

**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: February 12, 2024
TIME: 6:00 p.m.
LOCATION: Roxborough Library Meeting Room
8357 North Rampart Range Road #200
Littleton, CO 80125

Meeting ID
meet.google.com/sfh-wawd-kpq
Edit
Phone Numbers
(US)+1 985-260-2877
PIN: 612 140 585#
[More phone numbers](#)

- * 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. Discuss and Consider Approval, after discussion/action to make an exception to our Board-Only meeting procedures, of the updated Airplane Park Playground installation proposal (enclosures).

- B. Update and Status of the engineering ADA Accessibility survey for Community Park for playground placement and installation.

- C. Review revised HOA cost allocation for maintenance services and discuss next steps (enclosures).

- D. Review Audit Proposal for the 2023 Audit (enclosure).

- E. Discuss snow removal operations as to whether we should have CDI to delay putting out salt if it's going to be at least 10 degrees above zero and sunny in the days following a snowfall.

- F. Review and discuss irrigation checks documentation supplied by CDI (enclosure).

- G. Review Ark Proposal for Roxborough and Chatfield Farms for 2024 and discuss the need for coverage for entire district and how to accomplish such (enclosure).

- H. Review and Discuss New District Website.

- I. Update on Homeowner's comments, concerns, and request dealing with trees blocking their view of Crystal Lake in Arrowhead Shores HOA.

J. Update and Status of Chatfield Farms planter project.

K. Update and Status of Community Park restroom repairs.

L. Update and Status of softball field renovation.

M. Update and Status of Handyperson RFP.

N. Signage Committee Update.

O. Environmental Committee Update.

P. Discuss whether to consider looking into grants for enhancing Preble Mouse habitat (enclosure).

Q. Update on Recalculation of Chatfield Farms Capital Contributions.

R. Discuss use of safety grant funds (enclosure).

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

T. Review proposal for installation of water meters (enclosure)

IV. EXECUTIVE SESSION

A. Executive Session pursuant to C.R.S. 24-6-402(4)(a) and (e) concerning the broker opinion of value for Tracts G, H1, and I.

V. OTHER MATTERS

VI. PUBLIC COMMENTS/HOMEOWNER REQUESTS

Roxborough Village Metropolitan District
February 12, 2024 Notice and Agenda
Page 4

VII. ADJOURNMENT

THE NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 21, 2024.



Contact: Travis Hunsaker
 Phone: 303.987.0835
 Email: thunsaker@admsi.com
 Date: Dec 20, 2023

Airplane Park
 9534 Elk Mountain Cir.
 Littleton, CO 80125

1181369-01-02

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>EXT. PRICE</u>
176125A	PlaySense Design 30EZ	881	\$17,692.50
CP022203	Navy Airplane DigiRider	89	\$3,652.50
111397H	Sensory Panels (Space Travel, Pilot Panels)	161	\$5,842.50
Misc	Demolition (removal of existing equipment and surfacing)		\$8,190.00

Comments: Please include a copy of a tax exempt certificate if applicable to avoid charges. RMR is not responsible for safety surfacing. Client has elected to use existing surfacing and will maintain to ensure surfacing meets all ASTM guidelines.

Materials	\$ 35,377.50
Est. Install	Included
Est. Freight	Included
*Sales Tax	Exempt

TOTAL \$ 35,377.50

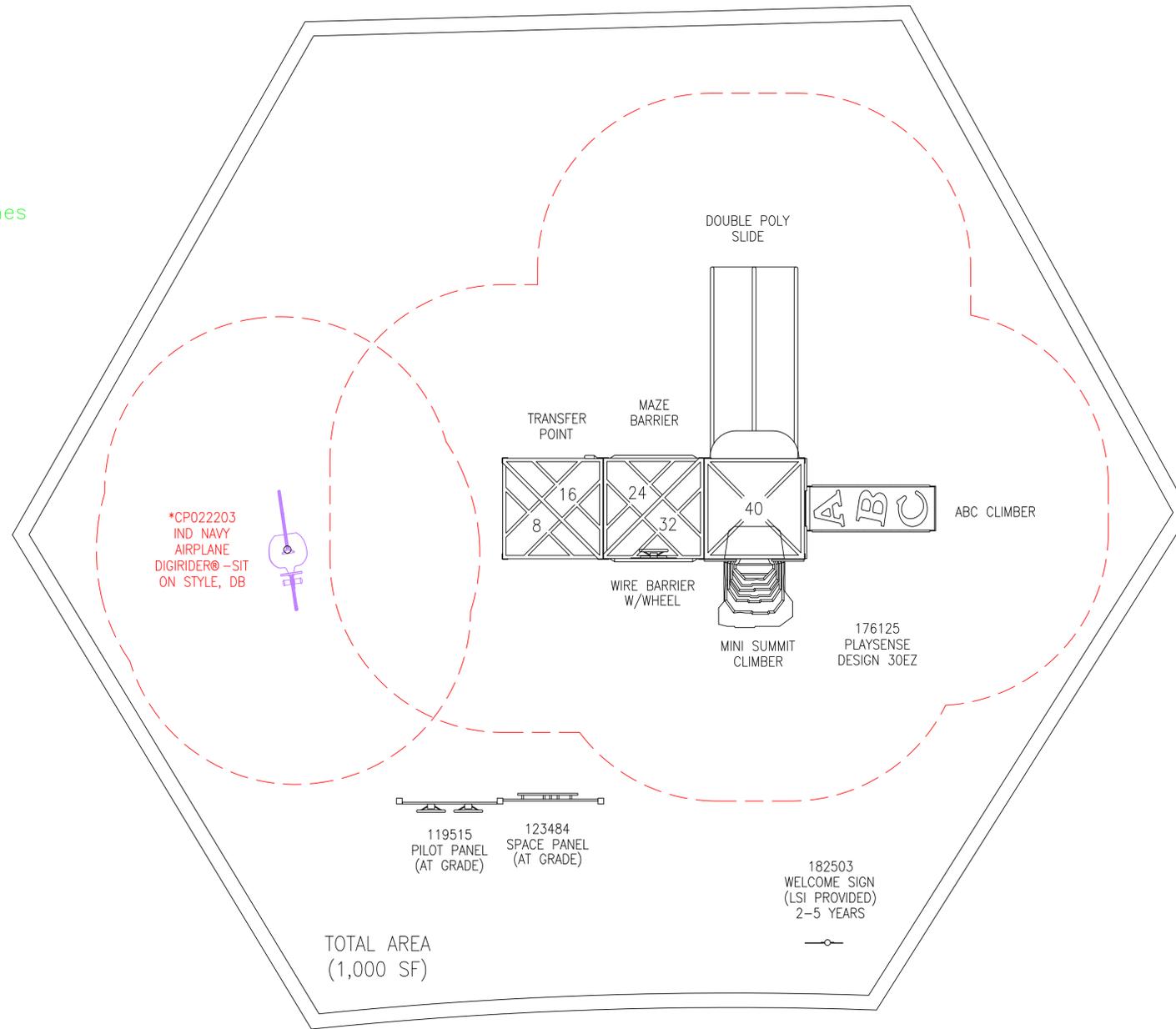
Rocky Mountain Rec to supply & install above items
 Shipping & Install Dates TBD
 Payment & Tax Remittance Terms: 50% deposit. Final payment at project completion. Net 30

 PRESENTED BY RMR REPRESENTATIVE

 CUSTOMER SIGNATURE DATE



PlaySense and PlayShaper
(2-5 years)
Max Fall Height: 40 inches



landscape structures



The play components identified on this plan are IPEMA certified. (Unless model number is preceded with *) The use and layout of these components conform to the requirements of ASTM F1487. To verify product certification, visit www.ipema.org

THIS PLAY AREA & PLAY EQUIPMENT IS DESIGNED FOR AGES 2-5 YEARS UNLESS OTHERWISE NOTED ON PLAN.

IT IS THE MANUFACTURERS OPINION THAT THIS PLAY AREA DOES CONFORM TO THE A.D.A. ACCESSIBILITY STANDARDS, ASSUMING AN ACCESSIBLE PROTECTIVE SURFACING IS PROVIDED, AS INDICATED, OR WITHIN THE ENTIRE USE ZONE.

THIS CONCEPTUAL PLAN WAS BASED ON INFORMATION AVAILABLE TO US. PRIOR TO CONSTRUCTION, DETAILED SITE INFORMATION INCLUDING SITE DIMENSIONS, TOPOGRAPHY, EXISTING UTILITIES, SOIL CONDITIONS, AND DRAINAGE SOLUTIONS SHOULD BE OBTAINED, EVALUATED, & UTILIZED IN THE FINAL DESIGN. PLEASE VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION, AND LOCATION OF ALL EXISTING UTILITIES, EQUIPMENT, AND SITE FURNISHINGS PRIOR TO ORDERING. SLIDES SHOULD NOT FACE THE HOT AFTERNOON SUN.

CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT VALUE TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8 CURRENT REVISION). THE SUBSURFACE MUST BE WELL DRAINED. IF THE SOIL DOES NOT DRAIN NATURALLY IT MUST BE TILED OR SLOPED 1/8" TO 1/4" PER FOOT TO A STORM SEWER OR A "FRENCH DRAIN".

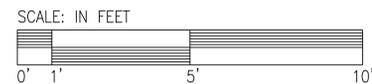
ACCESSIBLE/PROTECTIVE
LOOSE FILL MATERIAL
(ENGINEERED WOOD FIBER SUGGESTED)

DESIGNED BY:
CBA

COPYRIGHT: 12/7/23
LANDSCAPE STRUCTURES, INC.
601 7th STREET SOUTH - P.O. BOX 198
BELAND, MINNESOTA 55328
PH: 1-800-328-0035 FAX: 1-763-972-6091

Date	Previous Drawing #	Initials

TOTAL ELEVATED PLAY COMPONENTS	5		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	5	REQUIRED	3
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	3	REQUIRED	2
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	3	REQUIRED	3



Airplane Park
Littleton, CO

Rocky Mountain Recreation
Inc.
Thomas Beasley

SYSTEM TYPE:
PlaySense

DRAWING #:
1181369-01-01











Airplane Park

1181369-01-01-01 • 12.07.2023







Airplane Park

1181369-01-01-02 • 12.07.2023





Contact: Peggy Ripko

Phone: 303.987.0835

Email: pripko@sdmsi.com

Date: Jan 23, 2024

Airplane Park
 9534 Elk Mountain Cir.
 Littleton, CO 80125

1181369-01-01

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>WEIGHT</u>	<u>EXT. PRICE</u>
176125A	PlaySense Design 30EZ	881	\$17,692.50
CP022203	Navy Airplane DigiRider	89	\$3,652.50
111397H	Sensory Panels (Space Travel, Pilot Panels)	161	\$5,842.50
Surfacing	Engineered Wood Fiber (EWF) 12" of fill w/ landscape fabric	1,100 sf	\$3,850.00
Misc	Demolition (removal of existing equipment and surfacing)		\$8,190.00

Comments: *Please include a copy of a tax exempt certificate if applicable to avoid charges.

Materials \$ 39,227.50

Est. Install *Included*

Est. Freight *Included*

*Sales Tax *Exempt*

TOTAL \$ 39,227.50

Rocky Mountain Rec to supply & install above items
 Manufacturing & Shipping: 19+ weeks. Install Date: TBD
 Payment & Tax Remittance Terms: 50% deposit. Final payment at project completion. Net 30
 Proposal valid for 30-Days

 PRESENTED BY RMR REPRESENTATIVE

 CUSTOMER SIGNATURE DATE





303-471-1522
naturesworkforce.com

To: Roxborough Village Metro	Contact: Peggy Ripko
Address: Littleton, CO	Phone:
	Fax:
Project Name: Arrowhead Shores- Roxborough	Bid Number:
Project Location: Roxborough Metro District, Littleton, CO	Bid Date: 1/5/2024
Addendum #: 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	\$1,151.37	\$29,935.62
Pruning Shrubs And Trees: Shrub Pruning 1x Tree Pruning Up To 12' 1x	2.00	EACH	\$2,724.44	\$5,448.88
Spring Clean Up: Cut Ornamental Grasses Back, Remove Pine Needles, And Blow Debris Out Of Beds	1.00	EACH	\$2,317.97	\$2,317.97
Fall Clean Up: Leaf Removal From All Landscape Areas, Cut Back Herbaceous Perennials	1.00	EACH	\$3,434.03	\$3,434.03
Aeration Of All Turf Areas:	2.00	EACH	\$984.97	\$1,969.94
Turf Fertilization And Broadleaf Herbicide: Season Long 1 Application Of Season Long Fertilizer With Pre-emergent 3 Applications Of Post Emergent Broadleaf Weed Control	3.00	EACH	\$859.55	\$2,578.65
Irrigation Checks: Weekly Irrigation Checks	24.00	EACH	\$317.96	\$7,631.04
Irrigation System Spring Start Up:	1.00	EACH	\$545.06	\$545.06
Irrigation System Winterization:	1.00	EACH	\$779.60	\$779.60
Native Grass Field Mowing: (Per Occurrence) Includes String Trimming Around Obstacles Such As Trees, Include String Trimming Of Fence Lines, Includes Spraying Herbicide Along Fence Lines And Around Posts	1.00	EACH	\$592.12	\$592.12
Native Grass Beauty Band Mowing: (6 Occurrences) Mow A 3'-6' Wide Band Along Sidewalks, Turf Areas, And Fence Lines That Are Adjacent To Native Grass Fields.	6.00	EACH	\$249.04	\$1,494.24
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	\$238.89	\$6,211.14

Total Bid Price: \$62,938.29

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.



303-471-1522
naturesworkforce.com

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

<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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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>
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To: Roxborough Village Metro	Contact: Peggy Ripko
Address: Littleton, CO	Phone:
	Fax:
Project Name: Roxborough Village 1st	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: 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:				\$3,690.66

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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**ROXBOROUGH VILLAGE
METROPOLITAN DISTRICT**

PROPOSAL FOR AUDIT SERVICES

For the Year Ended December 31, 2023

With Option for Each of the Four Subsequent Years

Prepared by:

HOELTING & COMPANY, INC.
CERTIFIED PUBLIC ACCOUNTANTS
THOMAS SISTARE, REPRESENTATIVE
31 EAST PLATTE AVENUE, SUITE 300
COLORADO SPRINGS, COLORADO 80903
(719) 630-1091

Roxborough Village Metropolitan District
Proposal for Audit Services
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Hc
Hoelting & Company, Inc.
CERTIFIED PUBLIC ACCOUNTANTS

January 5, 2024

To the Board of Directors
Roxborough Village Metropolitan District

We are very pleased to submit a proposal to provide professional auditing services to Roxborough Village Metropolitan District. Hoelting & Company has been auditing Colorado special districts for nearly four decades, and we appreciate the opportunity to work with you.

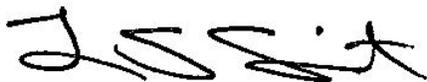
This proposal is for the audit of the financial statements of Roxborough Village Metropolitan District for the year ending December 31, 2023, with the option for each of the four subsequent years. Our audit would be conducted in accordance with U.S. generally accepted auditing standards.

Our staff of experienced auditors has an in-depth knowledge of the issues affecting Colorado special districts, and we endeavor to provide our clients with value-added service by offering benefits that exceed an auditor's traditional role. We will help the District keep pace with recent accounting developments, GASB pronouncements, and best practices. We believe that our services are further enhanced by our continued availability not only during the audit process, but throughout the year as well.

We greatly appreciate the opportunity to submit this proposal. Please feel free to contact me to discuss this information and any questions you may have.

Our proposal is a firm and irrevocable offer through February 15, 2024.

Sincerely,



Thomas Sistare, CPA
of Hoelting & Company, Inc.
Certified Public Accountants

AUDIT APPROACH

AUDIT APPROACH

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of supplementary information when considered in relation to the basic financial statements taken as a whole.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards, and will include tests on internal controls, tests of accounting records, and other procedures we consider necessary to enable us to express such opinions and to render the required reports.

At the conclusion of the audit, we intend to provide:

- Audited financial statements in conformity with U.S. GAAP.
- Management letters communicating significant matters from the audits:
 - Control deficiencies considered to be significant deficiencies or material weaknesses.
 - Other matters of findings and recommendations.

Risk-Based Audit Approach and Process

Our audit approach includes interviews with management, review of processes and internal controls, and other assessments. Our audit approach will be developed to concentrate on areas of risk to your operations, including but not limited to financial, regulatory, internal growth, personnel, technology, and fraud. We design audit procedures to meet your audit and financial reporting objectives and to integrate objectives and concerns of management and the board. We tailor the audit engagement from the District's standpoint so that our services provide reasonable assurance, and the financial reporting reflects your operations fairly.

Our audits are conducted using a paperless audit platform that provides central access to firm-wide resources including technical research material, issue documents, benchmark information, and practical application information. We have invested in state-of-the art tools to add value to the audit process and to improve its efficiency. Increasingly, review of accounting transactions will be conducted using automated interfaces, and procedures will be designed to understand the controls inherent in those systems.

The audit process will be developed and closely coordinated with your management team. We communicate with management throughout the engagement process, including meeting with management before, during, and after the audit to review audit timing, scope, key areas to audit, and concerns that management may have.

AUDIT APPROACH (continued)

The first year of an audit engagement involves one time start-up costs as we devote considerable time to learning about the District and its internal controls. Using this groundwork, we will be able to perform the audit in less time and at a lower cost in the succeeding years.

Each subsequent year, we will update our understanding of controls and processes in place and focus our testing on areas of greater risk or significance, and on those that have changed since the prior year. In addition, auditing standards require that we vary procedures from year to year to include an element of unpredictability.

At Hoelting & Company, we are able to maintain staff continuity on our audits as we experience very little staff turnover. During the past three years, we have had only one turnover of staff.

In order to infuse the audit process with fresh views and new perspectives, we endeavor to rotate staff assigned your audit after three to five years. This allows us both to enjoy the benefits of a long-term, ongoing relationship.

INDEPENDENCE

Hoelting & Company, Inc. is independent of Roxborough Village Metropolitan District as defined by generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards* in that:

- a) No firm personnel have a direct or material financial interest in Roxborough Village Metropolitan District.
- b) No firm personnel or their relatives are associated with Roxborough Village Metropolitan District in the capacity of employee, manager or member of the board of directors.

FIRM AND STAFF PROFILE

OUR FIRM

Hoelting & Company, Inc. was organized in 1980 and is proud to be a local independent firm, serving clients located primarily along the Colorado Front Range. We effectively compete with much larger regional and national firms through the maintenance of the highest professional standards, and a proven ability to render diverse auditing, taxation, consulting and accounting services.

Members of our firm have worked for national, regional and local accounting firms located throughout the country before coming to Hoelting & Company. Many of our members have also worked in private industry. This diverse firm member experience has proven invaluable in providing the numerous services required by our clients.

What sets Hoelting & Company apart from other accounting firms, both large and small, is the active participation in all audits by the shareholder, not just in the planning stages and final report presentation, but throughout all phases of the audit. Our management is dedicated to fostering a team approach among all members of the firm. Our goal as a team is to provide the best service possible, both from a technical standpoint and a relational standpoint. In this regard, we are committed to serving and partnering with our clients by returning phone calls promptly and being available throughout the year.

The firm consists of approximately twenty-four accountants and support staff who successfully provide ongoing services to hundreds of clients.

LICENSE TO PRACTICE

Hoelting & Company, Inc. is a licensed firm in the State of Colorado. A copy of our license is included in the “Additional Information” section of this proposal. Hoelting & Company has not been suspended or debarred by the federal government.

PEER REVIEW

Hoelting & Company participates in the coordinated AICPA and State Society peer review program. The firm has also been a member of the AICPA Governmental Audit Quality Control Center since 2008. As a member of the Center, we are subject to additional quality control standards and have access to additional resources which enhance the quality of our governmental audits.

Our most recent peer review, for the period ending May 31, 2023, resulted in an unmodified opinion, without a letter of comments. Prior peer reviews have also been unmodified. Copies of this peer review report are included in the “Additional Information” section of this proposal.

REFERENCES

Colorado Centre Metropolitan District

Scope of work - Audit of basic financial statements
Date(s) - December 31, 1990 to Current
Engagement partner - Tom Sistare
Principal client contact - Liz Stokes (719) 390-7000

Forest Lakes Metropolitan District

Scope of work - Audit of basic financial statements
Date(s) - December 31, 2008 to Current
Engagement partner - Tom Sistare
Principal client contact - Ann Nichols (719) 327-5810

Security Water and Sanitation Districts

Scope of work - Audit of basic financial statements
Date(s) - December 31, 1981 to Current
Engagement partner - Tom Sistare
Principal client contact - Roy Heald (719) 392-3475

Stratmoor Hills Fire Protection District

Scope of work - Audit of basic financial statements
Date(s) - December 31, 1990 to Current
Engagement partner - Tom Sistare
Principal client contact - Dottie Barrett (719) 576-1200

In addition to the four references listed above, Hoelting & Company provides auditing and accounting services to many other governmental entities, including special districts, school districts, and towns.

PROPOSED AUDIT TEAM

Tom Sistare is a principal shareholder of Hoelting & Company and would be responsible for the supervision and review of all work related to the financial audit. During the engagement, Tom will also be available to assist the District with governmental GAAP, new accounting developments, and best practices.

Jessie Seibert and Chris Banta are audit managers at Hoelting & Company. Both have extensive experience auditing fire districts, metro districts and other Colorado local governments.

Tom, Jessie, and Chris are licensed as Certified Public Accountants in the State of Colorado and are members of the American Institute of Certified Public Accountants (AICPA) and the Colorado Society of Certified Public Accountants (CSCPA).

Assistance from other staff accountants may be required on a full or part-time basis.

No staff members have been subject to corrective action by regulatory authorities.

QUALIFICATIONS OF STAFF

Resumes of the proposed audit team are included in the “Additional Information” section of this proposal. A listing of staff responsibilities is listed in the “Audit Plan” section of this proposal.

CONTINUING PROFESSIONAL EDUCATION

All staff assigned to the audit have met the continuing education requirements of the 2018 Yellow Book (most recent addition). Individuals who work on audits subject to the *Government Auditing Standards*, and those responsible for planning, directing, conducting substantial portions of the fieldwork, or reporting on audits subject to *Government Auditing Standards* must obtain at least eighty hours of CPE every two years, with a minimum of twenty hours of CPE completed each year. At least eighty hours of CPE must directly enhance the auditor’s professional proficiency to perform audits and/or attestation engagements. Twenty-four of the eighty hours of CPE must be in subjects directly related to the government environment and government auditing. Specific or unique environments of our governmental audit clients are considered in selecting CPE programs.

TRANSITION PROCESS

TRANSITION PROCESS

Prior to the start of fieldwork, we will ask that you provide the following items for our permanent file:

- Organizational chart.
- Copies of District policies, specifically:
 - Deposit and investment
 - Capital assets
 - Vacation and sick leave
 - Retirement
 - Others as they relate to the audit
- Documentation of internal controls.
- Completed “Flow of information documentation” form (provided by Hoelting).
- Copies of bond official statements, COPs, loans, and capital leases, along with debt service schedules for each.
- Schedule of defeased debt.
- Copies of pension or other retirement plans.
- Copies of contracts/agreements of audit significance.
- Documentation of any voter authorized TABOR exceptions.

We will also request certain workpapers in order to substantiate opening balances for the current audit period.

ASSISTANCE FROM DISTRICT PERSONNEL

We presume the books and records will be in good condition, closed timely, and that accounts will be fully adjusted and reconciled with adequate detail scheduling. Assistance by your staff will be needed to accumulate and understand information, to make supporting documentation and records available, and to assist in schedule preparation or analysis as necessary.

It is our understanding that District personnel will prepare/provide the following:

- Excel file of trial balances for each fund a week prior to start of fieldwork
- For interim control testing, documentation of internal controls of specific accounting systems in the areas of cash receipts, cash disbursements, purchasing, capital assets, payroll, financial reporting, computer processing, and budgeting
- Copies of supporting audit working papers
- Preparation of all written confirmation documents for mailing by our firm
- Management discussion and analysis

AUDIT PLAN

BUDGETED HOURS & SEQUENCE FOR AUDIT PROCEDURES

Proposed segmentation of the engagement, level of staff and number of hours to be assigned to each proposed segment of the engagement:

<u>Segment</u>	<u>Level of Staff</u>	<u># of Hours</u>
Interim:		
• Prepare engagement letter	Clerical	1
• Perform procedures to obtain an understanding of internal control	Senior and staff	2
• Documentation of understanding of controls	Staff Accountants	1
• Testing selected controls	Staff Accountants	4
• Assessing control risk	Manager	3
• Determine audit risk and materiality	Manager	2
• Prepare audit programs	Manager	2
Planning:		
• Staff conferences to draw up initial audit strategy.	All Staff	2
• Brainstorming	All Staff	2
Fieldwork:		
• Complete work as outlined in audit programs	All Staff	19
• Prepare financial statements	Staff Accountant	8
• Processing of report and clerical	Clerical	1
• Review of workpapers and financial statements	Shareholder/Manager	6
• Exit conference with client	Shareholder	1

Budgeted Hours & Sequence for Audit Procedures (continued)

- a. Preplanning sets the stage for the audit. Our audit team gains a basic understanding of the organization and its operations by reviewing financial statements and determining other areas that need further examination.
- b. An understanding of the District's internal control structure will be gathered by review of internal control documentation, and interview and observation of the District's personnel. Significant controls will be tested for effectiveness.
- c. Risk assessment includes evaluating operations of all significant functional areas by interviewing management and observing processes and procedures. Procedures in this phase include documenting your accounting system, evaluating internal controls, understanding revenue generation, reviewing executed agreements, reviewing minutes, evaluating fraud risk, and performing a preliminary analysis of financial information for historical trends and comparisons.
- d. Brainstorming evaluates conditions and findings identified in order to develop a strategic audit plan that is responsive to any fraud risks.
- e. Substantive tests when applied will probably not include statistical sampling, as other tests, through past experience, have proven to be more efficient and cost effective. However, we may use random sampling. If sampling is used, a sample size of 25-60 would generally be used.
- f. Analytical procedures will include comparison of revenue and expenditures for the current year to the prior, and the comparison of actual to budget. Amounts in excess of materiality specifications will be further examined.
- g. Our approach in determining the compliance with laws and regulations that will be subject to audit test work will be to test the District's compliance with the requirements as set forth by Colorado Revised Statutes
- h. We will prepare the draft financial statements for management review.

TIMELINE FOR AUDIT PROCEDURES

Planning	No later than February 15
Fieldwork	No later than May 15
Draft audit report	No later than June 30
Submission of final audit report and management letter	No later than July 31

Audit work will be completed by the above deadlines.

Working papers will be maintained for 7 years following each year's audit.

ADDITIONAL INFORMATION

<p>Colorado Department of Regulatory Agencies Division of Professions and Occupations</p> <p>Board of Accountancy Hoelting & Company, Inc.</p> <p>Public Accounting Firm</p> <p>FRM.0013079 09/01/2023 Number Issue Date</p> <p>Active 08/31/2026 Credential Status Expire Date</p> <p>Verify this credential at: dpo.colorado.gov</p> <p>1879 <i>Karen McGovern</i></p> <p>Acting Division Director: Karen McGovern Credential Holder Signature</p>	<p>Colorado Department of Regulatory Agencies Division of Professions and Occupations</p> <p>Board of Accountancy Hoelting & Company, Inc.</p> <p>Public Accounting Firm</p> <p>FRM.0013079 09/01/2023 Number Issue Date</p> <p>Active 08/31/2026 Credential Status Expire Date</p> <p>Verify this credential at: dpo.colorado.gov</p> <p>1879 <i>Karen McGovern</i></p> <p>Acting Division Director: Karen McGovern Credential Holder Signature</p>
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1560 Broadway, Suite 1350, Denver, CO 80202 P 303.894.7800 F 303.894.7693 dpo.colorado.gov



REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

December 15, 2023

To the Shareholders of Hoelting & Company, Inc.
and the Peer Review Committee of the Colorado Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Hoelting & Company, Inc. (the firm) in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Hoelting & Company, Inc. in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Hoelting & Company, Inc. has received a peer review rating of pass.

Watson Coon Ryan, LLC

Watson Coon Ryan, LLC

Other Governmental Audit and Accounting Services Performed in Colorado

Listed below are governmental organizations to which we have provided auditing and accounting services to in recent years:

Special Districts

Aurora-Colorado Springs Joint Water Authority
Broadmoor Fire Protection District
Center of Colorado Water Conservancy District
Cheyenne Manor Nursing Home
Donala Water and Sanitation District
Fountain Valley Authority
Pinon Pines Metropolitan District
Rampart Regional Library District
Security Water and Sanitation Districts
Stratmoor Hills Sanitation District
Stratmoor Hills Water District

School Districts

Cripple Creek-Victor School District
Harrison School District 2
Falcon School District 49
Fremont School District RE-1
Manitou School District 14
Pueblo School District 60
Widefield School District 3
Woodland Park School District RE-2

Charter Schools

Atlas Preparatory School
Banning Lewis Ranch Academy
GOAL Academy Charter School
Mountain View Core Knowledge Academy
Northern Colorado Academy of Arts & Knowledge
Rocky Mountain Classical Academy
Roosevelt Charter Academy
Thomas MacLaren School

Resume of **THOMAS G. SISTARE, CPA, Audit Partner**

Experience and Responsibilities:

12/00 - Present
Hoelting & Company, Inc.

- In charge of financial audits, reviews, and compilations of various entities (school districts, charter schools, other local governments, low-income housing projects).
- Auditing compliance with Federal and State statutory regulations (TABOR, Single Audit Act of 1996, etc.)
- Supervision of staff accountants; managing concurrent assignments; reviewing workpaper preparation.
- Preparation and review of complete GAAP financial statements including footnote disclosures.
- Assisting individuals, partnerships, and corporations in tax preparation.

Education:

University of Connecticut, Bachelor of Science in Business Administration, Accounting

Professional activities and certificates:

Treasurer, Life Network
Member, Colorado Society of Certified Public Accountants
Member, American Institute of Certified Public Accountants

Yellow Book Certified
Certified Public Accountant, Colorado

Resume of **JESSIE L. SEIBERT, CPA, Manager**

Experience

January 2008-Current—Hoelting & Company

Responsible performing audits of school districts, charter schools, local governments, non-for-profit entities, and low income housing projects. Also, responsible for various company write-ups, payroll and sales tax filing, individual and corporate tax returns, compilations and other miscellaneous duties.

May 2007-December 2007—National Driver Training Institute—Financial Administrator

Responsible for financial transactions of the company. Transactions included payroll, accounts receivable and accounts payable. Assisted CEO in generating revenue and reducing expenses.

August 2006-May 2007—Ranch Steak House—Financial Administrator

Responsible for financial transactions of the company. Transactions included managing accounts payables and receivables. Generated payroll checks for all employees. Assisted General Manager in reducing operating expenses and hiring new employees.

August 2004-July 2005—Capital Banc Mortgage—Loan Officer

Responsible for financial consulting and debt consolidation of new and existing clients. Refinanced home mortgage loans while consolidating credit card debt. Shopped market for competitive interest rates. Obtained credit history reports and Notarized documents.

Education

University of Colorado Colorado Springs, CO
Bachelor of Science Economics major and Accounting minor

Certifications

Yellow Book Certified
Certified Public Accountant, Colorado

PRICING

**Roxborough Village Metropolitan District
All Inclusive Fixed-Fee Schedule**

Time and cost to perform audit

Total All-Inclusive Maximum Price:

Fiscal year	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Hours	54	50	50	50	50
Fee	\$ 7,950	\$ 7,500	\$ 7,900	\$ 8,300	\$ 8,700

Rates of Staff and Anticipated Hours - FY 2023:

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Extended Cost Total</u>
Shareholder/Partner	5	\$ 350	\$ 1,750
Managers	10	180	1,800
Seniors	12	150	1,800
Staff Accountants	23	100	2,300
Clerical	<u>4</u>	75	<u>300</u>
Total	<u><u>54</u></u>		<u><u>\$ 7,950</u></u>

The all inclusive maximum price is based on the anticipated assistance from district personnel as outlined in the "Transition Process" section of this proposal and no changes in the scope of the engagement (i.e. significant new GASB pronouncements, new bond/lease issuance, or scope limitations). For such additional services, the above standard hourly rates would be charged based on the level of responsibility. Short phone calls and emails for general questions on accounting and auditing matters will not incur additional charges, unless additional research is required.

Date	Start Time	Stop Time	x Tech	Hours	Total Hours	
4/10/2023	7:00 AM	5:10 PM	2	10:10	20:20	2023 Spring Start-Up
4/11/2023	8:00 AM	5:30 PM	2	9:30	19:00	
4/12/2023	6:30 AM	5:30 PM	1	11:00	11:00	
4/13/2023	7:00 AM	12:00 PM	2	5:00	10:00	23' Spring Start-Up Completed = 60:20hrs
4/17/2023	6:30 AM	5:30 PM	3	11:00	33:00	
4/18/2023	6:30 AM	5:30 PM	2	11:00	22:00	
4/21/2023	7:00 AM	4:30 PM	2	9:30	19:00	
4/27/2023	7:05 AM	2:30 PM	2	7:25	14:50	April Checktime = 88:50hrs
5/12/2023	7:45 AM	3:45 PM	2	8:00	16:00	
5/15/2023	6:15 AM	3:50 PM	1	9:35	9:35	
5/19/2023	6:20 AM	3:45 PM	2	9:25	18:50	
5/22/2023	6:00 AM	1:00 PM	2	7:00	14:00	
5/26/2023	6:00 AM	4:30 PM	2	10:30	21:00	
5/30/2023	1:00 PM	6:30 PM	2	5:30	11:00	May Checktime = 90:25Hrs
6/2/2023	6:00 AM	5:30 PM	1	11:30	11:30	
6/6/2023	6:30 AM	4:45 PM	1	10:15	10:15	
6/9/2023	6:30 AM	12:30 PM	1	6:00	6:00	
6/12/2023	6:00 AM	4:15 PM	1	10:15	10:15	
6/14/2023	7:00 AM	4:00 PM	1	9:00	9:00	
6/16/2023	6:45 AM	1:30 PM	1	6:45	6:45	
6/20/2023	6:30 AM	5:30 PM	1	11:00	11:00	
6/23/2023	6:00 AM	2:30 PM	1	8:30	8:30	
6/26/2023	6:45 AM	3:20 PM	1	8:35	8:35	
6/28/2023	6:30 AM	3:00 PM	1	8:30	13:00	
6/30/2023	6:00 AM	10:00 AM	2	4:00	8:00	June Checktime = 102:50hrs
7/3/2023	7:30 AM	1:30 PM	2	6:00	12:00	
7/6/2023	11:30 AM	6:30 PM	1	7:00	7:00	
7/11/2023	7:30 AM	3:10 PM	1	7:40	7:40	
7/14/2023	6:50 AM	7:00 PM	1	12:10	12:10	
7/17/2023	6:30 AM	12:30 PM	1	6:00	6:00	
7/18/2023	6:00 AM	1:15 PM	1	7:15	7:15	
7/21/2023	12:30 PM	4:20 PM	2	3:50	7:40	
7/25/2023	6:00 AM	10:00 AM	2	4:00	8:00	
7/28/2023	6:35 AM	5:10 PM	1	10:35	10:35	
7/31/2023	10:30 AM	6:45 PM	1	8:15	8:15	July Checktime = 86:35hrs
8/1/2023	6:00 AM	1:40 PM	1	7:40	7:40	
8/7/2023	1:00 PM	7:05 PM	1	6:05	6:05	
8/8/2023	6:00 AM	4:45 PM	1	10:45	10:45	
8/11/2023	6:20 AM	12:30 PM	1	6:10	6:10	
8/14/2023	6:00 AM	4:35 PM	1	10:35	10:35	
8/15/2023	6:30 AM	5:10 PM	1	10:40	10:40	
8/16/2023	1:00 PM	7:10 PM	1	6:10	6:10	
8/22/2023	6:45 AM	4:30 PM	1	9:45	9:45	
8/25/2023	6:30 AM	4:05 PM	1	9:35	9:35	
8/29/2023	6:25 AM	12:40 PM	1	6:15	6:15	
8/30/2023	6:05 AM	1:30 PM	1	7:25	7:25	August Checktime = 91:05hrs
9/5/2023	6:30 AM	1:00 PM	1	6:30	6:30	
9/7/2023	7:00 AM	12:30 PM	1	5:30	5:30	
9/8/2023	7:10 AM	3:45 PM	2	8:35	17:10	
9/11/2023	7:00 AM	3:20 PM	1	8:20	8:20	
9/13/2023	12:45 PM	4:10 PM	2	3:25	6:50	
9/19/2023	7:00 AM	1:30 PM	2	6:30	13:00	
9/25/2023	7:30 AM	6:15 PM	2	10:45	21:30	
9/27/2023	6:45 AM	1:20 PM	1	6:35	6:35	
9/29/2023	7:00 AM	11:10 AM	1	4:10	4:10	September Checktime = 89:35hrs
10/4/2023	7:30 AM	5:15 PM	1	9:45	9:45	
10/5/2023	6:45 AM	6:00 PM	1	11:15	11:15	
10/10/2023	7:05 AM	5:35 PM	1	10:30	10:30	
10/11/2023	7:00 AM	12:15 PM	1	5:15	5:15	
10/20/2023	7:45 AM	3:10 PM	1	7:25	7:25	October Checktime = 44:10hrs
11/6/2023	11:00 AM	6:45 PM	2	7:45	15:30	Blow-Out
11/7/2023	7:00 AM	6:50 PM	2	11:50	23:40	Blow-Out
11/8/2023	9:30 AM	6:00 PM	2	8:30	17:00	Blow-Out
11/9/2023	7:00 AM	5:15 PM	2	10:15	20:30	Blow-Out
						23' Winterization Completed = 76:40hrs
						23' Season Start-up 60:20hrs
						23' Season Check Time 593:30hrs
						23' Season Winterization 76.40hrs

Open Space Management Proposal for 2024

**Weed and Native Plant Management Program
for the
Roxborough Village including Chatfield Farms
and the South Hogback**

Prepared
by

Raymond H. Sperger

Ark Ecological Services, LLC

Conserving and restoring native species and landscapes for future generations

**6560 Dover Street
Arvada, CO 80004
303-985-4849**

January 26, 2024

Open Space Management Proposal for 2024 Weed and Native Plant Management Program for the Roxborough Village

Introduction

Roxborough Village is a beautiful integration of residential homes surrounded with substantial areas of open space including prairies, riparian woodlands, ponds and wetland habitats. Many of these native open spaces have high quality natural areas with an abundance of plant and animal life. Recreation opportunities including several miles of trail, wildlife viewing, and aesthetic beauty abound in the large, diverse, greenbelts and wild spaces. These natural amenities are worth cherishing and conserving for future generations, but this can only happen through sound ecological planning, through the commitment of homeowners and community leaders, and through proper stewardship practices (See Addendum 1 for a list of reasons why we should manage and restore native open spaces). Due to the development of the community and past management practices, many of the natural treasures need a helping hand to restore much of their former beauty and diversity, and to serve the needs and desires of Roxborough Village Residents.

The following is a compilation of weed management, ecological restoration, and land management actions that will help to ensure ecologically sound stewardship of these diverse open lands. There is purpose and statement of need that will help the property owners to establish its priorities for open space management. Please consider these items for 2024 or in the future to help you meet the communities' goals. With the support of the community and board of directors, Ark Ecological Services can help you keep your native open spaces beautiful and healthy for future generations.

Weed and Native Plant Management Program

Purpose: To contain, suppress, control, and eventually eliminate state and county-listed noxious weeds and other aggressive non-native plants within the Roxborough Village Open Space. This program will focus on the noxious weeds including Canada Thistle, Diffuse Knapweed, Scotch Thistle, Musk Thistle, Poison Hemlock, Mullein, Leafy Spurge, Redstem Filaree, Bindweed, Kochia and other weeds found within and adjacent to these infestations. This proposal will help the community comply with state and county weed ordinances. And, to encourage the growth and sustain the populations of the many native plants which are currently found within the Open Space. We will identify areas that need to be restored and seeded to provide competition with the noxious weeds.

Statement of Need: Currently, there are several species of noxious weed growing in the Roxborough Village Open Space and some areas in the Chatfield Farms Open Space, previously-unmanaged areas that are degraded by more dense infestations of Canada Thistle, Diffuse Knapweed, Scotch Thistle, Poison Hemlock, Mullein and other invasive exotic species. Other

parts of the Open Space in the southern upland areas that have been previously managed have few or no weeds and need to be protected from future weed invasions. Lowland areas with willows and cottonwood riparian woodlands have not been managed for noxious weeds as well as the upland areas, and need to be more intensively managed for noxious weeds. Without actively managing these weeds using integrated weed management practices, (chemical treatment, mechanical treatments like mowing, cutting, pulling, and biological controls), weeds will continue to multiply in the areas where infestations exist, will spread into new areas, and will reduce native plant and animal populations. **Prevention, early detection, containment, suppression, and control of noxious weeds are the most efficient and cost effective methods of any weed management strategy.**

Weed and Native Plant Management Program Options and Costs for 2024

<i>Weed and Native Plant Management Program</i>		
Southern Open Space Areas* (52.4 land acres)	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See image below.	\$17,500
Chatfield Farms Open Space Areas* (38.3 land acres)	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See images below.	\$7,950
Southern Hogback Open Space Area* (63.7 land acres)	2 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See image below.	\$7,500
Roxborough Village East Side Pond	3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. (Added to scope in 2014)	\$2,000
Roadside Berm on N. Rampart Range Road	2 spot herbicide applications using the best available management practices for the selected weeds being sprayed. (Added to scope in 2015)	\$800
Total		\$35,750

Additional Areas - Management Started in 2024.

<i>Weed and Native Plant Management Program</i>		
Rampart Range Power Lines* (10.73 land acres)	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See image below. Higher cost this year are due to the amount of weeds found in the area last year (2nd year managed) and 3-5 acres of disturbance.	\$5,500
Arrowhead Shores - Pulte* (2.03 acres)	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See image below.	\$1,550
Total		\$7,050

*To the extent possible, native wildflower and shrub populations that are susceptible to broadleaf herbicides will not be sprayed.
Rampart Range Rd. Power Lines (10.73 land acres)
Arrowhead Shores (2.03 acres)

*To the extent possible, native wildflower and shrub populations that are susceptible to broadleaf herbicides will not be sprayed.

Estimated Weed Management Costs Over Time. As weeds are controlled through time the seed bank in the soil is depleted and fewer weeds come up each year. Selective applications of herbicides give **both** native grasses and native wildflowers a competitive advantage, thereby increasing the beauty of the area and crowding out space for weeds. In highly infested sites or areas with extensive disturbance, ecological restoration is teamed with weed control to encourage the replacement of weeds with natives. With 2-3 herbicide application per year and a program to restore highly degraded areas, the costs for future control efforts will decline more quickly and it will cost the homeowner’s association less money in the long-term than with an less aggressive management program.

No weed control in 2024 has the following negative ramifications:

1. Populations of weeds will increase.
2. The number of seeds in the soil seed bank will continue to grow making future weed control and restoration more expensive.
3. Desirable native vegetation will decline and wildlife will decrease.
4. The aesthetic beauty of the area is marred and the desirability to recreate in weed-infested areas is reduced.
5. Weeds may spread off-site to other parks and private property.
6. Possible violations of county weed ordinances and state weed laws may be enforced.

It is, therefore, prudent to continue to control weeds and prevent their spread.

Ecological Restoration Projects

Purpose: To restore native plants as well as environmental conditions to areas that have been disturbed beyond the short-term natural recovery cycle or to enhance the natural recovery cycle.

Statement of Need: Several native common areas in Roxborough Village are in need of restoration due to past construction of homes, utilities, trails, or other facilities, due to poor revegetation practices, improper or lack of management, or neglect. These areas will continue to be weed problem areas unless they are restored and revegetated so that there is competition between native plants and weeds. Restoration will enhance the beauty of these areas, reduce long-term management costs, and restore important ecosystem functions. Assessment of areas that need to be reseeded will be conducted and recommendations for future areas that may need to be reseeded.

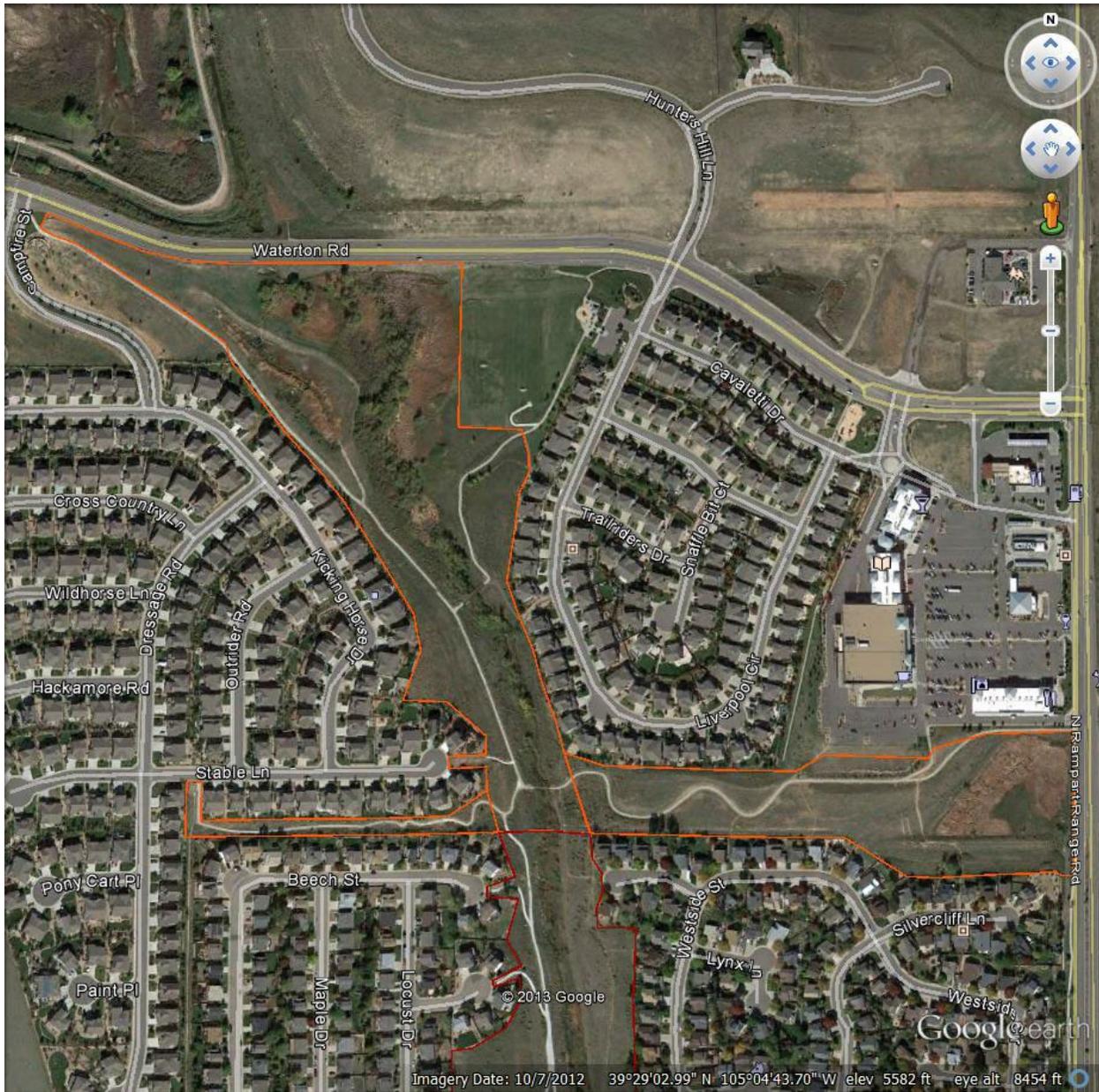
<i>Recommended Actions:</i>	<u>Cost</u>
<u>Restoration Projects</u> Assess the need to revegetate areas where weeds are controlled and bare ground is left.	No charge

Debris Clean-up Projects and Encroachment Notification

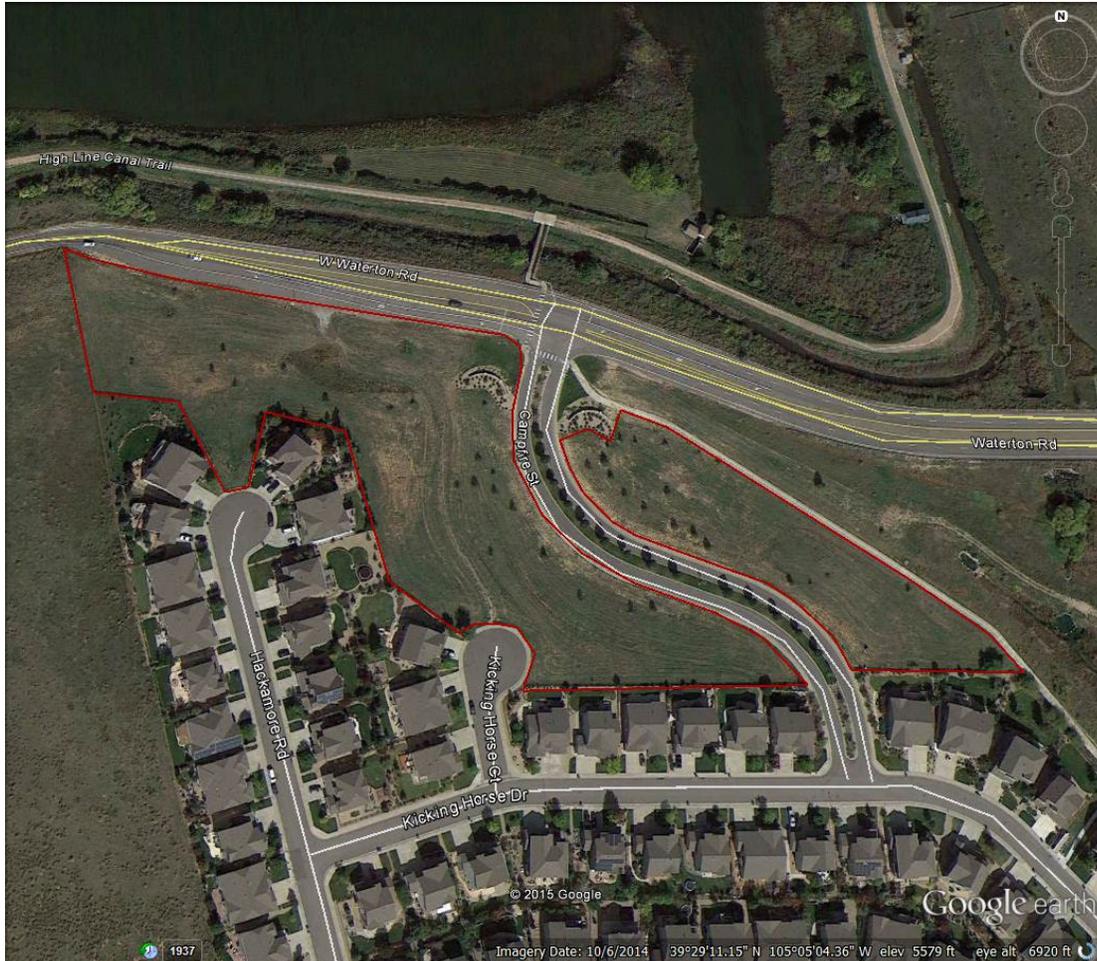
Purpose: To improve the aesthetics of the property and to keep people from dumping yard debris, construction debris, and other foreign items into the open space. To prepare the site, if needed, for proper restoration actions. To assist with the notification of other encroachments into the open space.

Statement of Need: There may be a few small areas in Roxborough Village that are in need of debris clean-up due to homeowners, contractors, or others dumping concrete, yard debris, and fencing material in the open space. There are likely more areas that need cleaned up. Notify the management company of homeowners who are violating various covenants in the open space including dumping, placing personal items like play equipment into the open space, unauthorized mowing of open space, or planting non-native ornamental plants in the open space.

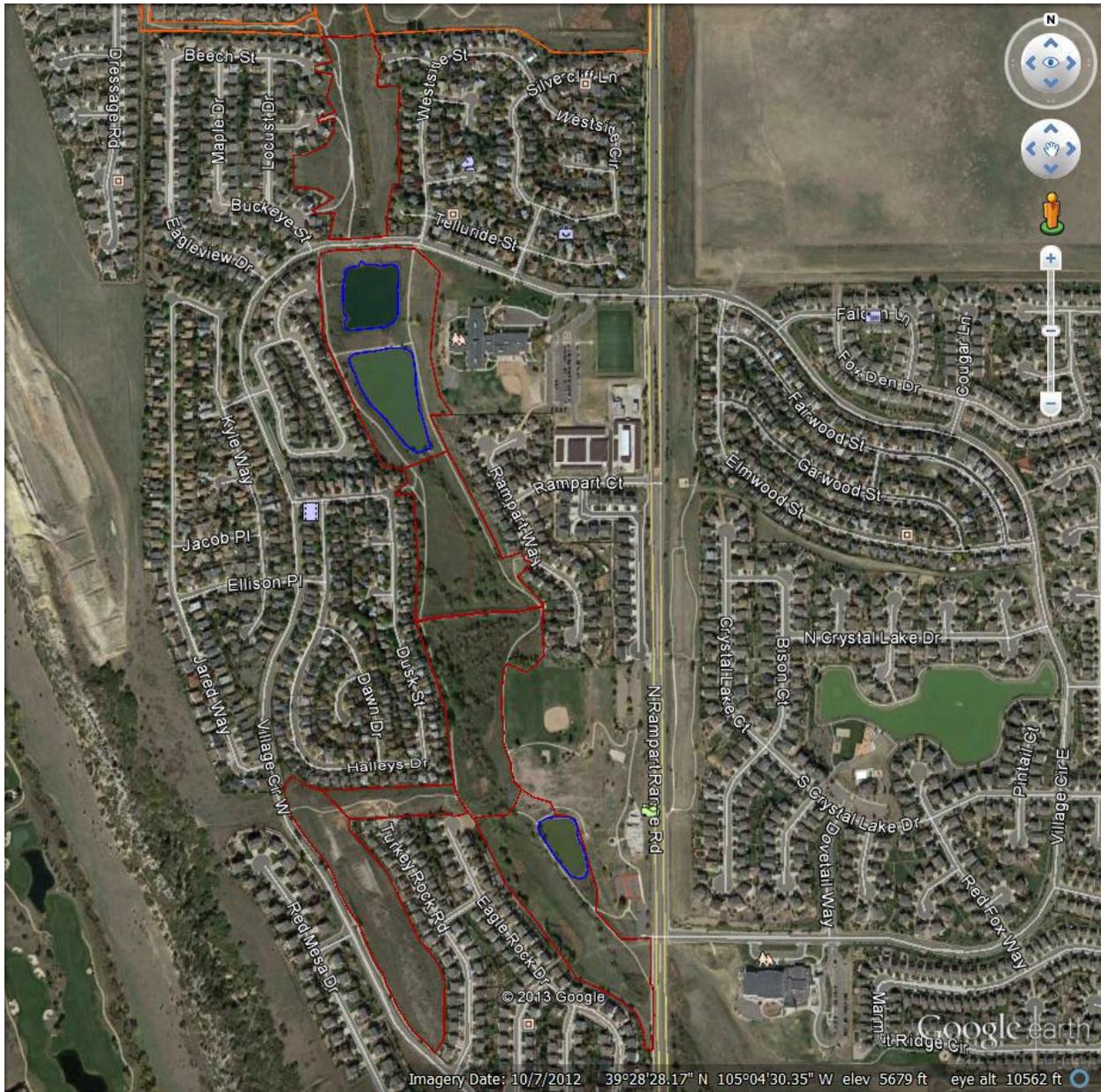
<i>Recommended Actions:</i>	<u>Cost</u>
<u>Clean-up Projects</u> One area behind homes in the Chatfield Farms open space and miscellaneous seeding in various open space areas.	Time and materials plus disposal fees



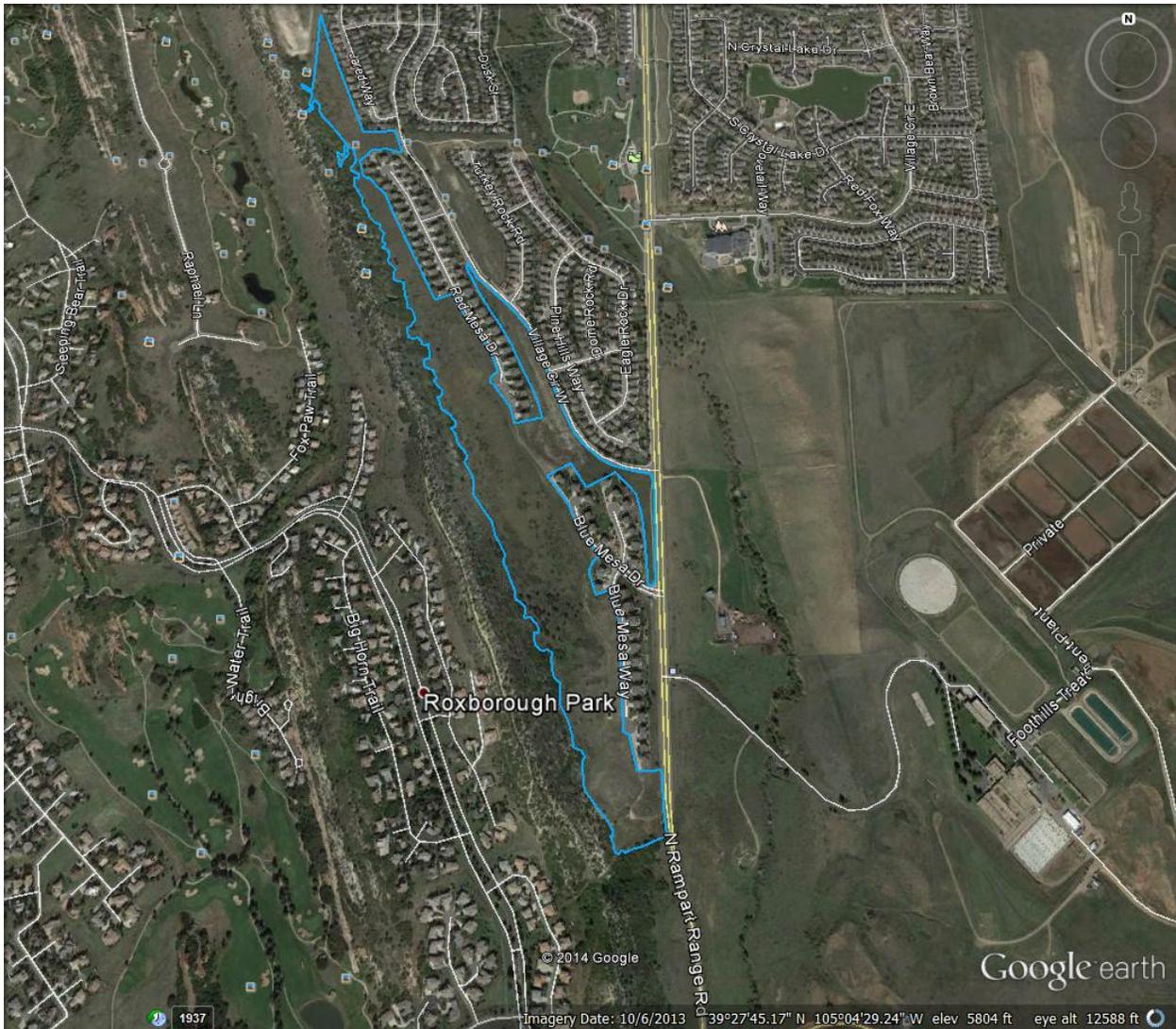
Chatfield Farms Open Space Areas (31 land acres) - Outlined in Orange.



Chatfield Farms - Campfire Street Additional Area - 7.3 acres (Outlined in Red)
First managed for noxious weeds in 2015.



Roxborough Village Open Space (52.4 land acres) - Outlined in Red



South Hogback Open Space (63.7 land acres) - Outlined in Light Blue

Proposed Schedule: (Based on three herbicide applications and on typical weather patterns)

April	Conduct the first herbicide application with an emphasis on early season weeds like Poison Hemlock, Whitetop, Redstem Filaree, and trailside Kochia.
May	Begin second herbicide application with a focus on Diffuse Knapweed, Mullein, Musk Thistle, and Scotch Thistle in open areas.
June	Continue second herbicide application with a focus on Canada Thistle and other weeds in the willow and cottonwood riparian areas, as well as Mullein and Bindweed.
July- August	Complete second herbicide application with a focus on Canada Thistle, Mullein, and Bindweed.
October – November	Complete third herbicide application. Develop a list of potential restoration sites for future budget consideration.
December -Feb. 2024	Complete Open Space Management Proposal for 2024

This proposal is acknowledged and accepted by:

Date: _____

Signed: _____

Board President; Roxborough Village Metro District

Date: _____

Signed: _____

Raymond H. Sperger; Business Manager and Principal Ecologist; Ark Ecological Services, LLC

Addendum 1

Reasons to Manage and Restore Native Open Space

Because we want to:

Open Space -The Benefits are Endless

- Cleans and purifies our water
- Cleans the air and produces oxygen we need to breathe
- Reduces air temperatures on hot summer days
- Provides habitat for the animals and plants that we enjoy seeing
- Provides children and adults an opportunity to learn about the environment
- Provides artistic, written, and photographic inspiration
- Provides a place for spiritual and emotional renewal
- Defines, identifies, and separates regions, communities, neighborhoods, and neighbors
- Provides a sense of history – what the landscape may have looked like prior to settlement
- Provides recreational space for walking, jogging, bicycling, and other outdoor activities.

Because we need to:

It is a part of the planning and guiding documents for most communities.

- Planned Unit Development Plan
- Design Review Philosophy and Guidelines
- Covenants

It maintains property values.

It protects other investments made into the community (infrastructure, lot premiums, etc.).

Because we have to:

It is a part of the laws of the land.

- Douglas County Weed Ordinance
- Colorado Noxious Weed Law – Revised Statute 35-5.5-115

Addendum 2

Possible Goals for Resource and Weed Management in Roxborough Village Open Space

Resource Management Goal for the Open Spaces

- To conserve and restore the native biological diversity of the Roxborough Village Open Space through sound land management including aggressive weed control and active ecological restoration for the benefit and enjoyment of the Roxborough Village Homeowners.

Weed Control Mission Statement

- Work cooperatively to prevent the invasion and manage the spread of noxious weeds in order to conserve and restore the native biological diversity of the open space properties.

Weed Management Goals

1. Prevent the introduction of noxious weeds not already present in the Open Space.
2. Eradicate noxious weeds which are not well established in the Open Space.
3. Contain the spread of noxious weeds which are so well established that they cannot be easily and quickly eradicated.
4. Implement appropriate weed management actions within weed containment areas.
5. Restore Open Space that has become infested with weeds.
6. Coordinate weed management actions to maximize effectiveness and minimize economic and environmental costs of weed control.
7. Inform homeowners and adjacent landowners within the Roxborough Village about noxious weeds and provide support for their weed management and restoration efforts.



Mark Rubic <markrubic@roxboroughmetrodistrict.org>

Preble's mouse

1 message

Ephram Glass <ephramglass@roxboroughmetrodistrict.org>
To: Mark Rubic <markrubic@roxboroughmetrodistrict.org>

Fri, Jan 12, 2024 at 2:41 PM

I was talking with Chantel, a teacher at Roxborough Intermediate, and she said they have found Preble's mice in the building on occasion. They capture them and release them back outside. I asked if she was sure it was Preble's mouse and she said it hopped and had a very long tail, which matches its description.

If a remnant population exists, we could look into grant opportunities for enhancing the habitat (which we were going to do anyway). We could also have a communication campaign. Thoughts?



Mark Rubic <markrubic@roxboroughmetrodistrict.org>

Safety Grant Funds

1 message

Travis Hunsaker <thunsaker@sdmsi.com>

Tue, Jan 30, 2024 at 5:00 PM

To: Ephram Glass <ephramglass@roxboroughmetrodistrict.org>, Mark Rubic <MarkRubic@roxboroughmetrodistrict.org>

Good afternoon,

We have some Safety and Loss Prevention Grant funds that are due to expire. Allocations which remain unused after five years are lost, so I wanted to get your thoughts on anything you may want us to look into for the district. I was looking into it and I did see that the safety Grant funds can be used to reimburse up to 50% of purchases, so the district would still be responsible for half of it.

Currently, there is a Balance: \$5,206.20, with \$615.75 set to expire on 3/31/2024. One idea I thought we could put the money towards would be replacing the smart locks on the bathroom doors. I reached out to the grant people and they said this is something that would be covered, so there is one possible use. I also reached out to them for more information on playground safety equipment and what would fall under that.

I have attached a document of some additional safety ideas they sent to us. If you have other ideas, I can look into those too.

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

 Safety-Grant-Ideas.pdf
454K



SAFETY AND LOSS PREVENTION GRANT PROGRAM

Wondering what to spend your funds on?

Here are some actual purchases made by members over the last few years. There are many more things that could qualify for this program, so don't feel limited to this list. Additionally we have included a few items that are not eligible for this program. If you have any questions, please contact us at info@csdpool.org.

\$200 - \$500 PURCHASES

- Eye wash station
- First aid supplies
- Training costs
- Safety ladders
- Ergonomic office furniture
- Door locks
- Fire extinguishers
- Carbon monoxide detectors
- Smoke detectors
- Road flagger equipment
- Personal protective equipment
- Burn prevention equipment
- Hearing protection equipment
- Eye protection equipment
- Safety cones and road signs
- Headphones for training
- Safe work boots
- Safety committee t-shirts and promotional materials
- Hard hats and neck gear
- AED batteries and service
- Anti-virus software
- SCBA face masks
- Wet floor signs

\$500 - \$2,000 PURCHASES

- ADA compliance upgrades
- Group CPR training
- Life rings and jackets
- Security video equipment
- Security lighting
- Electrical panel upgrades
- RFID Anti-theft systems
- Fire exit upgrades
- Field communications gear
- Theft deterrents
- Safety harnesses
- Security doors
- First responder training
- Computer training stations
- Cyber security services and software
- Security patrol services
- Swimming pool safety railings
- Playground safety upgrades
- Chemical storage facilities

\$2,000 - \$5,000 PURCHASES

- TargetSolutions costs
- Automatic External Defibrillators (AED)
- Fencing and gates
- Anti-slip flooring
- Human resources training
- Air monitors
- Excavation safety gear
- Water pipe winterizing

\$5,000+ PURCHASES

- Swimming pool lifts
- Safety and wellness programs
- Snow plows for trucks
- Sewer line camera equipment
- Fire suppression systems
- Key card access control systems
- Lightning suppression

INELIGIBLE PURCHASES

- Payroll for any employee
- SDA or organization dues
- CSD Pool contributions
- Any insurance premium
- Employee safety items for districts with no employees
- Regular maintenance costs
- Property repair expenses





303-471-1522
 naturesworkforce.com

To: SDMS	Contact: Peggy Ripko
Address: 141 Union Boulevard, Suite 150 Lakewood, CO 80228	Phone: 303-987-0835 Fax: 303-987-2032
Project Name: Roxborough Village - Install Water Meter	Bid Number:
Project Location: Littleton, CO	Bid Date: 1/3/2024
Addendum #: N/A	

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Install 2" Water Meter (3 Total) Roxborough Marketplace Includes Water Meter And Installation ONLY All Troubleshooting, Mainline Locating, Wire Tracing, And Additional Work Performed Will Be Billed Under 2024 T & M Established Rates Of \$82 Per Man Hour	3.00	Ea	\$3,084.57	\$9,253.71

Total Bid Price: \$9,253.71

Notes:

- **This proposal will be subject to a change order for material price increases, if material market pricing escalates at the time of installation, from the date of proposal.**
- Acts of God are not covered under warranty for anything installed by CDI.
- Includes Water Meter and Installation ONLY
- All Troubleshooting, Mainline Locating, Wire Tracing, And Additional Work Performed Will Be Billed Under 2024 T & M Established Rates Of \$82 Per Man Hour
- **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.

Cory France
 303-501-5697 coryf@cdi-services.com



303-471-1522
naturesworkforce.com

ACCEPTED:

The above prices, specifications and conditions are satisfactory and hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Nature's Workforce

Authorized Signature: _____

Estimator: _____

Starbuck's meter

Rampart meter

Parking Lot meter

