

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**  
**REGULAR BOARD MEETING AGENDA**

**Board of Directors:**

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Calvin Brown, President	Term Expires May 2020
Debra Prysby, Vice President	Term Expires May 2022
Ron Bendall, Secretary/Treasurer	Term Expires May 2020
Steven Sherman, Assistant Secretary	Term Expires May 2022
Edward Wagner, Assistant Secretary	Term Expires May 2022

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**Date: July 16, 2019 (Tuesday)**  
**Time: 6:30 p.m.**  
**Place: West Metro Fire Station 15**  
**6220 N. Roxborough Park Road**  
**Littleton, CO 80125**  
**Call in Information: Dial 844-286-0635 Code 391046547**

1. CALL TO ORDER
2. DECLARATION OF QUORUM/DIRECTOR QUALIFICATIONS/DISCLOSURE MATTERS
3. APPROVE AGENDA
4. ACTION ITEMS:
5. 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.

**CONSENT AGENDA** (10 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 minutes of the June 18, 2019 Regular Meeting (enclosed)
- B. Review and Accept the July 10, 2019 Cash Position and Property Tax Schedule (enclosed)
- C. Other

**DISCUSSION AGENDA**

## 6. ACTION ITEMS

- A. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosed)
- B. Review and Consider Approval of 2018 Audit (enclosed)
- C. Review and Consider Approval of Resolution No. 2019-07-01, Resolution Approving Services Agreement Team Pain for Skatepark Repairs (enclosed)
- D. Review and Consider approval of Resolution No. 2019-07-02, Resolution Approving Services Agreement with HydroSystems KDI for Irrigation System Evaluation and Consulting Services (enclosed)

## 7. MANAGER MATTERS (40 MINUTES)

- A. Master Plan Update (enclosed)
- B. Update on Newsletter (enclosed)
- C. Update on Basketball Court and Hoop (enclosed)
- D. Update on Community Park Restrooms (enclosed)
- E. Review Fishing Permit (enclosed)
- F. Website Updates (enclosed)
- G. Other

## 8. LANDSCAPE MAINTENANCE (10 MINUTES)

- A. Metco Landscape Report – Bill Barr (enclosed)
- B. Review and Consider Approval of Proposals
- C. Update on Bailey Tree Planting (enclosed)
- D. Landscape Walk Discussion
  - 1. Divide Landscape Tour in Segments
- E. Other

## 9. FINANCIAL MATTERS (10 MINUTES)

- A. Other

## 10. DIRECTOR ITEMS (5 MINUTES)

- A. Update on Fireworks/Community Event – Director Brown (enclosed)
  - 1. Fundraising/Sponsorship Update

## 11. LEGAL MATTERS (20 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 Denver Water Release into Little Willow Creek
  - a. Discussion Erosion Issues re Inflow and Outflow Points of the “Triangle” or “Upper Irrigation” Pond
- C. Update on Sterling Ranch
- D. Update on 14B Parcel Ownership
- F. Update on Chatfield Farms Meters and Billing
- E. Update on GMR Contracting for Dugout Design
- F. Other

#### 12. ENGINEERING MATTERS (15 MINUTES)

- A. Update on Irrigation Coordination
- B. Update on Water Quality Analysis
- C. Update on Team Pain Skatepark Maintenance
- D. 7 Acre Pond Update
- E. Discussion regarding Sidewalk Replacement, Trail Replacement. Rip Rap Replacement and Spillway Concrete Replacement
- F. Other

#### 12. OTHER BUSINESS (5 MINUTES)

- A. Confirm Quorum for August 20, 2019 Regular Board Meeting (Library)

#### 13. ADJOURNMENT

**SCHEDULED BOARD MEETINGS 6:30 P.M.**

**West Metro Fire Station 15**  
**6220 N. Roxborough Park Road**  
**Littleton, CO 80125**  
**Roxborough Library**  
**8357 N. Rampart Range Road, #200**  
**Littleton, CO 80125**

**2019 Meeting Calendar**

January						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
June 18, 2019

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, June 18, 2019 at 6:30 p.m., at the Roxborough Library, 8357 N. Rampart Range Road, #200, Littleton, CO 80125. The meeting was open to the public.

**ATTENDANCE**

In Attendance were Directors:

Calvin Brown  
Debra Prysby  
Edward Wagner  
Steven Sherman (arrived at 6:50 p.m.)  
Ron Bendall was absent, excused

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile,  
P.C.  
Scott Barnett; Mulhern MRE Inc.  
Bill Barr; Metco Landscaping  
Patrick Shannon and Jerel Sangster; CliftonLarsonAllen LLP  
Randy Pye and Mark Kieffer; Sterling Ranch  
Judy Hilton, Former Resident  
Carlene Harris, 7129 Eagle Rock Drive  
Cheryl Lorenz, 7025 Pine Hills Way  
Ed Yeats, 8049 Eagle View Drive  
Linda Goodrich, 10269 Dusk Way  
Fran Strayer, resident no address given

**CALL TO ORDER**

The meeting was called to order at 6:32 p.m. by Director Brown.

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

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

## RECORD OF PROCEEDINGS

### **APPROVE AGENDA**

Director Brown requested moving the Sterling Ranch discussion and legal matters before Public Comments. Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the agenda as amended.

### **Update on Sterling Ranch** – Randy Pye and Mark Kieffer

Ms. James discussed concerns brought up in the letter sent by the District to Sterling Ranch during the Douglas County referral period. Mr. Kieffer provided an overview of the Sterling Ranch park plan, noting that it is still in the process of designing and programming the park space. The next step for park planning would be a Location and Extent Hearing in front of the Douglas County Planning Commission. There is no timetable currently set for such a plan or a hearing. Mr. Pye noted that the Subdivision Improvement Agreement calls for a recreation facility, which may be the case, but it may not necessarily a rec center. Roxborough residents have the right to use the rec center currently under construction, as well as the parks and trails. Mr. Kieffer noted that each of the larger neighborhoods will have a recreation facility. The Subdivision Improvement Agreement calls for construction of a rec facility upon construction of homes. The Sterling Ranch Community Authority Board is looking at how to manage residents' use from neighborhoods outside of their district. He noted that Plum Valley Heights and Louviers could use the facilities as well.

Ms. James asked if there is a place for the Roxborough Board to be involved in the planning process. That will need to be figured out. Director Wagner noted that it would be good to stay in the loop so that each district can complement each other's facilities.

Mr. Kieffer noted that there will be an IGA with Douglas County to connect Moore Road from Waterton to Louviers within three years.

Mr. Pye noted there is a plan to do improved signalized crosswalks from Waterton to the Village.

Mr. Yeats complimented Sterling Ranch, noting they are very professional, and thanked them for improving public safety with signalized crossings.

Mr. Pye discussed the Sterling Ranch landscaping plans.

Ms. Goodrich asked about a plan for the wetlands along Rampart Range Road. Mr. Kieffer noted he is working with Urban Drainage to determine a wetland preservation plan.

RECORD OF PROCEEDINGS

**LEGAL MATTERS**

A. Discussion on Official Board Action, Chain of Command and Public Perception

Ms. James reviewed the proper procedures for the Board directing consultants and when official action can be taken.

B. 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

No discussion.

C. Update on Denver Water release into Little Willow Creek  
 a. Discuss Erosion Issues re Inflow and Outflow Points of the “Triangle” or “Upper Irrigation” Pond

No Update.

D. Update on 14B Parcel Ownership

No Update.

E. Update on Chatfield Farms Meters and Billing

No Update.

F. Review and Consider Approval of Xcel Easement

Ms. James noted that the executed easement was sent to Xcel for recording.

G. Discuss Fishing Rules and Regulations

Mr. Barnett reported that he has spoken with AquaSierra and they said that catch and release fishing would not cause problems in District ponds. Ms. James noted that the biggest legal issue is to ensure that foreign bait is not introduced into the ponds. Director Wagner suggested signs encouraging fishers to pick up trash and to respect to the area. Director Sherman suggested putting these requirements on a permit. He suggested having an online form that could send the permit externally. CLA will look into adding the form online. It was noted that children under the age of 16 would need a parent to sign off on the permit. Ms. James and CLA will work on the language for the permit.

RECORD OF PROCEEDINGS

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H. Other

None.

**PUBLIC  
COMMENT and/or  
GUESTS**

Ms. Goodrich noted her concerns regarding the reduced watering areas, ADA access to Community Park, the current state of the fences, no dog parks, concerns regarding the fireworks display and the bike path on the hogback.

Ms. Harris discussed concerns with ADA access to Community Park. The Board noted that it would consider the requested action for the next year's budget. Mr. Barnett noted that a striping company has been hired to paint the handicap spots. The Board noted that they will be looking into ADA access in the Master Plan.

Ms. Lorenz asked who was taking care of the ballfield. Mr. Barr noted that Metco will continue performing these duties. Ms. Lorenz noted that she has a tool to drag the field.

Ms. Lorenz also asked if the District would be willing to install fencing in the left field. She asked about being able to drive on the field with the same permit as last year.

Ms. Lorenz reported that her brother has a proposal to repair the bathrooms at the park.

Mr. Yeats stated that he believed the District did not pay enough money for the Easter Egg Hunt, noting that he needs \$300 per year going forward.

Mr. Yeats reported that he spoke with the Fire Department and was told the fireworks need to be 582 feet from open space.

**CONSENT AGENDA**

- A. Consider Approval of the May 14, 2019 Special Meeting, May 18, 2019 Special Meeting and May 21, 2019 Regular Meeting Minutes
- B. Review and Accept June 12, 2019 Cash Position and Property Tax Schedule
- C. Planet Scuba Inspection
- D. Other

Upon a motion duly made by Director Brown, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the Consent Agenda.



RECORD OF PROCEEDINGS

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**DISCUSSION AGENDA**

**MANAGER MATTERS**

A. Master Plan Update

Mr. Shannon gave an update on the Master Plan, noting that the survey results have been compiled and are being finalized. Livable Cities (LCS) has begun discussions to create a community newsletter. An updated schedule was provided by LCS and the next community event, Visualize the Rox, is expected to take place in mid-August.

B. Update on Basketball Court and Hoop

Mr. Shannon reported that based on feedback from Sport Court of the Rockies, the hoop will need to be replaced. Mr. Sangster will work on obtaining options and estimates and report to the Board.

C. Other

None.

**LANDSCAPE  
MAINTENANCE**

A. Metco Landscape Report

Mr. Barr presented the monthly landscape report, noting that there is a ground water issue in the softball field.

B. Review and Consider Approval of Proposals:

1. Rampart Range Road and Village Circle West seed install, perennial install and tree replacement - \$5,890

Mr. Barr presented the proposal. Discussion ensued. After review and discussion, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the terra seed blanket install and bio comp blanket over the baseball field in the amount of \$3,375 and approved the install of perennials in north median on Rampart Range Road in the amount of \$1,540.

C. Discuss Concerns Regarding Trees Planted by Bailey

Mr. Barr suggested changing tree types when replacing the dead trees planted by Bailey Tree.

D. Other

None.

## RECORD OF PROCEEDINGS

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### FINANCIAL MATTERS

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

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

- B. Status of 2018 Audit

Mr. Shannon noted that the audit is nearing completion and will be presented at the July meeting.

- C. Other

None.

### DIRECTOR ITEMS

- A. Update on Fireworks/Community Event  
 1. Fundraising/Sponsorship Update

Mr. Sangster reviewed this with the Board. The Board requested to hang the banner in August. Mr. Sangster will reach out to Ms. Lorenz regarding Facebook postings.

- B. Landscape Walk Discussion  
 1. Divide Landscape Tour in Segments

No discussion.

### ENGINEERING MATTERS

- A. Update Irrigation Coordination

Mr. Barnett presented a proposal from Hydrosystems-KDI for Irrigation System Evaluation and Consulting Services. After discussion, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the proposal from Hydrosystems-KDI for Irrigation System Evaluation and Consulting Services.

- B. Update on Water Quality Analysis

This item was deferred.

RECORD OF PROCEEDINGS

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C. Update on Team Pain Skatepark Maintenance

Mr. Barnett reviewed the Team Pain proposal options with the Board. After discussion, upon a motion duly made by Director Sherman, seconded by Director Prysby, and upon vote unanimously carried, the Board approved a proposal with Team Pain in the amount of \$40,000.

D. 7 Acre Pond Update

No update.

E. Update Status of Striping

No update.

F. Discussion regarding Sidewalk Replacement, Trail Replacement and Spillway Concrete Replacement

No update.

G. Community Park Restroom System Issues

No update.

H. Update on Dugout Construction

No update.

I. Other

None.

**OTHER BUSINESS**

A. Confirm Quorum for July 16, 2019 Regular Board Meeting

A quorum was confirmed for the July 16, 2019 Regular Board Meeting.

RECORD OF PROCEEDINGS

**ADJOURNMENT**

Upon a motion duly made by Director Sherman, seconded by Director Prysby, and upon vote unanimously carried, the Board adjourned the meeting at 8:41 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Calvin Brown, President

Attest:

By: \_\_\_\_\_  
Ronald Bendall, Secretary

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**  
**Schedule of Cash Position**  
**March 31, 2019**  
**Updated as of July 10, 2019**

	General Fund	Debt Service Fund	Capital Projects Fund	Total
<b>FirstBank - Checking Account</b>				
Balance as of 3/31/19	\$ 56,619.60	\$ -	\$ -	\$ 56,619.60
Subsequent activities:				
04/15/19 - Transfer from Colotrtrust	33,900.00	-	2,100.00	36,000.00
04/15/19 - Checks #1240-1252	(40,458.87)	-	(2,100.00)	(42,558.87)
Apr ACH - Xcel payments	(19.19)	-	-	(19.19)
Apr ACH - IREA payments	(840.64)	-	-	(840.64)
Apr ACH - Roxborough Water	(941.60)	-	-	(941.60)
05/15/19 - Transfer from Colotrtrust	72,000.00	-	3,100.07	75,100.07
05/21/19 - Checks #1254-1265	(81,488.25)	-	(3,100.07)	(84,588.32)
May ACH - Xcel payments	(18.68)	-	-	(18.68)
May ACH - IREA payments	(843.81)	-	-	(843.81)
May ACH - Roxborough Water	(1,225.73)	-	-	(1,225.73)
06/17/19 - Transfer from Colotrtrust	88,526.30	-	23,473.70	112,000.00
06/17/19 - Checks #1266-1280	(84,406.18)	-	(23,473.70)	(107,879.88)
June ACH - Xcel payments	(18.68)	-	-	(18.68)
June ACH - IREA payments	(879.47)	-	-	(879.47)
June ACH - Roxborough Water	(1,365.93)	-	-	(1,365.93)
Anticipated payables	(44,587.05)	-	(5,683.00)	(50,270.05)
Anticipated IREA payment - July	(1,069.81)	-	-	(1,069.81)
Anticipated Roxborough Water payment - July	(2,345.67)	-	-	(2,345.67)
Anticipated transfer from Colotrtrust - July	59,317.00	-	5,683.00	65,000.00
<i>Anticipated Balance</i>	<u>49,853.34</u>	<u>-</u>	<u>-</u>	<u>49,853.34</u>
<b>Colotrtrust - Plus</b>				
Balance as of 3/31/19	664,919.23	2,039,785.61	1,649,492.28	4,354,197.12
Subsequent activities:				
04/08/19 - IREA Deposit	959.47	-	-	959.47
04/10/19 - Property/SO taxes	33,839.02	36,486.82	-	70,325.84
04/15/19 - Transfer to checking	(33,900.00)	-	(2,100.00)	(36,000.00)
04/30/19 - Interest Income	2,770.48	6,464.44	-	9,234.92
05/10/19 - Property/SO Taxes	78,762.08	143,867.13	-	222,629.21
05/15/19 - Transfer to FirstBank	(68,899.93)	-	(3,100.07)	(72,000.00)
05/16/19 - Transfer to UMB	-	(693,162.32)	-	(693,162.32)
05/28/19 - D/S Interest Payment	-	(32,226.25)	-	(32,226.25)
05/31/19 - Interest Income	2,683.91	6,262.47	-	8,946.38
06/10/19 - Property/SO Taxes	95,869.45	197,268.57	-	293,138.02
06/14/19 - Transfer to FirstBank	(88,526.30)	-	(23,473.70)	(112,000.00)
06/14/19 - Donation Deposit	250.00	-	-	250.00
06/30/19 - Interest Income	2,431.00	5,672.33	-	8,103.33
06/18/19 - CTF Distribution	-	-	9,796.22	9,796.22
07/10/19 - Property/SO Taxes	319,215.76	830,861.76	-	1,150,077.52
Anticipated transfer to checking	(59,317.00)	-	(5,683.00)	(65,000.00)
<i>Anticipated Balance</i>	<u>951,057.17</u>	<u>2,541,280.56</u>	<u>1,624,931.73</u>	<u>5,117,269.46</u>

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**  
**Schedule of Cash Position**  
**March 31, 2019**  
**Updated as of July 10, 2019**

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
<b><u>UMB - 1993 A &amp; B Bond Fund</u></b>				
Balance as of 3/31/19	-	966,356.08	-	966,356.08
Subsequent activities:				
04/30/19 - Interest Income	-	1,471.85	-	1,471.85
05/16/19 - Transfer from Colotrust	-	693,162.32	-	693,162.32
05/31/19 - Interest Income	-	1,433.80	-	1,433.80
06/30/19 - Interest Income	-	1,998.61	-	1,998.61
07/01/19 - D/S Interest Payment	-	(112,638.43)	-	(112,638.43)
<i>Anticipated Balance</i>	<u>-</u>	<u>1,551,784.23</u>	<u>-</u>	<u>1,551,784.23</u>
<b><i>Anticipated Balances</i></b>	<b><u>\$ 1,000,910.51</u></b>	<b><u>\$ 4,093,064.79</u></b>	<b><u>\$ 1,624,931.73</u></b>	<b><u>\$ 6,718,907.03</u></b>

**Yield information (as of 6/30/19):**

First Bank - 0.0%

Colotrust Plus - 2.47%

**Roxborough Village Metropolitan District**  
**Cash Requirement Report - Detailed**

15

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
<b>ACTION                    Action Striping, INC</b>					
Reference:	9093	Date:	05/31/19	Discount exp date:	
GL AP account:	302500	Due date:	05/31/19	Payment term:	
307806	Parking lot improvements - Action Striping, INC	<u>1,564.00</u>			
	Totals	1,564.00	0.00	1,564.00	1,564.00
Reference:	9094	Date:	05/31/19	Discount exp date:	
GL AP account:	302500	Due date:	05/31/19	Payment term:	
307806	Parking lot improvements - Action Striping, INC	<u>1,351.00</u>			
	Totals	1,351.00	0.00	1,351.00	1,351.00
Reference:	9095	Date:	07/10/19	Discount exp date:	
GL AP account:	302500	Due date:	07/10/19	Payment term:	
307806	Parking lot improvements - Action Striping, INC	<u>2,268.00</u>			
	Totals	2,268.00	0.00	2,268.00	2,268.00
	<b>Totals for Action Striping, INC</b>	<u>5,183.00</u>	<u>0.00</u>	<u>5,183.00</u>	<u>5,183.00</u>
<b>BROWNS                    Browns Hill Engineering &amp; Controls, LLC</b>					
Reference:	17293	Date:	06/26/19	Discount exp date:	
GL AP account:	102500	Due date:	06/26/19	Payment term:	
107593	Landscape irrigation maintenance - Browns Hill Engineering & Controls, LLC	<u>1,083.44</u>			
	Totals	1,083.44	0.00	1,083.44	1,083.44
	<b>Totals for Browns Hill Engineering &amp; Controls, LLC</b>	<u>1,083.44</u>	<u>0.00</u>	<u>1,083.44</u>	<u>1,083.44</u>
<b>CLA                         CliftonLarsonAllen, LLP</b>					
Reference:	2192765	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	
107000	Accounting - CliftonLarsonAllen, LLP	<u>1,906.00</u>			
	Totals	1,906.00	0.00	1,906.00	1,906.00
Reference:	2193694	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	
107440	District management - CliftonLarsonAllen, LLP	<u>9,756.07</u>			
	Totals	9,756.07	0.00	9,756.07	9,756.07
	<b>Totals for CliftonLarsonAllen, LLP</b>	<u>11,662.07</u>	<u>0.00</u>	<u>11,662.07</u>	<u>11,662.07</u>
<b>FOLKESTAD                Folkestad Fazekas Barrick &amp; Patoile</b>					
Reference:	29438	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	
107460	Legal services - Folkestad Fazekas Barrick & Patoile	<u>3,581.50</u>			
	Totals	3,581.50	0.00	3,581.50	3,581.50
	<b>Totals for Folkestad Fazekas Barrick &amp; Patoile</b>	<u>3,581.50</u>	<u>0.00</u>	<u>3,581.50</u>	<u>3,581.50</u>
<b>FOOTHILLS                Foothills Park &amp; Recreation District</b>					
Reference:	SALE000000032874	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	

**Roxborough Village Metropolitan District**  
**Cash Requirement Report - Detailed**

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
107600	Foothills Park and Recreation fees - Foothills Park & Recreation District	<u>1,858.29</u>			
	Totals	1,858.29	0.00	1,858.29	1,858.29
<b>Totals for Foothills Park &amp; Recreation District</b>		<u><u>1,858.29</u></u>	<u><u>0.00</u></u>	<u><u>1,858.29</u></u>	<u><u>1,858.29</u></u>
<b>IREA</b>					
Reference:	85350300	Date:	06/14/19	Discount exp date:	
GL AP account:	102500	Due date:	06/14/19	Payment term:	
107701	Utilities - IREA	<u>21.45</u>			
	Totals	21.45	0.00	21.45	21.45
Reference:	25782000	Date:	06/14/19	Discount exp date:	
GL AP account:	102500	Due date:	06/14/19	Payment term:	
107701	Utilities - IREA	<u>254.14</u>			
	Totals	254.14	0.00	254.14	254.14
Reference:	85311000	Date:	06/17/19	Discount exp date:	
GL AP account:	102500	Due date:	06/17/19	Payment term:	
107701	Utilities - IREA	<u>24.28</u>			
	Totals	24.28	0.00	24.28	24.28
Reference:	85210100	Date:	06/17/19	Discount exp date:	
GL AP account:	102500	Due date:	06/17/19	Payment term:	
107701	Utilities - IREA	<u>134.11</u>			
	Totals	134.11	0.00	134.11	134.11
Reference:	25968000	Date:	06/17/19	Discount exp date:	
GL AP account:	102500	Due date:	06/17/19	Payment term:	
107701	Utilities - IREA	<u>22.36</u>			
	Totals	22.36	0.00	22.36	22.36
Reference:	21367302	Date:	06/17/19	Discount exp date:	
GL AP account:	102500	Due date:	06/17/19	Payment term:	
107701	Utilities - IREA	<u>21.68</u>			
	Totals	21.68	0.00	21.68	21.68
Reference:	85311102	Date:	06/21/19	Discount exp date:	
GL AP account:	102500	Due date:	06/21/19	Payment term:	
107701	Utilities - IREA	<u>504.00</u>			
	Totals	504.00	0.00	504.00	504.00
Reference:	26129901	Date:	06/24/19	Discount exp date:	
GL AP account:	102500	Due date:	06/24/19	Payment term:	
107701	Utilities - IREA	<u>21.79</u>			
	Totals	21.79	0.00	21.79	21.79
Reference:	21419100	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	
107701	Utilities - IREA	<u>48.00</u>			
	Totals	48.00	0.00	48.00	48.00
Reference:	23509300	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	
107701	Utilities - IREA	<u>18.00</u>			
	Totals	18.00	0.00	18.00	18.00



**Roxborough Village Metropolitan District**  
**Cash Requirement Report - Detailed**

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All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
<b>Totals for IREA</b>		<u>1,069.81</u>	<u>0.00</u>	<u>1,069.81</u>	<u>1,069.81</u>
<b>METCO</b>	<b>METCO LANDSCAPE, INC.</b>				
Reference:	530213	Date:	06/19/19	Discount exp date:	
GL AP account:	102500	Due date:	06/19/19	Payment term:	
107585	Landscape maintenance & supplies - METCO LANDSCAPE, INC.	<u>464.67</u>			
	Totals	464.67	0.00	464.67	464.67
Reference:	SM171191	Date:	07/31/19	Discount exp date:	
GL AP account:	102500	Due date:	07/31/19	Payment term:	
107595	Landscape contract - METCO LANDSCAPE, INC.	<u>13,320.00</u>			
	Totals	13,320.00	0.00	13,320.00	13,320.00
<b>Totals for METCO LANDSCAPE, INC.</b>		<u>13,784.67</u>	<u>0.00</u>	<u>13,784.67</u>	<u>13,784.67</u>
<b>MULHERN</b>	<b>Mulhern MRE Inc.</b>				
Reference:	MMRE6093	Date:	05/31/19	Discount exp date:	
GL AP account:	102500	Due date:	05/31/19	Payment term:	
107584	Engineering - Mulhern MRE Inc.	<u>702.00</u>			
	Totals	702.00	0.00	702.00	702.00
Reference:	MMRE6092	Date:	05/31/19	Discount exp date:	
GL AP account:	102500	Due date:	05/31/19	Payment term:	
107584	Engineering - Mulhern MRE Inc.	<u>3,241.08</u>			
	Totals	3,241.08	0.00	3,241.08	3,241.08
<b>Totals for Mulhern MRE Inc.</b>		<u>3,943.08</u>	<u>0.00</u>	<u>3,943.08</u>	<u>3,943.08</u>
<b>PATRIOT</b>	<b>Patriot Pest Control, LLC</b>				
Reference:	963077	Date:	07/01/19	Discount exp date:	
GL AP account:	102500	Due date:	07/01/19	Payment term:	
107589	Mosquito control - Patriot Pest Control, LLC	<u>2,000.00</u>			
	Totals	2,000.00	0.00	2,000.00	2,000.00
<b>Totals for Patriot Pest Control, LLC</b>		<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>2,000.00</u>
<b>ROXWATERSAN</b>	<b>Roxborough Water &amp; San District</b>				
Reference:	7122381	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>100.39</u>			
	Totals	100.39	0.00	100.39	100.39
Reference:	7124611	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>94.71</u>			
	Totals	94.71	0.00	94.71	94.71
Reference:	7122027	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>474.42</u>			
	Totals	474.42	0.00	474.42	474.42

**Roxborough Village Metropolitan District**  
**Cash Requirement Report - Detailed**

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
Reference:	7121316	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>94.71</u>			
	Totals	94.71	0.00	94.71	94.71
Reference:	7122162	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>750.52</u>			
	Totals	750.52	0.00	750.52	750.52
Reference:	7122162	Date:	06/30/19	Discount exp date:	
GL AP account:	102500	Due date:	06/30/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>830.92</u>			
	Totals	830.92	0.00	830.92	830.92
<b>Totals for Roxborough Water &amp; San District</b>		<u>2,345.67</u>	<u>0.00</u>	<u>2,345.67</u>	<u>2,345.67</u>
<b>SBPORTABOWL S&amp;B Porta Bowl Restrooms, Inc.</b>					
Reference:	422689	Date:	06/26/19	Discount exp date:	
GL AP account:	102500	Due date:	06/26/19	Payment term:	
107599	Portable restrooms - S&B Porta Bowl Restrooms, Inc.	<u>112.00</u>			
	Totals	112.00	0.00	112.00	112.00
Reference:	422690	Date:	06/26/19	Discount exp date:	
GL AP account:	112500	Due date:	06/26/19	Payment term:	
117599	Portable restrooms - S&B Porta Bowl Restrooms, Inc.	<u>112.00</u>			
	Totals	112.00	0.00	112.00	112.00
<b>Totals for S&amp;B Porta Bowl Restrooms, Inc.</b>		<u>224.00</u>	<u>0.00</u>	<u>224.00</u>	<u>224.00</u>
<b>Company Totals</b>		<u>46,735.53</u>	<u>0.00</u>	<u>46,735.53</u>	<u>46,735.53</u>

**ROXBOROUGH VILLAGE  
METROPOLITAN DISTRICT  
Douglas County, Colorado**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**YEAR ENDED DECEMBER 31, 2018**

Draft

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
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**INSERT INDEPENDENT AUDITOR'S REPORT**

Draft

**BASIC FINANCIAL STATEMENTS**

Draft

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
STATEMENT OF NET POSITION  
DECEMBER 31, 2018**

	Governmental Activities
<b>ASSETS</b>	
Cash and Investments	\$ 2,100,060
Cash and Investments - Restricted	1,935,409
Receivable - County Treasurer	32,409
Property Taxes Receivable	3,211,220
Prepaid Expenses	10,143
Capital Assets, Not Being Depreciated	2,598,360
Capital Assets, Net	<u>2,051,109</u>
Total Assets	<u>11,938,710</u>
<b>LIABILITIES</b>	
Accounts Payable	98,971
Due to County	236
Accrued Bond Interest Payable	5,371
Noncurrent Liabilities:	
Due Within One Year	1,670,000
Due in More than One Year	<u>3,928,249</u>
Total Liabilities	<u>5,702,827</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred Property Tax Revenue	<u>3,211,220</u>
Total Deferred Inflows of Resources	<u>3,211,220</u>
<b>NET POSITION</b>	
Investment in Capital Assets	4,649,469
Restricted for:	
Emergency Reserve	36,200
Debt Service	1,893,602
Unrestricted	<u>(3,554,608)</u>
Total Net Position	<u><u>\$ 3,024,663</u></u>

See accompanying Notes to Basic Financial Statements.

(1)

DRAFT. NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2018**

FUNCTIONS/PROGRAMS	Program Revenues			Net Revenues (Expenses) and Change in Net Position	
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Primary Government:					
Governmental Activities:					
General Government	\$ 374,455	\$ -	\$ -	\$ -	\$ (374,455)
Parks	696,332	4,300	-	35,399	(656,633)
Interest and Related Costs on Long-Term Debt	437,589	-	-	-	(437,589)
Total Governmental Activities	\$ 1,508,376	\$ 4,300	\$ -	\$ 35,399	(1,468,677)
<b>GENERAL REVENUES</b>					
					3,187,309
					338,719
					90,297
					11,817
					3,628,142
<b>CHANGE IN NET POSITION</b>					2,159,465
					865,198
<b>NET POSITION - END OF YEAR</b>					\$ 3,024,663

See accompanying Notes to Basic Financial Statements.

(2)

DRAFT. NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.



**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
DECEMBER 31, 2018**

	General	Debt Service	Capital Projects	Totals Governmental Funds
<b>ASSETS</b>				
Cash and Investments	\$ 459,434	\$ -	\$ 1,640,626	\$ 2,100,060
Cash and Investments - Restricted	36,200	1,899,209	-	1,935,409
Receivable - County Treasurer	32,409	-	-	32,409
Property Taxes Receivable	842,190	2,369,030	-	3,211,220
Prepaid Expenses	10,143	-	-	10,143
	<u>\$ 1,380,376</u>	<u>\$ 4,268,239</u>	<u>\$ 1,640,626</u>	<u>\$ 7,289,241</u>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>				
<b>LIABILITIES</b>				
Accounts Payable	\$ 94,771	\$ -	\$ 4,200	\$ 98,971
Due to County	-	236	-	236
Total Liabilities	<u>94,771</u>	<u>236</u>	<u>4,200</u>	<u>99,207</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Deferred Property Tax Revenue	842,190	2,369,030	-	3,211,220
Total Deferred Inflows of Resources	<u>842,190</u>	<u>2,369,030</u>	<u>-</u>	<u>3,211,220</u>
<b>FUND BALANCES</b>				
Nonspendable	10,143	-	-	10,143
Restricted for:				
Emergency reserves	36,200	-	-	36,200
Debt Service	-	1,898,973	-	1,898,973
Assigned:				
Subsequent Year's Expenditures	5,133	-	-	5,133
Capital Projects	-	-	1,636,426	1,636,426
Unassigned	391,939	-	-	391,939
Total Fund Balances	<u>443,415</u>	<u>1,898,973</u>	<u>1,636,426</u>	<u>3,978,814</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 1,380,376</u>	<u>\$ 4,268,239</u>	<u>\$ 1,640,626</u>	
Amounts reported for governmental activities in the statement of net position are different because:				
Capital assets are reported as assets on the Statement of Net Position but are recorded as expenditures in the funds.				
Capital Assets, net				4,649,469
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the funds.				
Bonds Payable				(5,329,560)
Developer Advance Payable				(209,734)
Accrued Bond Interest Payable				(5,371)
Accrued Developer Advance Interest Payable				(58,955)
Net Position of Governmental Activities				<u>\$ 3,024,663</u>

See accompanying Notes to Basic Financial Statements.

(3)

DRAFT. NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**YEAR ENDED DECEMBER 31, 2018**

	General	Debt Service	Capital Projects	Total Governmental Funds
<b>REVENUES</b>				
Property Taxes	\$ 835,920	\$ 2,351,389	\$ -	\$ 3,187,309
Specific Ownership Taxes	338,719	-	-	338,719
Conservation Trust Funds	-	-	35,399	35,399
Net Investment Income	22,052	68,245	-	90,297
Sports Field Revenue	4,300	-	-	4,300
Miscellaneous	4,107	7,710	-	11,817
Total Revenues	<u>1,205,098</u>	<u>2,427,344</u>	<u>35,399</u>	<u>3,667,841</u>
<b>EXPENDITURES</b>				
Current:				
Accounting	37,567	-	-	37,567
Audit	4,950	-	-	4,950
Communications	3,271	-	-	3,271
County Treasurer's Fees	12,545	35,287	-	47,832
Directors' Fees	7,000	-	-	7,000
Dues and Subscriptions	1,468	-	-	1,468
Election Expense	39,557	-	-	39,557
Engineering	38,279	-	-	38,279
Foothills Park and Recreation Fees	16,567	-	-	16,567
Insurance and Bonds	9,492	-	-	9,492
Legal	61,979	-	-	61,979
Maintenance and Utilities - Park	482,219	-	-	482,219
Management	132,156	-	164	132,320
Miscellaneous	3,038	-	-	3,038
Payroll Tax	536	-	-	536
Repairs and Maintenance	16,616	-	-	16,616
Seasonal Lights	11,668	-	-	11,668
Snow Removal	15,881	-	-	15,881
Debt Service:				
Bond Principal	-	1,570,000	-	1,570,000
Bond Interest Expense	-	388,321	-	388,321
Paying Agent and Trustee Fees	-	2,700	-	2,700
Capital Outlay / Expenditures	-	-	59,576	59,576
Total Expenditures	<u>894,789</u>	<u>1,996,308</u>	<u>59,740</u>	<u>2,950,837</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	310,309	431,036	(24,341)	717,004
<b>OTHER FINANCING SOURCES (USES)</b>				
Operating Transfers In	-	-	270,000	270,000
Operating Transfers Out	(270,000)	-	-	(270,000)
Total Other Financing Sources (Uses)	<u>(270,000)</u>	<u>-</u>	<u>270,000</u>	<u>-</u>
<b>NET CHANGE IN FUND BALANCES</b>	40,309	431,036	245,659	717,004
Fund Balances - Beginning of Year	<u>403,106</u>	<u>1,467,937</u>	<u>1,390,767</u>	<u>3,261,810</u>
<b>FUND BALANCES - END OF YEAR</b>	<u>\$ 443,415</u>	<u>\$ 1,898,973</u>	<u>\$ 1,636,426</u>	<u>\$ 3,978,814</u>

See accompanying Notes to Basic Financial Statements.

(4)

DRAFT. NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCES OF THE GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
YEAR ENDED DECEMBER 31, 2018**

Net Change in Fund Balances - Governmental Funds \$ 717,004

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. In the statement of activities, capital outlay is not reported as an expenditure. However, the statement of activities will report as depreciation expense, the allocation of the cost of any depreciable asset over the estimated useful life of the asset.

Capital outlay	58,444
Depreciation	(174,702)

The issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. The net effect of these differences in the treatment of long-term debt and related items is as follows:

Accrued Interest on Developer Advance	(12,584)
Current Year Bond Principal Payment	1,570,000

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Accrued Interest on Bonds - Change in Liability	1,303
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Change in Net Position of Governmental Activities	\$ 2,159,465
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See accompanying Notes to Basic Financial Statements.

(5)

DRAFT. NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –  
BUDGET AND ACTUAL  
YEAR ENDED DECEMBER 31, 2018**

	Budget Original and Final	Actual Amounts	Variance with Final Budget Positive (Negative)
<b>REVENUES</b>			
Property Taxes	\$ 840,033	\$ 835,920	\$ (4,113)
Specific Ownership Taxes	320,300	338,719	18,419
Net Investment Income	12,000	22,052	10,052
Sports Field Fees	11,800	4,300	(7,500)
Miscellaneous Income	2,000	4,107	2,107
Total Revenues	<u>1,186,133</u>	<u>1,205,098</u>	<u>18,965</u>
<b>EXPENDITURES</b>			
Accounting	35,000	37,567	(2,567)
Audit	5,000	4,950	50
Communications	500	3,271	(2,771)
Contingency	30,000	-	30,000
County Treasurer's Fees	12,610	12,545	65
Directors' Fees	7,200	7,000	200
Dues and Subscriptions	1,200	1,468	(268)
Election Expense	7,000	39,557	(32,557)
Engineering	25,000	38,279	(13,279)
Foothills Park and Recreation Fees	15,000	16,567	(1,567)
Insurance and Bonds	9,400	9,492	(92)
Legal	70,000	61,979	8,021
Maintenance and Utilities - Park	599,540	482,219	117,321
Management	80,000	132,156	(52,156)
Miscellaneous	4,000	3,038	962
Payroll Tax	6,120	536	5,584
Repairs and Maintenance	30,000	16,616	13,384
Seasonal Lights	13,000	11,668	1,332
Snow Removal	30,000	15,881	14,119
Total Expenditures	<u>980,570</u>	<u>894,789</u>	<u>85,781</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	205,563	310,309	104,746
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating Transfers Out	(270,000)	(270,000)	-
Total Other Financing Sources (Uses)	<u>(270,000)</u>	<u>(270,000)</u>	<u>-</u>
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	(64,437)	40,309	104,746
Fund Balance - Beginning of Year	<u>492,273</u>	<u>403,106</u>	<u>(89,167)</u>
<b>FUND BALANCE - END OF YEAR</b>	<u>\$ 427,836</u>	<u>\$ 443,415</u>	<u>\$ 15,579</u>

See accompanying Notes to Basic Financial Statements.

(6)

DRAFT. NO ASSURANCE IS PROVIDED ON THESE FINANCIAL STATEMENTS.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 1 DEFINITION OF REPORTING ENTITY**

Roxborough Village Metropolitan District (the District), a quasi-municipal corporation, was organized on July 24, 1985, and is governed pursuant to provisions of the Colorado Special District Act. The District operates under a Service Plan approved by Douglas County on July 24, 1985. The District's service area is located in Douglas County, Colorado. The District was established to provide irrigation, drainage and storm facilities, street improvements, park and recreational facilities.

The District follows the Governmental Accounting Standards Board (GASB) accounting pronouncements, which provide guidance for determining which governmental activities, organizations and functions should be included within the financial reporting entity. GASB pronouncements set forth the financial accountability of a governmental organization's elected governing body as the basic criterion for including a possible component governmental organization in a primary government's legal entity. Financial accountability includes, but is not limited to, appointment of a voting majority of the organization's governing body, ability to impose its will on the organization, a potential for the organization to provide specific financial benefits or burdens, and fiscal dependency.

The District is not financially accountable for any other organization, nor is the District a component unit of any other primary governmental entity.

The District has no employees and all operation and administrative functions are contracted.

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The more significant accounting policies of the District are described as follows:

**Government-Wide and Fund Financial Statements**

The government-wide financial statements include the statement of net position and the statement of activities. These financial statements include all of the activities of the District. The effect of interfund activity has been removed from these statements. Governmental activities are normally supported by property taxes and intergovernmental revenues.

The statement of net position reports all financial and capital resources of the District. The difference between the assets, deferred outflow of resources, liabilities, and deferred inflow of resources of the District is reported as net position.

The statement of activities demonstrates the degree to which the direct and indirect expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Government-Wide and Fund Financial Statements (Continued)**

Separate financial statements are provided for the governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met. Depreciation is computed and recorded as an operating expense. Expenditures for capital assets are shown as increases in assets and redemption of bonds and notes are recorded as a reduction in liabilities.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. The major sources of revenue susceptible to accrual are property taxes. All other revenue items are considered to be measurable and available only when cash is received by the District. The District has determined that Developer advances are not considered as revenue susceptible to accrual. Expenditures, other than interest on long-term obligations, are recorded when the liability is incurred or the long-term obligation due.

The District reports the following major governmental funds:

The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Debt Service Fund accounts for the resources accumulated and payments made for principal and interest on long-term general obligation debt of the governmental funds.

The Capital Projects Fund is used to account for financial resources to be used for the acquisition and construction of capital equipment and facilities.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Budgets**

In accordance with the Colorado State Budget Law, the District's Board of Directors holds public hearings in the fall each year to approve the budget and appropriate the funds for the ensuing year. The appropriation is at the total fund expenditures and other financing uses level and lapses at year-end. The District's Board of Directors can modify the budget by line item within the total appropriation without notification. The appropriation can only be modified upon completion of notification and publication requirements. The budget includes each fund on its basis of accounting unless otherwise indicated.

**Pooled Cash and Investments**

The District follows the practice of pooling cash and investments of all funds to maximize investment earnings. Except when required by trust or other agreements, all cash is deposited to and disbursed from a single bank account. Cash in excess of immediate operating requirements is pooled for deposit and investment flexibility. Investment earnings are allocated periodically based upon each fund's average equity balance in the total cash.

**Property Taxes**

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

Property taxes, net of estimated uncollectible taxes, are recorded initially as deferred inflow of resources in the year they are levied and measurable. The property tax revenues are recorded as revenue in the year they are available or collected.

**Capital Assets**

Capital assets, which include property, equipment, and infrastructure assets (e.g. trails, sidewalks and similar items), are reported in the governmental activities column in the government-wide financial statements. Capital assets are defined by the District as assets with an initial, individual cost of more than \$5,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the life of the asset are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Capital Assets (Continued)**

Depreciation expense has been computed using the straight-line method over the estimated economic useful lives:

Infrastructure:	
Drainage/Irrigation Improvements	25 Years
Park and Recreation Facilities	15 to 35 Years

**Deferred Inflows of Resources**

In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The District has one item that qualifies for reporting in this category. Accordingly, the item, *deferred property tax revenue*, is deferred and recognized as an inflow of resources in the period that the amount becomes available.

**Equity**

**Net Position**

For government-wide presentation purposes when both restricted and unrestricted resources are available for use, it is the District's practice to use restricted resources first, then unrestricted resources as they are needed.

**Fund Balance**

Fund balance for governmental funds should be reported in classifications that comprise a hierarchy based on the extent to which the government is bound to honor constraints on the specific purposes for which spending can occur. Governmental funds report up to five classifications of fund balance: nonspendable, restricted, committed, assigned, and unassigned. Because circumstances differ among governments, not every government or every governmental fund will present all of these components. The following classifications describe the relative strength of the spending constraints:

*Nonspendable Fund Balance* – The portion of fund balance that cannot be spent because it is either not in spendable form (such as prepaid amounts or inventory) or legally or contractually required to be maintained intact.

*Restricted Fund Balance* – The portion of fund balance that is constrained to being used for a specific purpose by external parties (such as bondholders), constitutional provisions, or enabling legislation.

*Committed Fund Balance* – The portion of fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, the Board of Directors. The constraint may be removed or changed only through formal action of the Board of Directors.



**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Equity (Continued)**

**Fund Balance (Continued)**

*Assigned Fund Balance* – The portion of fund balance that is constrained by the government’s intent to be used for specific purposes, but is neither restricted nor committed. Intent is expressed by the board of directors to be used for a specific purpose. Constraints imposed on the use of assigned amounts are more easily removed or modified than those imposed on amounts that are classified as committed.

*Unassigned Fund Balance* – The residual portion of fund balance that does not meet any of the criteria described above.

If more than one classification of fund balance is available for use when an expenditure is incurred, it is the District’s practice to use the most restrictive classification first.

**NOTE 3 CASH AND INVESTMENTS**

Cash and investments as of December 31, 2018, are classified in the accompanying financial statements as follows:

Statement of Net Position:

Cash and Investments	\$ 2,100,060
Cash and Investments - Restricted	<u>1,935,409</u>
Total Cash and Investments	<u><u>\$ 4,035,469</u></u>

Cash and investments as of December 31, 2018, consist of the following:

Deposits with Financial Institutions	\$ 44,174
Investments	<u>3,991,295</u>
Total Cash and Investments	<u><u>\$ 4,035,469</u></u>

**Deposits with Financial Institutions**

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulators. Amounts on deposit in excess of federal insurance levels must be collateralized. The eligible collateral is determined by the PDPA. PDPA allows the institution to create a single collateral pool for all public funds. The pool for all the uninsured public deposits as a group is to be maintained by another institution or held in trust. The market value of the collateral must be at least 102% of the aggregate uninsured deposits.

The State Commissioners for banks and financial services are required by statute to monitor the naming of eligible depositories and reporting of the uninsured deposits and assets maintained in the collateral pools.

At December 31, 2018, the District’s cash deposits had a bank balance of \$59,519 and a carrying balance of \$44,174.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 3 CASH AND INVESTMENTS (CONTINUED)**

**Investments**

The District has not adopted a formal investment policy; however, the District follows state statutes regarding investments.

The District generally limits its concentration of investments to those noted with an asterisk (\*) below, which are believed to have minimal credit risk, minimal interest rate risk, and no foreign currency risk. Additionally, the District is not subject to concentration risk or investment custodial risk disclosure requirements for investments that are in the possession of another party.

Colorado revised statutes limit investment maturities to five years or less unless formally approved by the Board of Directors. Such actions are generally associated with a debt service reserve or sinking fund requirements.

Colorado statutes specify investment instruments meeting defined rating and risk criteria in which local governments may invest which include:

- . Obligations of the United States, certain U.S. government agency securities, and securities of the World Bank
- . General obligation and revenue bonds of U.S. local government entities
- . Certain certificates of participation
- . Certain securities lending agreements
- . Bankers' acceptances of certain banks
- . Commercial paper
- . Written repurchase agreements and certain reverse repurchase agreements collateralized by certain authorized securities
- \* Certain money market funds
- . Guaranteed investment contracts
- \* Local government investment pools

As of December 31, 2018, the District had the following investments:

<u>Investment</u>	<u>Maturity</u>	<u>Amount</u>
Colorado Local Government Liquid Asset Trust (COLOTRUST)	Weighted Average Under 60 Days	\$ 3,030,431
Morgan Stanley Institutional Liquidity Funds	Weighted Average Under 90 Days	960,864
Total		<u>\$ 3,991,295</u>

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 3 CASH AND INVESTMENTS (CONTINUED)**

**COLOTRUST**

The District invested in the Colorado Local Government Liquid Asset Trust (COLOTRUST) (the Trust), an investment vehicle established for local government entities in Colorado to pool surplus funds. The State Securities Commissioner administers and enforces all State statutes governing the Trust. The Trust operates similarly to a money market fund and each share is equal in value to \$1.00. The Trust offers shares in two portfolios, COLOTRUST PRIME and COLOTRUST PLUS+. Both portfolios may invest in U.S. Treasury securities and repurchase agreements collateralized by U.S. Treasury securities. COLOTRUST PLUS+ may also invest in certain obligations of U.S. government agencies, highest rated commercial paper and any security allowed under CRS 24-75-601. A designated custodial bank serves as custodian for the Trust's portfolios pursuant to a custodian agreement. The custodian acts as safekeeping agent for the Trust's investment portfolios and provides services as the depository in connection with direct investments and withdrawals. The custodian's internal records segregate investments owned by the Trust. COLOTRUST is rated AAAM by Standard & Poor's. COLOTRUST records its investments at fair value and the District records its investment in COLOTRUST at net asset value as determined by fair value. There are no unfunded commitments, the redemption frequency is daily, and there is no redemption notice period.

**Morgan Stanley Institutional Liquidity Funds Treasury Portfolio**

The debt service money that is included in the trust accounts at United Missouri Bank is invested in the Morgan Stanley Institutional Liquidity Funds' Treasury Securities Portfolio. This portfolio is a money market fund that is managed by Morgan Stanley Investment Management and each share is equal in value to \$1.00. The fund is AAAM rated and invests exclusively in U.S. Treasury obligations and repurchase agreements collateralized by U.S. Treasury securities. The average maturity of the underlying securities is 90 days or less.

The fund records its investments based on amortized costs. The District records its investment in the fund using the net asset value method. There are no unfunded commitments, the redemption frequency is daily and there is no redemption notice period.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**DECEMBER 31, 2018**

**NOTE 4 CAPITAL ASSETS**

An analysis of the changes in capital assets for the year ended December 31, 2018 follows:

	Balance at December 31, 2017	Increases	Decreases	Balance at December 31, 2018
<b>Governmental Activities:</b>				
Capital Assets, Not Being Depreciated:				
Drainage/Irrigation Improvements	\$ 693,211	\$ -	\$ -	\$ 693,211
Landscape Median Renovation	100,762	-	-	100,762
Park and Recreation Facilities	1,123,364	-	-	1,123,364
Water Rights	635,693	22,425	-	658,118
Land	22,905	-	-	22,905
Total Capital Assets, Not Being Depreciated	2,575,935	22,425	-	2,598,360
Capital Assets, Being Depreciated:				
Drainage/Irrigation Improvements	1,094,508	13,384	-	1,107,892
Park and Recreation Facilities	2,721,594	22,635	-	2,744,229
Parking Lot Improvements	206,217	-	-	206,217
Total Capital Assets, Being Depreciated	4,022,319	36,019	-	4,058,338
Less Accumulated Depreciation For:				
Drainage/Irrigation Improvements	394,100	46,082	-	440,182
Park and Recreation Facilities	1,407,619	122,728	-	1,530,347
Parking Lot Improvements	30,808	5,892	-	36,700
Total Accumulated Depreciation	1,832,527	174,702	-	2,007,229
Total Capital Assets, Being Depreciated, Net	2,189,792	(138,683)	-	2,051,109
Governmental Activities Capital Assets, Net	<u>\$ 4,765,727</u>	<u>\$ (116,258)</u>	<u>\$ -</u>	<u>\$ 4,649,469</u>

Depreciation expense of \$174,702 was charged to the Parks function on the statement of activities.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 5 LONG-TERM OBLIGATIONS**

The following is an analysis of changes in the District's long-term obligations for the year ended December 31, 2018:

	Balance - December 31, 2017	Additions	Reductions	Balance - December 31, 2018	Due Within One Year
Governmental Activities:					
General Obligation Bonds Payable:					
Series 1993B - Principal Only	\$ 2,954,560	\$ -	\$ 800,000	\$ 2,154,560	\$ 825,000
Series 2014	3,945,000	-	770,000	3,175,000	845,000
Total Bonds Payable	<u>6,899,560</u>	<u>-</u>	<u>1,570,000</u>	<u>5,329,560</u>	<u>1,670,000</u>
Developer Advance Payable:					
Principal	209,734	-	-	209,734	-
Interest	46,371	12,584	-	58,955	-
Total Developer Advance Payable	<u>256,105</u>	<u>12,584</u>	<u>-</u>	<u>268,689</u>	<u>-</u>
Total Long-Term Obligations	<u>\$ 7,155,665</u>	<u>\$ 12,584</u>	<u>\$ 1,570,000</u>	<u>\$ 5,598,249</u>	<u>\$ 1,670,000</u>

Descriptions of the bonds outstanding at December 31, 2018, are as follows:

**Series 1993 Bonds**

The bonds are payable only from the revenue from the voter approved mill levy (December 1992 election) to generate a "guaranteed revenue" deposited directly to the Trustee and restricted for Series A and B, including interest earned on the cash deposited. The requirement for a replenishable reserve of \$50,000 ended in 2003. Any unpaid interest compounds semi-annually.

**1993 Series B Principal Only**

\$6,247,629 of principal bears interest at 10.41%, payable semiannually, and matures December 31, 2021. The Series B Principal Only Bonds are subject to mandatory redemption in increasing amounts in 2000 through 2021. The bonds are not callable at the option of the District.

**Series 2014 Bonds**

\$6,390,000 General Obligation Refunding Bonds, Series 2014, dated October 24, 2014, with interest of 2.03%. The Bonds are payable semiannually and mature December 1, 2021, and are subject to mandatory redemption at increasing amounts beginning in 2014 through 2021. The Series 2014 Bonds are not subject to optional redemption prior to maturity.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 5 LONG-TERM OBLIGATIONS (CONTINUED)**

The District's long-term obligations will mature as follows:

<u>Year Ending December 31,</u>	<u>Governmental Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 1,670,000	\$ 288,743	\$ 1,958,743
2020	1,775,000	185,706	1,960,706
2021	1,884,560	74,254	1,958,814
Total	<u>\$ 5,329,560</u>	<u>\$ 548,703</u>	<u>\$ 5,878,263</u>

At a special election held December 30, 1992, a majority of the qualified electors of the District authorized the issuance of indebtedness in an amount not to exceed \$14,000,000 at an interest rate not to exceed 10.6% per annum. As of December 31, 2018, all of the authorized debt had been issued.

The authorization provided that the bonds would be subject to a minimum mill levy for property taxes which increases from 16.0 mills in 1993 to 39.500 mills in 2005 through 2042 adjusted for changes in the State mandated assessment procedures, and the levy must be sufficient to generate a minimum revenue as stated in the ballot question.

Changes to the calculation under the State Constitution required the minimum mill levy to adjust to 73.109 mills for the 2019 collection.

Due to the refunding of the 1993 Series B Interest Only Bonds and the 1993 Series B Interest Certificates in 2004, the District levied 34.000 mills in 2018 for collection of \$2,369,030 of property taxes in 2019 for debt service, which was adequate to meet the new debt service requirements for 2019.

On November 2, 2004, a majority of the qualified electors of the District authorized the issuance of indebtedness in an amount not to exceed \$10,500,000 at an interest rate not to exceed 7% per annum. At December 31, 2018, the District had authorized but unissued indebtedness of \$475,000 for the purpose of debt refunding.

See Note 11 for terms of the Developer Inclusion and Reimbursement Agreement.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 6 NET POSITION**

The District has net position consisting of three components – net investment in capital assets, restricted, and unrestricted.

Net investment in capital assets consists of capital assets, net of accumulated depreciation and reduced by the outstanding balance of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. As of December 31, 2018, the District had net investment in capital assets calculated as follows:

	Governmental Activities
Investment in Capital Assets:	
Capital Assets, Net	\$ 4,649,469
Net Investment in Capital Assets	<u>\$ 4,649,469</u>

Restricted net position consists of assets that are restricted for use either externally imposed by creditors, grantors, contributors, or laws and regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The District had a restricted net position as of December 31, 2018, as follows:

Emergencies	\$ 36,200
Debt Service	<u>1,893,602</u>
Total	<u>\$ 1,929,802</u>

The District has a deficit in unrestricted net position. This deficit amount was the result of the District being responsible for the repayment of bonds issued for the public improvements which were conveyed to other governmental entities and which costs were removed from the District's financial records.

**NOTE 7 INTERFUND AND OPERATING TRANSFERS**

The transfer from the General Fund to the Capital Projects Fund was made to accumulate adequate funds in the Capital Projects Fund to make future major capital asset purchases.

**NOTE 8 RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; thefts of, damage to, or destruction of assets; errors or omissions; injuries to employees; or acts of God.

The District is a member of the Colorado Special Districts Property and Liability Pool (Pool) as of December 31, 2018. The Pool is an organization created by intergovernmental agreement to provide property, liability, public officials' liability, boiler and machinery and workers compensation coverage to its members. Settled claims have not exceeded this coverage in any of the past three fiscal years.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 8 RISK MANAGEMENT (CONTINUED)**

The District pays annual premiums to the Pool for liability, property, workers compensation and public officials' liability. In the event aggregated losses incurred by the Pool exceed amounts recoverable from reinsurance contracts and funds accumulated by the Pool, the Pool may require additional contributions from the Pool members. Any excess funds which the Pool determines are not needed for purposes of the Pool may be returned to the members pursuant to a distribution formula.

**NOTE 9 CONSERVATION TRUST FUND ENTITLEMENT**

The District was entitled to and received \$35,399 from the State of Colorado Lottery based upon a formula considering population within the District. The funds are restricted under the State Conservation Trust Fund statutes to acquisition, development, and maintenance of parks and recreation facilities.

**NOTE 10 TAX, SPENDING, AND DEBT LIMITATIONS**

Article X, Section 20 of the Colorado Constitution, commonly known as the Taxpayer's Bill of rights (TABOR), contains tax, spending, revenue and debt limitations, which apply to the State of Colorado and all local governments.

Spending and revenue limits are determined based on the prior year's Fiscal Year Spending adjusted for allowable increases based upon inflation and local growth. Fiscal Year Spending is generally defined as expenditures plus reserve increases with certain exceptions. Revenue in excess of the Fiscal Year Spending limit must be refunded unless the voters approve retention of such revenue.

TABOR requires local governments to establish Emergency Reserves. These reserves must be at least 3% of Fiscal Year Spending (excluding bonded debt service). Local governments are not allowed to use the Emergency Reserves to compensate for economic conditions, revenue shortfalls, or salary or benefit increases.

The District's management believes it is in compliance with the provisions of TABOR. However, TABOR is complex and subject to interpretation. Many of the provisions, including the interpretation of how to calculate Fiscal Year spending limits will require judicial interpretation.

On November 6, 2001, a majority of the District's electors who voted at the November 6, 2001 election authorized the District to collect and spend or retain in a reserve the full amount of revenue generated from all sources during fiscal year 2002 and subsequent years.



**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
NOTES TO BASIC FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**NOTE 11 INCLUSION AND REIMBURSEMENT AGREEMENT**

On December 2, 1999, a parcel of land (commonly known as Chatfield Farms) was included into the District. This land is subject to all property taxes levied by the District, including debt service taxes. The District also entered into a Reimbursement Agreement with the owner of Chatfield Farms. Under the Agreement, the District may reimburse the owner for the costs of specifically described park, trail and landscaping improvements (not to exceed \$1,209,200), after such improvements have been constructed by the landowner and accepted for maintenance by the District. The District is only obligated to reimburse the owner if annual property tax revenue generated from Chatfield Farms exceeds related annual maintenance, administrative and capital reserve costs (Related Costs). If any year's property tax revenues are insufficient to pay for the Related Costs, the District may recover such shortfalls from future property tax revenue. Interest on unreimbursed costs to the owner and interest on any shortfalls in the District's Related Costs will each accrue interest at the rate of six percent (6%) per annum. Any unpaid reimbursement amounts and accrued interest thereon which are not paid on or before August 10, 2029, shall be forgiven, and the District shall have no further obligation or liability with respect to such reimbursements or interest thereon.

In 2012, the District accepted \$359,615 in public improvements constructed by the owner of Chatfield Farms. The District made no payment in 2018 and has not budgeted payment in 2019. At December 31, 2018, the outstanding principal was \$209,734 with accrued interest of \$58,955.

**SUPPLEMENTARY INFORMATION**

Draft

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
DEBT SERVICE FUND  
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –  
BUDGET AND ACTUAL  
YEAR ENDED DECEMBER 31, 2018**

	Budget Original and Final	Actual Amounts	Variance with Final Budget Positive (Negative)
<b>REVENUES</b>			
Property Taxes	\$ 2,362,960	\$ 2,351,389	\$ (11,571)
Net Investment Income	20,000	68,245	48,245
Miscellaneous Income	-	7,710	7,710
Total Revenues	<u>2,382,960</u>	<u>2,427,344</u>	<u>44,384</u>
<b>EXPENDITURES</b>			
County Treasurer's Fees	35,400	35,287	113
Bond Principal - 1993 Bonds	800,000	800,000	-
Bond Principal - 2014 Bonds	770,000	770,000	-
Interest Expense - 1993 Bonds	307,570	308,237	(667)
Interest Expense - 2014 Bond	80,084	80,084	-
Paying Agent and Trustee Fees	2,700	2,700	-
Contingency	5,000	-	5,000
Total Expenditures	<u>2,000,754</u>	<u>1,996,308</u>	<u>4,446</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	382,206	431,036	48,830
Fund Balance - Beginning of Year	<u>1,456,920</u>	<u>1,467,937</u>	<u>11,017</u>
<b>FUND BALANCES - END OF YEAR</b>	<u><u>\$ 1,839,126</u></u>	<u><u>\$ 1,898,973</u></u>	<u><u>\$ 59,847</u></u>

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
CAPITAL PROJECTS FUND  
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –  
BUDGET AND ACTUAL  
YEAR ENDED DECEMBER 31, 2018**

	Budget Original and Final	Actual Amounts	Variance with Final Budget Positive (Negative)
<b>REVENUES</b>			
Conservation Trust Funds	\$ 32,000	\$ 35,399	\$ 3,399
Net Investment Income	500	-	(500)
Miscellaneous	1,000	-	(1,000)
Total Revenues	<u>33,500</u>	<u>35,399</u>	<u>1,899</u>
<b>EXPENDITURES</b>			
Accounting	3,000	-	3,000
Engineering	10,000	-	10,000
Legal	5,000	-	5,000
Management	15,000	164	14,836
Repay Developer	61,104	-	61,104
Contingency	100,000	-	100,000
Capital Outlay / Expenditures:			
Baseball Field Improvements	30,000	22,635	7,365
Irrigation Upgrade/Replacement	200,000	13,384	186,616
Parking Lot Improvements	30,000	-	30,000
Playground Equipment	-	1,132	(1,132)
Trails/Bike Path	15,000	-	15,000
Tree Replacements	15,000	-	15,000
Water Rights Enhancements	30,000	22,425	7,575
Total Expenditures	<u>514,104</u>	<u>59,740</u>	<u>454,364</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	(480,604)	(24,341)	456,263
<b>OTHER FINANCING SOURCES (USES)</b>			
Operating Transfers In	270,000	270,000	-
Total Other Financing Sources (Uses)	<u>270,000</u>	<u>270,000</u>	<u>-</u>
<b>EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	(210,604)	245,659	456,263
Fund Balance - Beginning of Year	<u>1,274,787</u>	<u>1,390,767</u>	<u>115,980</u>
<b>FUND BALANCES - END OF YEAR</b>	<u>\$ 1,064,183</u>	<u>\$ 1,636,426</u>	<u>\$ 572,243</u>

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
SCHEDULE OF DEBT SERVICE REQUIREMENTS TO MATURITY  
DECEMBER 31, 2018**

Year Ended December 31,	1993 Series B Principal Only Bonds Interest Rate 10.41% Principal Paid December 31 Interest Paid June 30 and December 31		2014 Series - \$6,390,000 General Obligation Refunding Bonds Dated October 24, 2014 Interest Rate 2.03% Interest Paid June 1 and December 1		Total		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
	2019	\$ 825,000	\$ 224,290	\$ 845,000	\$ 64,453	\$ 1,670,000	\$ 288,743
2020	900,000	138,407	875,000	47,299	1,775,000	185,706	1,960,706
2021	429,560	44,717	1,455,000	29,537	1,884,560	74,254	1,958,814
Total	<u>\$ 2,154,560</u>	<u>\$ 407,414</u>	<u>\$ 3,175,000</u>	<u>\$ 141,289</u>	<u>\$ 5,329,560</u>	<u>\$ 548,703</u>	<u>\$ 5,878,263</u>

This schedule represents the principal and interest due on the currently outstanding debt in accordance with the "Plan" of Debt Reorganization approved August 9, 1993. Actual cash payments may be more or less than displayed. Unpaid interest accrues and compounds on all series.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**  
**SCHEDULE OF ASSESSED VALUATION, MILL LEVY, AND PROPERTY TAXES COLLECTED**  
**DECEMBER 31, 2018**

Year Ended December 31,	Prior Year Assessed Valuation for Current Year Property Tax Levy	Mills Levied		Total Property Taxes		Percent Collected to Levied
		General Fund	Debt Service Fund	Levied	Collected	
2014	\$ 53,911,600	12.418 (1)	39.300	\$ 2,788,200	\$ 2,754,291	98.78 %
2015	53,712,330	12.380 (2)	39.300	2,775,853	2,758,741	99.38 %
2016	62,429,520	12.904 (3)	35.900	3,046,810	3,028,996	99.42 %
2017	62,669,960	12.216 (4)	34.000	2,896,354	2,895,507	99.97 %
2018	69,216,490	12.275 (5)	34.000	3,202,993	3,187,309	99.51 %
Estimated for the Year Ending December 31, 2019	\$ 69,677,340	12.087	34.000	\$ 3,211,220		

NOTE: Property taxes collected in any one year include collection of delinquent property taxes levied in prior years. Information received from the County Treasurer does not permit identification of specific year of levy.

- (1) The 2014 General Fund mill levy includes 0.331 mills for refunds and abatements.
- (2) The 2015 General Fund mill levy includes 0.293 mills for refunds and abatements.
- (3) The 2016 General Fund mill levy includes 0.817 mills for refunds and abatements.
- (4) The 2017 General Fund mill levy includes 0.129 mills for refunds and abatements.
- (5) The 2018 General Fund mill levy includes 0.188 mills for refunds and abatements.

**RESOLUTION NO. 2019-07-01**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF ROXBOROUGH VILLAGE**  
**METROPOLITAN DISTRICT, DOUGLAS COUNTY, COLORADO, RATIFYING AN**  
**AGREEMENT WITH TEAM PAIN ENTERPRISES, INC**  
**FOR MAINTENANCE AND REPAIRS OF SKATE PARK**

WHEREAS, on June 18, 2019 the Board of Directors of ROXBOROUGH VILLAGE METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado (the "District"), received and approved the proposed Maintenance and Repairs of Skate Park from Team Pain Enterprises, Inc., a Florida corporation, (the "Contractor"), as more specifically described in the Services Agreement attached hereto as Schedule A (the "Agreement"); and

The Contractor will provide such services in accordance with the terms of the Agreement; and

The Board of Directors of the District hereby determines that it is in the best interest of District residents and property owners to enter into the Agreement, effective June 19, 2019.

NOW, THEREFORE, be it resolved by the Board of Directors of Roxborough Village Metropolitan District, Douglas County, Colorado:

Hereby ratifies the agreement with Team Pain Enterprises, Inc., included in the hereto attached **Exhibit A**.

RATIFIED this \_\_\_\_ day of \_\_\_\_\_, 2019 by a vote of \_\_\_\_ for and \_\_\_\_ against.

ROXBOROUGH VILLAGE METROPOLITAN  
DISTRICT, a quasi-municipal corporation and political  
subdivision of the State of Colorado

By: \_\_\_\_\_  
Calvin Brown, President

ATTEST:

By: \_\_\_\_\_  
Ronald Bendall, Secretary

**SCHEDULE A**

Services Agreement with Team Pain Enterprises, Inc.



## SERVICES AGREEMENT

**THIS SERVICES AGREEMENT** (this "Agreement"), is made and entered into this \_\_\_\_ day of June, 2019, by and between **ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**, a quasi- municipal corporation and political subdivision of the State of Colorado, whose address is c/o CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 500, Greenwood Village, Colorado 80111-4814 (the "District"), and **TEAM PAIN ENTERPRISES, INC.**, a Florida corporation, whose address is 890 Northern Way, Suite D-1, Winter Springs, FL 32708 (the "Contractor").

**DISTRICT'S REPRESENTATIVE.** District hereby designates Anna Jones as its representative ("District's Representative"), who shall be District's single point of contact during the term of the Agreement and who shall be reasonably available to Contractor. District's Representative shall provide information and any approvals required to be furnished by District hereunder to permit Contractor to fulfill its obligations under this Agreement.

### CONTRACTOR INFORMATION:

Soc. Sec. or Tax I.D. #:	59-3429731
Telephone Number:	1 - (407) 366-9221
Fax Number:	1 - (407) 366-6889
Contact Person:	Linda Payne

### IT IS HEREBY AGREED AS FOLLOWS:

**WORK TO BE PERFORMED.** In accordance with the Terms and Conditions attached hereto, Contractor agrees to furnish all labor, tools, equipment, supervision, supplies, and other items necessary to perform the work (the "Work") described in **Exhibit A**, attached hereto and incorporated herein by reference.

**CONTRACT PRICE.** Subject to the provisions of the Terms and Conditions, District agrees to pay, and Contractor agrees to accept as full compensation for performing the Work, a sum not to exceed Forty Thousand Eighty-Eight and 00/100 Dollars (\$40,088.00) (the "Contract Price").

### DISTRICT:

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**, a quasi-municipal corporation and political subdivision of the State of Colorado

By: \_\_\_\_\_

Calvin Brown, President

### CONTRACTOR:

**TEAM PAIN ENTERPRISES, INC.**, a Florida corporation

By: \_\_\_\_\_

Name: Charles T. Payne

Its: President

**RESOLUTION NO. 2019-07-02**  
**RESOLUTION OF THE BOARD OF DIRECTORS OF**  
**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**  
**DOUGLAS COUNTY, COLORADO**

**A RESOLUTION APPROVING SERVICES AGREEMENT**  
**WITH HYDROSYSTEMS KDI**  
**FOR IRRIGATION SYSTEMS EVALUATION AND CONSULTING SERVICES**

The Roxborough Village Metropolitan District, a quasi-municipal corporation and political subdivision of the State of Colorado (the "District"), has received a proposed Irrigation Systems Evaluation and Consulting Services proposal from HydroSystems KDI, a Colorado corporation, (the "Contractor"), as more specifically described in the Services Agreement attached hereto as Schedule A (the "Agreement"); and

The Contractor will provide such services in accordance with the terms of the Agreement; and

The Board of Directors of the District has determined that it is in the best interest of District residents and property owners to enter into the Agreement.

NOW, THEREFORE, be it resolved by the Board of Directors of Roxborough Village Metropolitan District, Douglas County, Colorado, that:

Section 1. The Agreement, in the form attached hereto as Schedule A, is approved. The officers of the District are authorized to execute the Agreement, and the officers of and consultants to the District are authorized to take any actions that are necessary or appropriate for the District's performance of the terms of the Agreement.

APPROVED AND ADOPTED this \_\_\_\_ day of July, 2019, by a vote of \_\_\_\_ for and \_\_\_\_ against.

ROXBOROUGH VILLAGE METROPOLITAN  
DISTRICT, a quasi-municipal corporation and  
political subdivision of the State of Colorado

By: \_\_\_\_\_  
Calvin Brown, President

ATTEST:

By: \_\_\_\_\_  
Ronald Bendall, Secretary

**SCHEDULE A**

Services Agreement with HydroSystems KDI

## Suazo, Kathy

---

**From:** Jones, Anna  
**Sent:** Wednesday, July 10, 2019 9:56 AM  
**To:** Suazo, Kathy  
**Subject:** FW: [External] [Roxborough] Ask a Question or Share Your Thoughts

For agenda planning – think this is all incorporated, but just in case.....

---

**From:** Todd Wenskoski <twenskoski@livable-cities.com>  
**Sent:** Monday, July 8, 2019 10:19 AM  
**To:** Jones, Anna <Anna.Jones@claconnect.com>; Suazo, Kathy <Kathy.Suazo@claconnect.com>  
**Cc:** Shannon, Patrick <Patrick.Shannon@claconnect.com>; Sangster, Jerel <Jerel.Sangster@claconnect.com>; Cipperly, Paige <Paige.Cipperly@claconnect.com>  
**Subject:** RE: [External] [Roxborough] Ask a Question or Share Your Thoughts

Anna,

I hope you all had a good 4<sup>th</sup> of July celebration! Thanks for sharing and these are some great programs for the community, especially children.

Regarding the upcoming meetings and activities, here's what we're thinking. Look it over with your team and let me know what you think.

### **Tuesday, July 16<sup>th</sup> : Regular Board Meeting**

Location: Roxborough Village Library

- 30 – 45 minutes, if possible
- Review survey and public meeting feedback and findings – 15 mins.
- Review community newsletter templates- 15 mins.
- Review schedule and confirm dates– 10 mins

### **\*Friday, July 19<sup>th</sup> : Send out Community Event #2 notifications \*** ( almost 4 weeks before the event)

- RVMD website
- Facebook, Next Door, etc.
- Flyer postings
- Water bill?

### **Tuesday, July 30<sup>th</sup> : Special Board Meeting – Master Plan Work Session**

Location: Roxborough Village Library

- 2 hour meeting
- Review master plan concepts with board – 75 minutes
- Review draft boards, meeting organization and stations – 45 minutes

### **Thursday, August 15<sup>th</sup> : Community Event #2 (Target date – to be confirmed)**

Potential Location: Roxborough Primary or Secondary School (Classes Start August 7<sup>th</sup>)

**Todd Wenskoski**  
 Principal



1001 Bannock St. #313  
 Denver, CO 80204  
 c. 303.506.0139  
 o. 303 800.2201 x1003  
 d. 720.699.9178

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**From:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Sent:** Wednesday, July 03, 2019 2:23 PM  
**To:** Todd Wenskoski <[twenskoski@livable-cities.com](mailto:twenskoski@livable-cities.com)>; Suazo, Kathy <[Kathy.Suazo@claconnect.com](mailto:Kathy.Suazo@claconnect.com)>  
**Cc:** Shannon, Patrick <[Patrick.Shannon@claconnect.com](mailto:Patrick.Shannon@claconnect.com)>; Sangster, Jerel <[Jerel.Sangster@claconnect.com](mailto:Jerel.Sangster@claconnect.com)>; Cipperly, Paige <[Paige.Cipperly@claconnect.com](mailto:Paige.Cipperly@claconnect.com)>  
**Subject:** FW: [External] [Roxborough] Ask a Question or Share Your Thoughts

Hi Todd – Thought you'd be interested in the below as an FYI. Also – can you let us know if you plan to attend the July meeting and if so, what you will present...OR if you think a special meeting makes more sense.....we will follow your lead. CLA Team – ideas about best way to incorporate/advertise the info below for residents?  
 Thanks!

**From:** [wordpress=roxboroughmetrodistrict.org@a.atomicsites.net](mailto:wordpress=roxboroughmetrodistrict.org@a.atomicsites.net)  
 <[wordpress=roxboroughmetrodistrict.org@a.atomicsites.net](mailto:wordpress=roxboroughmetrodistrict.org@a.atomicsites.net)> **On Behalf Of** Beth Harper  
**Sent:** Wednesday, June 26, 2019 5:06 PM  
**To:** Sangster, Jerel <[Jerel.Sangster@claconnect.com](mailto:Jerel.Sangster@claconnect.com)>; Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>; "Pat.Shannon" <[Pat.Shannon@claconnect.com](mailto:Pat.Shannon@claconnect.com)>  
**Subject:** [External] [Roxborough] Ask a Question or Share Your Thoughts

**Name:** Beth Harper

**Email:** [chatfieldgoco@gmail.com](mailto:chatfieldgoco@gmail.com)

**What is your question or comment?:** Hello and thank you for taking the time to read this message. My name is Beth Harper. I am not a resident of Rox Village, but a ranger at Chatfield State Park. I wanted to make you aware of a few opportunities that we are extending to our neighbors.

1. In July, we are going to be partnering with the Leave No Trace Center for Outdoor Ethics to introduce and instill the principles of Leave No Trace to all park affiliates. As the park's neighbor, we have set aside TWO opportunities for you to get involved. On Thursday, July 25 we will be hosting a "Youth Day Camp". Your children will enjoy a day of learning and fun that is all centered around Leave No Trace! Snacks will be provided. Location and Time: TBD. On Sunday, July 28 an "Awareness Workshop" will be conducted for the adults then a small service project will take place afterward. The workshop will take place at the Volunteer House from 9am-12pm. Service project will be from 1pm-3pm. Lunch will be provided. Limited space is available for both these opportunities. Please email Beth at [chatfieldgoco@gmail.com](mailto:chatfieldgoco@gmail.com) to register. Check out the CPW calendar for updated information: <https://cpw.state.co.us/calendar>."

2. We also want to extend the offer of conducting guided hikes for our park neighbors. We envision this activity occurring on Sundays. If this is something that sparks interest and can be feasibly organized, please let me know.

Beth Harper  
[chatfieldgoco@gmail.com](mailto:chatfieldgoco@gmail.com)

---

Time: June 26, 2019 at 11:06 pm  
IP Address: [165.127.23.240](https://165.127.23.240)  
Contact Form URL: <https://roxboroughmetrodistrict.org/2018/10/12/roxborough-village-metro-district/>

Sent by an unverified visitor to your site.

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**CliftonLarsonAllen LLP**

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## Suazo, Kathy

---

**From:** Todd Wenskoski <twenskoski@livable-cities.com>  
**Sent:** Tuesday, July 9, 2019 9:38 AM  
**To:** Jones, Anna  
**Cc:** Shannon, Patrick; Suazo, Kathy; Sangster, Jerel; Cipperly, Paige; Yishuen Lo  
**Subject:** [External] FW: RVMD: Estimate from Plumb Marketing  
**Attachments:** Est#22397 Roxborough village Option 2.pdf; Est#22396 Roxborough Village Option 1.pdf

Anna,

See the estimates for the newsletter below and attached. Postage cost will increase with the number of homes.

**Todd Wenskoski**  
 Principal



1001 Bannock St. #313  
 Denver, CO 80204  
 c. 303.506.0139  
 o. 303 800.2201 x1003  
 d. 720.699.9178

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---

**From:** Yishuen Lo <ylo@livable-cities.com>  
**Sent:** Tuesday, July 09, 2019 8:53 AM  
**To:** Todd Wenskoski <twenskoski@livable-cities.com>  
**Subject:** RVMD: Estimate from Plumb Marketing

Todd,

Here are the newsletter direct mail cost estimates. Estimated postage for both is \$1200 – for 2400 homes.

Option 1 is a four page “flyer” – it’s printed on 11x17 and folded in half. Approximately \$1000 for services, so **\$2200 total**.

Option 2 is 8 pages saddle stitched booklet. Approximately \$1500 for services, so **\$2700 total**.

**Yishuen Lo**  
 Landscape Designer



1001 Bannock St. #313

Denver, CO 80204  
o. 303 800.2201 x1006  
d. 720.464.7901

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---

**From:** Adam Kemper <[adam@plumbmarketing.com](mailto:adam@plumbmarketing.com)>  
**Sent:** Tuesday, July 9, 2019 8:47 AM  
**To:** Yishuen Lo <[ylo@livable-cities.com](mailto:ylo@livable-cities.com)>  
**Subject:** Estimate from Plumb Marketing

Yishuen,  
Good morning! I have created the estimates based on our conversation and they are attached. Please let me know what questions you have.

I will follow up with you this week and call to see how you want to move forward.

Thanks and have a great day!

**Adam Kemper**  
Client Acquisition Manager  
D. 720-580-0588 x109  
C. 720-670-6500  
2820 S Zuni St  
Englewood, CO 80110  
[adam@plumbmarketing.com](mailto:adam@plumbmarketing.com)  
[www.plumbmarketing.com](http://www.plumbmarketing.com)



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<b>Estimate</b>	57
<b>Estimate#:</b>	22396
<b>Est Date:</b>	07/09/2019
<b>Cust Code:</b>	42456

Mail Masters of Colorado, Inc. dba Plumb Marketing - 2820 S. Zuni St - Englewood, CO 80110  
 Phone: (303) 607-9424 Fax: (303) 607-9428

CUSTOMER INFO	JOB INFO	Estimate #: 22396
<b>Attn:</b> Roxborough Village  <b>Phone:</b> (720) 464-7901 <b>Fax:</b> <b>Terms:</b> Prepaid <b>Email:</b> ylo@livable-cities.com	<b>Account Rep:</b> Adam Kemper <b>Email:</b> adam@plumbmarketing.com <b>Job Name:</b> Newsletter Option #1 - 11 x 17 folded to 8.5 x 11, 4 pager  <b>Data Due:</b> <b>Pstg Due:</b> 07/27/2019 <b>Material Due:</b> <b>Due Date:</b> 07/28/2019 <b>Artwork Due:</b> <b>Time Due:</b> 12:00 PM	

**Description**

**Data Processing**

Project Setup and Management-  
 NCOA Processing-  
 Presort Data & Prepare USPS Documentation-

**Lettershop**

Half fold 11 x 17 to 8.5 x 11-  
 Tray and Bundle, Strap & Sack-  
 Deliver to Post Office-

**Print**

Newsletter - 11 x 17 folded to 8.5 x 11, Full Color, 2 sided on 100# Gloss Text with Variable Data-  
 ~ 11 x 17 sheets, 4pager-

	<b>1</b>
<b>Quantity:</b>	2,400
<b>Services:</b>	\$979.24
<b>Tax:</b>	\$0.00
<b>Total:</b>	\$979.24
<b>Price/ea:</b>	\$0.41
<b>Est Postage:</b>	\$1,200.00





<b>Estimate</b> 59	
<b>Estimate#:</b>	22397
<b>Est Date:</b>	07/09/2019
<b>Cust Code:</b>	42456

Mail Masters of Colorado, Inc. dba Plumb Marketing - 2820 S. Zuni St - Englewood, CO 80110  
Phone: (303) 607-9424 Fax: (303) 607-9428

CUSTOMER INFO	JOB INFO	Estimate #: 22397
<b>Attn:</b> Roxborough Village  <b>Phone:</b> (720) 464-7901 <b>Fax:</b> <b>Terms:</b> Prepaid <b>Email:</b> ylo@livable-cities.com	<b>Account Rep:</b> Adam Kemper <b>Email:</b> adam@plumbmarketing.com <b>Job Name:</b> Newsletter Option #2 - (2) 11 x 17 saddle stitched to 8.5 x 11, 8 pager  <b>Data Due:</b> <b>Pstg Due:</b> 07/27/2019 <b>Material Due:</b> <b>Due Date:</b> 07/28/2019 <b>Artwork Due:</b> <b>Time Due:</b> 12:00 PM	

**Description**

**Data Processing**

- NCOA Processing-
- Presort Data & Prepare USPS Documentation-
- Project Setup and Management-

**Lettershop**

- Deliver to Post Office-
- Tray and Bundle, Strap & Sack-

**Print**

- Newsletter - 11 x 17 saddle stitched to 8.5 x 11, Full Color, 2 sided on 100# Gloss Text with Variable Data-
- ~ 2 11 x 17 sheets, 8pager (2400 Newsletters-

	1
<b>Quantity:</b>	2,400
<b>Services:</b>	\$1,487.04
<b>Tax:</b>	\$0.00
<b>Total:</b>	\$1,487.04
<b>Price/ea:</b>	\$0.62
<b>Est Postage:</b>	\$1,200.00

## Suazo, Kathy

---

**From:** Sangster, Jerel  
**Sent:** Friday, July 12, 2019 9:54 AM  
**To:** Suazo, Kathy  
**Cc:** Jones, Anna; Shannon, Patrick  
**Subject:** Basketball Hoop  
**Attachments:** 2 basketball hoops.pdf; Estimate for hoop.pdf

Because the basketball pole is rusted out at the bottom it will need to be replaced. Included is the price of a replacement pole. Additionally, the hoops that are currently up are missing the nets and back board lines. If the District is interested in replacing both hoops included is the price for the basketball pole, board, and rim.

These prices do not include installation.



**Jerel Sangster, Public Management Analyst**  
CliftonLarsonAllen LLP

Direct – 303-439-6058  
[jerel.sangster@CLAconnect.com](mailto:jerel.sangster@CLAconnect.com)

Main 303-779-5710, Fax 303-779-0348  
8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111  
[CLAconnect.com](http://CLAconnect.com)

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 Box 486, 200 N Main Street  
 Inman, KS 68546 US  
 800-328-4625  
 kevin@futureproinc.com  
 www.futureproinc.com



Quote

**ADDRESS**

Jerel Sangster  
 littleton, CO 80125

**SHIP TO**

Jerel Sangster  
 littleton, CO 80125  
 303-439-6058

QUOTE #	DATE	EXPIRATION DATE
11138	07/01/2019	08/01/2019

**SHIP VIA**  
 ABF Freight

**E-MAIL ADDRESS**  
 jerel.sangster@claconnect.com

**QUOTE REQUEST NUMBER**  
 18469

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
BA775	3 1/2" Tough Duty Gooseneck Basketball Pole with 3' Extension.	1	445.00	445.00

This quote is subject to the Standard Terms and Conditions attached to this quote. This quote is valid for the exact quantities and items listed. Reduction in quantities or removal of items will require a revised quote with possible increase in some or all pricing, and freight costs. Prices are based on acceptance on/before thirty days from date of this quote.

SUBTOTAL 445.00  
 SHIPPING 255.00  
**TOTAL \$700.00**

Accepted By

Accepted Date

Please remit payment to:  
 Future Pro Inc  
 PO Box 83261  
 Lincoln, NE 68501

Home / My Shopping Cart

- Item(s) are moved from Quote Request to the Cart successfully.
- Quote discount has been applied to your cart.

## Shopping Cart

PRODUCT	PRICE	QTY	SUBTOTAL
---------	-------	-----	----------

CONTINUE SHOPPING

UPDATE CART



Bison 3-1/2" Gooseneck Playground Basketball Hoop w/ ALUMINUM Fan Backboard, PR29

SKU: A55-147

Typically ships in 1-2 weeks.

\$849.95


Edit

\$1,699.90

## You Also Viewed



\$849.95 A55-147

 3-1/2" Gooseneck Playground Basketball Hoop w/ ALUMINUM Fan Backboard, PR29

7/12/2019

### PROCEED TO CHECKOUT

-OR-

Check out with **PayPal**

SUBTOTAL	\$1,699.90
DISCOUNT (TEAM SALES)	-\$169.99
SHIPPING & HANDLING (STANDARD SHIPPING)	\$592.98
48 CONTIGUOUS UNITED STATES	
<b>GRAND TOTAL</b>	<b>\$2,122.89</b>



#### Discount Codes

COUPON CODE

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**Transit Times:** "In Stock": Items ship from our CT warehouse. [Click here for transit times.](#)

"Typically Ships": Allow 2-5 business days from ship date for these items. Contact us if you have any questions.

**Express Shipments:** Call Anthem Sports for pricing or request a quote in the comments section when you checkout. Please include your need by date.

**Shipping Disclaimer:** Shipping calculations are for the 48 contiguous United States. Please contact us for other destinations including APO/FPO addresses.



MOVE CART TO MY QUOTE

 Empty Cart

Anthem-Sports.com | Tel: (800) 688-6709 | Fax: (860) 599-8448 | info@anthem-sports.com | 2 Extrusion Dr., Pawcatuck, CT 06379

## Suazo, Kathy

---

**From:** Sangster, Jerel  
**Sent:** Thursday, July 11, 2019 3:02 PM  
**To:** Suazo, Kathy  
**Subject:** Bathroom update

Hi Kathy- for the packet

Bathroom update

- Last Friday, July 5th Roto-Rooter came out and inspected the park restroom for damages & complications.
- On Tuesday, July 9, Team Pain accessed the bathroom in order to get water for their construction
- Parts have been ordered and are expected to arrive within the week. The repair will be scheduled as soon as all parts have arrived
- Roto-Rooter's bathroom repair plan includes repairing 4 leaking valves, rebuilding 3 toilet flush-o-meters and reconnecting the water fountains at a costs of \$2040 for labor
- Parts will be a minimum of \$500
- Total costs of repairs are approximately \$2,600 including parts & labor.
- Industrial grade toilet fixture replacement options are still being explored and evaluated for cost and durability.



**Jerel Sangster, Public Management Analyst**  
CliftonLarsonAllen LLP

Direct – 303-439-6058  
[jerel.sangster@CLAconnect.com](mailto:jerel.sangster@CLAconnect.com)

Main 303-779-5710, Fax 303-779-0348  
8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111  
[CLAconnect.com](http://CLAconnect.com)

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APPLICATION FOR RESIDENT PERMIT IN  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
For Persons 16+ Years of Age

Residents of the Roxborough Village Metropolitan District may apply for a permit to fish in District waters. Please complete the form and e-mail to [Jerel.Sangster@CLAconnect.com](mailto:Jerel.Sangster@CLAconnect.com).

APPLICANT INFORMATION:

Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Birth Date: \_\_\_/\_\_\_/\_\_\_

SECTION 1: ELIGIBILITY & PLEDGE REQUIREMENTS

To qualify for a resident fishing license, you must pledge that you meet all the following requirements. Please check mark each box stating that you pledge to adhere to the Rules & Regulations and meet the requirements.

I am 16 years of age or older.

I am a resident of Roxborough Village Metropolitan District.

I pledge to immediately release all fish that I catch.

I pledge to only fish with artificial flies and lures.

I pledge to not leave hooks, trash or other fishing equipment around the ponds.

I pledge to respect those that live around the ponds and keep noise to a minimum.

I pledge to stay out of the water.

I pledge not to harass birds, frogs or other wildlife around the ponds.

(Application continues on the following page)

**SECTION 2: APPLICANT ACKNOWLEDGEMENT**

Please initial in the blank spaces next to each item on the checklist below. Sign on the line below and then submit your completed application to the contact at the top of this form.

\_\_\_ I understand the Roxborough Village Metropolitan District, upon verification of eligibility, will issue the fishing license. The license issued under this rule will be valid for one (1) year.

\_\_\_ I understand that upon verification of license eligibility, my license will be mailed to the address listed on this application.

---

Applicant Signature

---

Date

**Suazo, Kathy**

---

**From:** Jones, Anna  
**Sent:** Thursday, July 11, 2019 2:55 PM  
**To:** Suazo, Kathy  
**Subject:** FW: [External] RE: Roxborough Fishing

Include in packet – didn't see it in there.....?

---

**From:** Katie James <james@ffcolorado.com>  
**Sent:** Thursday, July 11, 2019 8:14 AM  
**To:** Cipperly, Paige <Paige.Cipperly@claconnect.com>; Shannon, Patrick <Patrick.Shannon@claconnect.com>; Jones, Anna <Anna.Jones@claconnect.com>; Sangster, Jerel <Jerel.Sangster@claconnect.com>  
**Cc:** Tina Vildibill <vildibill@ffcolorado.com>  
**Subject:** RE: [External] RE: Roxborough Fishing

Looks good, thank you.

Katie James

---

**From:** Cipperly, Paige <[Paige.Cipperly@claconnect.com](mailto:Paige.Cipperly@claconnect.com)>  
**Sent:** Monday, July 8, 2019 1:18 PM  
**To:** Shannon, Patrick <[Patrick.Shannon@claconnect.com](mailto:Patrick.Shannon@claconnect.com)>; Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>; Katie James <[james@ffcolorado.com](mailto:james@ffcolorado.com)>; Sangster, Jerel <[Jerel.Sangster@claconnect.com](mailto:Jerel.Sangster@claconnect.com)>  
**Cc:** Tina Vildibill <[vildibill@ffcolorado.com](mailto:vildibill@ffcolorado.com)>  
**Subject:** RE: [External] RE: Roxborough Fishing

Here is the updated/revised version with specific pledges as well as an update to the permit itself.

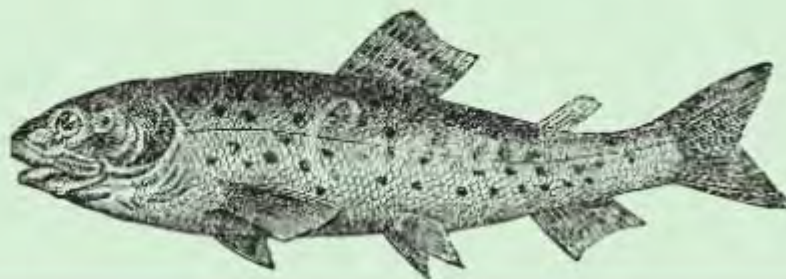
# FISHING PERMIT

No. 001


This permit, issued by the Roxborough Village Metropolitan District, gives the holder permission in District waters.

Issued to \_\_\_\_\_  
on the date of \_\_\_\_\_

EXPIRES \_\_\_ / \_\_\_ / \_\_\_\_\_



Sincerely,

 Paige Cipperly  
Intern  
CLA (CliftonLarsonAllen LLP)

Direct 303-265-7926  
[paige.cipperly@CLAconnect.com](mailto:paige.cipperly@CLAconnect.com)

---

**From:** Shannon, Patrick <[Patrick.Shannon@claconnect.com](mailto:Patrick.Shannon@claconnect.com)>  
**Sent:** Monday, July 8, 2019 1:01 PM  
**To:** Cipperly, Paige <[Paige.Cipperly@claconnect.com](mailto:Paige.Cipperly@claconnect.com)>; Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>; Katie James <[james@ffcolorado.com](mailto:james@ffcolorado.com)>; Sangster, Jerel <[Jerel.Sangster@claconnect.com](mailto:Jerel.Sangster@claconnect.com)>

**Cc:** Tina Vildibill <[vildibill@ffcolorado.com](mailto:vildibill@ffcolorado.com)>  
**Subject:** RE: [External] RE: Roxborough Fishing

Attached is the list I came up with



**Pat Shannon, Assistant District Manager**  
 Outsourcing, CliftonLarsonAllen LLP

Direct 303-265-7998

[patrick.shannon@CLAconnect.com](mailto:patrick.shannon@CLAconnect.com)

Main 303-779-5710, Fax 303-779-0348

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---

**From:** Cipperly, Paige <[Paige.Cipperly@claconnect.com](mailto:Paige.Cipperly@claconnect.com)>  
**Sent:** Monday, July 8, 2019 12:58 PM  
**To:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>; Katie James <[james@ffcolorado.com](mailto:james@ffcolorado.com)>; Sangster, Jerel <[Jerel.Sangster@claconnect.com](mailto:Jerel.Sangster@claconnect.com)>  
**Cc:** Shannon, Patrick <[Patrick.Shannon@claconnect.com](mailto:Patrick.Shannon@claconnect.com)>; Tina Vildibill <[vildibill@ffcolorado.com](mailto:vildibill@ffcolorado.com)>  
**Subject:** RE: [External] RE: Roxborough Fishing

What are the specific pledge questions that we need?

Sincerely,

 Paige Cipperly  
 Intern  
 CLA (CliftonLarsonAllen LLP)

Direct 303-265-7926  
[paige.cipperly@CLAconnect.com](mailto:paige.cipperly@CLAconnect.com)

---

**From:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Sent:** Monday, July 8, 2019 12:53 PM  
**To:** Katie James <[james@ffcolorado.com](mailto:james@ffcolorado.com)>; Cipperly, Paige <[Paige.Cipperly@claconnect.com](mailto:Paige.Cipperly@claconnect.com)>; Sangster, Jerel <[Jerel.Sangster@claconnect.com](mailto:Jerel.Sangster@claconnect.com)>  
**Cc:** Shannon, Patrick <[Patrick.Shannon@claconnect.com](mailto:Patrick.Shannon@claconnect.com)>; Tina Vildibill <[vildibill@ffcolorado.com](mailto:vildibill@ffcolorado.com)>  
**Subject:** RE: [External] RE: Roxborough Fishing

Sounds good to me – Paige, can you adjust form as necessary?

---

**From:** Katie James <[james@ffcolorado.com](mailto:james@ffcolorado.com)>  
**Sent:** Monday, July 8, 2019 12:46 PM  
**To:** Cipperly, Paige <[Paige.Cipperly@claconnect.com](mailto:Paige.Cipperly@claconnect.com)>; Sangster, Jerel <[Jerel.Sangster@claconnect.com](mailto:Jerel.Sangster@claconnect.com)>  
**Cc:** Shannon, Patrick <[Patrick.Shannon@claconnect.com](mailto:Patrick.Shannon@claconnect.com)>; Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>; Tina Vildibill <[vildibill@ffcolorado.com](mailto:vildibill@ffcolorado.com)>  
**Subject:** [External] RE: Roxborough Fishing

Hi, all,

Initially, Patrick had sent some question for the permit which are not included in this version. I think his pledge/questions are important to include. Our Rules and Regs currently say no fishing, so pledging to follow those won't cover the info Pat had suggested. While we do need to revise the Rules and Regs to allow fishing, I don't know that we want to include that much detail. That is for later discussion. Especially with the new allowing fishing and Board concerns, I think having the specific pledge questions is good at least for this year. Thoughts?

Thanks,  
Katie James

---

**From:** Cipperly, Paige <[Paige.Cipperly@claconnect.com](mailto:Paige.Cipperly@claconnect.com)>  
**Sent:** Wednesday, July 3, 2019 9:59 AM  
**To:** Sangster, Jerel <[Jerel.Sangster@claconnect.com](mailto:Jerel.Sangster@claconnect.com)>; Katie James <[james@ffcolorado.com](mailto:james@ffcolorado.com)>  
**Cc:** Shannon, Patrick <[Patrick.Shannon@claconnect.com](mailto:Patrick.Shannon@claconnect.com)>; Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>; Tina Vildibill <[vildibill@ffcolorado.com](mailto:vildibill@ffcolorado.com)>  
**Subject:** RE: Roxborough Fishing

Katie,

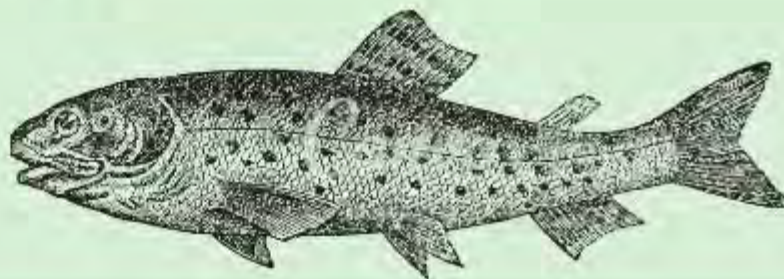
Here is the second draft. There were a few grammatical pieces and I have dressed it up to match the permit we will issue and made it editable. If you could, please give us feedback on both.

# FISHING PERMIT


No. 001

This permit, issued by the Roxborough Village Metropolitan District, gives the holder permission to fish in 7 Acre Pond or any other body of water within district boundaries.

Issued to \_\_\_\_\_  
on the date of \_\_\_\_\_



Sincerely,

 Paige Cipperly  
Intern  
CLA (CliftonLarsonAllen LLP)

Direct 303-265-7926  
[paige.cipperly@CLAconnect.com](mailto:paige.cipperly@CLAconnect.com)

---

**From:** Sangster, Jerel <[Jerel.Sangster@claconnect.com](mailto:Jerel.Sangster@claconnect.com)>  
**Sent:** Tuesday, July 2, 2019 4:06 PM  
**To:** Katie James <[james@ffcolorado.com](mailto:james@ffcolorado.com)>  
**Cc:** Cipperly, Paige <[Paige.Cipperly@claconnect.com](mailto:Paige.Cipperly@claconnect.com)>; Shannon, Patrick <[Patrick.Shannon@claconnect.com](mailto:Patrick.Shannon@claconnect.com)>; Jones,

Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>

**Subject:** Roxborough Fishing

Hi Katie,

I've attached a first draft of the fishing permit for Roxborough. Can you please weigh in with thoughts, comments or concerns? One thing in particular we wanted some clarity on is if the District is allowed to restrict fishing to residents only or does it have to be open for everybody? Please let us know when you get a chance.

Thank you,



**Jerel Sangster, Public Management Analyst**  
CliftonLarsonAllen LLP

Direct – 303-439-6058  
[jerel.sangster@CLAconnect.com](mailto:jerel.sangster@CLAconnect.com)

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**CliftonLarsonAllen LLP**

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## Suazo, Kathy

---

**From:** Cipperly, Paige  
**Sent:** Wednesday, July 10, 2019 10:02 AM  
**To:** Suazo, Kathy  
**Subject:** Website Updates for Packet

Kathy,

### Website Updates:

1. Went through all of Katie's revisions and made those updates to the website
2. Here is the link to the fishing permit page on the website <https://roxboroughmetrodistrict.org/fishing-permit/>
  - a. It is currently not live
  - b. There are two options for consideration
    - i. Embedded Google Form
    - ii. Download a fillable PDF

Sincerely,

---



**Paige Cipperly**  
 Intern

**Direct 303-265-7926** | Mobile 719-568-2672 | Main 303-779-5710 x37926 | Fax 303-779-0348  
 CLA (CliftonLarsonAllen LLP) | 8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111  
[paige.cipperly@CLAconnect.com](mailto:paige.cipperly@CLAconnect.com) | [CLAconnect.com](http://CLAconnect.com)

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METCO LANDSCAPE, INC.

## Monthly Maintenance Report for Roxborough Village Metropolitan District

Submitted by: Bill Barr Jul-19 Recipients: Anna Jones, Public Manager

### REVIEW OF GANTTED OPERATIONS

Turf	FERTILIZER FOR THE METRO WAS APPLIED ON JUNE 28TH WE ARE IN THE PROCESS OF APPLYING TERRA SEED WITH 1/2" BIOCOMP BLANKET WITH SPORTS TURF BLEND TO THE BASEBALL FIELD THERE HAS BEEN A COUPLE DELAYS SO ITS STILL ON FOR THIS MONTH
Shrub Beds	BEDS ARE MOSTLY CLEAR OF WEEDS AND CHECKING ON SOME DRIP AREAS
Trees	TREES LOOK GOOD AROUND THE METRO BAILEY WAS SPRAYING FOR INSECT CONTROL
Irrigation	THERE HAVE BEEN SEVERAL BURBS WITH IRRIGATION THE LAST SEVERAL WEEKS MINOR REPAIRS MADE ONE WAS MAINLINE ON EAST VILLAGE CIRCLE. WE ARE WORKING ON JOCKY PUMP THAT WENT OUT JULY 1ST
Site Policing	REGULAR TRASH AND DOGGY STATION SERVICE HAS BEEN ONGOING
Overall Site	OVERALL SITE LOOKING GOOD WE ARE SCHEDULED TO MOW NATIVE WEEK OF JULY 8TH
Review of Operatons for Upcoming Month: <i>Schedule, Gantt, special Needs, Concerns, Areas of Focus</i>	OVERSEEDING OF BASEBALL FIELD AND PLANTING OF PERENNIALS ALONG WITH SHRUBS ORE ALSO ON THE SCHEDULE

**From:** [Jones, Anna](#)  
**To:** [Bailey Tree](#)  
**Cc:** [Shannon, Patrick](#); [Suazo, Kathy](#); [billb \(billb@metcolandscape.com\)](mailto:billb@metcolandscape.com)  
**Subject:** RE: FW: [External] Planted Trees at Roxborough  
**Date:** Wednesday, July 3, 2019 10:03:29 AM

---

Then let's do it in the spring.

Thanks Josh!

Kathy – plz add to landscape items for the agenda as an update.

Thx!

**From:** Bailey Tree <[baileytreetrimming@gmail.com](mailto:baileytreetrimming@gmail.com)>  
**Sent:** Wednesday, July 3, 2019 8:33 AM  
**To:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Subject:** Re: FW: [External] Planted Trees at Roxborough

Hey Anna,

I would prefer Spring because I can get really good quality trees. Fall comes around the stock is pretty sickly in my mind.

Joshua Nelson  
 PHC Manager



On Mon, Jul 1, 2019 at 11:06 AM Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)> wrote:

Hi Josh -

What's your recommendation?

I always feel like fall is a good planting time but you're the expert....!

Thanks,

Anna

**From:** Bailey Tree <[baileytreetrimming@gmail.com](mailto:baileytreetrimming@gmail.com)>  
**Sent:** Tuesday, June 25, 2019 8:21 AM  
**To:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Subject:** [External] Planted Trees at Roxborough

Hey Anna,

We figured out what happened to the new trees we planted for you out at Roxborough. The nursery called us and let us know they sold us super sickly trees and refunded us the cost of the trees. A very honest thing for the nursery to do as Bailey Tree would have still replaced them for you and Roxborough. All that to say we owe you 10 new trees.

I wanted to see about when you would like to have new trees planted out there. We don't plant in Summer because it is too easy to burn up the new trees. We could plant in Fall or Spring of 2020.

Let me know your thoughts!:)

O I did get the email from Shannon about the stumps. I will get out there and walk through and see if I can find more stumps. Once I find them I will get them ground out.

Joshua Nelson  
PHC Manager

\_\_\_\_\_

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**CliftonLarsonAllen LLP**

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## Suazo, Kathy

---

**From:** Jones, Anna  
**Sent:** Monday, July 8, 2019 5:56 PM  
**To:** Suazo, Kathy; billb (billb@metcolandscape.com)  
**Subject:** FW: FW: [External] FW: Marmot ridge park

Bill - FYI  
 Kathy – for agenda

**From:** Bailey Tree <baileytreetrimming@gmail.com>  
**Sent:** Monday, July 8, 2019 3:53 PM  
**To:** Jones, Anna <Anna.Jones@claconnect.com>  
**Cc:** Alisa Nixon (Alisa.Nixon@kchoa.com) <Alisa.Nixon@kchoa.com>  
**Subject:** Re: FW: [External] FW: Marmot ridge park

Hi Anna,

I will get working on that.

Joshua Nelson  
 PHC Manager



On Wed, Jul 3, 2019 at 3:39 PM Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)> wrote:

Good – can we get an estimated cost? Or bundle with next year’s plantings?

**From:** Bailey Tree <[baileytreetrimming@gmail.com](mailto:baileytreetrimming@gmail.com)>  
**Sent:** Wednesday, July 3, 2019 3:03 PM  
**To:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Cc:** Alicia J. Corley ([acorley@isp-law.com](mailto:acorley@isp-law.com)) <[acorley@isp-law.com](mailto:acorley@isp-law.com)>  
**Subject:** Re: FW: [External] FW: Marmot ridge park

Hi Anna,

Ya that would be an additional tree plant. The board had talked about trying to plant 10 trees next year. That could be apart of that if you would like.

Joshua Nelson

PHC Manager



**Bailey Tree LLC**

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

On Wed, Jul 3, 2019 at 2:10 PM Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)> wrote:

Hi Josh –

Dead tree needs replacing – I assume this is separate from the other dead trees scheduled for replacement...can you confirm?

If so, we'll need an estimate if it goes beyond your 2019 contract.

Thx!

---

**From:** Alisa Nixon <[Alisa.Nixon@kchoa.com](mailto:Alisa.Nixon@kchoa.com)>  
**Sent:** Tuesday, July 2, 2019 11:09 AM  
**To:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Subject:** [External] FW: Marmot ridge park

Anna,

There is a dead tree at Marmot Ridge Park. There are also a few around the lake. Can we get these removed/replaced?

KC & Associates is closed July 4th and July 5th in observance of The Fourth of July. All voice mails and emails will be replied to upon my return on 07/08/19.

If you have an emergency such as no water or a water leak,

please call the main office at 303-933-6279 and select option 1.

Thank you,  
Alisa Nixon, AMS, CAM, CMCA  
Community Association Manager | KC & Associates, LLC  
10106 W. San Juan Way, Suite 210 | Littleton, Colorado 80127  
Direct: 303-605-6921 | Office: 303-933-6279 | Fax: 303-933-9299  
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-----Original Message-----

From: Alisa Nixon  
Sent: Tuesday, July 02, 2019 9:28 AM  
To: Alisa Nixon  
Subject: Marmot ridge park

-----  
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-----

## Suazo, Kathy

---

**From:** Sangster, Jerel  
**Sent:** Thursday, July 11, 2019 3:24 PM  
**To:** Suazo, Kathy  
**Cc:** Jones, Anna  
**Subject:** Fall Festival Update

Here is a brief update of where we are in the process and next steps. The special event permit is under review by Douglas County and all supporting docs (additional parking, law enforcement, emergency services etc.) have been submitted for approval as well.

We are now in phase 2 which includes volunteer and activity coordination. Recently, we have had several interested individuals reach out to request more information and offer their services. In addition to the fireworks and bouncy houses, Paige and I have come up with a short list of additional activities for residents. Some of these ideas will require volunteer/board member participation.

- 1) Scavenger hunt
- 2) Water balloon fight
- 3) Kickball/ volleyball
- 4) Sidewalk chalk
- 5) Water tank (dunk a Board member... or parent)
- 6) Free throw/skate/race competitions with prizes

These are just a few of the ideas we were kicking around to spice up the event before the fireworks begin. Paige and I are working on. We look forward to hearing from more people and volunteers as we approach what it sure to be a fun evening.

Members of the community who have reached out to our team include: Kim Degrandy, Kris Plaven & Mark Ingle

Thank you,  
 Jerel



**Jerel Sangster, Public Management Analyst**

CliftonLarsonAllen LLP

Direct – 303-439-6058  
[jerel.sangster@CLAconnect.com](mailto:jerel.sangster@CLAconnect.com)

Main 303-779-5710, Fax 303-779-0348  
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The Following Are Post Packet Items:

Items That Were

Distributed At The Meeting

And Not In

The Original Packet

## Suazo, Kathy

---

**From:** Sangster, Jerel  
**Sent:** Monday, July 15, 2019 9:54 AM  
**To:** Suazo, Kathy; Jones, Anna; Shannon, Patrick  
**Subject:** FW: [External] Pickle ball courts

Public comment from resident unable to attend tomorrow's meeting.

Jerel Sangster, Public Management Analyst CliftonLarsonAllen LLP

Direct – 303-439-6058  
jerel.sangster@CLAconnect.com

Main 303-779-5710, Fax 303-779-0348  
8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111 CLAconnect.com

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-----Original Message-----

From: laurie b [mailto:lauannb29@gmail.com]  
Sent: Monday, July 15, 2019 9:50 AM  
To: Sangster, Jerel <Jerel.Sangster@claconnect.com>  
Subject: [External] Pickle ball courts

Good morning, as per our conversation today I am writing to the board since I cannot make the meeting this evening. There are a few of us in Roxborough that would like to ask if the board would consider painting in pickle ball courts on the existing tennis courts. All that would need to be done is painting in different dimensions. I would be glad to help coordinate with you. It has become a very popular sport and there are none close by. Thank-you for your consideration and I can be contacted at 732-614-5932 or email lauannb29@gmail.com

Thank-you  
Laurie Brown (Rox resident)  
Sent from my iPad

## Roxborough Village Metro District

8390 E. Crescent Parkway, Suite 300  
Greenwood Village, CO 80111-2814  
303-779-5710

### FOOD TRUCK MEMORANDUM

To: RVMD Board of Directors  
Copied to: Anna Jones; District Manager & Patrick Shannon; Assistant Manager  
From: Paige Cipperly  
Date: July 15, 2019  
Subject: Community Event

Please find the food trucks for the event below.

FOOD TRUCK	TYPE	STATUS	CONTRACT	MINIMUM REQUIREMENT
Mile High Kona Ice	Shaved Ice	Confirmed	Not Required	\$600
Just A Buck	Burgers/Hot Dogs	Confirmed	Enclosed	\$750
Brad's Pitt BBQ	BBQ	Not Confirmed*	Required	\$500

**TOTAL: \$1,850**

The 'minimum requirement' for each food truck is the goal that they must hit for the event. The District agrees to pay the difference between the minimum requirement and sales. For example, if Just a Buck Truck sells \$500 worth of food, the District would owe \$250 per the contract. Mile High Kona Ice has agreed to help advertise our event.

\*Brad's Pitt BBQ has had issues with the number of attendees and food trucks. Originally, the numbers we had planned were 75-100 people and 6 food trucks. After talking with him, that has been decreased to 3 food trucks (2 dinner and 1 dessert) and the number of attendees has increased to 150-200 based on information from Cheryl Lorenz. The Community Event coincides with the softball tournament and she is expecting between 300-500 people. They are aware of our event and fireworks and plan of attending. The decrease in food trucks, diversity of type of food trucks, and updated increase to the numbers will help to increase the profitability for the food trucks. These updated numbers have been sent over to Brad for his review.

### QUESTIONS

Katie: Though Mile High Kona Ice does NOT require a contract with us, should this be drafted given that we are a government entity?

## **Roxborough Village Metro District**

8390 E. Crescent Parkway, Suite 300  
Greenwood Village, CO 80111-2814  
303-779-5710

### **VOLUNTEER ACTION PLAN MEMORANDUM**

To: RVMD Board of Directors  
Copied to: Anna Jones; District Manager & Patrick Shannon; Assistant Manager  
From: Paige Cipperly  
Date: July 15, 2019  
Subject: Community Event

Our community point of contact is Cheryl Lorenz. She is currently crowd-sourcing 10-15 volunteers and will coordinate them with our group within this coming week. She is also working on marketing and outreach for the event through the Facebook group. Additionally, Kris Plaven from the community reached out offering to volunteer for the event.

The softball tournament coincides with the Community Event and she expects 300-500 to be participate in the tournament. Tournament attendees are aware of the fireworks, food trucks, etc. and will be attending at the conclusion of the tournament.

We plan to utilize volunteers in the following roles:

- Traffic Control
- ADA Lot Transportation\*
- Game Stations

\*This would be allowing volunteers to drive the golf carts helping to transport elderly, disabled, etc. persons to and from the event if there are no legal or liability concerns.

The Game Stations will consist of items such as the following:

1. Scavenger hunt
2. Water balloon fight
3. Kickball/ volleyball
4. Water tank (dunk a Board member... or parent)
5. Free throw/skate/race competitions with prizes
6. Tug-of-War
7. Giant Jenga

This is not a finalized list. We are looking for input from the Board and volunteers as well.

### **QUESTIONS**

Katie: Do the volunteers need to sign a waiver?

## Roxborough Village Metro District

8390 E. Crescent Parkway, Suite 300  
Greenwood Village, CO 80111-2814  
303-779-5710

### GAMES MEMORANDUM

To: RVMD Board of Directors  
Copied to: Anna Jones; District Manager & Patrick Shannon; Assistant Manager  
From: Paige Cipperly  
Date: July 15, 2019  
Subject: Community Event

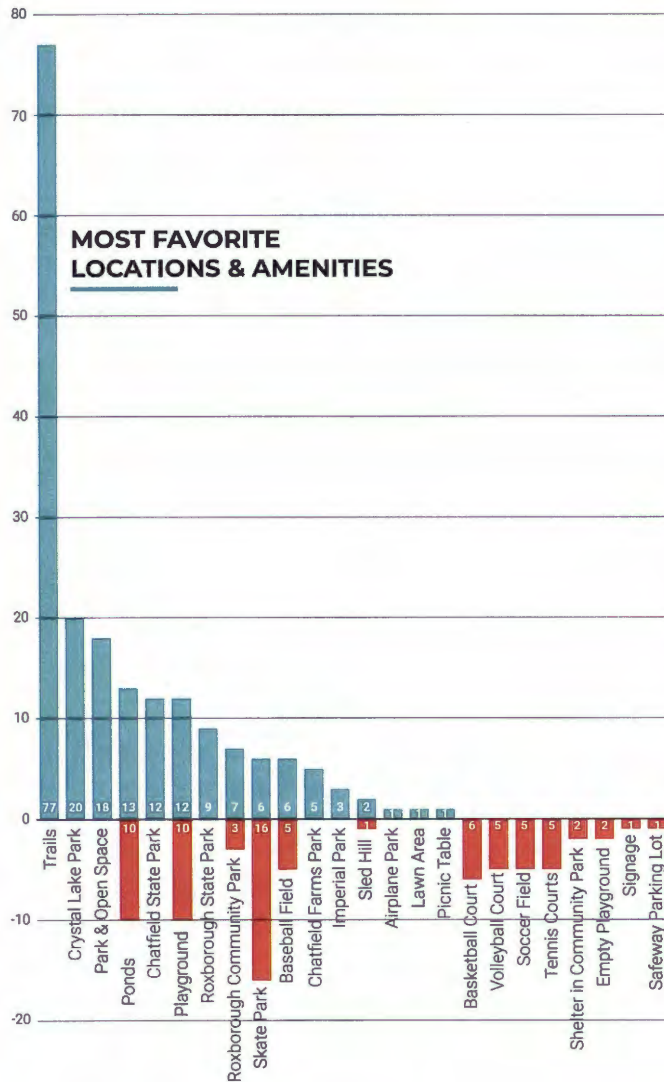
The following list is of the possible games during the event:

1. Scavenger hunt
2. Water balloon fight
3. Kickball/ volleyball
4. Water tank (dunk a Board member... or parent)
5. Free throw/skate/race competitions with prizes
6. Tug-of-War
7. Giant Jenga

Volunteers will be assigned to each one. For Games that require funds to be allocated to them, the breakout and pricing description is listed below.

	Description	Units	\$/Unit	Material	TOTAL
Dunk Tank				\$200	\$400
Tug-of-War				\$50	
Giant Jenga				\$50	
Water Balloon Fight	280 count rapid-filling self-sealing water balloons	4	\$25	\$100	

Please let us know if there are any games that be included/excluded.



### MOST FAVORITE LOCATIONS & AMENITIES

### LEAST FAVORITE LOCATIONS & AMENITIES

### FINDINGS

1. The community generally enjoys the parks and open spaces, but they do not see existing amenities as desirable due to lack of shade, maintenance, and aging facilities.
2. Trails, by far, are the most favorite feature in the community.
3. Although respondents indicated they use the sport courts, they also express dissatisfaction with these amenities.
4. People are dissatisfied with the playground experience, and there is a desire for playgrounds updates, including bigger and improved play features
5. Respondents expressed interest in additional shade and a variety of play features for all ages
6. Respondents identified adjacent park areas, Roxborough and Chatfield State Parks, as some of their most favorable locations and amenities.
7. There is a desire for shade near playgrounds, in areas where people are gathering, and in parks near activities.
8. There is a general theme that park elements are a little run down and outdated.
9. There is a desire for improved bathroom facilities.
10. People commented that the sports fields are not well maintained.

# SURVEY SUMMARY

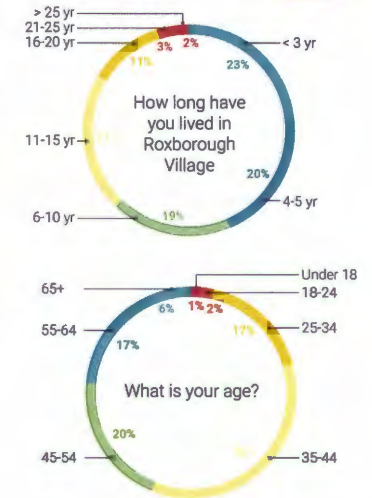
July, 2019



### SURVEY RESPONDENTS OVERVIEW



What is your gender?



### HOW PEOPLE FEEL ABOUT EXISTING RVMD ASSETS...



**73.21%**  
of residents are satisfied with existing outdoor community parks and open space amenities



**60.38%**  
of residents are satisfied with existing landscape & fencing along major roadways

### WHY PEOPLE LOVE ROXBOROUGH VILLAGE



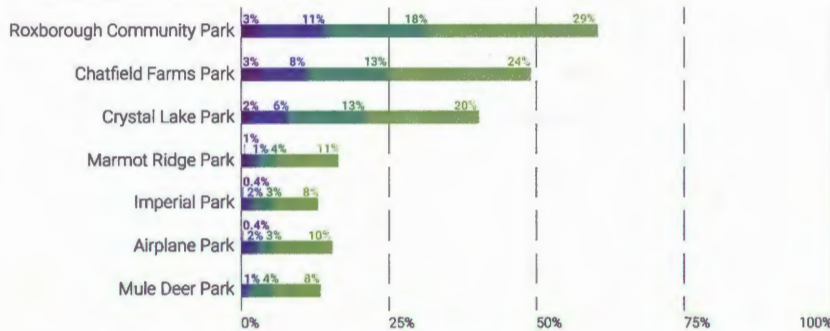
### FINDINGS

1. There is a healthy balance of residents who have lived in the community for various durations, ranging from 1 year to 20 years.
2. Overall, general satisfaction is good. Almost three quarters of the respondents are generally satisfied with the parks and open space amenities, and over half are satisfied with the existing fencing and landscaping.
3. Respondents love Roxborough Village for its beauty, outdoor life and quiet small-town feel.

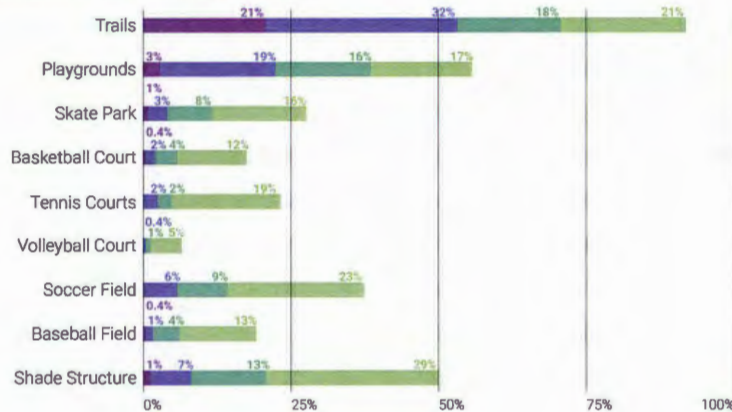
## FREQUENCY OF USES

■ Everyday
 ■ More than once a week
 ■ Once a week
 ■ Once a month
 ■ Almost never

How often does your household visit the following park in Roxborough Village? (Household includes all family members and people living in your home.)



How often does your household visit the following park in Roxborough Village? (Household includes all family members and people living in your home.)

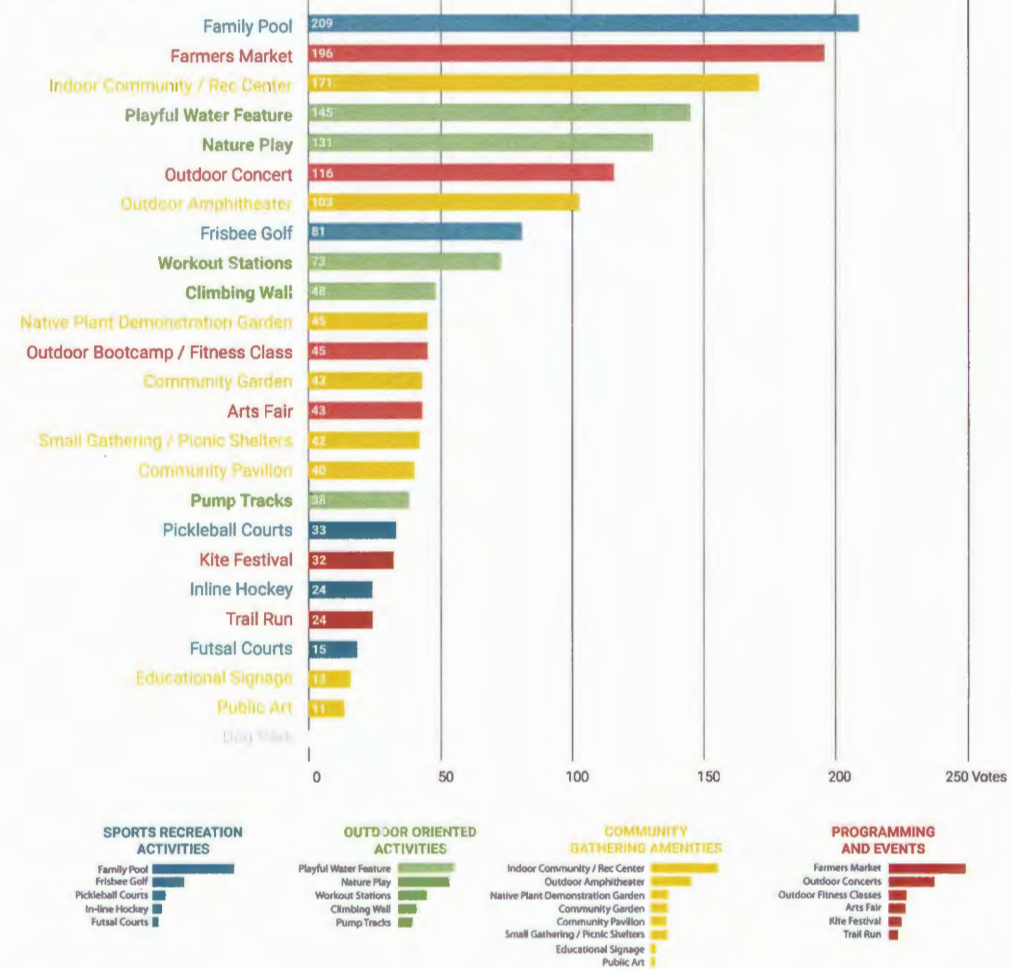


## FINDINGS

1. A vast majority of the community uses the trails along Little Willow Creek regularly.
2. Based on the frequency of use, Roxborough Community Park is the most used park in the community.
3. Although a smaller percentage of respondents use the smaller neighborhood parks, playgrounds were identified as the second most visited amenities, other than trails.
4. Sports courts are not used as frequently, and some considered them a waste of space.

## FUTURE PROGRAMMING

We asked what new amenities the community wants to have access to and below is a compiled list of programs based on their votes.



### SPORTS RECREATION ACTIVITIES

Family Pool  
 Frisbee Golf  
 Pickleball Courts  
 In-line Hockey  
 Futsal Courts

### OUTDOOR ORIENTED ACTIVITIES

Playful Water Feature  
 Nature Play  
 Workout Stations  
 Climbing Wall  
 Pump Tracks

### COMMUNITY GATHERING AMENITIES

Indoor Community / Rec Center  
 Outdoor Amphitheater  
 Native Plant Demonstration Garden  
 Community Garden  
 Community Pavilion  
 Small Gathering / Picnic Shelters  
 Educational Signage  
 Public Art

### PROGRAMMING AND EVENTS

Farmers Market  
 Outdoor Concerts  
 Outdoor Fitness Classes  
 Arts Fair  
 Kite Festival  
 Trail Run

## FINDINGS

1. Although people use the space regularly, there is a clear desire for a central community hub in the form of a community pool, recreation center, indoor community center.
2. The community is more interested in programming and amenities that encourage social gathering, such as farmers market and outdoor concerts.





**Roxborough Village**  
Metropolitan District  
— COLORADO —

# RVMD NEWSLETTER

JULY, 2019

*Roxborough Village Metro District*

## INSIDE THIS ISSUE

GREETINGS FROM  
THE RVMD BOARD

**PG. 2**

COMMUNITY  
SURVEY SUMMARY

**PG. 3**

COMMUNITY EVENTS

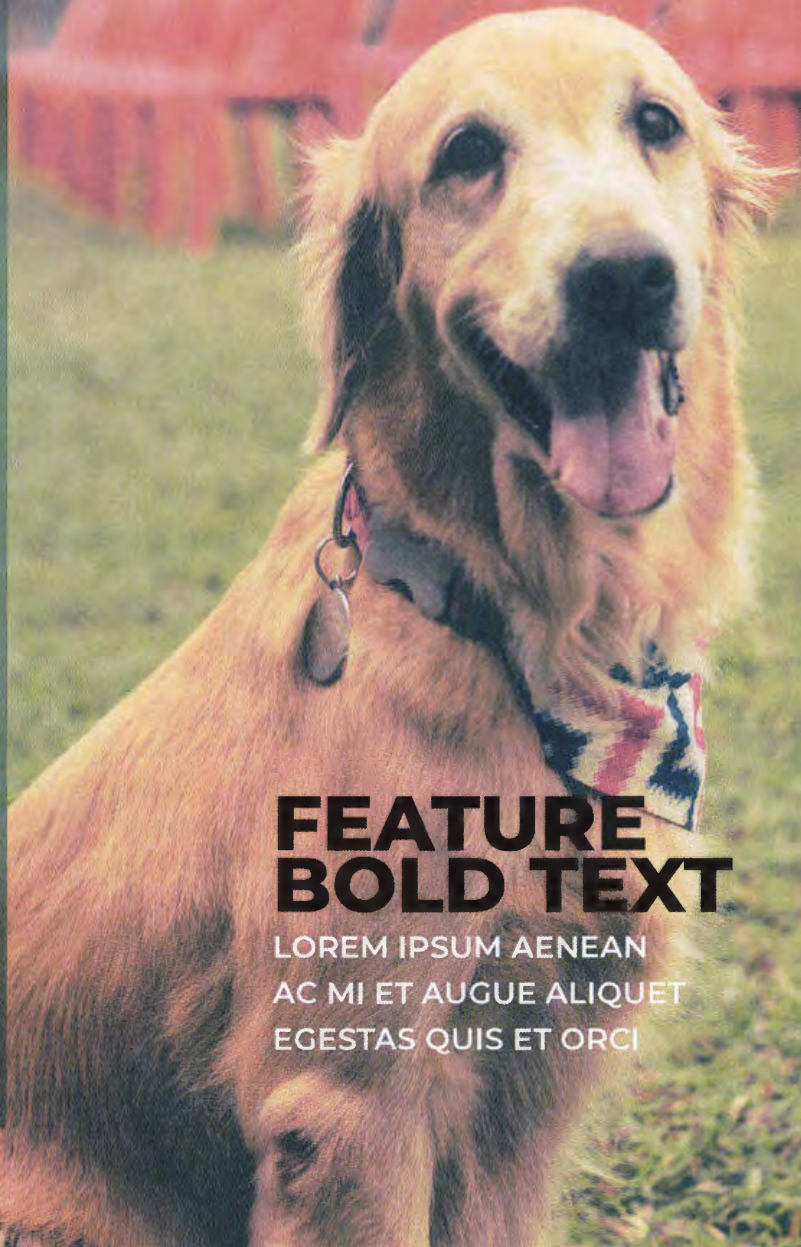
**PG. 4**

SEPTEMBER  
CELEBRATION AND  
FIREWORKS

**PG. 5**

## FEATURE BOLD TEXT

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2019 Q3

# CALENDAR OF EVENTS

## JULY

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- 6 Event two Sed blandit et erat ipsum dolor sit aenean
- 12 Event three Aenean rhoncus blandit tincidunt sed blandit et erat
- 16 Event four In varius diam vel massaed blandit et erat

## AUGUST

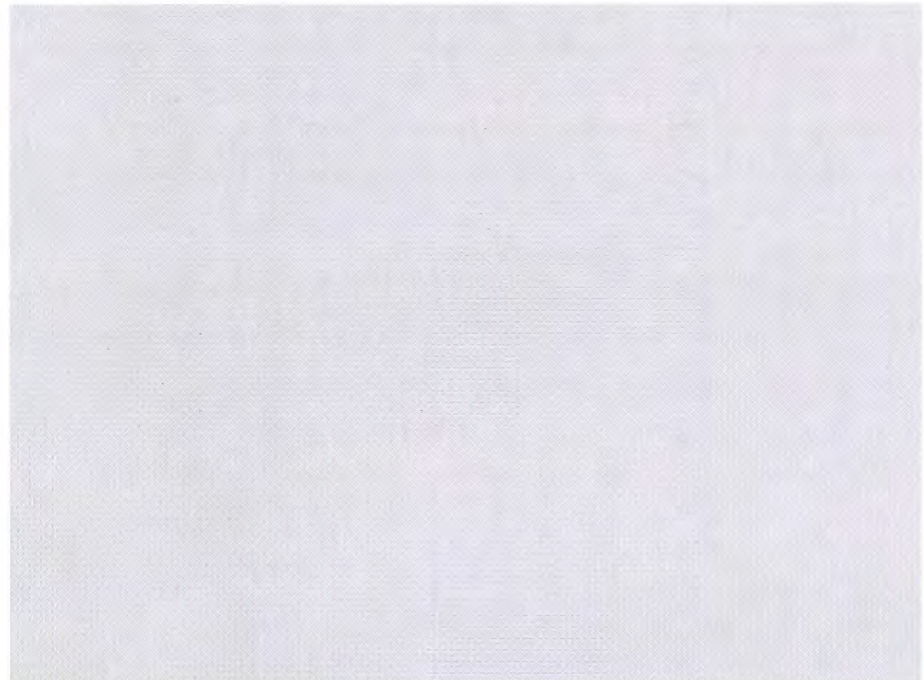
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## SEPTEMBER

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## FEATURE TOPIC LOREM IPSUM AENEAN AC MI ET AUGUE ALIQUET EGESTAS QUIS ET ORCI

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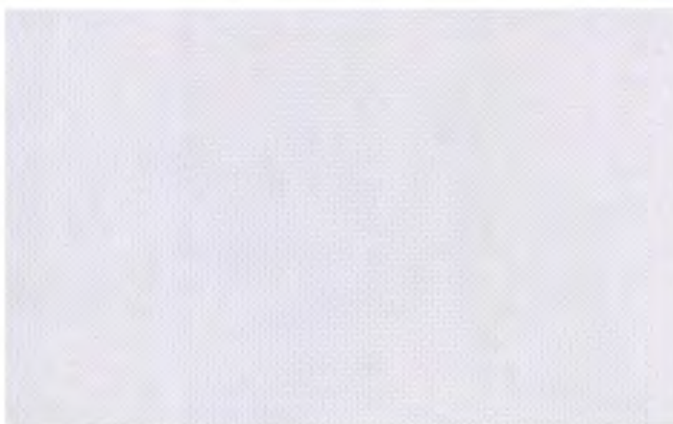
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**ANOTHER TOPIC LOREM IPSUM AENEAN AC MI ET AUGUE ALIQUET EGESTAS QUIS ET ORCI**

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## Roxborough Village

Metropolitan District

**COLORADO**

7463 N Rampart Range Rd,  
Littleton, CO 80125

PRSR STD  
US POSTAGE  
**PAID**  
DENVER, CO  
PERMIT #

## Roxborough Village Metropolitan District

The RVMD is a special district that is much like a governmental entity. The District is responsible for all facets of the maintenance and operation of parks, trails, open space and recreational facilities. It levies property taxes that pay for capital improvements, maintenance and operations.

For more information about the District, the Board, or any related questions, please go to the District's website:

<https://roxboroughmetrodistrict.org>.

### District Contacts

**Anna Jones**, District Manager  
8390 E. Crescent Parkway, Suite 300  
Greenwood Village, CO 80111-2814  
Phone: 303-793-1478  
After 5 pm, call 303-779-5710  
Fax: 303-779-0348  
[anna.jones@claconnect.com](mailto:anna.jones@claconnect.com)

RVMD regular board meetings are held the third Tuesday of each month at 6:30 p.m. and are open to the public. Meetings are held at:

### **Roxborough Library**

8357 N Rampart Range Rd #200  
Littleton, CO 80125

### Board of Directors

**Calvin Brown**, President  
Term expires May 2020

**Debra Prysby**, Vice President  
Term expires May 2022

**Ronald E. Bendall**, Secretary/Treasure  
Term expires May 2020

**Steve Sherman**, Asst. Secretary  
Term expires May 2022

**Ed Wagner**, Asst. Secretary  
Term expires May 2022