

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD NOVEMBER 15, 2023

A Regular Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 15th day of October, 2023 at 6:00 p.m. at the Roxborough Library, 8375 N. Rampart Range Rd, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Mark Rubic
Debra Prysby
Ephram Glass
Travis Jensen

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass and, upon vote, unanimously carried, the absence of Director Hart was excused.

Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, P.C.

Brenna Karamigos, Gemsbok

CALL TO ORDER

At 6:00 p.m. the meeting was called to order.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Director Rubic noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

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ADMINISTRATIVE MATTERS

Agenda: The Board reviewed the proposed Agenda for this Regular Meeting.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the agenda, as amended.

2024 Budget Hearing: The President opened the public hearing to consider the proposed 2024 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2024 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to or at this public hearing. No public comments were received, and the President closed the public hearing.

Ms. Karamigos reviewed the estimated year-end 2023 revenues and expenditures and the proposed 2024 estimated revenues and expenditures.

Following discussion, the Board considered the adoption of Resolution No. 2023-11-01 to Adopt the 2024 Budget and Appropriate Sums of Money and to Set Mill Levies (for the General Fund at 12.087 mills, the Debt Service Fund at 0.000 mills, ARI mill at 0.000 mills and Temporary Mill Levy Reduction Refunds and abatements at 0.018 for a total of 12.105 mills) subject to bank approval. Upon motion duly made by Director Prysby, seconded by Director Jensen upon vote, unanimously carried, the Resolutions were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2023. Ms. Karamigos was authorized to transmit the Certification of Mill Levies to the Board of County Commissioners of Douglas County and the Division of Local Government not later than December 15, 2023. Ms. Ripko was also authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2024. Copies of the adopted Resolutions are attached hereto and incorporated herein by this reference.

PUBLIC COMMENTS

None.

CONSENT AGENDA

The Board considered the following actions:

- SAVATREE expense/invoice # 13236838 in the amount of \$3,416.00.

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- SAVATREE Scope Change for estimate #1037036 for tree fertilization in the amount of \$12,770.
- Assignment Agreement for the 16-B HOA Monument Easement.
- Chatfield Farms 1A HOA amended Real Property Conveyance and Agency Agreement for Tracts G, H-1, II, and O on the north side of Waterton Rd.
- Approve Student Volunteer Community Services Waiver.
- Approve Broadband Consultant Services Waiver and Release.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Prysby and, upon vote, carried with Directors Jensen, Prysby and Rubic voting “Yes” and Director Glass abstaining, the Board approved the Consent Agenda, as presented.

CONTRACTOR/ CONSULTANT REPORTS

Landscaping Updates: The Board discussed landscaping updates from CDI Landscape, LLC.

Patriot Pest Control Proposal: The Board deferred discussion at this time.

Engineering Updates: The Board discussed the Engineering updates.

FINANCIAL MATTERS

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

Fund	Period Ending October 31, 2023
Total Claims	\$91,891.80

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass and upon vote, unanimously carried, the Board ratified approval of the claims, as presented.

Unaudited Financial Report: The Board reviewed the unaudited financial report for the period ending October 31, 2023.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and upon vote unanimously carried, the Board accepted the unaudited financial report for the period ending October 31, 2023, as presented

LEGAL MATTERS

Update on the Maintenance Agreement with Chatfield Farms Estates: The Board discussed the update on the maintenance agreement with Chatfield Farms Estates.

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Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and upon vote unanimously carried, the Board approved the maintenance agreement with Chatfield Farms Estates.

Update on District Property on East Side of Rampart Range Road: The Board discussed the update on the District Property on East side of Rampart Range Road. It was noted that legal counsel is working on getting the issue addressed.

Other: The Board discussed the document retention policy for the District. It was noted that this will be done in the first quarter 2024.

AGENDA PRIORITIES

Engineering ADA Accessibility Survey Proposal(s) for Community Park: The Board reviewed the Engineering ADA Accessibility survey proposal(s) for Community Park.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the Engineering ADA Accessibility survey proposal(s) for Community Park.

Additional Repairs to Concrete Paths Proposal: The Board reviewed the additional repairs to concrete paths proposal to path along Rampart Range Road that was damaged. It was noted that the District is waiting to see what the outcome with Xcel is.

Softball Field Improvements Proposal(s): The Board reviewed the softball field improvements proposal(s).

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the softball field improvements proposal(s).

Status and Compensation for HOA Maintenance Services: The Board deferred discussion at this time.

Airplane Park Playground Replacement: The Board discussed the airplane park playground replacement. It was noted that Mr. Hunsaker has reached out to the contractor and is following up to set up a meeting on site; Director Glass will be included with that meeting.

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OPERATION AND MAINTENANCE MATTERS

District Management Updates: The Board discussed the District Management updates.

- Lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.).
- SDMS Monthly Report.
- Monthly Invoice from Foothills Park & Recreation re: August 2023 Roxborough Village Resident Use.
- Update on securing a District account on the local community Facebook forum. It was noted that this has been completed and accepted to the Community Forum.
- Update on District's New Website. It was noted the website is up and in the process of getting it populated. Ms. Garcia is following the website 'tree' that the Board approved last week.

General Updates regarding ongoing projects:

- Holiday Lights. It was noted that Mr. Hunsaker spoke with SavATree yesterday, they should have something to him by today/tomorrow. He emailed Holiday Decorations last week with the specifications that Director Glass wanted and will reach out again today.
- Chatfield Farms planter project. It was noted that the Agreements have been signed and the down payment submitted for payment. The payment is scheduled to be released via bill.com on November 20, 2023. SDMS has requested updates regarding scheduling.
- Community Park restroom repairs. It was noted that the Agreements have been signed and the down payment submitted for payment. The payment is scheduled to be released via bill.com on November 20, 2023. SDMS has requested updates regarding scheduling.

DIRECTOR MATTERS

Capital Contributions for Chatfield Farms: The Board discussed the capital contributions for Chatfield Farms.

District Signage/Committee Update: The Board discussed the District signage and committee update.

Hiring Handyman: The Board discussed the update on the handyman RFP.

Farnsworth GIS Proposal: The Board reviewed the Farnsworth GIS proposal. The Board deferred discussion at this time.

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Turkey Rock Road cleanup and Change Order #2 from Chavez Services, LLC:

The Board reviewed the Turkey Rock Road cleanup and Change order #2 from Chavez Services, LLC.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the Turkey Rock Road cleanup and Change order #2 from Chavez Services, LLC.

OTHER MATTERS

The Board reviewed action items and adding to the spreadsheet.

**PUBLIC
COMMENTS/HOM
EOWNER
REQUESTS**

None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Prysby, seconded by Director Rubic, and upon vote, unanimously carried, the Regular Meeting was adjourned.

Respectfully submitted,

By: Travis C Jensen
Secretary for the Meeting