

**ROXBOROUGH VILLAGE METROPOLITAN
DISTRICT**

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 • 800-741-3254
Fax: 303-987-2032

<https://www.roxboroughmetrodistrict.org/>

NOTICE OF SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Mark Rubic	President	2025/May 2025
Debra Prysby	Vice President	2027/May 2027
Ephram Glass	Treasurer	2027/May 2027
Travis Jensen	Secretary	2025/May 2025
Mat Hart	Assistant Secretary	2025/May 2025

DATE: April 9, 2024
TIME: 6:00 p.m.
LOCATION: Roxborough Library Meeting Room
8357 North Rampart Range Road #200
Littleton, CO 80125

Google Meet joining info

Video call link: <https://meet.google.com/cup-jzns-rne>

Or dial: (US) +1 636-373-8869 PIN: 502 310 105#

More phone numbers: <https://tel.meet/cup-jzns-rne?pin=5487243383032>

- * *Agenda is preliminary and subject to change by majority vote of the Board at the meeting.*
- * *Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (pripko@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

I. ADMINISTRATIVE MATTERS

A. Disclosure of Potential Conflicts of Interest.

B. Additions/Deletions/Approval of Agenda.

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

- A. 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. Questions may be asked of the Board but will not be answered at this time. Please refer to the Meeting Code of Conduct for additional guidelines: <https://www.roxboroughmetrodistrict.org/2022-meetings>

III. BOARD DISCUSSION MATTERS

- A. Review and Discuss the engineering ADA Accessibility survey for Community Park for playground placement, installation and walkways. (enclosure).
-

- B. Review revised HOA cost allocation for maintenance services letters. (enclosure).
-

- C. Review and discuss Greenhouse Naming Submissions and ribbon cutting ceremony on April 25th at 9AM. (enclosure).
-

- D. Review and Discuss invoice submitted by McBride Electrical. (Enclosure).
-

- E. Review and discuss irrigation checks documentation supplied by CDI, if available. (enclosure).
-

- F. Discuss how we will undertake repairs of playground equipment throughout the District.
-

- G. Review and Discuss New District Website.
-

- H. Update and Status of Chatfield Farms planter project.
-

- I. Update and Status of softball field renovation.
-

- J. Update and Status turf replacement (xeriscape) project.
-

- K. Update and Status of Handyperson RFP, alternative (enclosure)
-

L. Signage Committee Update.

M. Environmental Committee Update.

N. Review lists of current approved and requested community permits, if any. (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.)

IV. OTHER MATTERS

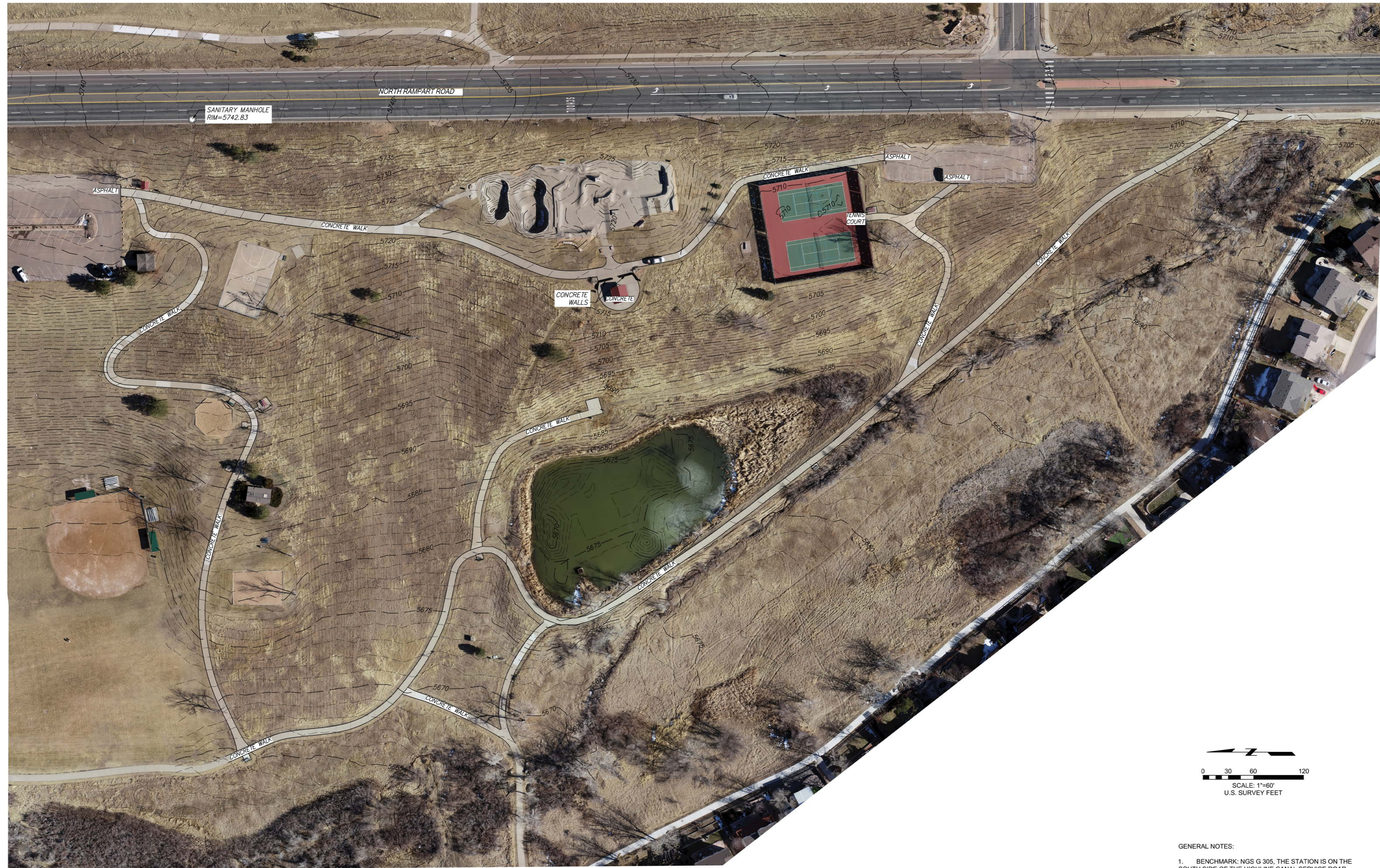
V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

VI. ADJOURNMENT

THE NEXT REGULAR MEETING IS SCHEDULED FOR APRIL 17, 2024.

TOPOGRAPHIC SURVEY

ROXBOROUGH VILLAGE METRO DISTRICT



GENERAL NOTES:
 1. BENCHMARK: NGS G 305, THE STATION IS ON THE SOUTH SIDE OF THE HIGHLINE CANAL SERVICE ROAD, 150 FEET EAST OF WATERTON ROAD, SOUTHEAST OF PLATTE CANYON RESERVOIR, HAVING A PUBLISHED ELEVATION OF 5552.10' (NAVD 88).



Farnsworth
GROUP

223 WILLOW STREET
FORT COLLINS, COLORADO 80524
(970) 484-7477 / info@f-w.com

www.f-w.com
Engineers | Architects | Surveyors | Scientists

ISSUE:
DATE: DESCRIPTION:

PROJECT:

**ROXBOROUGH
VILLAGE METRO
DISTRICT**

DATE: 3/26/2024

DESIGNED:

DRAWN: MDG

REVIEWED: JRM

FIELD BOOK NO.: FTC 5091

SHEET TITLE:

**TOPOGRAPHIC
SURVEY**

SHEET NUMBER:

1

OF 1

PROJECT NO.: 0230459.00



ENVIRONMENTAL CONTRACTOR

5585 W. Airport Rd
Sedalia, Colorado 80135

☎ 303.471.1522 📠 303.470.3197 ✉ sales@cdi-services.com

To: Roxborough Village Metro	Contact: Peggy Ripko
Address: Littleton, CO	Phone:
	Fax:
Project Name: Filing 14B- Roxborough	Bid Number:
Project Location: Roxborough, Littleton, CO	Bid Date: 1/5/2024
Addendum #: 2024	

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Summer Weekly Services: Bed Weeding, Trash Pick Up	26.00	EACH	\$79.88	\$2,076.88
Winter Trash Removal: Police Property For Trash	26.00	EACH	\$24.36	\$633.36

Total Bid Price: \$2,710.24

Notes:

- **This proposal is good for 30 days following the date given on the proposal.**
- **Nature's Workforce**, a Consolidated Divisions, Inc. company.
An Equal Opportunity Employer

Payment Terms:

Payment due 30 days from invoice.

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>Consolidated Divisions, Inc Db a CDI Environmental Contractors</p> <p>Authorized Signature: _____</p> <p>Estimator: Daniel Levine (303) 396-9851 DanielL@cdi-services.com</p>
--	--

Nature's Workforce



303-471-1522
naturesworkforce.com

To: Roxborough Village Metro Address: Littleton, CO	Contact: Peggy Ripko Phone: Fax:
Project Name: Roxborough Village 1st Project Location: Roxborough, Littleton, CO Addendum #: 2024	Bid Number: Bid Date: 1/5/2024

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Summer Weekly Services: Mow, Trim, Blow, Bed Weeding, Trash Pick Up, Edging 13 Times, Spray Tree Rings 3 Times	26.00	EACH	\$92.00	\$2,392.00
Winter Trash Removal: Police Property For Trash Change Out Trash Bags In Dog Stations And Trash Receptacles Excludes Pick Up Of Hazardous Materials Or Dead Animals	26.00	EACH	\$16.28	\$423.28
Irrigation Checks: Weekly Irrigation Checks	24.00	EACH	\$33.93	\$814.32
Irrigation System Spring Start Up:	1.00	EACH	\$30.42	\$30.42
Irrigation System Winterization:	1.00	EACH	\$30.64	\$30.64
Total Bid Price:				<u>\$3,690.66</u>

Notes:

- This proposal is good for 30 days following the date given on the proposal.
- Nature's Workforce, a Consolidated Divisions, Inc. company.
An Equal Opportunity Employer

Payment Terms:

Payment due 30 days from invoice.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Nature's Workforce</p> <p>Authorized Signature: _____</p> <p>Estimator: Daniel Levine (303) 396-9851 Daniell@cdi-services.com</p>
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From: [Ephram Glass](#)
To: [Peggy Ripko](#); [Mark Rubic](#)
Subject: Fwd: Greenhouse Naming Submissions
Date: Sunday, March 24, 2024 2:35:33 PM

Peggy,

See the email below for greenhouse names the kids worked on. Let's put this on the agenda for the next board-only meeting to settle on a name.

Thanks,
Ephram

----- Forwarded message -----

From: **Chantel Estes** <Chantel.Estes@dcsdk12.org>
Date: Sun, Mar 24, 2024 at 12:46 PM
Subject: Greenhouse Naming Submissions
To: Meghan Ofer <mrofer@dcsdk12.org>, Michael Carlson <michael.carlson@dcsdk12.org>, Ephram Glass <ephramglass@roxboroughmetrodistrict.org>

Hey all,

I wanted to share with you the submissions we received for greenhouse names. There are some promising submissions and I think we can collaborate with the students to tweak them so they represent the Rox Metro District and RXI.

We had some funny ones like "Little Shop of Horrors" and ones with so many references to Beaker like "Beaker's Garden," "Beaker's Lab on Plants," "Beaker Jr." and "Beaker's Greenery." Personally I loved these but I don't think they represent the Metro District or RXI long term.

Other submissions included kid's names, "Super Stellar Funtime Seller," "The Plant House," and "Help Grow Nature."

One of my favorites was "Rattler Nature House." I think we could work with the third grader to change it to "Roxborough Nature House" or "Roxborough Nature Learning Lab" or something like that that could represent the Metro District, RXI and our mission to use the greenhouse as a learning tool.

I would love your thoughts on how we can honor student thinking and also come up with a name that represents our mission for this green house.

--

Chantel Estes, Ed.D., NBCT

Creating a Space to Build Sustainable Learning: TinkerLab of Engineers

Engineering Teacher/Behavior Interventionist

Roxborough Intermediate

(click [here](#) to go to the TinkerLab of Engineers Website)

From: [Travis Hunsaker](#)
To: [Peggy Ripko](#)
Subject: FW: Invoice 20850
Date: Friday, March 15, 2024 11:01:35 AM

Travis Hunsaker

Assistant Community Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO. 80228-1898

thunsaker@sdmsi.com

Phone: 303-987-0835

From: Chloe Beal <cbeal@mcbriidelighting.com>
Sent: Friday, March 15, 2024 11:00 AM
To: Travis Hunsaker <thunsaker@sdmsi.com>
Subject: RE: Invoice 20850

Hey Travis,

Our GPS does show that it did in fact take him that amount of time to replace the outlet. He had to replace the conduit, box, and an in-use cover because it was all damaged which takes time do gather material and perform the work. He also was onsite to gather information for a quote to get a directional bore done, which again takes time to gather information for.

The board member (I am assuming) did not think about the additional work/services that our company provided. I did double check our GPS for that specific day and the time being billed out is correct. Considering that these invoices are way past their due date I am unable to get any sort of discount if that is what they were hoping for. The work performed is an accurate reflection of the invoice.

I hope this clears up any questions they may have. Please let me know if you have any questions. Were you able to check on the other invoice as well? Our year end is on 3/31 and I desperately need these 2 invoices closed out otherwise I will be in trouble for not filing a lien on the property. Can you please rush these?

~Lighting up the world, one circuit at a time~

Chloe Quailer, Office Manager
McBride Lighting & Electrical Services
16026 W. 5th Ave Golden, CO 80401
P: 303-778-8787 F: 303-778-8244

From: [Tom Riley](#)
To: [Peggy Ripko](#)
Cc: [Chelsea Dunda](#); [Dale Draper](#); [Daniel Levine](#)
Subject: RE: FW: Roxborough Irrigation Check Dates & Times
Date: Tuesday, April 2, 2024 4:02:53 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[Roxborough June Check-Time Breakdown.pdf](#)

Hey Peggy,

Please see attached.

I am sorry it has taken me this long to get this information over to you, but with the snow and such, taking this on was more cumbersome than I had anticipated.

I want to assure you that I have taken the time to review the contract and all of the issues that Ephram and Mark have pointed out. We take pride in providing excellent service and making sure that all service standards are met in a timely and efficient manner.

I want to reassure everyone that we are meeting the contract needs as specified for irrigation needs for your property. We have designated "(1) on-site Maintenance Technician on the Property to monitor and check the irrigation system, as well as, make all repairs for twenty (20) hours a week for twenty-eight (28) weeks" (Contract, Section 7 Irrigation System Operation and Maintenance). The issue being here that the amount of irrigation repairs exceeds the 20 hours designated in the contract due to the sheer size of the property and the amount of the repairs that are needed on a weekly basis. Per the contract, any hours outside of the monthly specified 80 hours is to be billed at the agreed upon labor rates. Since we schedule out the 20 hours a week for checks and repairs per month, all additional work is billed accordingly. The reason we did not add the check hours on the specific invoices was because we were providing this information at the monthly board meetings. All parts that were used during repairs were added on the invoices as specified in the contract. Pictures and GPS coordinates of all repairs have also been submitted. We have a better understanding of what they are wanting from us, and we are willing to provide that to them.

I would like to provide some evidence showing the breakdown of hours for the month of June. As Mark stated in his email, it is nearly impossible to analyze these hours without the backup. We wanted to provide this backup to provide solid evidence that all additional billed hours were in addition to the twenty hours a week check times. The attached shows the hours and how many crew members were on the property per day.

We understand that this property has had issues with other companies in the past, and we hope that this helps to build the trust that is needed in order for us to be able to perform our services in an efficient and timely manner. Our intention is to build that trust and work *with* our client. We have made several accommodations, specifically for this property, and will continue to work with them so that they feel confident about working with us.

Thank you,

Tom Riley Irrigation Manager
QWEL, SLM Certified



📍 7121 Julian St, Westminster, CO 80030

📞 720.921.1518

📞 303.471.1522

✉️ Tomr@cdi-services.com

🌐 Naturesworkforce.com

**AFTER HOURS IRRIGATION EMERGENCY
PLEASE CALL 303-358-0498**

Confidentiality Note: This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

From: Peggy Ripko <pripko@sdmsi.com>

Sent: Tuesday, February 6, 2024 9:06 PM

To: Tom Riley <TomR@cdi-services.com>; Dale Draper <DaleD@cdi-services.com>; Daniel Levine <Daniell@cdi-services.com>

Cc: Chelsea Dunda <ChelseaD@cdi-services.com>

Subject: FW: FW: Roxborough Irrigation Check Dates & Times

Please see below..

Peggy Ripko

District Manager & Community Management Division Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO 80228-1898

pripko@sdmsi.com

Phone: 303-987-0835

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From: Mark Rubic <MarkRubic@roxboroughmetrodistrict.org>

Sent: Monday, February 5, 2024 2:24 PM

To: Peggy Ripko <pripko@sdmsi.com>

Cc: Ephram Glass (ephramglass@roxboroughmetrodistrict.org)
<ephramglass@roxboroughmetrodistrict.org>

Subject: Re: FW: Roxborough Irrigation Check Dates & Times

Peggy,

I have taken a look at what CDI supplied and then compared it to the invoices received for irrigation work. Comparing these, I found 321.3 hours of irrigation tech work billed for some of the days that CDI has for these irrigation checks. Without knowing what technician (s) provided what work and how many hours it is impossible to make any precise analysis of what was billed did not include any of the irrigation check amounts.

Consequently, based on what CDI has provided us I am not able to say they have met the contract terms. Can you reach out to CDI and let them know we will need additional information to show that the irrigation technician hours billed and paid for on the invoices do not duplicate any of the hours they have included on their spreadsheet to show they met the 20 hours of weekly irrigation services. I have attached a marked-up version of the spreadsheet CDI provided showing the bill 3's submitted and paid that have irrigation hours and the dates of the bills corresponding to dates on their spreadsheet.

Thanks

Mark

On Thu, Feb 1, 2024 at 12:10 PM Mark Rubic <MarkRubic@roxboroughmetrodistrict.org> wrote:

I was planning and will take a look this weekend of what was provided.

On Thu, Feb 1, 2024 at 9:16 AM Peggy Ripko <pripko@sdmsi.com> wrote:

I let them know.

Can you or Ephram do a quick review? IF there is something else needed, we can get it from them prior to the 12th.

Peggy Ripko

District Manager & Community Management Division Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO 80228-1898

pripko@sdmsi.com

Phone: 303-987-0835

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From: Mark Rubic <MarkRubic@roxboroughmetrodistrict.org>

Sent: Wednesday, January 31, 2024 5:49 PM

To: Peggy Ripko <pripko@sdmsi.com>

Cc: Ephram Glass (ephramglass@roxboroughmetrodistrict.org)
<ephramglass@roxboroughmetrodistrict.org>

Subject: Re: FW: Roxborough Irrigation Check Dates & Times

We have this as a Board agenda item and will review and discuss it as a Board on the 12th. If we would have received this sooner we could have reviewed and discussed at a previous Board meeting.

On Wed, Jan 31, 2024 at 5:37 PM Peggy Ripko <pripko@sdmsi.com> wrote:

Hi, again-

CDI has asked about their outstanding payments; is this sufficient info or do you need something else?

Peggy Ripko

District Manager & Community Management Division Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO 80228-1898

pripko@sdmsi.com

Phone: 303-987-0835

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From: Peggy Ripko

Sent: Tuesday, January 30, 2024 8:52 AM

To: Ephram Glass (ephramglass@roxboroughmetrodistrict.org)

<ephramglass@roxboroughmetrodistrict.org>; Mark Rubic

(MarkRubic@roxboroughmetrodistrict.org) <MarkRubic@roxboroughmetrodistrict.org>

Subject: FW: Roxborough Irrigation Check Dates & Times

Good morning-

Please see attached and let me know if you need more info.

Peggy Ripko

District Manager & Community Management Division Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO 80228-1898

pripko@sdmsi.com

Phone: 303-987-0835

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From: Dale Draper <DaleD@cdi-services.com>

Sent: Monday, January 29, 2024 8:57 AM

To: Peggy Ripko <pripko@sdmsi.com>

Subject: Roxborough Irrigation Check Dates & Times

Hi Peggy,

Please see the attached onsite tech time as requested.

Please let me know if you have any questions or comments.

Thank you,

Dale Draper

Senior Account Manager | Snow Operations Manager

SLM Certified, QWEL



5585 Airport Road, Sedalia, CO 80135

303.304.2937 – Mobile

DaleD@cdi-services.com

cdi-services.com / Naturesworkforce.com

AFTER HOURS IRRIGATION EMERGENCY,

PLEASE CALL [303-358-0498](tel:303-358-0498)

Confidentiality Note: This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

--

Mark Rubic
Board President
Roxborough Village Metropolitan District

--

Mark Rubic
Board President
Roxborough Village Metropolitan District

--

Mark Rubic
Board President
Roxborough Village Metropolitan District

6/2/23

Type	Start Time	Stop Time	Work Hours	04-30-100 Irrigation Checks:...	Lunch ↓	Total Hours
Irrigation Technician ▼	6:00 AM ⌚	6:00 PM ⌚	12.00	11.50	0.50	12.00
			12.00	11.50	0.50	12.00

6/6/23

Type	Start Time	Stop Time	Work Hours	04-30-100 Irrigation Checks:...	Lunch ↓	Total Hours
Irrigation Technician ▼	6:30 AM ⌚	5:15 PM ⌚	10.75	10.25	0.50	10.75
			10.75	10.25	0.50	10.75

6/9/23

Type ↓	Start Time	Stop Time	Work Hours	04-30-100 Irrigation Checks:...	Lunch	Total Hours
Irrigation Technician ▼	6:30 AM ⌚	12:30 ... ⌚	6.00	6.00	0.00	6.00
			6.00	6.00	0.00	6.00

6/12/23

Type ↓	Start Time	Stop Time	Work Hours	04-30-100 Irrigation Checks:...	Lunch	Total Hours
Irrigation Technician ▼	6:00 AM ⌚	4:45 PM ⌚	10.75	10.25	0.50	10.75
			10.75	10.25	0.50	10.75

6/14/23

Type ↓	Start Time	Stop Time	Work Hours	04-30-100 Irrigation Checks:...	04-71-100 T&M Irrigation Pa...	04-71-100.a T&M Irrigation Te...	Lunch	Total Hours
Irrigation Technician ▼	7:00 ... ⌚	4:30 PM ⌚	9.50	9.00	0.00	0.00	0.50	9.50
Irrigation Technician ▼	11:1... ⌚	4:30 PM ⌚	5.33	0.00	0.00	5.33	0.00	5.33
Irrigation Technician ▼	11:1... ⌚	4:30 PM ⌚	5.33	0.00	0.00	5.33	0.00	5.33
Irrigation Tech B ▼	11:1... ⌚	4:30 PM ⌚	5.33	0.00	0.00	5.33	0.00	5.33
			25.50	9.00	0.00	15.99	0.50	25.49

6/16/23

Type ↓	Start Time	Stop Time	Work Hours	04-30-100 Irrigation Checks:...	Lunch	Total Hours
Irrigation Technician ▼	6:45 AM ⌚	2:00 PM ⌚	7.25	6.75	0.50	7.25
			7.25	6.75	0.50	7.25

6/20/23

Type ↓	Start Time	Stop Time	Work Hours	04-30-100 Irrigation Checks:...	04-71-100 T&M Irrigation Pa...	04-71-100.a T&M Irrigation Te...	Lunch	Total Hours
Irrigation Technician ▼	6:30 AM ⌚	6:00 PM ⌚	11.50	11.00	0.00	0.00	0.50	11.50
Irrigation Technician ▼	1:00 PM ⌚	6:00 PM ⌚	5.00	0.00	0.00	4.50	0.50	5.00
Irrigation Technician ▼	1:00 PM ⌚	6:00 PM ⌚	5.00	0.00	0.00	4.50	0.50	5.00
Irrigation Tech B ▼	1:00 PM ⌚	6:00 PM ⌚	5.00	0.00	0.00	4.50	0.50	5.00
			26.50	11.00	0.00	13.50	2.00	26.50

6/23/23

Type ↑	Start Time	Stop Time	Work Hours	04-30-100 Irrigation Checks:...	Lunch	Total Hours
Irrigation Technician ▼	6:00 AM ⌚	3:00 PM ⌚	9.00	8.50	0.50	9.00
			9.00	8.50	0.50	9.00

6/26/23

Type ↓	Start Time	Stop Time	Work Hours	04-30-100 Irrigation Checks:...	04-71-100 T&M Irrigation Pa...	04-71-100.a T&M Irrigation Te...	Lunch	Total Hours	N
Irrigation Technician ▼	6:45 AM ⌚	6:00 PM ⌚	11.25	8.58	0.00	2.17	0.50	11.25	
Irrigation Technician ▼	2:45 PM ⌚	6:00 PM ⌚	3.25	0.00	0.00	3.25	0.00	3.25	
Irrigation Technician ▼	3:30 PM ⌚	6:00 PM ⌚	2.50	0.00	0.00	2.50	0.00	2.50	
Irrigation Technician ▼	3:00 PM ⌚	6:00 PM ⌚	3.00	0.00	0.00	3.00	0.00	3.00	
Irrigation Tech B ▼	3:15 PM ⌚	6:00 PM ⌚	2.75	0.00	0.00	2.75	0.00	2.75	
			22.75	8.58	0.00	13.67	0.50	22.75	

6/28/23

Type ↓	Start Time	Stop Time	Work Hours	04-30-100 Irrigation Checks:...	04-71-100 T&M Irrigation Pa...	04-71-100.a T&M Irrigation Te...	Lunch	Total Hours
Irrigation Technician ▼	6:30 AM ⌚	6:00 PM ⌚	11.50	8.50	0.00	2.50	0.50	11.50
Irrigation Technician ▼	12:05 ... ⌚	6:00 PM ⌚	5.92	0.00	0.00	5.42	0.50	5.92
Irrigation Technician ▼	11:55 ... ⌚	6:00 PM ⌚	6.08	0.00	0.00	5.58	0.50	6.08
Irrigation Technician ▼	11:45 ... ⌚	6:00 PM ⌚	6.25	0.00	0.00	5.75	0.50	6.25
Irrigation Tech B ▼	12:05 ... ⌚	6:00 PM ⌚	5.92	0.00	0.00	5.92	0.00	5.92
			35.67	8.50	0.00	25.17	2.00	35.67

6/30/23

Type ↓	Start Time	Stop Time	Work Hours	04-30-100 Irrigation Checks:...	04-71-100 T&M Irrigation Pa...	04-71-100.a T&M Irrigation Te...	Lunch	Total Hours ↑
Project Manager ▼	5:15 PM ⌚	7:15 PM ⌚	2.00	0.00	0.00	2.00	0.00	2.00
Irrigation Technician ▼	6:00 AM ⌚	6:35 PM ⌚	12.58	4.00	0.00	8.08	0.50	12.58
Irrigation Technician ▼	6:00 AM ⌚	6:35 PM ⌚	12.58	4.00	0.00	8.08	0.50	12.58
Irrigation Technician ▼	6:00 AM ⌚	7:30 PM ⌚	13.50	0.00	0.00	13.00	0.50	13.50
Irrigation Technician ▼	6:00 AM ⌚	7:30 PM ⌚	13.50	0.00	0.00	13.00	0.50	13.50
Irrigation Tech B ▼	6:00 AM ⌚	7:30 PM ⌚	13.50	0.00	0.00	13.00	0.50	13.50
			67.67	8.00	0.00	57.16	2.50	67.66



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March 28, 2024

Peggy Ripko
Special District Management Services, Inc.
141 Union Boulevard, Suite 150
Lakewood, CO. 80228-1898

Re: Maintenance/Repair (handyperson) Services Proposal for the
Roxborough Village Metropolitan District

Dear Mrs. Ripko,
HGL Construction Services, LLC. Is pleased to submit this proposal to you for the
Maintenance/Repair (Handyperson) Services required for the Roxborough Village Metropolitan
District located in Douglas County.

I. Request Understanding and Summary:

The approximately 959 acres of the Roxborough Village District (District), primarily residential space within Douglas County will require ongoing maintenance services. HGL Construction Services understands that the District will procure any required permits for projects required.

II. Project Scope of Services:

HGL Construction Services understands that the maintenance within the District will consist of the following:

1. The Scope of Services includes on-going general maintenance and repair services, including general maintenance and repair to District facilities, buildings, playgrounds, sports fields and courts, landscaping, painting, and cleaning.
2. Meetings - At the request of the District, HGL Construction Services shall attend meetings and will also be available to meet as requested regarding general issues.
3. HGL Construction Services shall furnish all necessary labor, supervision, travel, equipment, materials, and supplies to perform the Maintenance (handyperson) service specified for this agreement.
4. HGL Construction Services shall provide sufficient labor and supervision to conduct the work satisfactorily and shall ensure that only competent workers who are skilled in the type of work specified are employed. If the District determines that a person is incompetent or disorderly, the Contractor shall immediately remove such person from performing any further service under this agreement.
5. HGL Construction Services shall keep a record of each employee working on this agreement and provide it to the District Manager, as follows: · Name · Work Classification · Biweekly hours worked.
6. HGL Construction Services shall provide sufficient personnel as necessary to ensure that each assignment is performed per specifications.
7. HGL Construction Services shall notify the District of any irregularities noted during performance of services including, but not limited to, defective issues, graffiti, vandalism, and/or damage to buildings or facilities.



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8. HGL Construction Services and its employees will be responsible for adhering to and conforming to all RVMD procedures and policies. This will include observing and reporting any suspicious or unusual activity that threatens safety or security.
9. HGL Construction Services shall only bill the District monthly in arrears for the satisfactory handyman service performed.
10. The equipment used by the HGL Construction Services and methods used in the handling of the work will be such that a satisfactory quality of work will be maintained and ensure compliance with the intent of this contract. In cases where particular types of equipment have been banned, or in cases where the District has condemned the use of any piece of equipment, HGL Construction shall remove such equipment from the site of work. Failure to do so within a reasonable time may constitute a breach of contract.
11. Only first-class standard brands of materials and supplies will be acceptable in the performance of this work. The District reserves the right to specify the type and quality of all materials and supplies to be used in the work.
12. HGL Construction Services shall obtain prior approval from the designated District representative for any space or area required for storage of the Contractor's equipment, materials, and supplies. Equipment, materials, and supplies shall not be staged nor stored at any location to hinder normal business operations or to constitute a hazard to persons or property.
13. HGL Construction Services shall neither assign nor subcontract the work without prior approval from the District. It shall be agreed, that any subcontracting shall be solely between the Provider and the subcontractor. HGL Construction Services shall remain responsible for the performance of the work, and the party dealing directly with District.
14. HGL Construction Services shall notify District of any irregularities noted during performance of services required, hereunder including, but not limited to, defective plumbing or electrical fixtures, lights, general breakages or site problems, vandalism, damage to any building or facility, and graffiti.
15. HGL Construction Services shall plan and conduct the work to comply with local, State, and Federal government agencies applicable rules, regulations, codes, and ordinances to adequately safeguard persons and property from injury. HGL Construction shall direct the performance of the work in compliance with reasonable safety regulations and work practices, and with applicable federal, state, and local laws, rules, and regulations.
16. HGL Construction shall be available in case of emergencies.
17. HGL Construction Services will hold the information supplied by the District in confidence and will not disclose it to any other person or party, unless the District authorizes it to do so, it is published or released by the District, or it becomes publicly known or available other than through disclosure by HGL Construction Services, or disclosure is required by law. This confidentiality provision does not prohibit HGL Construction Services from disclosing District information to one or more of its affiliated companies in order to provide services that the District has requested from HGL Construction Services or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of District information as apply to HGL Construction Services.
18. The District may terminate the services agreement at any time by giving 30 days written notice. In that event, the provisions of the services agreement shall continue to apply to all services rendered prior to termination.



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III. Assumptions and Exclusions:

HGL Construction Services made the following assumptions when preparing this proposal and specifically excludes the following.

- HGL Construction Services assumes billing will be done on a Time and Materials basis.
- HGL Construction Services assumes that the District will gather and provide any drawings and relative documents required for each project.
- HGL Construction Services has excluded purchasing any required permits.
- HGL Construction Services assumes the District will provide existing As-Builts and submittals of the buildings or facilities.
- HGL Construction Services has specifically excluded any environmental studies or SWPPP (Storm Water Pollution Prevention Plan) as required for any projects.
- HGL Construction Services has specifically excluded any As-Builts Drawings or Red Line Drawings/Documents.

IV. Summary of Fees:

Task	Description	Fee
1	Project Management/Supervision	\$150
2	Maintenance Personnel	\$125
3	Electrician (see rate sheet)	\$175
4	Plumber (see rate sheet)	\$125
5	HVAC (see rate sheet)	\$125
3	Clerical (see rate sheet)	\$95

Note: Overtime for hourly employees in excess of 8 hours per day, Saturday, Sunday, or holidays at District's request will be charged at 1.5 times.

V. Organizational Overview:

HGL Construction Services has been operating in Littleton, Highlands Ranch, Roxborough, Lakewood, Englewood and Jefferson County. Primary roles included meeting with customers to review scope and provide an estimate with alternative methods and solutions to provide the customer with the best value. Many projects involved maintenance tasks from drywall, paint, landscaping, electrical fixtures, plumbing fixtures, and interior and exterior finishes. In addition to residential customers, we have completed Coyote Table Artisan restaurant as Project Manager and onsite carpenter. Currently Chatfield Veterinary Clinic has me on call for all their maintenance tasks or upgrades. We have provided them with budgetary costs for a list of projects so they can plan their fiscal year and allowance of funds for maintenance.

HGL Construction Services prides themselves on compiling the best team to execute projects in the most efficient ways possible for owners and contractors. Rather than having a staff of electricians, plumbers, and mechanical technicians. We find it more beneficial cost-wise and schedule-wise to subcontract Mechanical, Electrical and Plumbing to compile the most experienced team. We propose using Elkhorn Heating-Air, Electrical and Plumbing for any specialty tasks that involve mechanical, electrical, or plumbing. As a trusted company, Elkhorn caters to the entire Denver metro area, delivering a comprehensive range of services that encompass installation, replacement, repair, and maintenance.



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HGL Construction Services would be the main contact and the advantage would be that we would not need to have any specialty trades onsite until their scope was ready to execute, which would keep the pricing in control and project more efficient. HGL Construction Services would have Bryant Lofgren onsite managing any work and all trades that were working so there would be one person managing the projects from inception through completion and billing. Minimal turnover and one familiar point of contact that would know the processes and procedures in addition to the contacts for each project. HGL Construction Services has always used Lean Construction Methods to manage projects and has been very successful. Lean methodology puts customer demands first and sets expectations based on stakeholder values. In addition, the lean construction process is repeatable, making success a predictable result.

HGL Construction has worked with many homeowners and real estate agents in addition to commercial customers. Below are a few key customers that HGL would like to provide for references.

1. **Tony Martinez** (Roxborough Resident): (719) – 252-0813 armdmartinez4@gmail.com
2. **Alan Smith** (Alan Smith Remax Team): (303) – 503-2526 alan@alanjsmith.com
3. **Dominique Walker** (Chatfield Vet Clinic): 720) – 630-5307 chatfieldvh@mypm.vet

VI. Required Information from District:

To complete the tasks within this proposal HGL Construction Services requires the following information.

- Executed copy of this agreement

HGL Construction Services is prepared to start work on services requested immediately upon receiving an executed agreement. By signing below, you indicate your acceptance of this proposal and responsibility for payment. Progress invoices will be provided monthly. All plan fees and building permits are your responsibility.

HGL Construct Services looks forward to working with you on this important Maintenance Services Agreement. Please feel free to call me with any questions or concerns you may have.

Respectfully,

Bryant Lofgren
Owner
Services

Peggy Ripko
Special District Management

Elkhorn Flat Rate HVAC Pricing

Standard Price	Standard Heating & Cooling System Repairs	Member Price
\$1,011	A. Heat Pump Reversing Valve B. Complicated Boiler Purge C. Install Bypass Humidifier	\$859
\$777	A. TXV replacement B. iWave C. Universal Blower & Cleaning D. Replace Circulator Pump (with Existing Flange) E. Replace Boiler Expansion tank	\$660
\$554	A. Replace Condo Pump B. Complicated Flue Repair C. Filter Drier D. Zone Valve E. Universal Gas Valve F. Install Acid Neutralizer G. Universal Head Pressure Switch H. Complicated Gas Leak Detection and Repair I. Simple Boiler System Purge J. Universal Condenser Motor	\$471
\$369	A. Humidifier Solenoid B. Complex Pressure Switch C. Dual Run Capacitor D. Hard Start Kit E. Evaporator Coil Cleaning F. Transformer 40va G. Complicated Duct Repair (May Require to Quote Repair) H. Humidistat I. Replace Humidifier Supply Line – Up to 15' J. Replace Condenser disconnect K. Thaw Frozen Coil L. Simple Gas Leak Detection and Repair M. Replace 1/8 Inch Auto Vent	\$314
\$267	A. Simple Pressure Switch B. Contactor C. Condenser Cleaning D. Hot Surface Ignitor E. Complicated Wire Repair F. Humidifier Leak G. Single Run Capacitor H. Blower Cleaning I. Simple Flue Repair J. Simple Duct Repair K. AprilAir Steam canister L. Install Humidifier water shutoff valve M. Change Furnace Disconnect N. Acid Neutralizer Recharge Kit O. Install Overflow Device P. Low Level CO Detector Q. Condensate Repair With Fittings R. Replace High Voltage Fuse S. Combustion Analysis T. Schrader Core and Locking Caps	\$227
\$139	A. Replace Standard 1" filter B. Clean Flame Sensor C. Simple Cleaning D. Low Voltage Fuse E. Reset Limit F. Clear Condensate with No Fittings G. Bypass Humidifier Pad H. Simple Wiring Repair	\$118

***Repairs Not Listed, OEM Replacement Part Repairs,
Refrigerant Related Repairs and Repairs Over \$1,000 to be
Quoted On-Site by Technician***

Elkhorn Flat Rate Plumbing Pricing

Water Heater Related	Non-Member Pricing	Member Pricing
Water Heater Flush & Maintenance	\$125	\$125
Tankless Water Heater Flush & Maintenance	\$189	\$189
Replace Pilot Safety Sensor	\$400	\$340
Replace T&P Valve	\$300	\$255
Replace Water Shut Off Valve	\$375	\$319
Replace Water Lines - First 5"	\$375	\$319
Each Additional 5"	\$275	\$234
Replace / Install Recirculation Pump	\$1,186	\$1,008
Replace Expansion Tank - 2 Gallon	\$650	\$553
Replace Expansion Tank - 5 Gallon	\$750	\$638

Faucet Repair / Installation	Non-Member Pricing	Member Pricing
Install Customer Supplied Faucet	\$450	\$383
Silcock Replacement	\$350	\$298
Detect & Repair Basic Water Leak (1 hr.)	\$250	\$213
Detect & Repair Moderate Water Leak (2 hr.)	\$450	\$383

Undersink Repair	Non-Member Pricing	Member Pricing
Install Customer Supplied Garbage Disposal	\$364	\$309
Install Elkhorn Supplied Garbage Disposal	\$612	\$520
Repipe Tubular Waste Line	\$250	\$213
Detect & Repair Basic Water Leak (1 hr.)	\$250	\$213
Detect & Repair Moderate Water Leak (2 hr.)	\$450	\$383
Pop-up Assembly for Lavatory Sink	\$350	\$298
Basket Strainer	\$400	\$340

Toilet Repair / Installation	Non-Member Pricing	Member Pricing
Flapper Replacement	\$260	\$221
Fill Valve Replacement	\$325	\$276
Replace Toilet Flange	<i>Quoted</i>	<i>Quoted</i>
Install Elkhorn Supplied Standard Toilet - First One	\$1,005	\$854
Install Elkhorn Supplied Standard Toilet - Each Additional	\$780	\$663
Install Customer Supplied Standard Toilet - First One	\$375	\$319
Install Customer Supplied Standard Toilet - Each Additional	\$225	\$191
Detect & Repair Basic Water Leak (1 hr.)	\$250	\$213
Detect & Repair Moderate Water Leak (2 hr.)	\$450	\$383

Elkhorn Flat Rate Plumbing Pricing

Tub / Shower	Non-Member Pricing	Member Pricing
Repair Basic Water Leak	\$250	\$213
Repair Moderate Water Leak	\$450	\$383
Customer Provided Fixture Installations	\$250	\$213

Water / Waste Line Repairs	Non-Member Pricing	Member Pricing
Waste Line Repair	Quoted	Quoted
Main Water Line Repair	Quoted	Quoted

Pressure Vacuum Breaker (Pricing Seasonal)	Non-Member Pricing	Member Pricing
Replace Pressure Vacuum Breaker - 1"	\$750	\$638
Replace Pressure Vacuum Breaker - 3/4"	\$850	\$723

PRV Replacement	Non-Member Pricing	Member Pricing
Replace Pressure Reducing Valve - 1"	\$780	\$663
Replace Pressure Reducing Valve - 3/4"	\$680	\$578

Frozen Pipes	Non-Member Pricing	Member Pricing
Simple Thaw - Less Than One Hour	\$255	\$217
Complicated Thaw - More Than One Hour	Quoted	Quoted

Other Items	Non-Member Pricing	Member Pricing
Back Flow Test (No Fire Testing; No Outside in Winter)	\$125	\$125
Sump Pump Replacement	\$870	\$740
Sewage Ejector Pump Replacement	\$1,254	\$1,066
Water Alarm - Standard	\$100	\$85
Water Alarm - Wi-Fi	\$179	\$152
Washer Box - Hot & Cold Valves - Replace Box	\$550	\$468
Washer Box - Hot & Cold Valves - Replace Valves	\$375	\$319
Ice Maker - Standard Repair	\$350	\$298
Gas Line Inspection & Pressure Test	\$663	\$563
Standard Drain Cleaning - Main Line	Quoted	Quoted
Standard Drain Cleaning - Branch Line	\$189	\$161
Detect & Repair Basic Water Leak (1 hr.)	\$259	\$220
Detect & Repair Moderate Water Leak (2 hr.)	\$459	\$390
Detect & Repair Gas Leak	Quoted	Quoted

Repairs Not Listed, OEM Replacement Part Repair and Repairs Over

\$1,000 to be Quoted On-Site by Technician

Elkhorn Flat Rate Electrical Pricing

General	Non-Member Pricing	Member Pricing
Simple Electrical Repair - Not Listed - Less than 30 Mins.	\$132	\$115

Devices	Non-Member Pricing	Member Pricing
Replace / Install 15 or 20 amp 120v Duplex Receptacle and Plate	\$91	\$79
Additional 15 or 20 amp 120v	\$66	\$57
Replace 30 or 50 amp 250v Receptacle and Plate	\$112	\$97
Additional 30 or 50 amp 250v	\$86	\$75
Replace GFCI Receptacles	\$155	\$135
Additional GFCI Receptacles	\$86	\$75
Replace Photocell	\$178	\$155
Change / Replace Door Bell Transformer	\$259	\$225
Install Ring Doorbell	\$569	\$495

Appliance Hook-ups	Non-Member Pricing	Member Pricing
Install 110v Appliance Cord	\$183	\$159
Install 220v Appliance Cord	\$205	\$178
Hardwire Appliance Whip	\$183	\$159

Fixture Installation / Replacement	Non-Member Pricing	Member Pricing
Install Customer Provided Fan - First	\$491	\$427
Install Customer Provided Fan - Each Additional	\$298	\$259
Additional Charge for Heights +15 feet or Complexity	\$408	\$355
Install Customer Provided Fixture - First - Level I	\$160	\$139
Install Customer Provided Fixture - First - Level II	\$247	\$215
Install Customer Provided Fixture - First - Level III	\$351	\$305
Install Customer Provided Fixture - Each Additional	\$125	\$109
Additional Charge for Heights +15 feet or Complexity	\$408	\$355
Install New Standard Door Bell	\$401	\$349
Install New Cameras / Motion Sensors	Quoted	Quoted
Ballast Replacement	\$173	\$150

Can Lights Installation / Replacement	Non-Member Pricing	Member Pricing
Install Elkhorn Provided Can Lights - First	\$282	\$245
Install Elkhorn Provided Can Lights - Second	\$236	\$205
Retrofit Existing Can Light - First	\$79	\$69
Retrofit Existing Can Light - Second	\$68	\$59
Install Elkhorn Provided LED Can Lights - Each Additional	\$86	\$75
Additional Charge for Heights +12 feet or Complexity	\$115	\$100

Fixture Enhancement - Dimmers / Timers	Non-Member Pricing	Member Pricing
Add Dimmers to Lights - First	\$183	\$159
Add Timers to Lights - First	\$206	\$179

Elkhorn Flat Rate Electrical Pricing

Smoke Detectors / CO Monitors	Non-Member Pricing	Member Pricing
Install New Smoke Detector - First	\$232	\$202
Install New Smoke Detector - Each Additional	\$204	\$177
Install New CO Monitor - First	\$204	\$177
Surge Protector	Non-Member Pricing	Member Pricing
Install Surge Protector	\$551	\$479
Flickering Lights / Lost Power / Circuit Service	Non-Member Pricing	Member Pricing
Trouble Shoot / Trace Out Flickering Lights - Standard (1 hr.)	\$298	\$259
Trouble Shoot / Trace Out Flickering Lights - Moderate (2 hr.)	\$580	\$504
Trouble Shoot / Trace Out Flickering Lights - Complicated (3 hr.)	\$862+	\$750+
Trouble Shoot / Trace Out Lost Power - Standard	\$298	\$259
Trouble Shoot / Trace Out Lost Power - Moderate	\$580	\$504
Trouble Shoot / Trace Out Lost Power - Complicated	\$862+	\$750+
Breaker Replacement	Non-Member Pricing	Member Pricing
Replace Standard Single Pole Breaker	\$167	\$145
Replace Standard Double Pole Breaker	\$201	\$175
Replace Arc Fault / GFCI / Combo Breaker	\$328	\$285
Replace Tandem Breaker	\$201	\$175
Replace Quad Breaker	\$273	\$237
Replace Main Breaker	<i>Quoted</i>	<i>Quoted</i>
Fuses	Non-Member Pricing	Member Pricing
Replace Standard Fuse	\$148	\$129
New Circuit	Non-Member Pricing	Member Pricing
New Circuit Romex - Less than 25 Feet	\$403	\$350
New Circuit Romex - Greater than 25 Feet	\$633	\$550
Extend Circuit Romex - Less than 25 Feet	\$230	\$200
Extend Circuit Romex - Greater than 25 Feet	\$575	\$500
New Circuit Flex / MC - Less than 25 Feet	\$460	\$400
New Circuit Flex / MC - Greater than 25 Feet	\$690	\$600
Disconnect	Non-Member Pricing	Member Pricing
Install New Disconnect	\$307	\$267
Panel Maintenance	Non-Member Pricing	Member Pricing
Relabel Panel	\$633	\$550
Evaluate / Tighten Panel Connections	\$194	\$169
Sub Panel	Non-Member Pricing	Member Pricing
New Sub Panel	\$2,044	\$1,777

Repairs Not Listed, OEM Replacement Part Repair and Repairs Over

\$1,000 to be Quoted On-Site by Technician