

RECORD OF PROCEEDINGS

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

HELD

Tuesday, March 24, 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, March 24, 2020 at 5:30 p.m. via ZOOM at 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Ron Bendall
Ed Wagner

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
Kimberly Armitage; Evolution Builder Feasibility Team
Rick Stanzyk; Evolution Builders
Todd Wenskoski and Yishuen Lo; Livable Cities Studio
Anna Jones and Andrew Williams; CliftonLarsonAllen LLP
Ephram Glass; resident
Garry Cook; resident
Ralph Poplawsky; resident
Tara Hamm; resident

CALL TO ORDER

The meeting was called to order at 6:07 p.m. by Director Brown.

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

Director Brown declared a quorum was present, all directors are qualified.

APPROVE AGENDA

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

RECORD OF PROCEEDINGS

PUBLIC COMMENT and/or GUESTS

Ralph Poplawsky asked a few questions about the Master Plan.

CONSENT AGENDA

- A. Consider Approval of the February 16, 2020 Regular Meeting Minutes
- B. Review and Accept the March 16, 2020 Cash Position and Property Tax Schedule

After review, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the consent agenda was approved.

DISCUSSION AGENDA ACTION ITEMS

- A. Review and Consider Approval of Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and ratify Approval of Previous Claims

Ms. Jones reviewed the claims with the Board. Discussion ensued regarding the Ark Ecological invoice and confirmation that it covered typical annual weed management only.

After discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved current claims, approved the transfer of funds, ratified payment of autopay claims, and ratified approval of previous claims.

- B. Board Vacancy

The Board discussed the Board vacancy due to resignation of Steve Sherman. After discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner and upon vote unanimously carried, the Board appointed Garry Cook to the Board. Ms. James will administer the Oath of Office.

DIRECTOR ITEMS

- A. Fall Festival Updates
 - 1. Fireworks and DJ Status

Director Brown provided an update about the Fall Festival. The event is currently on schedule for September 12th.

RECORD OF PROCEEDINGS

- B. Town Hall Recap
 - 1. Next Steps – Frequency

Director Brown discussed the Town Hall. Director Prysby indicated there were about 40 to 50 attendees. The Board agreed that it was a success. Discussion ensued regarding holding a bi-annual or quarterly Town Hall. It will be coordinated along with the newsletter, depending on when large gatherings can be held again due to COVID-19.

- C. Other

None.

MANAGER MATTERS

- A. Discuss Master Plan Next Steps

Mr. Wenskoski reviewed the draft. He noted the final version would be out by the end of this week for Board review. Final Board comments will be due by the close of business on April 8th, with the final version completed by the close of business on April 17th so that it can be approved at the April 21 Board meeting. LCS reviewed the web-based version for the Board and provided a demonstration.

- B. Discuss and Approve Rec Center Site Feasibility Study Phases 1 & 2
 - 1. Review Initial Site Analysis and Recommendations; Review and Consider Approval of Resolution 2020-03-01, Resolution Approving Services Agreement with Evolution Builders

Rick Stanzyk and Kimberly Armitage reviewed the feasibility study and the five potential sites, highlighting their recommended site as the Community Park. The Board had questions and discussion followed. The Board agreed on the Community Park site recommendation. Ms. James asked the Board if any of the other sites should be studied. The Board agreed site three (Community Park) should be the focus with site four as the backup site as/if needed.

After discussion, upon a motion duly made by Director Bendall, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Phase 2 of the feasibility study which will be a more detailed analysis of the Community Park site. Ms.

RECORD OF PROCEEDINGS

James will prepare an Amendment to the Services Agreement to include Phase 2.

C. Discuss Spillway Design Next Steps

Mr. Wenskoski and Mr. Barnett reviewed the reviewed design efforts to-date.

D. Community Programming Ideas Update and Discussion

Mr. Williams reviewed his recent efforts to conduct some summer community events. All planning is currently on hold due to COVID-19.

E. Discuss Special Meeting re Feasibility Study and Spillway Design

Mr. Wenskoski and Mr. Barnett discussed Douglas County's thoughts regarding the lower and upper ponds. Douglas County noted that if the focus is on the upper pond with adequate detention on the lower pond remaining, they would take a fairly "hands off" approach. A special meeting will likely be scheduled in April or May to review design in more detail with the Board.

F. LCS Task Orders

After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Task Orders 6, 7, 8 & 9.

G. Other

None.

LEGAL MATTERS

A. Election Related Items

Previously discussed.

B. Update on Funding for Annual Easter Egg Hunt

Ms. James reviewed this with the Board. Discussion ensued. No action was taken and this item was tabled indefinitely. The Board agreed that future financial requests of the Board should be made in person by the requestor.

RECORD OF PROCEEDINGS

C. Update on Possible Encroachments

No action taken.

D. 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.

E. Review and Consider approval of Resolution 2020-03-02, Resolution Approving Services Agreement with Game-Set-Match, Inc.

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Bendall, seconded by Director Prysby, and upon vote unanimously carried, the Board approved Resolution 2020-03-02, Resolution Approving Services Agreement with Game-Set-Match, Inc.

F. Review and Consider Approval of Resolution 2020-03-03, Resolution Approving Services Agreement with Ark Ecological Services, LLC

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Bendall, seconded by Director Prysby, and upon vote unanimously carried, the Board approved Resolution 2020-03-03, Resolution Approving Services Agreement with Ark Ecological Services, LLC.

G. Review and Consider Approval of Resolution 2020-03-04, Resolution Approving Services Agreement with Patriot Pest Control

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Bendall, seconded by Director Prysby, and upon vote unanimously carried, the Board approved Resolution 2020-03-04. Resolution Approving Services Agreement with Patriot Pest Control.

H. Status of GMR Contract

The Board discussed and determined to move the project ahead. Upon a motion duly made by Director Brown, seconded by

RECORD OF PROCEEDINGS

Director Wagner, and upon a vote of 3 for and 1 abstaining, the Board authorized Mr. Barnett to find a contractor to submit a bid. Ms. James will contact GMR Contracting, Inc. to let them know the Board does not need their assistance.

The Board discussed warning residents regarding social gatherings and reminding that the District is not responsible for cleaning the play equipment or the skatepark. Ms. James will draft some language. CLA will post this on the District website and work with the Board on social media.

I. Other

None.

ENGINEERING MATTERS

A. Embankment Stabilization/Wetlands Planting

Mr. Barnett reviewed the approach. The Board discussed. Mr. Barnett will develop a proposal for the 2020 work which will be a multi-year, phased approach as determined by the Board.

B. Discussion Regarding Leaking 6 Inch Main Line Valve

Mr. Barnett reviewed with the Board, indicating that Metco can repair this prior to the irrigation start-up. Mr. Barr indicated he believes the cost would be less than \$4,000 for a time and materials work order.

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved a Metco work order for time and materials in an amount not to exceed \$4,000.

C. Irrigation Plan Updates

No updates at this time.

**LANDSCAPE
MAINTENANCE**

A. Metco Landscape Report

Mr. Barr reviewed the status of landscaping work in the District, noting that he would like to get the irrigation tested and ready for the season in early April.

B. Review and Consider Approval of Proposals:

1. Annual Flower Installation Spring 2020 - \$5,482

RECORD OF PROCEEDINGS

After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the proposal for the annual flower installation for Spring 2020 in the amount of \$5,482.

C. Bailey Tree Updates

Ms. Jones will reach out to coordinate a meeting with Bailey Tree and Metco regarding 2019 tree replacement plantings.

D. Other

None.

OTHER BUSINESS

A. Confirm Quorum for April 21, 2020 Regular Meeting at the Library

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board confirmed a quorum for the April 21, 2020 Regular Meeting at the Library.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Wagner, Board adjourned the meeting at 9:11 p.m.

Respectfully submitted,

DocuSigned by:

Calvin Brown

581B98172FCC405...

Calvin Brown, President

Attest:

DocuSigned by:

Ed Wagner

7D9BACB4D52C4E3...

Ed Wagner, Secretary

Certificate Of Completion

Envelope Id: 9AFA8E88F41B4F2EB3F4A04B6EBF9F98	Status: Completed
Subject: Please DocuSign: 3-24-20 Minutes.pdf	
Client Name: Roxborough Village MD	
Client Number: 011-070155 OS02-2020	
Source Envelope:	
Document Pages: 7	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Kathy Suazo
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Kathy.Suazo@claconnect.com
	IP Address: 67.137.57.251

Record Tracking

Status: Original	Holder: Kathy Suazo	Location: DocuSign
6/26/2020 3:50:22 PM	Kathy.Suazo@claconnect.com	

Signer Events

Calvin Brown
cbrown8556@hotmail.com
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

581B98172FCC405...
Signature Adoption: Pre-selected Style
Using IP Address: 97.122.79.242

Timestamp

Sent: 6/26/2020 3:51:50 PM
Viewed: 6/28/2020 11:05:11 AM
Signed: 6/28/2020 11:11:59 AM

Electronic Record and Signature Disclosure:
Accepted: 6/28/2020 11:05:11 AM
ID: 88b39dd4-8009-46eb-999e-19bb399e6c24

Ed Wagner
edward.wagner99@gmail.com
Security Level: Email, Account Authentication (None)

DocuSigned by:

7D8BACB4D52C4E3...
Signature Adoption: Pre-selected Style
Using IP Address: 73.169.16.204

Sent: 6/26/2020 3:51:50 PM
Viewed: 6/26/2020 3:57:04 PM
Signed: 6/26/2020 3:57:10 PM

Electronic Record and Signature Disclosure:
Accepted: 6/26/2020 3:57:04 PM
ID: adc0ebbc-c12a-4787-8c00-3d2b59c8fddb

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/26/2020 3:51:50 PM
Certified Delivered	Security Checked	6/28/2020 11:05:11 AM
Signing Complete	Security Checked	6/28/2020 11:11:59 AM
Completed	Security Checked	6/28/2020 11:11:59 AM

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CliftonLarsonAllen LLP:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: BusinessTechnology@CLAconnect.com

To advise CliftonLarsonAllen LLP of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at BusinessTechnology@CLAconnect.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CliftonLarsonAllen LLP

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CliftonLarsonAllen LLP

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.

RECORD OF PROCEEDINGS

At the April 20, 2021 Special Board Meeting, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the correction and amendment of past minutes regarding Ms. Armitage's consultant capacity to be identified as a member of the Evolution Builder Feasibility Team. Amended minutes are from March 2020 to April 2021.

Respectfully submitted,

DocuSigned by:
By: Calvin Brown
581B98172FCC405...
Calvin Brown, President

Date Signed: 4/29/2021

Attest:

DocuSigned by:
By: Ed Wagner
7D98ACB4D52C4E2...
Ed Wagner, Secretary

Date Signed: 4/29/2021