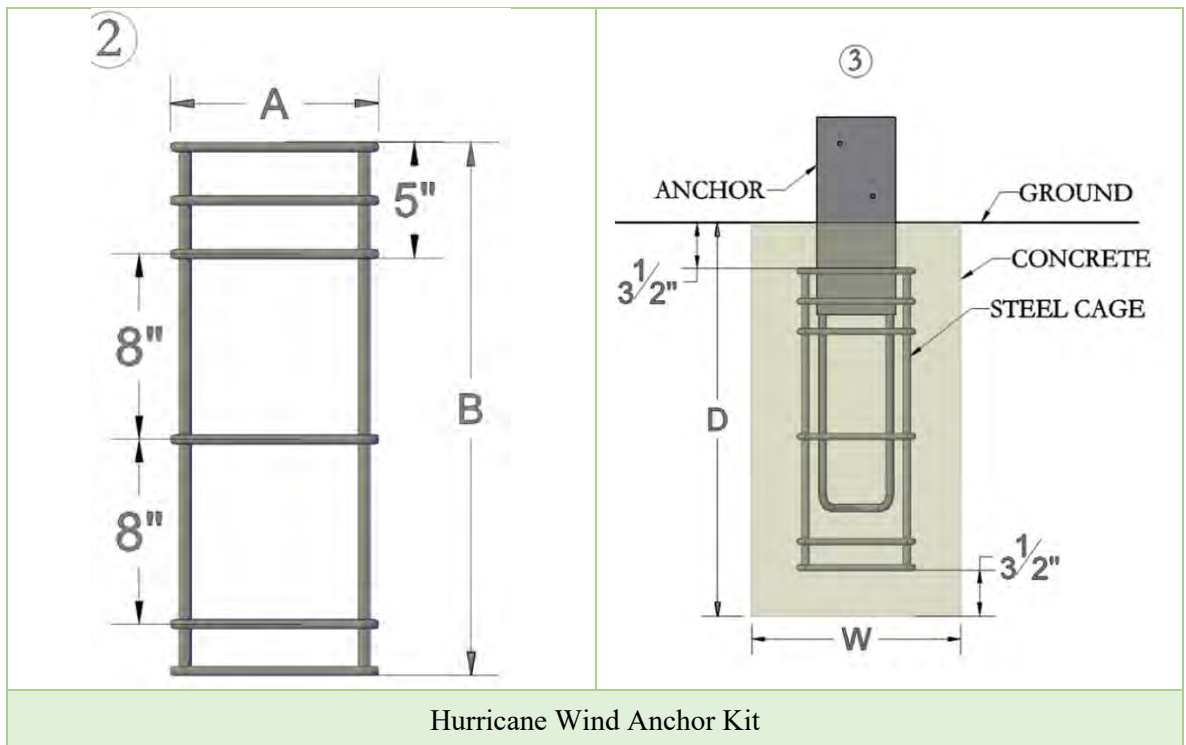
Attach post to anchors with 5/16" x 3" lag bolts, add the trim boxes at the bottom of the posts to hide the anchors.

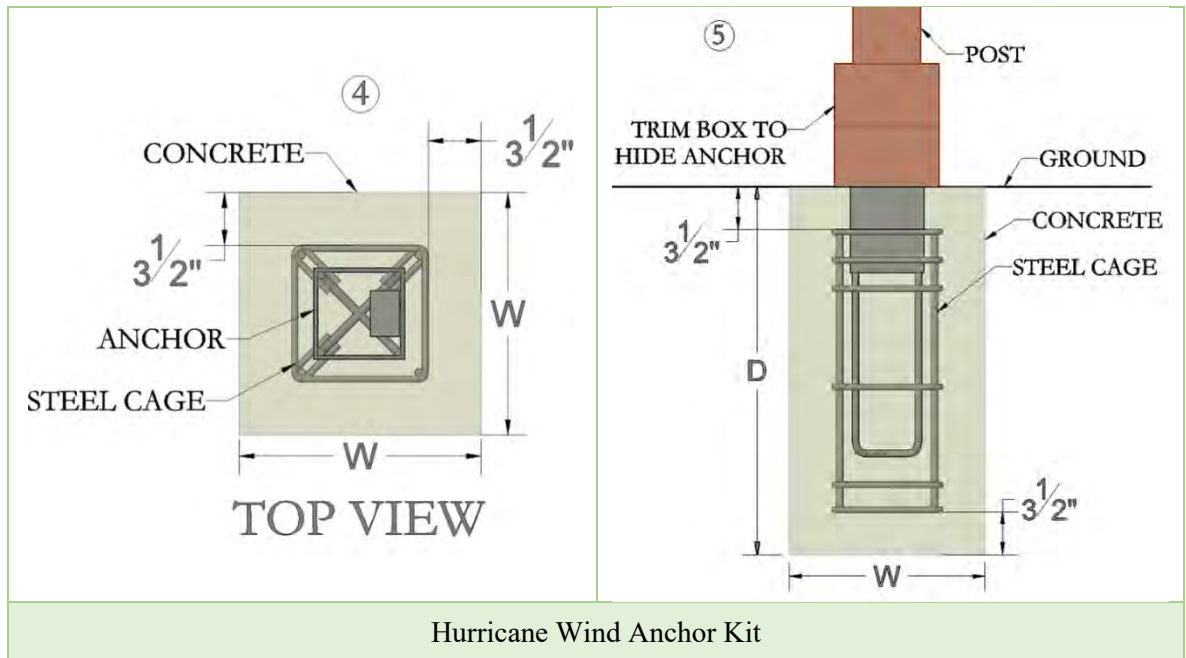




POSTS Sizes	ANCHOR BASES		STEEL CAGE		FOOTING	
	Base Steel Gauge	H1	Steel Base Diameter	H2	A	W
3 3/4" x 3 3/4"	3/16"	6"	1/2"	8"	7"	14"
5 1/2" x 5 1/2"	3/16"	8"	1/2"	12"	9"	16"
7 1/4" x 7 1/4"	1/4"	8"	5/8"	12"	11"	18"
9 1/4" x 9 1/4"	1/4"	10"	5/8"	15"	13"	20"
11 1/4" x 11 1/4"	1/4"	10"	5/8"	18"	17"	24"

3. Option 3: Hurricane Wind Anchor Kit





POSTS	ANCHOR BASES			STEEL CAGE			FOOTING	
Sizes	Base Steel Gauge	Anchor Steel Base (PTR)	Steel Base Diameter	H	A	B	W	D
3 3/4" x 3 3/4"	3/16"	4" x 4"	1/2"	12"	7"	23"	14"	30"
5 1/2" x 5 1/2"	1/4"	6" x 6"	1/2"	15"	9"	29"	16"	36"
7 1/4" x 7 1/4"	1/4"	8" x 8"	5/8"	18"	11"	29"	18"	36"
9 1/4" x 9 1/4"	1/4"	10" x 10"	5/8"	20"	13"	35"	20"	42"
11 1/4" x 11 1/4"	1/4"	12" x 12"	5/8"	24"	17"	35"	24"	42"

Note: At least 2" clearance between edge and steel to be filled by concrete.

We have installed our structure in Hurricane areas with the Hurricane Wind Anchor kit shown above. It is rated to withstand winds of up to 110 miles per hour. The Hurricane Wind Anchors are normally installed in a 30-inch-deep concrete pour (**or 48" if your posts are 9 1/4" x 9 1/4" or 11 1/4" x 11 1/4"**) and place a significant portion of the anchor in concrete underground as shown in the drawings above. For best results, we recommend doing the concrete work at least 3 days ahead of the Structure install so the concrete will cure prior to attaching the Structure to it. You then place the wood posts in the cradle and bolt the wood to the anchor. We supply wood trim pieces to hide the metal hardware completely so the bottom of the posts looks like they have a wooden boot around them when installation is complete.

Note: If your Structure is placed in a snow area, the concrete must be 6 inches below the frost line.

F. Post Decorative Trim



Standard

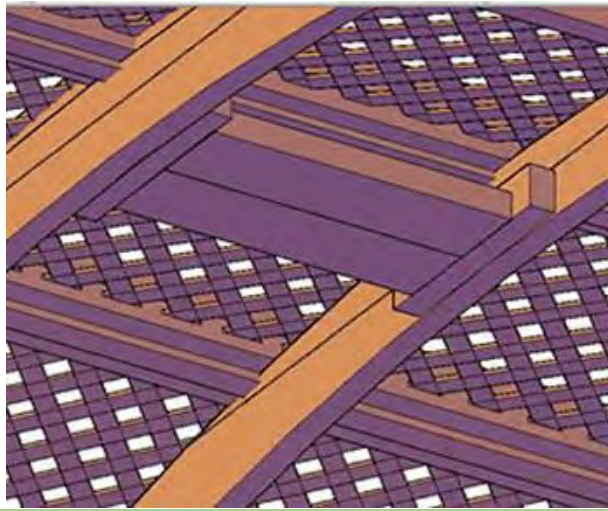


Vertical



Horizontal

G. Ceiling Fan Base



Ceiling Fan Base Drawing



Ceiling Fan Base



Roof Fan



Pavilion with 2 Ceiling Fan Base

Attach the Ceiling Fan base between the rafters with 4 bolts (two per side). The paddle fan is usually placed in the center of the Pavilion's ceiling, but of course, you can place it almost anywhere you have sufficient head space.

Many customers have told us that by far the best manufacturer is a company out of Kentucky called the **Big Ass Fan** Company. Funny name, great fans. They move a lot of air, are quiet and are probably the best in the business.

H. Curtain Rods

We can add our oversized Curtain Rods with strong steel hangars. The hardware to attach your curtain rods is included. The rods are made 2 3/4" in diameter so they can take plenty of abuse over the years.



Curtain Rods



Curtain Rods with Metal Hardware

I. Privacy Panels Quantity

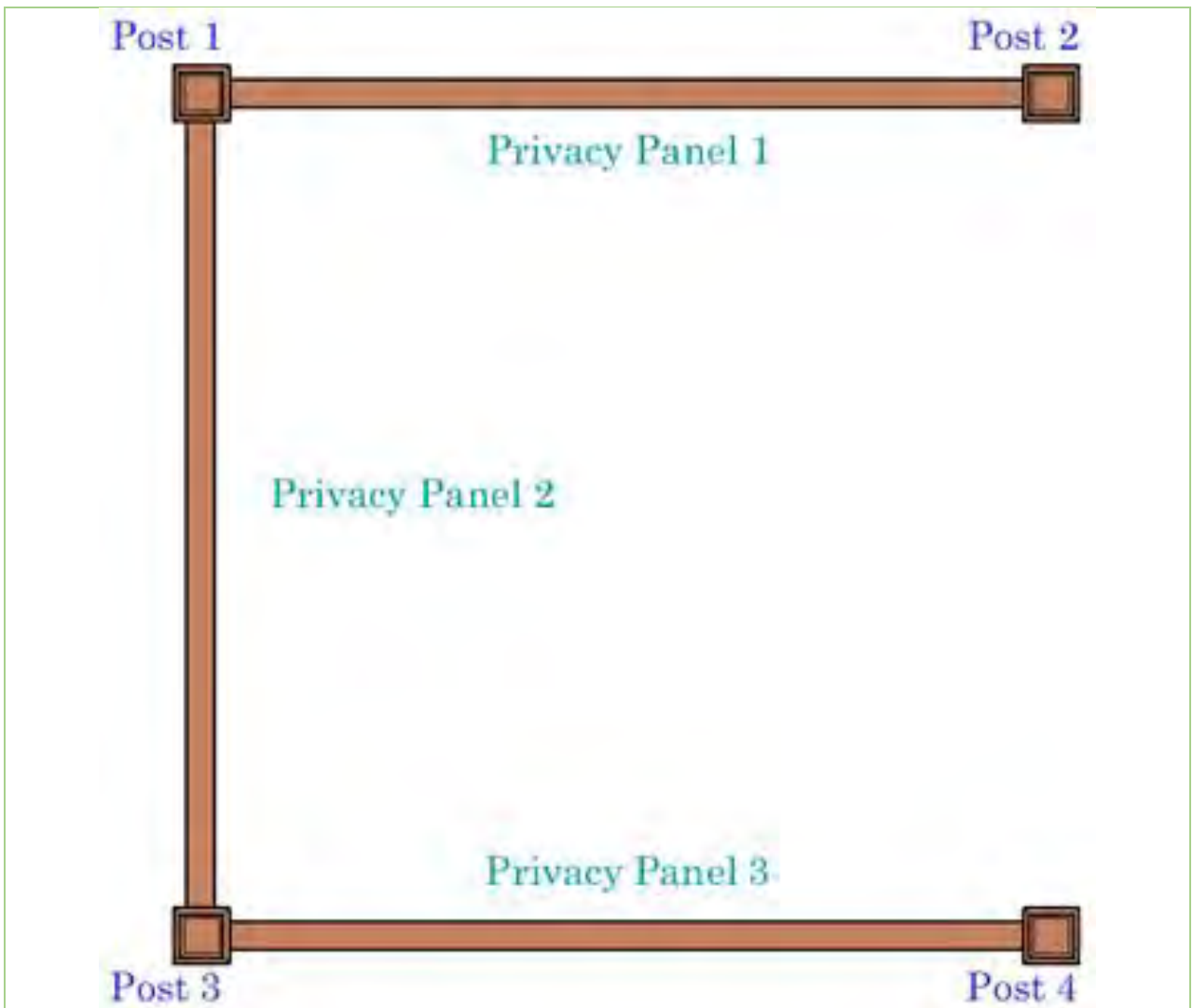
You can choose from 1 to 5 panels depending on the size of your Pavilion.

Each individual privacy panel can be either up to 48" tall or full length depending on the selection you make from the drop down menu.

The privacy panels bolt to the sides of the posts and span the entire length between posts regardless of the size of your structure. Order the amount of panels you need to bolt between posts.

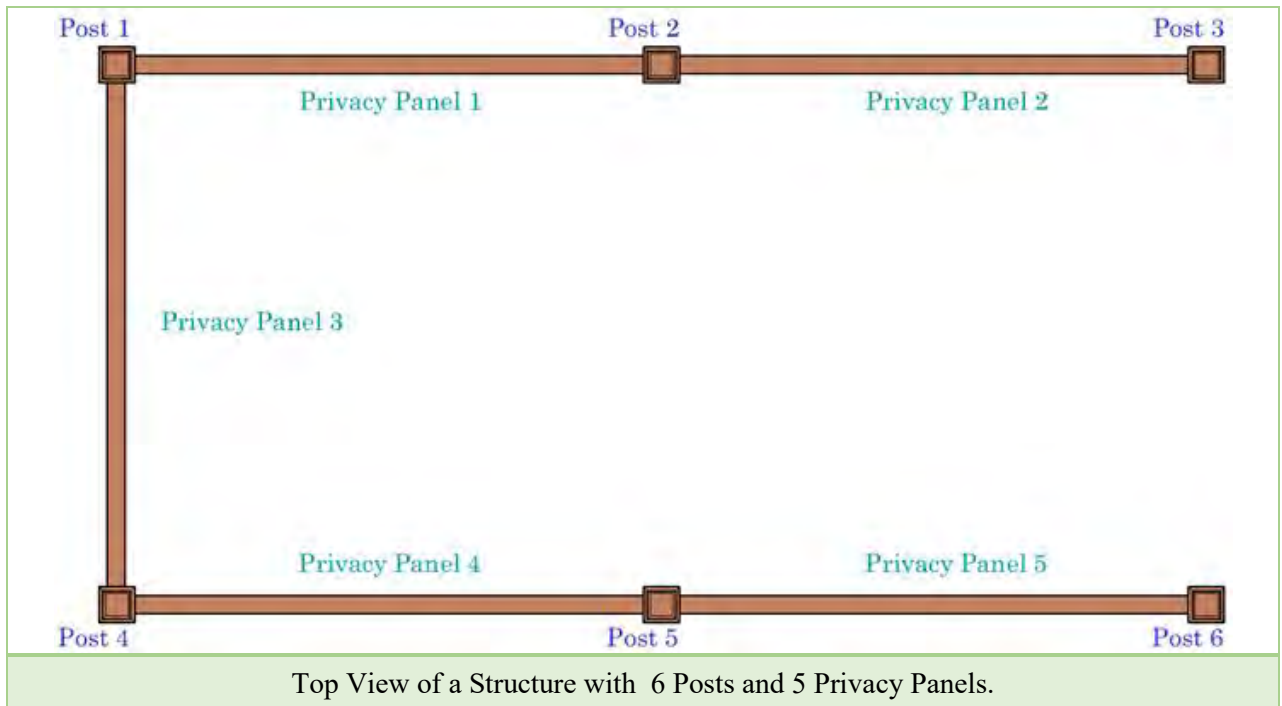
If you choose a structure that exceeds 20' on any side, you will need a total of 3 posts for that side and 2 privacy panels for that side.

For sizes between 8ft to 20ft Support Length, you can choose up to 3 of privacy panels options to install between posts.



Top View of a Structure with 4 Posts and 3 Privacy Panels.

For sizes between 20ft to 40ft Support Length you can choose up to 5 of privacy panels options to install between posts.



You can configure it how you wish or you need. Keep in mind we will prepare detailed drawings of your order and you will have ample time to fine tune all details including the privacy panel placement and sizing.

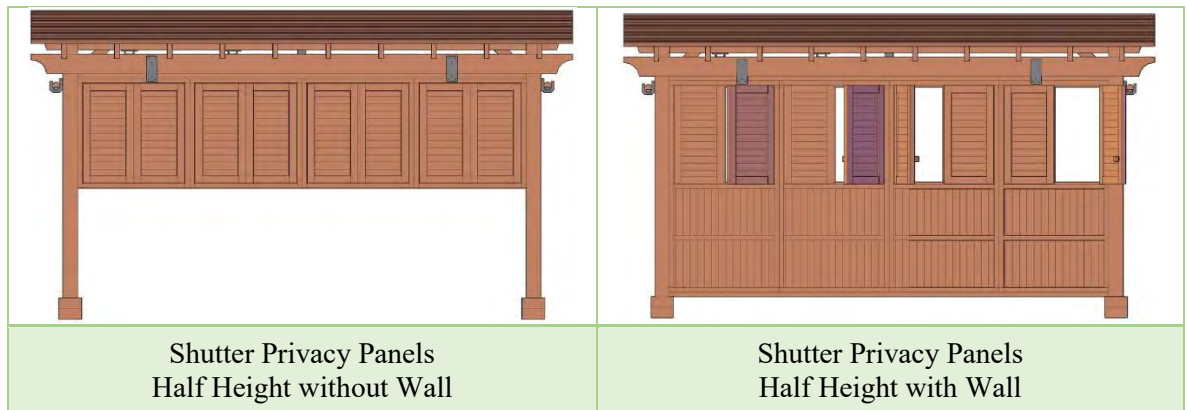
1. Lattice Privacy Panels

If you want a Lattice Privacy Panels for your structure, you can choose between one of 2 options below.



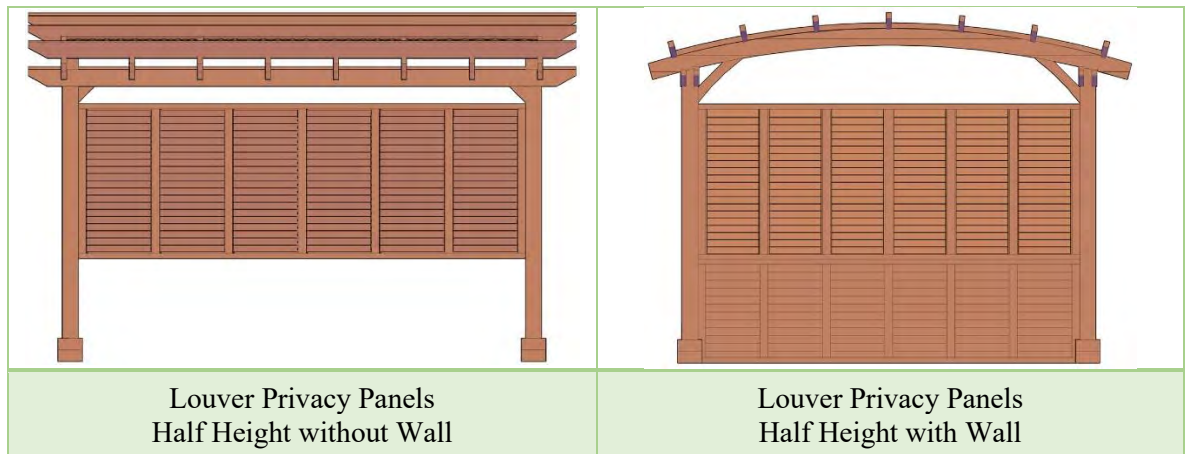
2. Shutter Privacy Panels

If you want a Shutter Privacy Panels for your structure, you can choice between 3 options, 2 of them can be reviewed with the drawings below.



3. Louver Privacy Panels

If you want a Louver Privacy Panels for your structure, you can choose between one of 3 options below.



J. Finish Options

All our furniture ships finely sanded to 220 grit for a smooth to the touch finish.

The most popular finish is our Transparent Premium Sealant. This sealant leaves your furniture looking natural and helps keep the beautiful wood surface colors from fading for several years. We use Sickens brand finishes because they are the best finishes on the market. For more information about our finishes and how to keep your furniture looking great year after year, please go to: [Care & Finish](#).

Unfinished (fine sanding only):

If you are applying your own stain or want the surface color to fade to a "weathered look" in a few months. We do not recommend you leave your furniture unfinished outdoors for any extended period regardless of wood quality. Outdoor weather changes constantly and it is best to at least seal the wood to protect it from consistently absorbing and losing moisture.

Transparent Premium Sealant - Recommended for Outdoors:

Below are the 5 grades of wood we offer with the Transparent Premium Sealant applied. The color tones shown are close representations of the color your furniture will look like. There is no extra charge for the Transparent Premium Sealant:

				
Douglas Fir (10 yr. Warranty)	Mosaic Eco-Wood (10 yr. Warranty)	Redwood (15 yr. Warranty)	Mature Redwood (20 yr. Warranty)	Old Growth Redwood (30 yr. Warranty)

We also offer the Transparent Premium Sealant with the following stains. There is a small charge for adding these stains because it increases the total amount of coats to 4 with the sealant as the final coats:



Tiger Stripe Effect

Douglas-Fir when stained dark creates a "tiger stripe" effect as shown in this photo. It is beautiful and most customers love it. If you are looking for a dark consistent stain and do not want to see a "tiger stripe effect", please go with any of the Redwood grades for a more consistent stain finish.



Primers

- **Off-White Oil-Based Primer:** If you are painting a light color. We apply two coats so that it is ready for one final coat.
- **Gray Oil-Based Primer:** If you are painting a darker color. We apply two coats so that it is ready for the final coat.

Custom Paints

Custom Paint Finish (go to BenjaminMoore.com):

Have Forever Redwood paint your order any color you like. We prefer to use Benjamin Moore paints because they make excellent quality products and offer a huge selection of paints and colors to choose from.



Benjamin Moore: Black Stain, 2131-10

First select the type of paint you want: Benjaminmoore.com

Then click the colors tab and choose from the almost endless amount of colors offered.

Just select the Custom Paint finish option and in the Comment box enter the type of paint and the name and number of the color you would like. We will confirm your custom paint request within 24 hours of receiving your order and we will order the paint for you and apply per the specified directions. You only need to let us know the type of paint and the color name and number and we will do the rest.

III. ASSEMBLY & CARE

Assembly Instructions for: [Arched Thick Timber Pavilion](#).

Assembly Instructions for: [How to Anchor Your Pergola](#).

All You Need is a Few Tools and a Friend.

Assembly is best done by two people and usually takes about half a day to a day, depending on size. Pergolas need a ratchet wrench, a hammer and a ladder to put them together. In some cases, you might need a drill to attach the posts into concrete. As with all our products, we preassemble pergolas in our shop to ensure everything fits together. All hardware is included and all parts are clearly labeled before it is shipped. We also include detailed step-by-step instructions.

Take a look at our assembly instructions below for specific details. If you plan to pour concrete to hold the posts, the project will require an additional half day prior to assembly. Please do the concrete pour a few days prior to assembly to allow the concrete to cure.

Installation Help.

Special talent is not required to re-assemble our pergolas. But, if you would like help, [just let us know](#). We have our own team for installations in California, Nevada and Southern Arizona and a network of local contractors we recommend for farther afield.

Care: Your Forever Redwood Furniture will last for decades in year-round weather without maintenance.

Depending on the wood grade you choose, even with harsh year-round outdoor conditions, you can expect your furniture to last from ten to forty years without maintenance of any kind.

Being outside year-round is rough on any woods finish. The surface absorbs UV rays, pollution, constant variations in moisture and temperature and it also oxidizes. This is why most wood just doesn't hold up and the surface color slowly changes towards a silver patina over the years. But, with Forever Redwood, you don't have to worry. The silver patina is surface deep only (less than 1/64") and is not indicative of decay. Your set will last decades and is not compromised in any way by the surface color change. For example, we keep our display items as is without refinishing to show off this natural aging (we like the patina!).

Although Forever Redwood is maintenance-free, we recommended you take a few minutes as needed to clean by either hosing down and/or brushing/dusting away accumulated debris (no soap or chemicals needed). If you'd like to keep your set looking its best for decades, please go to: [Care and Finish](#).

Keep the colors looking vibrant for decades.

A quick power washing every 5 to 10 years clears away the accumulated grim, UV surface burning and the old sealant in a few minutes. When power washing be careful not to spray close to the surface or you may cut into the grain of the wood. Once dry, go over any rough spots to smooth out and ready for sealing. You'll need \$2 and 10 minutes to do it. Pick up 2 sheets of sandpaper (one 100 grit and one 220 grit). Go over the

spots with 100 grit for ten strokes or so and dust off. Then do the same with the fine 220 grit. Redwood sands easily. Dust off and you're ready for sealing. For best results, sand in the direction of the grain (same direction of the growth lines in the wood). For example, on a picnic tabletop, sand in the lengthwise direction of the boards. After sanding, choose any stain/sealant you like. Redwood takes well to most.

IV. MATERIALS

The secret to outdoor longevity begins and ends with the wood. We use generous amounts of the most decay resistant wood available. We encourage our customers to compare photos of our items side by side with any competing product. Thickness counts. Furniture that is thin and light simply won't last in the year round weather.

To keep your furniture beautiful, we use only stainless steel hardware and the highest quality stains and sealants. We use only the Sickens brand of sealants.

Our primary customer has always been the homeowner that appreciates spending a bit more for quality that will last decades.

Our products are installed with organizations that appreciate longevity like the U.S. Forest Service, U.S. military installations, State and City parks, golf clubs and hotels.

We are favored by many landscape architects and contractors because they can count on exceptional quality and quick personal service to complete projects.

We build each item by hand. This insures your set is finely finished and carefully inspected. Old-fashioned hand building also allows us to adjust the size or design of any item to fit your needs.

Because we are a forestry company, we can offer 5 exceptional wood grades to choose from our carefully managed forests with warranties of up to 30 years against decay in any weather. [Click for more about our 5 wood grades.](#)

V. WARRANTY

Wood decay is warrantied up to 30 years depending on the wood grade. No other outdoor furniture manufacturer has warranties like this. The key is the excellent quality of our wood and the extra-thick timber designs of all our pieces.

Wood Grades and Decay Warranty:

- Douglas-fir: 10 years
- Mosaic Eco-Wood: 10 years
- Redwood: 15 years

- Mature Redwood: 20 years
- Old-Growth Redwood: 30 years

Forever Redwood stands behind its products. We are committed to quickly resolving any issues that might occur. For more information please see our [Warranty](#) page.

VI. SHIPPING

We offer 4 Shipping Options in the U.S.:

- Rush Shipping (ships in 2 weeks).
- Priority Shipping (ships in 4 weeks).
- Standard Shipping (ships in 6 weeks).
- Free Shipping in the Continental U.S. (ships in 10 weeks).

Notes for Orders requiring drawings or approvals:

All Shade Structure orders (Pergolas, Pavilions, Gazebos and Arbors) require drawings to make sure all details are agreed upon prior to building and to give our customers the ability to customize their structures to meet their needs. We also sometimes make custom changes to Swings, Planters, Benches, Tables and other standard production items per customer requests. If your order has a custom detail or is a shade structure, you will receive your first drawings via email within 5 business days of receiving your completed order with a deposit.

We will go back and forth with you as needed to fine tune the design to your liking prior to building it. Once you sign off on your drawings, your timeline for shipping will begin. Please keep this in mind. If you need a Rush Order and also drawings, it is best you call in your order so that we can organize ourselves to both complete your drawings on an expedited basis and meet your shipping deadline.

Yes, you can have free shipping plus save 3% off your order! We carefully hand build each Forever Redwood item. When you choose a longer ship out date, you give us more time to build. This lowers our cost and we pass the savings to you. If you choose the Wait & Save Shipping option and prefer we ship out on a specific date (up to 6 months in advance), just enter the date in the Comment Box at Checkout. If no note is included, we'll ship in 3 months.

Orders ship from San Diego, CA. Add 3 to 6 business days transit time (depending on location).

We ship to any country. Canada orders ship in 6 weeks. To see Canadian shipping costs, just add item to cart.

For orders outside the U.S. or Canada, just enter your country in the shipping information section at checkout or in the shopping cart to see your freight cost. We ship outside the U.S. or Canada in 6 weeks. For all

international shipments, the shipping companies handle any customs paperwork and then contact you to arrange delivery.

Assembly Service Available Nationwide: All orders over \$3,000. in size can choose to have Forever Redwood assemble for you. Just choose White Glove Service in the Shopping Cart or at Checkout. For more information on White Glove, please go to: [WHITE GLOVE](#)



If your artistically inclined, the crating makes a great canvas to:
Lion of the Tribe of Juda by Patricia Vallejo



Some of the ugly guys from our install crew that will scare your children when they come install your order!

October 19, 2020

SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Paul Pallab
9339 Rangeview Lane
Littleton, Colorado 80125

Re: Encroachment into a District owned open space parcel adjacent to Imperial Homes at Roxborough Village Filing 2
By 8007 Jared Way, Littleton, Colorado 80125
Lot 1, Block 1, Imperial Homes at Roxborough Village #1

Dear Mr. Pallab:

I am District Legal Counsel for Roxborough Village Metropolitan District. I am writing to you about the use of the park area adjacent to your property that is located at 8007 Jared Way, Littleton, Colorado 80125. I understand that you rent this property and that your most recent tenants, who have caused some problems through their use of the park, have moved. This letter will serve to alert you to the District's concerns with the park use, the steps being taken to better secure the park area, and to request your assistance in advising future tenants of the appropriate park use.

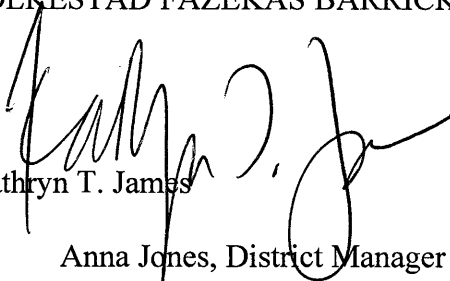
The recent tenants were conducting motorized vehicle use in the park area and were damaging the grass. The District has completed a survey and will be installing new fencing on the park boundary to better secure the area and prevent such unauthorized use. Please review the District's Rules and Regulations, available on the District website at www.roxboroughmetrodistrict.org. Please direct any future tenants to the website for their reference on use of District parks and open space.

If you have any questions about this policy, the Rules and Regulations, or about the District's property boundaries, please call Anna Jones, District Manager at (303) 793-1478.

Thank you in advance for your cooperation.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.



Kathryn T. James

cc: Anna Jones, District Manager
Scott Barnett

office. 303.688.3045 • fax. 303.688.3189

18 South Wilcox Street, Suite 200

Castle Rock, Colorado 80104-1909

ffcolorado.com

October 19, 2020

SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Joe Brown
7587 Jared Way
Littleton, Colorado 80125

Re: Encroachment into a District owned open space parcel adjacent to Imperial Homes at Roxborough Village Filing 2
By 7587 Jared Way, Littleton, Colorado 80125
Lot 5, Block 1, Imperial Homes at Roxborough Village #2

Dear Mr. Brown:

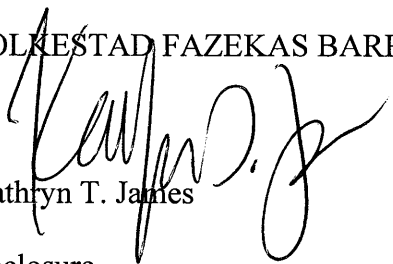
As you may recall from my letter to you dated August 12, 2020, our firm represents Roxborough Village Metropolitan District, the owner of the 6.5 acre open space parcel adjacent to Imperial Homes at Roxborough Village Filing 2. I am enclosing a copy of such letter for your reference.

I did not receive a response from my prior letter and you did not remove the patio improvements as requested. This is the District's final request for you to remove such improvements within forty-five (45) days of the date of this letter and to cease use of the area. If you do not initiate removal, the District will have the items removed and will invoice you for removal work and any restoration work in the area that the District deems necessary.

Please contact my office with any questions. Thank you.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.


Kathryn T. James

Enclosure

cc: Anna Jones, District Manager
Scott Barnett



Aaron W. Barrick
Marc C. Patoile
Kathryn T. James
Matthew S. Patton
Lindsay J. Miller
Joe D. Kinlaw, II
Lauren O. Patton

August 12, 2020

SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Joe Brown
7587 Jared Way
Littleton, Colorado 80125

Re: Encroachment into a District owned open space parcel adjacent to Imperial Homes at Roxborough Village Filing 2
By 7587 Jared Way, Littleton, Colorado 80125
Lot 5, Block 1, Imperial Homes at Roxborough Village #2

Dear Mr. Brown:

I am District Legal Counsel for Roxborough Village Metropolitan District, the owner of the 6.5 acre open space parcel adjacent to Imperial Homes a Roxborough Village Filing 2. It has recently come to our attention that you have a trail and sunset patio outside the boundary of your property from your back fence into the open space. An aerial photograph is enclosed to illustrate this encroachment.

The District’s policy is as follows:

Encroachments onto property maintained by the District is prohibited. These areas must be free of obstructions to permit snow removal, grass mowing, to promote public safety, and to maintain a uniform appearance of the open space.

The District also has Rules and Regulations that state that it is unlawful for any person “to construct, place, or maintain any kind of road, trail, structure, sign, fence, marker, enclosure, communication equipment or other improvement within any Parks or Open Space without written approval from the District Manager.”

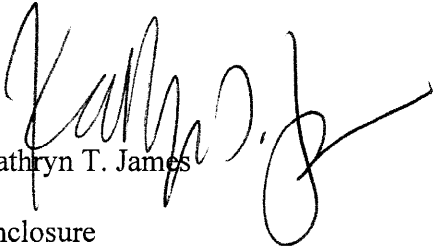
Please remove the sunset patio immediately, and cease use of the trail so that it can return to its natural ground state. The District Board will evaluate whether any restoration of the area is required once the patio has been removed, and will instruct you accordingly.

If you have any questions about this policy, the Rules and Regulations, or about the District’s property boundaries, please call Anna Jones, District Manager at (303) 793-1478.

Thank you in advance for your cooperation.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.


Kathryn T. James

Enclosure

cc: Anna Jones, District Manager
Scott Barnett



ROXBOROUGH VILLAGE RAMPART RANGE ROAD NEIGHBORHOOD PARK

PRECEDENT STUDIES AND COST INFORMATION
OCTOBER 2020

RAMPART RANGE ROAD PLAYGROUND – LOCATION



Rampart Range Road Neighborhood Park

- Approximate Size of Existing Area is 50' X 50'
- Located between two primary pedestrian crossings on Rampart Range Road

RAMPART RANGE ROAD PLAYGROUND

Overview of Precedents

Type 1

Traditional Post and Platform



Type 2

Nature Play



Type 3

Destination Play



General Summary of September Meeting

1. HYBRID OF TYPE 2 WITH SOME NICER POST AND PLATFORM
2. LOOK AT CENTENIAL CENTER PARK FOR BETTER EXAMPLE OF POST AND PLATFORM
3. INCORPORATE SWINGS
4. NATURE PLAY WITH A RUSTIC LOOK AND SWINGS

RAMPART RANGE ROAD PLAYGROUND

Centennial Center Park



RAMPART RANGE ROAD PLAYGROUND - CONCEPT STUDY

Combination of Nature Play with Themed Post and Platform + Swings

\$300,000 - \$450,000

Note: Costs shown below represent rough order of magnitude (ROM) estimates and are only intended for discussion. Refined estimates will be developed in the future.

View 1



Themed Structures
(6-7 pieces)

Climbing Boulders

Perimeter
Landscape Buffer

Nature Play
Elements

Swings

Seating

RAMPART RANGE ROAD PLAYGROUND - CONCEPT STUDY

Combination of Nature Play with Themed Post and Platform + Swings

\$300,000 - \$450,000

Note: Costs shown below represent rough order of magnitude (ROM) estimates and are only intended for discussion. Refined estimates will be developed in the future.

View 2



RAMPART RANGE ROAD PLAYGROUND - CONCEPT STUDY

Combination of Nature Play with Themed Post and Platform + Swings

\$300,000 - \$450,000

Note: Costs shown below represent rough order of magnitude (ROM) estimates and are only intended for discussion. Refined estimates will be developed in the future.

View 3

