

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 x 800-741-3254
<https://www.roxboroughmetrodistrict.org/>

NOTICE OF 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: June 21, 2023
TIME: 6:00 p.m.
LOCATION: Roxborough Library Meeting Room
8357 North Rampart Range Road #200
Littleton, Colorado 80125

And via Zoom Meeting

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09>

Meeting ID: 862 6755 0643

Passcode: 987572

Call in Number: 1 (719) 359-4580

** 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 (5 minutes)

A. Disclosure of Potential Conflicts of Interest.

B. Additions/Deletions/Approval of Agenda.

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS (15 minutes)*

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. CONSENT AGENDA – (5 minutes)*

These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event, the item will be removed from the Consent Agenda and considered on the Regular Agenda.

- Minutes of the following meetings (enclosures):
 - a. April 10, 2023
 - b. May 3, 2023
 - c. May 17, 2023
 - d. June 6, 2023
-

IV. CONTRACTOR/CONSULTANT REPORTS

A. FINANCIAL MATTERS - (15 minutes)*

- 1) Review and ratify approval of the payment of claims for the periods ending as follows (enclosure):

Fund	Period Ending May 31, 2023
Total Claims	\$ 65,598.14

- 2) Review and accept unaudited financial report for the period ending May 31, 2023 (enclosure).
-

- 3) Review and consider for approval audit engagement letter from Colorado CPA Company (enclosure).
-

B. Landscaping Updates- CDI Landscape, LLC (enclosure) (5 minutes)*

C. Engineering Updates - Farnsworth

1. Update regarding onboarding of District Engineer. (5 minutes)*
-

V. AGENDA PRIORITIES

- A. Discussion regarding playground replacement. (10 minutes)
1. Summit Recreation (enclosure)
 2. Rocky Mountain Rec (enclosure)
 3. Discuss posting and emailing out playground styles for the community to provide input
-
- B. Meeting Code of Conduct review and approval (enclosure). (5 minutes)
-
- C. Discuss proposed Public Meeting Notice, Agenda, Meeting Packet and Director, Consultant, or Vendor Expectations review and approval (enclosure). (5 minutes)
-
- D. Consider adoption of updated rules and regulations regarding field usage regarding vehicle use and reservations (enclosure) (2 minutes)*
-
- C. Review updated mosquito control agreement.
-

VI. OPERATION AND MAINTENANCE MATTERS

- A. District management updates.
1. Updated action item list (enclosure). (2 minutes)
-
2. SDMS Monthly Report (to be distributed). (2 minute)
-
3. Monthly Invoice from Foothills Park & Recreation re: May 2023 Roxborough Village Resident Use (enclosure). (2 minute)
-
- B. General Updates regarding ongoing projects:
1. Chatfield Farms planter facade replacement. (1 minute)
-
2. Electrical fixes on Rampart median. (1 minute)
-

3. Pickleball Court Striping. (1 minute)
-

- C. Other
-

VII. LEGAL MATTERS (10 minutes)

- A. Review and consider approval of Resolution Establishing Environmental Committee (enclosure).
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- B. Discuss pursuing maintenance agreements for medians and other landscaping on Douglas County property.
-

- C. Discuss securing a District account on the local community Facebook forum and/or NextDoor account.
-

- D. Other
-

VIII. DIRECTOR MATTERS (20 minutes)

- A. Discussion regarding District signage.
-

- B. Board Only Meeting Follow-up Items

1. Discuss getting quotes to fix volleyball court (enclosure).
-

2. Discuss potentially hiring a handyperson to have a dedicated person fixing things around the District
-

3. Discuss drafting agreements with Chatfield Farms
-

4. Draft policy for permit to use District's sign banner posts for review, and adding signs to the posts.
-

5. Revised draft on vandalism/graffiti for review to use for message to community (enclosure).
-

C. Discussion regarding Bailey's trees replacements.

D. Other

IX. OTHER MATTERS

- A. Review action items and add to spreadsheet. (5 minutes)
-

X. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, JULY 19, 2023**

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
April 10, 2023**

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on the 10th day of April, 2023 at 6:00 p.m. at the Roxborough Library located at 8357 N Rampart Range Rd # 200, Littleton, CO 80125.

1. ATTENDANCE

Directors In Attendance Were :

Mathew Hart
Ephram Glass
Calvin Brown
Travis Jensen
Mark Rubic

Also In Attendance Were:

~~Deborah-Debra~~ Prysby

2. CALL TO ORDER

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

3. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

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

4. ADMINISTRATIVE MATTERS

Agenda: Director Hart reviewed with the Board the proposed Agenda for this Special Meeting. Director Glass requested a discussion of the Easter Egg Hunt be added and an update to the road construction. Director Rubic requested a discussion about management performance be added.

5. PUBLIC COMMENTS

No public comments were made.

6. BOARD DISCUSSION MATTERS

Easter-Egg Hunt: Having not recalled the permit, Director Hart questioned whether the permit was issued by the Board or by management. Multiple Directors agreed it was issued by management with notification to the Board. Director Hart explained the issues with cars on the softball field and lack of parking at the event. Director Hart noted that nothing about the permit issuing process requires permit holders to agree to abide by rules & regulations. Director Rubic disagreed, to which Director Hart read the permit for the Easter Egg Hunt to the Board. Director Jensen did not recognize the form, and suggested this may be the outdated form, other Directors agreed. Director Rubic expressed frustration that management did not provide more information about the event to the Board. Directors Brown and Glass discussed whether the Board approved permits in the past. Director Rubic suggested the Board should approve permits in the future. The question was raised about events already permitted, e.g. little league. Director Hart recommended that the permit have an additional signature line beside a statement that says "I agree to not drive vehicles on the field" so that if permit holders do not read the rules/regs they at least understand that cars are not permitted. Director Rubic suggested the size of the security deposit be proportional to the event, whether it is a small private event or big open-to-the-public event. Director Hart noted the Easter Egg hunt coordinators did a good job cleaning up the trash from the event, and probably just did not know why vehicles were not allowed. Several Directors commented that future events of this size should have a parking plan, perhaps a shuttle from one of the school parking lots, which would be discussed and reviewed at the permit approval time. Director Hart also noted the absence of any signs at the park with rules and regs, and that the District needs them. Director Hart noted the coordinators of the Easter egg hunt were notified of tonight's meeting and were invited to attend or provide any comment, but they did neither.

Update on Road Construction: Irrigation damage on the road was to Sterling Ranch systems, so there is damage that still needs to be fixed before the road can be closed but it was not to the District's irrigation system. CDI pressurized the system and noticed some small issues, that seemed to be pre-existing and should not be big costs to fix. The system held pressure but there seems to be a leak in Community Park. Director Glass also mentioned the greenhouse went up at the school.

Management Performance: Director Rubic expressed frustration that the notice [link](#) for the water district fence meeting was broken at the time he checked. Director Rubic mentioned the meeting on 3/8 also had an issue, which Director Glass agreed with. Director Hart noted there may be a problem with the website backend. Director Hart stated the Board had previously discussed hiring a professional web management company and it may be time to revisit that. Director Glass mentioned someone on the Board, besides SDMS, should have access to the website to make little changes/updates. Director Rubic agreed having one designated person should have access besides SDMS. Director Rubic was worried that his District email was associated with a previous Board member; Directors Jensen and Glass stated that they had a similar experience. Director Jensen discovered that his District email was setup to forward all messages to a private

address of a former Board member. Director Hart noted that it looked like the previous email addresses had been re-used and the names changed, and checked whether his account had a forwarding address. Director Rubic brought up the point that there still are no porta-potties in Community Park. Director Glass noted that SDMS was supposed to reach out to other porta-potty companies and Board should request an update on that. Director Hart asked if porta-potties were on the tasking spreadsheet, and suggested it be updated. Director Rubic noted that both a plumber and electrician would be needed to open up the bathrooms in Community Park. Director Rubic brought up the issue of food truck permits; sometimes food trucks on site that are not permitted. Director Hart noted the District does not have an enforcement arm, and the issue will continue to get worse as the Sterling Ranch population increases. Director Hart noted there are no signs that say “no vendors (food trucks) without a permit” so there is no point issuing permits some food trucks if no sign prohibits others that are not issued a permit. Director Hart asked whether the permits can be written in such a way that damages could be recovered? Board agreed this is a question for the District’s lawyers. Director Rubic raised the issue of dumpsters in the park. Director Hart noted that Director Rubic’s concerns are not on the agenda and the meeting needed to get back on topic.

Go-CO Playground Grant: Director Rubic noted that the District does not have the money to build or maintain a million dollar park. Waiting so long for a 50/50 shot on a grant may not be worth it. The Board should look at just replacing these playgrounds. Director Rubic had previously volunteered to find playground equipment and found dozens of options. Director Glass argued against this proposal because maintenance for those playgrounds is minor and not costly. If Board were to do something, it should be low maintenance, high-value stuff which may be more expensive, but would not be more money to maintain than otherwise. The Board owes it to the community to pursue a grant just to see. The grant may cover costs the Board may not be willing to that the District cover on its own. In the livable cities studio designs the overlook was high cost but low maintenance and high value and everyone would benefit from having it. Director Hart stated he does not want to buy new assets before the existing assets are taken care of. Director Glass does not think anyone will mind waiting ~~extra long a few extra months~~ to replace the missing playground because there are other playgrounds in the District. Director Jensen underscored residents’ dissatisfaction with the removal of the playground from Community Park, that they do not want to wait another two years to get something back in the park. Director Brown noted the longer the Board waits, the more expensive things will be. Director Jensen suggested surveys or some way to test what people want. Director Hart noted the difficulties the District ran into last year with community surveys. Director Glass stated the grant application requires getting community feedback, so the Board should do it anyway. Director Hart countered that the Board did not seek input from the community on removing the playground, and that the Board should replace it separate from the opportunity to build something new.

CDI electric UTV storage/recharge: Director Glass stated that the Board can be accommodating but the District should not fund it. Jensen: do they want to pay for it? Glass: It would be cheaper for them. Jensen: The District pays for the mobilization charge each time regardless. Rubic: The District should not pay for it. Glass: It could be combined with other construction. Jensen: Has a location been picked? Hart: They have a container already. Glass: They would like to use the pump house since it has power. Hart: Is there enough room? Glass: no. Hart: How many days/week do they come out? Multiple Directors: Twice. Hart: So a standard outlet would cover

it. Rubic: Maybe next to the restrooms? Hart: Or in the gated area Roxborough Water and Sanitation District is building in the easement? Glass: There is electricity there. Hart: And parking space. Glass: they would not get a key from Roxborough Water and Sanitation District; he will ask Barb. Hart: Yes or no depends on the plan, so the Board would have to develop that first. Glass: Probably get push-back if views from houses in that area are blocked.

Discuss having volunteers put up dog stations: Attorney Ross said the Board members could not do it ourselves but community volunteers could do it. New pots are aluminum; should not get new steel ones due to rust. The Board will ask attorney Ross to draft a volunteer waiver and perhaps make available on the District website.

Discuss Flock camera on Waterton Rd: Director Glass pointed out there is already a camera on Waterton Road that looks like a Flock camera on Douglas County property, and asked if it changed the Directors opinions about them. Both Directors Hart and Jensen stated it did not. Director Rubic asked if there were any updates about available cameras from the sheriff's office for monitoring graffiti. Director Glass will ask.

Discuss Tree Care Proposals (enclosed): Director Glass: Davy Tree's proposal came in cheaper than the other guys, looking at minimum upkeep and pruning of bigger trees. Director Hart asked for Director Glass's recommendation, which was for Davy Tree.

Discuss How to Equitably Maintain the District without causing financial Hardship: Director Glass proposed starting with the 16B HOA easement issue. Director Hart would like to know more about the plans for the monument area. Director Glass proposes transferring the easement to the HOA. Director Rubic stated that the easement is how the District maintains the monument area. Director Brown recommended keeping the easement, as it would maintain continuity with the rest of the District. Director Hart agreed. And asked why the Board rejected this last year. Director Glass explained it was because there was no input from the HOA. The Board will ask attorney Ross for his opinion.

For maintenance of the rest of the District, Director Jensen had previously proposed doing only what was required until the District's finances are improved. Director Rubic expressed that the things that have to be done may even take more than the current budget, and the Board may have to make some tough decisions. The District should not continue to keep spending money doing things that the District is not required to do. Director Hart agreed in general, as long as there is some flexibility. Director Rubic agreed with flexibility, especially in areas of high community impact or safety issues. Perhaps the Board can develop a red/yellow/green map like it has for snow removal. Directors Glass and Hart agreed that in areas where it would realize an economy of scale for the District to perform maintenance on behalf of HOAs or others, the District could be open to doing that on a discounted fee basis. Director Hart asked how much of the landscape budget was flexible vs required. Director Glass responded that it's probably small since the District only maintains the surface. Director Jensen pointed out that once the District is no longer replacing playgrounds and goes back to just maintaining them, the budget might cover all the landscaping the Board would like to do. Director Glass pointed out that the Board still will have to start budgeting funds toward capital since nothing is going in there currently. Deb Prysby

pointed out that the District's irrigation system is a big maintenance expense and if the areas that require irrigation could be reduced, the maintenance cost could be reduced there.

Prioritizing Tasking: Director Glass asked about his proposed task prioritization scheme. Director Rubic stated that the Board could probably quickly identify the top priority items without such a complex system, or at least identify the high priority items before using the scheme for lower priority items. Director Hart proposed having each Board member select their top priorities. Director Jensen agreed the Board should have a way to drive items to the top of the list. Director Brown proposed that each Director pick their top five issues. Directors Glass, Hart and Rubic all agreed with Director Brown's suggestion.

Other Matters: Director Jensen asked about putting time limits on agenda items for future meetings. Director Glass said he would for the next meeting.

There being no other business, Director Brown made a motion to adjourn. Director Glass seconded. The motion passed unanimously. The meeting adjourned at 7:59 p.m.

By: _____
Director Name Date

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
MAY 3, 2023**

Directors in attendance:

Mathew Hart
Mark Rubic
Ephram Glass

No members of the public were present.

Meeting convened at 7:02 p.m. at the West Metro Fire Protection District fire station located at 6220 N Roxborough Drive, Littleton, CO 80125.

Board Discussion Matters:

A. Discuss how the Board wants to proceed regarding the playground replacement in Community Park

The Board discussed how to accelerate replacing the Community Park playground while also applying for a grant. After some discussion, the consensus of the Board was for SDMS to initiate a search for qualified playground designers and contractors and to also initiate the grant process. The Board also discussed putting out a survey to residents that would have them provide feedback on whether the playground should be at the top or the bottom of the hill in Community Park and on the style of playground equipment, including with the survey two to three styles of playground equipment to choose from. Mark Rubic was directed to put together a catalog of various playground equipment options for the Board to review. The Board also discussed the Airplane Park playground and will consider its replacement once the District Engineer is on-board to review any plans.

B. Discuss what repairs SDMS Field Services should pursue/prioritize.

The Board reviewed the list of items suggested for SDMS Facility Services to fix or replace and by unanimous vote approved moving forward with the list. Director Rubic suggested replacing the basketball nets with more durable nets; the other Board members agreed to this addition. The Board also discussed colors for benches, tables, and shade structures. The consensus of the Board was to keep all benches green, all tables brown, and all shade structures entirely green.

C. Discuss when to have the agenda posted for meeting – preliminary or not.

The Board discussed posting the draft agenda prior to legal review. The consensus of the Board was to post the draft agenda and send it to all Board members as soon as the Operations Committee or designated Board members provide their revisions to the original draft created by SDMS. The posted draft agenda shall be clearly marked as a draft.

D. Discuss getting questions sent out prior to the meeting to save time.

The Board discussed sending questions to the contractors and consultants prior to the meetings. It was discussed that there hadn't consistently been enough time to review the packets prior to the meetings. The consensus of the Board was that the packet shall be sent to Board members on the Thursday prior

to the meeting, which will provide enough time to send questions via email. Consultants shall be directed to share their responses to all questions sent by the Board.

E. Discuss future Board members-only meeting dates.

The Board discussed the best dates for Board member-only meetings going forward and decided that anything in the first two weeks of each month would work. Director Glass was directed to poll the Board for the best dates and get meetings for the rest of the year scheduled. It was also discussed and agreed that, going forward, Board member-only meetings should have a zoom link.

F. Discuss adding a plaque or sign on banner posts saying to get permission to use them and require bungee cords for banner attachment.

The consensus of the Board was that a small sign be placed on banner posts requiring prior permission to use the posts. It was decided to include this sign in the effort to replace and add signs needed around the District. The Board also discussed creating a sign committee to do much of the legwork for sign design and placement.

G. Discuss issues with Utility Billing

Director Glass noted that the electric accounts for the District do not have a clear indication of what circuits are powered under each account and that the only pumps at Preble’s Pond are connected to a likely unused three-phase circuit that the District continues to pay for. The consensus of the Board was to wait until an electrician has been hired for other items and ask them to investigate these circuits and consider disconnecting service for unused ones.

H. Other Matters

The Board discussed the proposed Code of Conduct and agreed to leave the language in place and add a public comment section at the end of each meeting. Director Hart requested that the language be shortened on the agenda for the public comment agenda item.

Meeting adjourned at 9:11 p.m.

By: _____
Director Name Date

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD MAY 17, 2023

A Regular Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 17th day of May, 2023 at 6:00 p.m. at Roxborough Library, 8375 N. Rampart Range Rd, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Mathew Hart
Ephram Glass
Travis Jensen
Mark Rubic
Debra Prysby

Also In Attendance Were:

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

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

Brenna Karamigios; Gemsbok Consulting Inc. (“Gemsbok”) (for a portion of the meeting)

Dale Draper; Consolidated Divisions, Inc. d/b/a CDI Environmental Contractor (“CDI”) (for a portion of the meeting)

CALL TO ORDER

At 6:01 p.m. the meeting was called to order.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Mr. Loften noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this

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meeting in accordance with the statute. It was noted that there are no Directors' Disclosure Statements to be filed.

ADMINISTRATIVE MATTERS

Agenda: Mr. Loften reviewed with the Board the proposed Agenda for this Regular Meeting.

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

May 2, 2023 Election: Ms. Ripko advised the Board that the May 2, 2023 election was cancelled, as allowed under Colorado law, by the Designated Election Official because there were not more candidates than positions available on the Board of Directors. She stated that Directors Glass and Prysby were each deemed elected to 4-year terms ending in May, 2027. Director Hart administered the Oaths of Office for Directors Glass and Prysby. The Board directed SDMS to send the signed Oaths to Attorney Ross for filing.

Appointment of Officers: The Board entered into discussion regarding the appointment of officers and committee assignments.

Following discussion, upon motion duly made by Director Jensen and seconded by Director Hart, and upon vote unanimously carried, the following slate of officers and committee members were appointed:

President	Mark Rubic
Vice President	Debra Prysby
Treasurer	Ephram Glass
Secretary	Travis Jensen
Assistant Secretary	Mat Hart

Environmental Committee Members: Ephram Glass
Debra Prysby

Operation Committee Members: Mark Rubic
Ephram Glass

GUEST SPEAKER

Ms. Ripko reported to the Board that SDMS did not hear back from the State Internet Portal Authority ("SIPA") Representative in regards to attending the meeting. Mr. Loften discussed with the Board the SIPA platform, capabilities, and process. Ms. Ripko discussed the possibility of Board e-mail addresses through SIPA and the potential to add additional editors. Ms. Ripko also stated that there

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is no hosting fee for SIPA websites, and SDMS charges an initial set-up fee of \$1,600. She stated that the setup fee would include initial population as well as changes needed after Board review.

Following discussion, upon motion duly made by Director Hart, seconded by Director Glass and, upon vote, unanimously carried, the Board approved the Eligible Governmental Entity Agreement between the District and SIPA.

There were no public comments.

PUBLIC COMMENTS / HOMEOWNER REQUESTS

The Board considered the following actions:

- Minutes of the following meetings:
 - a. February 21, 2023
 - b. March 8, 2023
 - c. April 18, 2023

Mr. Loften reviewed the corrections received and made to the Minutes. Director Jensen provided additional corrections to be made. The Board directed SDMS to provide both a red-line and clean copy of the Minutes and any other documents to the Board prior to future meetings to reflect what corrections have been made.

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic and, unanimously carried, the Board approved the Minutes as amended/corrected.

FINANCIAL MATTERS

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

Fund	Period Ending April 30, 2023
Total Claims	\$ 43,500.86

Ms. Ripko noted for the Board that many of the Board's questions were addressed prior to the meeting and Ms. Karamigios reviewed the claims with the Board. Director Hart had a question about a bill from 2022 and if there was a statute of limitations on how long the District would be accountable. Attorney Ross and Ms. Karamigios discussed the contract and timeframes. Ms. Ripko confirmed that CDI will be billing graffiti/vandalism work separately moving forward.

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Unaudited Financial Report: Ms. Karamigios reviewed the unaudited financial report for the period ending April 30, 2023.

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic, and unanimously carried, the Board approved the unaudited financial report for the period ending April 30, 2023, as presented.

Chatfield Farms Reimbursement Agreement: Ms. Karamigios discussed with the Board Gemsbok's work to develop a financial history that conforms to the terms of the Agreement using the information available from the Douglas County Treasurer and Douglas County Assessors offices. Ms. Karamigios confirmed that the purpose of the work was to create an accurate history as much as possible and, per previous direction from the Board, Gemsbok is attempting to go back as far as possible with the information available, however, neither the Treasurer nor the Assessor have records that go back to 2000. Based on the information provided about historical records the Board directed Gemsbok to suspend further work at this time.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and unanimously carried, the Board appointed Directors Glass and Prysby to work with the Accountant and Attorney to further discuss the Chatfield Farms Reimbursement Agreement and report back to the Board.

OPERATION AND MAINTENANCE MATTERS

Landscaping Updates- CDI Landscape, LLC:

Update Regarding Spring Preparation: Mr. Loften reviewed with the Board information provided by CDI regarding spring preparation, maintenance, and answers to specific questions that were posed by the Board. Director Rubic had further questions and concerns about areas that do not appear to have been mowed this season and about what is included in the Agreement with CDI. Specific areas of concern included areas around Community Park and the parking lot, beauty bands, and the areas around benches and portable toilets. There was discussion regarding areas that have working irrigation and were included in the Agreement. The Board agreed to discuss this further at a Board member-only meeting and work with the Environmental Committee to coordinate a landscape walk to review areas of concern.

Following discussion, upon motion duly made by Director Hart, seconded by Director Jensen, and unanimously carried, the Board authorized Attorney Ross to draft a Resolution defining the role and scope of the Environmental Committee for the Board to consider and adopt at a future meeting.

Proposal for Annual Flowers: The Board reviewed a proposal from CDI for the annual flower planting. The Board discussed the ongoing construction in the area

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of the planting beds, the overall cost of the project, and the ongoing goal to reduce water usage in the community. No action was taken by the Board.

Playground Replacement: Director Rubic shared with the Board information from various vendors and reviewed updated information from the post packet. The Board discussed the size limitations in Airplane Park and options to have equipment that would serve a larger age range of children. Following discussion, the Board identified options and add-ons for Airplane Park for further exploration.

The Board further discussed options for Community Park. The options identified have a larger footprint that would require working with the District Engineer to identify appropriate locations and preparations needed (e.g. slope, ADA compliance, etc.). Following discussion, the Board indicated that the immediate goal is to replace the equipment that was removed, with a future goal of engaging the community in discussions about ongoing improvements. The Board determined that further discussion was needed before formal action was taken and directed SDMS to work with the District Engineer (once finalized) to determine what would be needed to accommodate the proposed designs.

Tree Proposals: Mr. Loftin discussed with the Board an error on the proposal from Davey Tree Service that was approved at the April 18, 2023 Board meeting which resulted in a \$100,000 increase in cost. The Board agreed to rescind the approval of the proposal from Davey Tree. The Board further discussed the remaining proposals from Bailey Tree LLC and Sav-A-Tree.

Following discussion, upon motion duly made by Director Hart, seconded by Director Glass, and unanimously carried, the Board approved the proposal from Save-A-Tree, subject to a review of the scope of work with the Environment Committee and an agreement that Sav-A-Tree will mark trees that are to be removed ahead of time.

General Updates Regarding Ongoing Projects:

Chatfield Farms Planter Facade Replacement: The Board deferred discussion.

Electrical fixes on Rampart Median: The Board deferred discussion.

Playground Repairs: The Board deferred discussion.

District Management Updates:

Updated Action Item List: The Board deferred discussion.

SDMS Monthly Report: The Board deferred discussion.

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Monthly Invoice from Foothills Park & Recreation re: April 2023 Roxborough Village Resident Use: The Board deferred discussion.

ENGINEERING MATTERS

District Engineer Services Contract: Attorney Ross discussed with the Board the ongoing discussion about the Indemnification Clause in the Agreement with Farnsworth Group, Inc. Following discussion, the Board directed Attorney Ross to inform Farnsworth Group, Inc. the District's Indemnification language is non-negotiable and report back to the Board. The Board discussed the option of engaging Merrick & Company should Farnsworth Group, Inc. not agree to the District's terms.

Other: There were no other engineering matters to discuss.

LEGAL MATTERS

Code of Conduct: The Board deferred discussion.

Contract for Mosquito Treatment: The Board reviewed a proposal from Patriot Pest Control, LLC to add the additional areas to be treated.

Following discussion, upon motion duly made by Director Hart, seconded by Director Jensen and, upon vote, carried with Directors Hart, Jensen, Rubic and Prysby voting aye and Director Glass opposing, the proposal from Patriot Pest Control, LLC to add the additional areas to be treated, increasing the cost an addition \$500 per month, was approved.

Updated Rules and Regulations Regarding Field Usage Regarding Vehicle Use and Reservations: The Board deferred discussion.

Other: There were no other legal matters to discuss.

DIRECTOR MATTERS

Public Meeting Notice, Agenda, Meeting Packet and Director, Consultant, or Vendor Expectations: The Board deferred discussion.

District Signage: The Board deferred discussion.

Other: There were no other Director matters to discuss.

OTHER MATTERS

Action Items and Spreadsheet: The Board deferred discussion.

RECORD OF PROCEEDINGS

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Hart, seconded by Director Jensen, and upon vote, unanimously carried, the Regular Meeting was adjourned at 8:04 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD June 6, 2023

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened Tuesday, the 6th day of June, 2023 at 6:00 p.m. at the Roxborough Library, 8357 N Rampart Range Road, #200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Mark Rubic
Debra Prysby
Mathew Hart
Ephram Glass
Travis Jensen

Also, In Attendance Were:

None

CALL TO ORDER

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

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

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

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

Agenda: Director Rubic reviewed with the Board the proposed Agenda for this Special Meeting.

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

PUBLIC COMMENTS / HOMEOWNER REQUESTS

There were no public comments.

BOARD DISCUSSION MATTERS

A. Discuss where to perform turf replacement under the approved grant: The Board discussed the approved grant in the amount of \$25,000 from CWCB. There was brief discussion of the background of the grant and purpose and what is required moving forward, specifically Scope of Work and Budget and Cost. Also mentioned were timeframes of the grant; funds awarded must begin invoicing (i.e., the project must start) within 12 months of the award, and all funds must be fully expended on or before June 30, 2025.

The Board identified three potential sites: 1) Intermediate School, specifically the RVMD owned parcel on north side of Village Circle East from Rampart Range Road to Dovetail Way; 2) the RVMD owned parcel on the west side of Rampart Range Road from the intersection with Village Circle East/West going north to approximately Monta Vista Avenue; and 3) the RVMD owned parcel east of the large Community Park parking lot. The Board will have CDI Landscape, LLC (“CDI”) provide estimates for each area consistent with the grant requirements and direction provided by Board or its Operations Committee with a report back to the Board.

B. Discuss posting and emailing out playground styles for the community to provide feedback: The Board discussed having community input on possible playground designs for replacement of the removed playground equipment at Community Park and the closed playground equipment at Airplane Park. The Board is currently awaiting a report from its engineering vendor, Farnsworth Group Inc. (“Farnsworth”) on the suitability of potential equipment options and locations. When the Board has that information, the intent is to ask the community for input on some different equipment choices for each location. The Board will direct its management vendor, Special District Management Services, Inc. (“SDMS”), to begin preparation to solicit and collect community input for the Board’s review.

RECORD OF PROCEEDINGS

C. Discuss website redesign: The Board discussed its recent decision to change its website portal to that provided by SIPA. The Board discussed some features it would like to see, such as compatibility with mobile devices, a more inviting look and feel, friendlier template, etc. Board members should provide any feedback and suggestions to Director Rubic so they can be passed on to SDMS as it begins to work with SIPA on implementation.

D. Discuss vandalism and placing cameras in Community Park (since the sheriff backpedaled and will not install temporary ones): The Board discussed ongoing/increasing issue of vandalism in the District, specifically graffiti at the skate park and nearby shelter, the recent skylight damage at the Community Park restroom building, and electrical breaker meddling. Director Glass stated that the Douglas County Sheriff's Office backtracked on supplying the use of temporary cameras. The Board discussed the feasibility and utility of installing its own cameras, as well as other options. Director Rubic noted the Board had a notice placed on its website about the problem and its cost to the District, but that the email transmission to the community was never done. The Board concluded that a combination of avenues will need to be considered to try to lessen the reoccurrence of the issue. The Board will direct SDMS to revise its website notice and email it out to the community members it has email addresses for. The Board will direct SDMS to explore obtaining RVMD Facebook membership to The Roxborough Community and Forum Group in order for the District to post a notice about this and other issues. The Board also talked about the possibility of a community graffiti clean-up, as well as exploring cameras such as Go Pro or from a commercial security company.

E. Provide an update on Chatfield Farms and discuss spending more on Chatfield Farms: Director Glass provided the Board an update on the agreement with developer of Chatfield Farms concerning the District's obligations and requirements. He noted that his review shows the District is approximately \$50,000 short of meeting its yearly obligation. It was noted that the agreement covers all three of the HOA's (Chatfield Farms 1A (East), Chatfield Farms 1B (West), and Chatfield Farms Estates). The Board discussed areas where it could possibly provide additional maintenance or services. Director Glass will inquire with some of the District's vendors for estimates of the cost of additional services, such as mowing, snow removal, pesticide/insecticide applications. The Board also discussed increasing the reserves amount it sets aside for this area and possible other improvements (planter, soccer field improvements, drainage improvements). The Board will continue to review and discuss this matter. Director Rubic stated that the Board will begin preliminary budget discussions in July and this area will be a discussion point.

F. Update and discussion regarding the Rampart Range Rd medians and other

RECORD OF PROCEEDINGS

medians with no associated maintenance agreements in the District: Director Glass provided some background on this issue and information for the District's legal counsel. The issue is the District does not have any agreements in place for its maintenance of any of the medians on the Douglas County roadways and that it is legal counsel's opinion and advice that the District should secure such an agreement before continuing further maintenance or improvements on such medians. Director Glass informed the Board that legal counsel stated that there is a process for the District to obtain such an agreement. The Board determined that it should direct its legal counsel to begin exploring the process to secure such agreements. Director Glass will provide the Board with a list of the medians he has identified. It was noted that this issue of agreements also is applicable to the District's maintenance and/or improvements on parcels or property throughout the District where the District does not own or have any agreement in place.

G. Discuss changing the native mow scope due to CDI missing the mowing window: Director Glass informed the Board that CDI missed the appropriate time window for completing the native mow areas. CDI did mow some areas after the appropriate window but was informed to stop. Director Glass solution is to ask CDI for a discount on the native mow scope and to have the District's vendor ARK Ecological Services provide some spot treatments to remove rabbitbrush in areas that a native mow would have treated.

H. Discuss changes/alterations to the landscape contract mowing scope, frequency, and criteria: Directors Glass and Rubic discussed some ongoing issues with CDI landscaping. Issues highlighted were communication, missed or overlooked areas, and attention to detail. Director Prysby mentioned an area along Red Mesa which Director Rubic also mentioned he received a complaint from a homeowner. Director Jensen stated that, before the Board changes any scope or frequency, it should provide some additional time to review due to the abnormal amount of precipitation this spring that is contributing to some of the issues. He expressed some concerns of the beauty band mowing leaving "Mohawks" along sidewalk/path edges that should be addressed, as well as grass along fence lines that are getting very high and should be mowed. The consensus of the Board was that CDI should start the fence line mows now and to remind them that the contract states to fully mow strips between fence lines and beauty bands that are less than 20 feet apart.

I. Discuss fixing the volleyball court: Director Rubic brought up the condition of the volleyball court and that the Board should consider either repairing/updating this asset or removing it. He provided the Board with two estimates for materials only and suggested the Board seek estimates from vendors on the cost of installation. Director Glass stated that he can provide a couple of vendors to provide estimates. The consensus of the Board was to direct SDMS to seek installation estimates for the Board's review.

J. Discuss adding a permit fee and/or nonrefundable deposit fee for use of the Districts banner hanging posts: The Board discussed entities using the District's banner sign posts without District permission. The consensus of the Board was that

RECORD OF PROCEEDINGS

individuals or entities should be required to seek a permit from the District without any fee or deposit required in order to use its posts at Chatfield Farms, along Rampart Range Road or Community Park. Director Rubic will provide a draft policy for the Board's consideration. Director Glass stated there must be a secure sign on the posts directing people to reserve the posts. Director Hart also noted that if the Board determines to require a permit, then the Board should enforce it by removing any use that does not comply with the permit requirement.

K. Discuss SB23-178 (water-wise landscaping rules for HOAs) and how the District can help: Director Glass reviewed for the Board the provisions of the recently passed bill. This bill is directed towards HOA's and does not apply to Metro Districts. Director Glass posed the question if the District desired to offer assistance to the HOA's in the District in meeting the bill's requirements. Director Prysby noted that the Board has a number of items and matters before it and this may not be a prudent use of its resources at this time. The rest of the Board members agreed.

L. Discuss potentially hiring a handyperson to have a dedicated person fixing things around the District: Director Rubic stated that the District has many outstanding repair or maintenance items. It was noted that SDMS has arranged, for an hourly fee, to have one of its employees provide the District with such services up to 10 hours per week; however, there are a large number of outstanding issues and this employee is not always available for the full ten hours per week. It was suggested the Board may want to consider posting a Request for Proposals for a contracted entity to provide the District such services. The consensus of the Board was that such an arrangement may make sense and Director Rubic stated that he will prepare an RFP for Board review.

M. Discuss how to consider the remaining Board policies that have been on the agenda and continually deferred for the June 21st meeting: Director Rubic stated this was his concern. He reviewed that there have been a number of policies or amendment to policies that have been outstanding without any Board action for a considerable time now. He stated that it was his intention to have the Board review and consider these policies at the June 21st regular meeting and the Board should come prepared. The policies outstanding are: Meeting Code Of Conduct; Resolution Adopting The First Amended And Restated Rules And Regulations For Roxborough Village Metropolitan District Parks And Open Space Pursuant To Section 18-9-117 And Section 32-1- 1001, C.R.S.; Public Meeting Notice, Agenda, Meeting Packet and Director, Consultant, or Vendor Expectations by RVMD Board of Directors; and Sports Leagues Permit Application Revisions/Updates.

N. Discuss asking Gemsbok to adjust the profit and loss reports to show negative numbers as over budget: Director Glass stated that Director Prysby inquired about the format of Gemsbok's report and color annotation, noting its confusing use of color. Director Glass stated he was informed by Gemsbok that this was their program's default format and that they could manually override it at an additional cost. The consensus of the Board was to forego any changes.

RECORD OF PROCEEDINGS

OTHER MATTERS

Request for Reservation of Chatfield Farms Soccer Field: The Board discussed the recent request to use the site for a movie night. Director Hart asked if this was a private event or one that would be widely publicized. If widely publicized, he drew comparisons to the recent Easter Egg Hunt event at Community Park and its robust participation and issues of parking/traffic. With the growth of Sterling Ranch, the community has changed and anticipated numbers of participants no longer reflect past numbers. The consensus of the Board was that, in order to consider approval of the permit, it will require information on a parking/traffic plan, excess trash removal plan, information on if there are any plans for providing food and/or refreshments, information on advertising, and a reminder that no vehicles are permitted on the grass or path areas including for set-up and take-down. SDMS shall communicate these requirements to the requestor in order for the Board to consider approval. The Board also noted that the form the permit was submitted on was not an updated one that the Board had previously directed to be used and that SDMS should check to see if such form is the one on the District's website and that requestor should submit its revised request using that form.

Bridge Repair Maintenance Near Rampart Way Open Space Area: Director Glass noted that the bridge at this area is in poor shape and most likely will need to be replaced. The bridge is structurally sound but has a number of items that need to be addressed. He suggested that the Board should forgo any further repairs at this time and rather have the District Engineer begin to seek permits for bridge replacements at both this site and the one to the south. Director Hart raised concerns about safety and any delays that this process would take. The Board agreed that any safety issues need to be addressed now while the permitting process takes place.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Prysby, seconded by Director Glass, and upon vote, unanimously carried, the Special Meeting was adjourned at 8:01 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

4:08 PM
06/08/23

Roxborough Village Metro District
A/P Aging Summary
As of May 31, 2023

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Consolidated Divisions Inc	17,133.54	4,807.12	0.00	0.00	21,940.66
Diversified Underground	0.00	0.00	0.00	4,795.00	4,795.00
Foothills Park & Recreation District	1,519.84	0.00	0.00	0.00	1,519.84
Gemsbok Consulting Inc.	3,820.00	0.00	0.00	0.00	3,820.00
Ireland Stapleton Pryor & Pascoe PC	13,964.69	0.00	0.00	0.00	13,964.69
Mission Communication LLC	0.00	0.00	0.00	359.40	359.40
Patriot Pest Control	0.00	0.00	2,000.00	0.00	2,000.00
Roxborough Water & Sanitation District	879.66	0.00	0.00	0.00	879.66
Special District Management Services, Inc	14,837.39	0.00	0.00	0.00	14,837.39
United Site Services	0.00	1,357.66	0.00	0.00	1,357.66
Utility Notification Center of Colorado	123.84	0.00	0.00	0.00	123.84
TOTAL	<u>52,278.96</u>	<u>6,164.78</u>	<u>2,000.00</u>	<u>5,154.40</u>	<u>65,598.14</u>

4:08 PM
06/08/23

Roxborough Village Metro District
A/P Aging Detail
As of May 31, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Due Date</u>	<u>Split</u>	<u>Memo</u>	<u>Aging</u>	<u>Open Balance</u>
Current							
05/31/2023	223051279	Utility Notification C...	05/31/2023	-SPLIT-	RTL Transmissions		123.84
05/31/2023	124042	Special District Man...	05/31/2023	-SPLIT-	May 2023 District M...		14,837.39
05/31/2023	147227	Ireland Stapleton Pr...	05/31/2023	-SPLIT-	Billed Through 05/3...		13,964.69
05/31/2023	SALES000...	Foothills Park & Rec...	05/31/2023	-SPLIT-	May 2023 Resident ...		1,519.84
05/31/2023		Roxborough Water ...	06/10/2023	-SPLIT-	Billing Period 05/01/...		879.66
05/31/2023	2009403	Consolidated Divisio...	06/15/2023	-SPLIT-	May Landscape Mai...		17,133.54
05/31/2023	5700	Gemsbok Consultin...	07/15/2023	-SPLIT-	May 2023		3,820.00
Total Current							52,278.96
1 - 45							
04/18/2023	INV-01615...	United Site Services	04/18/2023	-SPLIT-	Placement and April...	43	404.07
04/18/2023	INV-01613...	United Site Services	04/18/2023	-SPLIT-	Placement and April...	43	411.04
04/30/2023	2009082	Consolidated Divisio...	05/15/2023	-SPLIT-	April T&M	16	4,807.12
05/16/2023	INV-01691...	United Site Services	05/16/2023	-SPLIT-	May Services Liverp...	15	274.76
05/16/2023	INV-01694...	United Site Services	05/16/2023	-SPLIT-	May Services Ramp...	15	267.79
Total 1 - 45							6,164.78
46 - 90							
04/04/2023	967045	Patriot Pest Control	04/14/2023	-SPLIT-	April Mosquito Cont...	47	2,000.00
Total 46 - 90							2,000.00
> 90							
08/18/2022	1068174	Mission Communica...	08/28/2022	64030 · Irrigation Expe...		276	359.40
10/31/2022	26607	Diversified Undergro...	11/30/2022	51050 · Utilities Expense	10/1-10/31/2022	182	3,735.00
11/30/2022	26763	Diversified Undergro...	12/30/2022	62020 · Utility Locate		152	1,060.00
Total > 90							5,154.40
TOTAL							65,598.14

Claims by Vendor Detail

Type	Date	Num	Memo	Account	Original Amount	Balance
ACME FIX-IT, LLC						
Bill	05/19/2023	783	Greenhouse Rox Intermediate School	80060 · Plant Nursery	4,935.00	4,935.00
Total ACME FIX-IT, LLC						4,935.00
Bailey Tree, LLC						
Bill	05/19/2023	11900	Brush Chipping/Hauling	68045 · Tree Care Expense	1,870.00	1,870.00
Bill	05/19/2023	11900	Brush Chipping/Hauling	68045 · Tree Care Expense	330.00	2,200.00
Total Bailey Tree, LLC						2,200.00
Bill.com LLC						
Bill	05/09/2023	23059340999	Billing Period 04/05/2023-05/04/2023	52040 · Software & Online Subscr...	361.62	361.62
Bill	05/09/2023	23059340999	Billing Period 04/05/2023-05/04/2023	52040 · Software & Online Subscr...	63.81	425.43
Bill	05/09/2023	23059340999	Billing Period 04/05/2023-05/04/2023	52040 · Software & Online Subscr...	17.73	443.16
Total Bill.com LLC						443.16
Colorado Community Media						
Bill	05/19/2023	82095	Notice of Cancellation	51010 · Communication / Website...	19.52	19.52
Bill	05/19/2023	82095	Notice of Cancellation	51010 · Communication / Website...	3.44	22.96
Bill	05/19/2023	82095	Notice of Cancellation	51010 · Communication / Website...	0.96	23.92
Total Colorado Community Media						23.92
Colorado Special Districts Property and L						
Bill	05/19/2023	21909	Add Location - Greenhouse	52550 · General Insurance	186.05	186.05
Bill	05/19/2023	21909	Add Location - Greenhouse	52550 · General Insurance	32.83	218.88
Bill	05/19/2023	21909	Add Location - Greenhouse	52550 · General Insurance	9.12	228.00
Total Colorado Special Districts Property and L						228.00
Consolidated Divisions Inc						
Bill	05/19/2023	2009039	March Construction Damage T&M	64030 · Irrigation Expense	1,870.00	1,870.00
Bill	05/19/2023	2009039	March Construction Damage T&M	64030 · Irrigation Expense	330.00	2,200.00
Bill	05/19/2023	2009038	March T&M	64010 · Landscape Repairs and ...	662.73	2,862.73
Bill	05/19/2023	2009038	March T&M	64010 · Landscape Repairs and ...	116.95	2,979.68
Bill	05/19/2023	2009038	March T&M	65030 · Graffiti Removal /Vandal...	662.72	3,642.40
Bill	05/19/2023	2009038	March T&M	65030 · Graffiti Removal /Vandal...	116.95	3,759.35
Bill	05/19/2023	2009194	April Landscape Maintenance	64040 · Landscape Contract	14,563.51	18,322.86
Bill	05/19/2023	2009194	April Landscape Maintenance	64040 · Landscape Contract	2,570.03	20,892.89
Bill	05/19/2023	2009081	April T&M(Construction)	64030 · Irrigation Expense	1,300.50	22,193.39
Bill	05/19/2023	2009081	April T&M(Construction)	64030 · Irrigation Expense	229.50	22,422.89
Total Consolidated Divisions Inc						22,422.89
CORE Electric Cooperative						
Bill	05/16/2023			51050 · Utilities Expense	1,071.23	1,071.23
Total CORE Electric Cooperative						1,071.23
Foothills Park & Recreation District						
Bill	05/19/2023	SALES000000034834	April 2023 Resident Use	68010 · Foothills Park & Rec Fees	2,819.87	2,819.87
Bill	05/19/2023	SALES000000034834	April 2023 Resident Use	68010 · Foothills Park & Rec Fees	497.62	3,317.49
Total Foothills Park & Recreation District						3,317.49
Gembok Consulting Inc.						
Bill	05/19/2023	5672	April 2023	57030 · Accounting Services	2,046.00	2,046.00
Bill	05/19/2023	5672	April 2023	57030 · Accounting Services	3,817.50	5,863.50
Bill	05/19/2023	5672	April 2023	57030 · Accounting Services	85.25	5,948.75
Total Gembok Consulting Inc.						5,948.75
Ireland Stapleton Pryor & Pascoe PC						
Bill	05/19/2023	145800	Billed Through 03/31/2023	57020 · Legal Expenses	8,052.47	8,052.47
Bill	05/19/2023	145800	Billed Through 03/31/2023	57020 · Legal Expenses	1,421.02	9,473.49
Bill	05/19/2023	145800	Billed Through 03/31/2023	57020 · Legal Expenses	394.73	9,868.22
Bill	05/19/2023	146487	Billed Through 04/30/2023	57020 · Legal Expenses	10,732.16	20,600.38
Bill	05/19/2023	146487	Billed Through 04/30/2023	57020 · Legal Expenses	1,893.91	22,494.29
Bill	05/19/2023	146487	Billed Through 04/30/2023	57020 · Legal Expenses	526.09	23,020.38
Total Ireland Stapleton Pryor & Pascoe PC						23,020.38
Patriot Pest Control						
Bill	05/19/2023	967119	May Mosquito Control Service	68020 · Mosquito Control Expense	1,700.00	1,700.00
Bill	05/19/2023	967119	May Mosquito Control Service	68020 · Mosquito Control Expense	300.00	2,000.00
Total Patriot Pest Control						2,000.00
QuickBooks Payroll Service						
Liability Che...	05/30/2023		Fee for 3 direct deposit(s) at \$1.75 each	54000 · Payroll Expenses	5.25	5.25
Total QuickBooks Payroll Service						5.25
Roxborough Water & Sanitation District						
Bill	05/16/2023		Service Period 3/25/23 - 4/24/23 Elk Mtn Cir	68025 · Water Expense	100.50	100.50
Bill	05/16/2023		Service Period 3/25/23 - 4/24/23 Mule Deer	68025 · Water Expense	152.00	252.50
Bill	05/16/2023		Service Period 3/25/23 - 4/24/23 Rampart Range	68025 · Water Expense	114.50	367.00
Bill	05/16/2023		Service Period 3/25/23 - 4/24/23 Marmot Ridge	68025 · Water Expense	201.00	568.00
Bill	05/16/2023		Billing Period 04/01/23-04/30/2023	68025 · Water Expense	747.70	1,315.70
Bill	05/16/2023		Billing Period 04/01/23-04/30/2023	68025 · Water Expense	131.96	1,447.66
Total Roxborough Water & Sanitation District						1,447.66

Roxborough Village Metro District

Claims by Vendor Detail

May 2023

Type	Date	Num	Memo	Account	Original Amount	Balance
Special District Management Services, Inc						
Bill	05/19/2023	123409	April 2023 District Management Fees	57040 · District Management	9,583.46	9,583.46
Bill	05/19/2023	123409	April 2023 District Management Fees	57040 · District Management	1,691.20	11,274.66
Bill	05/19/2023	123409	April 2023 District Management Fees	57040 · District Management	469.78	11,744.44
Total Special District Management Services, Inc						11,744.44
Stuewe & Sons, Inc.						
Bill	05/19/2023	61963		80060 · Plant Nursery	2,290.08	2,290.08
Total Stuewe & Sons, Inc.						2,290.08
Utility Notification Center of Colorado						
Bill	05/19/2023	223041243	RTL Transmissions	62020 · Utility Locate	78.95	78.95
Bill	05/19/2023	223041243	RTL Transmissions	62020 · Utility Locate	13.93	92.88
Total Utility Notification Center of Colorado						92.88
Xcel Energy						
Bill	05/01/2023	April Statement	April Statement	51050 · Utilities Expense	19.89	19.89
Bill	05/31/2023	May Statement	May Statement	51050 · Utilities Expense	19.59	39.48
Total Xcel Energy						39.48
TOTAL						81,230.61

Roxborough Village Metro District
Payroll Detail
May 2023

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Type</u>	<u>Wage Base</u>	<u>Amount</u>
BOD Compensation						
DD1024	05/01/2023	Travis Jensen	BOD Compensation	Paycheck	0.00	100.00
DD1021	05/01/2023	Calvin Brown	BOD Compensation	Paycheck	0.00	200.00
DD1022	05/01/2023	Ephram Glass	BOD Compensation	Paycheck	0.00	200.00
DD1023	05/01/2023	Mathew Hart	BOD Compensation	Paycheck	0.00	200.00
DD1025	05/31/2023	Ephram Glass	BOD Compensation	Paycheck	0.00	300.00
DD1026	05/31/2023	Mathew Hart	BOD Compensation	Paycheck	0.00	300.00
DD1027	05/31/2023	Travis Jensen	BOD Compensation	Paycheck	0.00	200.00
Total BOD Compensation					0.00	1,500.00
TOTAL					0.00	1,500.00

Roxborough Village Metro District
Capital Fund Profit & Loss Detail

January through May 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Ordinary Income/Expense							
Income							
46000 · Interest Income							
46010 · General Bank Account Interest							
Deposit	01/31/2023			Deposit		4,689.17	4,689.17
Deposit	02/28/2023			Deposit		4,316.14	9,005.31
Deposit	03/10/2023			Deposit		5,325.74	14,331.05
Deposit	04/30/2023			Deposit		5,705.78	20,036.83
Deposit	05/31/2023			Deposit		6,008.31	26,045.14
Total 46010 · General Bank Account Interest					0.00	26,045.14	26,045.14
Total 46000 · Interest Income					0.00	26,045.14	26,045.14
48000 · CTF/Lottery Income							
Deposit	03/10/2023			Deposit		14,615.74	14,615.74
Total 48000 · CTF/Lottery Income					0.00	14,615.74	14,615.74
Total Income					0.00	40,660.88	40,660.88
Gross Profit					0.00	40,660.88	40,660.88
Expense							
51000 · General Overhead							
51010 · Communication / Website Expense							
Bill	03/24/2023	82095	Colorado Community Media	Notice of Cancellation	0.96		0.96
Total 51010 · Communication / Website Expense					0.96	0.00	0.96
51050 · Utilities Expense							
Check	01/10/2023		CORE Electric Cooperative				0.00
Check	01/31/2023		Xcel Energy				0.00
Check	02/09/2023		CORE Electric Cooperative				0.00
Check	02/28/2023		Xcel Energy				0.00
Total 51050 · Utilities Expense					0.00	0.00	0.00
Total 51000 · General Overhead					0.96	0.00	0.96
52000 · Computer & Software Expenses							
52040 · Software & Online Subscriptions							
Check	01/06/2023		Bill.com LLC		12.65		12.65
Check	02/07/2023		Bill.com LLC		15.80		28.45
Bill	03/05/2023	2303860...	Bill.com LLC	Billing Period 2/05/2023-3/04/2023	18.83		47.28
Bill	04/07/2023	2304897...	Bill.com LLC	Billing Period 03/05/2023-04/04/2023	17.94		65.22
Bill	05/04/2023	2305934...	Bill.com LLC	Billing Period 04/05/2023-05/04/2023	17.73		82.95
Total 52040 · Software & Online Subscriptions					82.95	0.00	82.95
Total 52000 · Computer & Software Expenses					82.95	0.00	82.95
52500 · Insurance Expense							
52550 · General Insurance							
General Journal	01/31/2023	0123BusIns		To move Business Insurance prepaid to exp...	126.54		126.54
General Journal	02/28/2023	0223BusIns		To move Business Insurance prepaid to exp...	126.54		253.08
General Journal	03/31/2023	0323BusIns		To move Business Insurance prepaid to exp...	126.54		379.62
General Journal	04/30/2023	0423BusIns		To move Business Insurance prepaid to exp...	126.54		506.16
Bill	05/02/2023	21909	Colorado Special Districts ...	Add Location - Greenhouse	9.12		515.28
General Journal	05/31/2023	0523BusIns		To move Business Insurance prepaid to exp...	126.54		641.82
Total 52550 · General Insurance					641.82	0.00	641.82
Total 52500 · Insurance Expense					641.82	0.00	641.82
57000 · Professional Services Fees							
57020 · Legal Expenses							
General Journal	01/31/2023	JanAccru...		Jan Legal Fees	821.00		821.00
General Journal	02/01/2023	JanAccru...		Jan Legal Fees		821.00	0.00
Bill	02/01/2023	144420	Ireland Stapleton Pryor & P...	January Statement for all Non Retainer Matt...	821.00		821.00
Bill	02/28/2023	145113	Ireland Stapleton Pryor & P...	February Statement for all Non Retainer Ma...	269.68		1,090.68
Bill	03/31/2023	145800	Ireland Stapleton Pryor & P...	Billed Through 03/31/2023	394.73		1,485.41
Bill	04/30/2023	146487	Ireland Stapleton Pryor & P...	Billed Through 04/30/2023	526.09		2,011.50
Bill	05/31/2023	147227	Ireland Stapleton Pryor & P...	Billed Through 05/31/2023	558.59		2,570.09
Total 57020 · Legal Expenses					3,391.09	821.00	2,570.09
57030 · Accounting Services							
General Journal	01/31/2023	JanAccru...		Jan Accounting Fees	121.27		121.27
General Journal	02/01/2023	JanAccru...		Jan Accounting Fees		121.27	0.00
Bill	02/02/2023	5605	Gembok Consulting Inc.	January Accounting Services	121.27		121.27
Bill	02/28/2023	5627	Gembok Consulting Inc.	February Services	150.95		272.22
Bill	03/31/2023	5648	Gembok Consulting Inc.	March 2023	185.80		458.02
Bill	04/30/2023	5672	Gembok Consulting Inc.	April 2023	85.25		543.27
Bill	05/31/2023	5700	Gembok Consulting Inc.	May 2023	152.80		696.07
Total 57030 · Accounting Services					817.34	121.27	696.07

Roxborough Village Metro District
Capital Fund Profit & Loss Detail

January through May 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
57040 · District Management							
Bill	01/31/2023	01/31/2023	Special District Manageme...	January 2023 District Management Fees	716.28		716.28
Bill	02/28/2023	02/28/2023	Special District Manageme...	February 2023 District Management Fees	375.01		1,091.29
Bill	03/31/2023	03/31/23	Special District Manageme...	March 2023 District Management Fees	465.70		1,556.99
Bill	04/30/2023	123409	Special District Manageme...	April 2023 District Management Fees	469.78		2,026.77
Bill	05/31/2023	124042	Special District Manageme...	May 2023 District Management Fees	593.50		2,620.27
Total 57040 · District Management					2,620.27	0.00	2,620.27
Total 57000 · Professional Services Fees					6,828.70	942.27	5,886.43
64000 · Landscape Expenses							
64040 · Landscape Contract							
Bill	02/01/2023	2007915	Consolidated Divisions Inc	January Maintenance			0.00
General Journal	02/01/2023	JanAccru...		Jan-Mar Landscape Contract	0.00		0.00
Total 64040 · Landscape Contract					0.00	0.00	0.00
Total 64000 · Landscape Expenses					0.00	0.00	0.00
68000 · Parks & Open Space Expense							
68025 · Water Expense							
Check	01/17/2023		Roxborough Water & Sanit...				0.00
Check	01/17/2023		Roxborough Water & Sanit...				0.00
Check	01/17/2023		Roxborough Water & Sanit...				0.00
Check	01/17/2023		Roxborough Water & Sanit...				0.00
Check	01/17/2023		Roxborough Water & Sanit...				0.00
Check	02/15/2023		Roxborough Water & Sanit...				0.00
Check	02/15/2023		Roxborough Water & Sanit...				0.00
Check	02/15/2023		Roxborough Water & Sanit...				0.00
Check	02/15/2023		Roxborough Water & Sanit...				0.00
Total 68025 · Water Expense					0.00	0.00	0.00
Total 68000 · Parks & Open Space Expense					0.00	0.00	0.00
80000 · Capital Expenses							
80060 · Plant Nursery							
Bill	04/17/2023	783	ACME FIX-IT, LLC	Greenhouse Rox Intermediate School	4,935.00		4,935.00
Bill	05/01/2023	61963	Stuewe & Sons, Inc.		2,290.08		7,225.08
Total 80060 · Plant Nursery					7,225.08	0.00	7,225.08
Total 80000 · Capital Expenses					7,225.08	0.00	7,225.08
Total Expense					14,779.51	942.27	13,837.24
Net Ordinary Income					14,779.51	41,603.15	26,823.64
Net Income					14,779.51	41,603.15	26,823.64

Roxborough Village Metro District
General Fund Profit & Loss Detail

January through May 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Ordinary Income/Expense							
Income							
41000 · Property Tax Income							
41010 · Specific Ownership Tax							
General Journal	01/01/2023	AJE22 #2R		Reverse of GJE AJE22 #2 -- To move reven...	6,529.36		-6,529.36
Deposit	01/10/2023			Deposit		6,529.36	0.00
Deposit	03/10/2023			Deposit		7,980.02	7,980.02
Deposit	04/10/2023			Deposit		8,089.10	16,069.12
Deposit	05/10/2023			Deposit		6,809.87	22,878.99
Total 41010 · Specific Ownership Tax					6,529.36	29,408.35	22,878.99
41020 · Property Tax							
Deposit	02/10/2023			Deposit		26,926.64	26,926.64
Deposit	03/10/2023			Deposit		443,970.87	470,897.51
Deposit	04/10/2023			Deposit		20,662.84	491,560.35
Deposit	05/10/2023			Current Year Value Adjustment	107.79		491,452.56
Deposit	05/10/2023			-MULTIPLE-		66,726.12	558,178.68
Total 41020 · Property Tax					107.79	558,286.47	558,178.68
41040 · Prior Year Tax							
Deposit	05/10/2023			Value Adjustment Abatement	9.44		-9.44
Total 41040 · Prior Year Tax					9.44	0.00	-9.44
41045 · Property Tax Interest							
Deposit	04/10/2023			Deposit		7.71	7.71
Deposit	05/10/2023			Deposit		10.01	17.72
Deposit	05/10/2023			-MULTIPLE-	4.46		13.26
Total 41045 · Property Tax Interest					4.46	17.72	13.26
Total 41000 · Property Tax Income					6,651.05	587,712.54	581,061.49
43000 · Park and Field Income							
43010 · Sports Field Fees							
Deposit	05/17/2023	352		Ken Caryl Little League Field Use Spring		2,200.00	2,200.00
Total 43010 · Sports Field Fees					0.00	2,200.00	2,200.00
Total 43000 · Park and Field Income					0.00	2,200.00	2,200.00
46000 · Interest Income							
46010 · General Bank Account Interest							
Deposit	01/31/2023			Deposit		1,823.57	1,823.57
Deposit	02/28/2023			Deposit		1,678.49	3,502.06
Deposit	03/10/2023			Deposit		2,071.12	5,573.18
Deposit	04/30/2023			Deposit		2,218.91	7,792.09
Deposit	05/31/2023			Deposit		2,336.56	10,128.65
Total 46010 · General Bank Account Interest					0.00	10,128.65	10,128.65
Total 46000 · Interest Income					0.00	10,128.65	10,128.65
Total Income					6,651.05	600,041.19	593,390.14
Gross Profit					6,651.05	600,041.19	593,390.14
Expense							
50000 · Treasurer Fees							
Deposit	02/10/2023			Deposit	290.23		290.23
Deposit	03/10/2023			Deposit	6,659.55		6,949.78
Deposit	04/10/2023			Deposit	310.02		7,259.80
Deposit	05/10/2023			Deposit	993.42		8,253.22
Deposit	05/10/2023			Prior Year Treasurer Fees		0.14	8,253.08
Total 50000 · Treasurer Fees					8,253.22	0.14	8,253.08
51000 · General Overhead							
51010 · Communication / Website Expense							
Bill	03/24/2023	82095	Colorado Community Media	Notice of Cancellation	22.96		22.96
Total 51010 · Communication / Website Expense					22.96	0.00	22.96
51050 · Utilities Expense							
Check	01/10/2023		CORE Electric Cooperative		874.53		874.53
Check	01/31/2023		Xcel Energy		20.60		895.13
Check	02/09/2023		CORE Electric Cooperative		884.17		1,779.30
Check	02/28/2023		Xcel Energy		20.42		1,799.72
Bill	03/14/2023		CORE Electric Cooperative		878.69		2,678.41
Bill	03/28/2023	March St...	Xcel Energy	March Statement	20.10		2,698.51
Bill	04/10/2023		CORE Electric Cooperative		879.14		3,577.65
Bill	04/30/2023	April Stat...	Xcel Energy	April Statement	19.89		3,597.54
Bill	05/16/2023		CORE Electric Cooperative		1,071.23		4,668.77
Bill	05/31/2023	May Stat...	Xcel Energy	May Statement	19.59		4,688.36
Total 51050 · Utilities Expense					4,688.36	0.00	4,688.36
51060 · District Functions/Events							
Bill	02/13/2023	40086	Douglas County School Di...	Classroom Rental	47.25		47.25
Total 51060 · District Functions/Events					47.25	0.00	47.25
Total 51000 · General Overhead					4,758.57	0.00	4,758.57

Roxborough Village Metro District
General Fund Profit & Loss Detail

January through May 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
52000 · Computer & Software Expenses							
52040 · Software & Online Subscriptions							
Check	01/06/2023		Bill.com LLC		303.59		303.59
Check	02/07/2023		Bill.com LLC		379.12		682.71
Bill	03/05/2023	2303860...	Bill.com LLC	Billing Period 2/05/2023-3/04/2023	452.00		1,134.71
Bill	04/07/2023	2304897...	Bill.com LLC	Billing Period 03/05/2023-04/04/2023	430.56		1,565.27
Bill	05/04/2023	2305934...	Bill.com LLC	Billing Period 04/05/2023-05/04/2023	425.43		1,990.70
Total 52040 · Software & Online Subscriptions					1,990.70	0.00	1,990.70
Total 52000 · Computer & Software Expenses					1,990.70	0.00	1,990.70
52500 · Insurance Expense							
52550 · General Insurance							
Bill	01/31/2023	01/31/23 ...	Special District Association...		1,013.01		1,013.01
General Journal	01/31/2023	0123BusIns		To move Business Insruance prepaid to exp...	3,036.96		4,049.97
General Journal	02/28/2023	0223BusIns		To move Business Insruance prepaid to exp...	3,036.96		7,086.93
General Journal	03/31/2023	0323BusIns		To move Business Insruance prepaid to exp...	3,036.96		10,123.89
General Journal	04/30/2023	0423BusIns		To move Business Insruance prepaid to exp...	3,036.96		13,160.85
Bill	05/02/2023	21909	Colorado Special Districts ...	Add Location - Greenhouse	218.88		13,379.73
General Journal	05/31/2023	0523BusIns		To move Business Insruance prepaid to exp...	3,036.96		16,416.69
Total 52550 · General Insurance					16,416.69	0.00	16,416.69
Total 52500 · Insurance Expense					16,416.69	0.00	16,416.69
53000 · Board of Director's Expense							
53010 · Directors' Stipend							
Paycheck	02/10/2023	DD1009	Calvin Brown	Direct Deposit	200.00		200.00
Paycheck	02/10/2023	DD1010	Ephram Glass	Direct Deposit	200.00		400.00
Paycheck	02/10/2023	DD1011	Mathew Hart	Direct Deposit	200.00		600.00
Paycheck	02/10/2023	DD1012	Travis Jensen	Direct Deposit	200.00		800.00
Paycheck	02/28/2023	DD1013	Calvin Brown	Direct Deposit	200.00		1,000.00
Paycheck	02/28/2023	DD1014	Ephram Glass	Direct Deposit	200.00		1,200.00
Paycheck	02/28/2023	DD1015	Mathew Hart	Direct Deposit	200.00		1,400.00
Paycheck	02/28/2023	DD1016	Travis Jensen	Direct Deposit	200.00		1,600.00
Paycheck	03/31/2023	DD1017	Calvin Brown	Direct Deposit	200.00		1,800.00
Paycheck	03/31/2023	DD1018	Ephram Glass	Direct Deposit	200.00		2,000.00
Paycheck	03/31/2023	DD1019	Mathew Hart	Direct Deposit	200.00		2,200.00
Paycheck	03/31/2023	DD1020	Travis Jensen	Direct Deposit	200.00		2,400.00
Paycheck	05/01/2023	DD1021	Calvin Brown	Direct Deposit	200.00		2,600.00
Paycheck	05/01/2023	DD1022	Ephram Glass	Direct Deposit	200.00		2,800.00
Paycheck	05/01/2023	DD1023	Mathew Hart	Direct Deposit	200.00		3,000.00
Paycheck	05/01/2023	DD1024	Travis Jensen	Direct Deposit	100.00		3,100.00
Paycheck	05/31/2023	DD1025	Ephram Glass	Direct Deposit	300.00		3,400.00
Paycheck	05/31/2023	DD1026	Mathew Hart	Direct Deposit	300.00		3,700.00
Paycheck	05/31/2023	DD1027	Travis Jensen	Direct Deposit	200.00		3,900.00
Total 53010 · Directors' Stipend					3,900.00	0.00	3,900.00
Total 53000 · Board of Director's Expense					3,900.00	0.00	3,900.00
54000 · Payroll Expenses							
54060 · Employer Payroll Taxes							
Paycheck	02/10/2023	DD1009	Calvin Brown	Direct Deposit	15.30		15.30
Paycheck	02/10/2023	DD1010	Ephram Glass	Direct Deposit	15.30		30.60
Paycheck	02/10/2023	DD1011	Mathew Hart	Direct Deposit	15.30		45.90
Paycheck	02/10/2023	DD1012	Travis Jensen	Direct Deposit	15.30		61.20
Paycheck	02/28/2023	DD1013	Calvin Brown	Direct Deposit	15.30		76.50
Paycheck	02/28/2023	DD1014	Ephram Glass	Direct Deposit	15.30		91.80
Paycheck	02/28/2023	DD1015	Mathew Hart	Direct Deposit	15.30		107.10
Paycheck	02/28/2023	DD1016	Travis Jensen	Direct Deposit	15.30		122.40
Paycheck	03/31/2023	DD1017	Calvin Brown	Direct Deposit	15.30		137.70
Paycheck	03/31/2023	DD1018	Ephram Glass	Direct Deposit	15.30		153.00
Paycheck	03/31/2023	DD1019	Mathew Hart	Direct Deposit	15.30		168.30
Paycheck	03/31/2023	DD1020	Travis Jensen	Direct Deposit	15.30		183.60
Paycheck	05/01/2023	DD1021	Calvin Brown	Direct Deposit	15.30		198.90
Paycheck	05/01/2023	DD1022	Ephram Glass	Direct Deposit	15.30		214.20
Paycheck	05/01/2023	DD1023	Mathew Hart	Direct Deposit	15.30		229.50
Paycheck	05/01/2023	DD1024	Travis Jensen	Direct Deposit	7.65		237.15
Paycheck	05/31/2023	DD1025	Ephram Glass	Direct Deposit	22.95		260.10
Paycheck	05/31/2023	DD1026	Mathew Hart	Direct Deposit	22.95		283.05
Paycheck	05/31/2023	DD1027	Travis Jensen	Direct Deposit	15.30		298.35
Total 54060 · Employer Payroll Taxes					298.35	0.00	298.35
54000 · Payroll Expenses - Other							
Paycheck	02/10/2023	DD1009	Calvin Brown	Direct Deposit	0.00		0.00
Paycheck	02/10/2023	DD1010	Ephram Glass	Direct Deposit	0.00		0.00
Paycheck	02/10/2023	DD1011	Mathew Hart	Direct Deposit	0.00		0.00
Paycheck	02/10/2023	DD1012	Travis Jensen	Direct Deposit	0.00		0.00
Liability Check	02/21/2023		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$1.75 each	7.00		7.00
Liability Check	02/27/2023		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$1.75 each	7.00		14.00
Paycheck	02/28/2023	DD1013	Calvin Brown	Direct Deposit	0.00		14.00
Paycheck	02/28/2023	DD1014	Ephram Glass	Direct Deposit	0.00		14.00
Paycheck	02/28/2023	DD1015	Mathew Hart	Direct Deposit	0.00		14.00
Paycheck	02/28/2023	DD1016	Travis Jensen	Direct Deposit	0.00		14.00
Liability Check	03/30/2023		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$1.75 each	7.00		21.00
Paycheck	03/31/2023	DD1017	Calvin Brown	Direct Deposit	0.00		21.00
Paycheck	03/31/2023	DD1018	Ephram Glass	Direct Deposit	0.00		21.00
Paycheck	03/31/2023	DD1019	Mathew Hart	Direct Deposit	0.00		21.00
Paycheck	03/31/2023	DD1020	Travis Jensen	Direct Deposit	0.00		21.00
Liability Check	04/28/2023		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$1.75 each	7.00		28.00
Paycheck	05/01/2023	DD1021	Calvin Brown	Direct Deposit	0.00		28.00
Paycheck	05/01/2023	DD1022	Ephram Glass	Direct Deposit	0.00		28.00

Roxborough Village Metro District
General Fund Profit & Loss Detail

January through May 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Paycheck	05/01/2023	DD1023	Mathew Hart	Direct Deposit	0.00		28.00
Paycheck	05/01/2023	DD1024	Travis Jensen	Direct Deposit	0.00		28.00
Liability Check	05/30/2023		QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$1.75 each	5.25		33.25
Paycheck	05/31/2023	DD1025	Ephram Glass	Direct Deposit	0.00		33.25
Paycheck	05/31/2023	DD1026	Mathew Hart	Direct Deposit	0.00		33.25
Paycheck	05/31/2023	DD1027	Travis Jensen	Direct Deposit	0.00		33.25
Total 54000 · Payroll Expenses - Other					33.25	0.00	33.25
Total 54000 · Payroll Expenses					331.60	0.00	331.60
57000 · Professional Services Fees							
57020 · Legal Expenses							
General Journal	01/31/2023	JanAccru...		Jan Legal Fees	19,712.39		19,712.39
General Journal	02/01/2023	JanAccru...		Jan Legal Fees		19,712.39	0.00
Bill	02/01/2023	144420	Ireland Stapleton Pryor & P...	January Statement for all Non Retainer Matt...	19,712.39		19,712.39
Bill	02/28/2023	145113	Ireland Stapleton Pryor & P...	February Statement for all Non Retainer Ma...	6,472.32		26,184.71
Bill	03/31/2023	145800	Ireland Stapleton Pryor & P...	Billed Through 03/31/2023	9,473.49		35,658.20
Bill	04/30/2023	146487	Ireland Stapleton Pryor & P...	Billed Through 04/30/2023	12,626.07		48,284.27
Bill	05/31/2023	147227	Ireland Stapleton Pryor & P...	Billed Through 05/31/2023	13,406.10		61,690.37
Total 57020 · Legal Expenses					81,402.76	19,712.39	61,690.37
57030 · Accounting Services							
General Journal	01/31/2023	JanAccru...		Jan Accounting Fees	2,910.46		2,910.46
General Journal	02/01/2023	JanAccru...		Jan Accounting Fees		2,910.46	0.00
Bill	02/02/2023	5605	Gemsbok Consulting Inc.	January Accounting Services	2,910.46		2,910.46
Bill	02/28/2023	5627	Gemsbok Consulting Inc.	February Services	3,622.80		6,533.26
Bill	03/31/2023	5648	Gemsbok Consulting Inc.	March 2023	4,459.20		10,992.46
Bill	04/30/2023	5672	Gemsbok Consulting Inc.	April 2023	5,863.50		16,855.96
Bill	05/31/2023	5700	Gemsbok Consulting Inc.	May 2023	3,667.20		20,523.16
Total 57030 · Accounting Services					23,433.62	2,910.46	20,523.16
57040 · District Management							
Bill	01/31/2023	01/31/2023	Special District Manageme...	January 2023 District Management Fees	17,190.55		17,190.55
Bill	02/28/2023	02/28/2023	Special District Manageme...	February 2023 District Management Fees	9,000.28		26,190.83
Bill	03/31/2023	03/31/23	Special District Manageme...	March 2023 District Management Fees	11,176.85		37,367.68
Bill	04/30/2023	123409	Special District Manageme...	April 2023 District Management Fees	11,274.66		48,642.34
Bill	05/31/2023	124042	Special District Manageme...	May 2023 District Management Fees	14,243.89		62,886.23
Total 57040 · District Management					62,886.23	0.00	62,886.23
Total 57000 · Professional Services Fees					167,722.61	22,622.85	145,099.76
62000 · Repairs and Maintenance							
62010 · General Repairs and Maintenance							
Bill	03/01/2023	95294	Good Plumbing Service	Winterization for season 7671 N Rampart R...	325.00		325.00
Total 62010 · General Repairs and Maintenance					325.00	0.00	325.00
62020 · Utility Locate							
Bill	01/31/2023	223011129	Utility Notification Center of...	RTL Transmission	64.50		64.50
Bill	02/28/2023	223021113	Utility Notification Center of...	RTL Transmissions	99.33		163.83
Bill	02/28/2023	27220	Diversified Underground	February Utility Locates	785.00		948.83
Bill	04/30/2023	223041243	Utility Notification Center of...	RTL Transmissions	92.88		1,041.71
Bill	05/31/2023	223051279	Utility Notification Center of...	RTL Transmissions	123.84		1,165.55
Total 62020 · Utility Locate					1,165.55	0.00	1,165.55
Total 62000 · Repairs and Maintenance					1,490.55	0.00	1,490.55
64000 · Landscape Expenses							
64010 · Landscape Repairs and Maint							
Bill	02/15/2023	021523 ...	Metco Landscape, LLC		929.86		929.86
Bill	02/28/2023	2008611	Consolidated Divisions Inc	February T&M	1,941.86		2,871.72
Bill	03/31/2023	2009038	Consolidated Divisions Inc	March T&M	779.68		3,651.40
Total 64010 · Landscape Repairs and Maint					3,651.40	0.00	3,651.40
64030 · Irrigation Expense							
Bill	03/31/2023	2009039	Consolidated Divisions Inc	March Construction Damage T&M	2,200.00		2,200.00
Bill	04/30/2023	2009081	Consolidated Divisions Inc	April T&M(Construction)	1,530.00		3,730.00
Bill	04/30/2023	2009082	Consolidated Divisions Inc	April T&M	4,807.12		8,537.12
Total 64030 · Irrigation Expense					8,537.12	0.00	8,537.12
64040 · Landscape Contract							
General Journal	01/31/2023	JanAccru...		Jan Landscape Contract	8,566.77		8,566.77
Bill	02/01/2023	2007915	Consolidated Divisions Inc	January Maintenance	8,566.77		17,133.54
General Journal	02/01/2023	JanAccru...		Jan-Mar Landscape Contract		8,566.77	8,566.77
Bill	02/28/2023	2008592	Consolidated Divisions Inc	February Maintenance	8,566.77		17,133.54
Bill	03/24/2023	2008854	Consolidated Divisions Inc	March Maintenance	8,566.77		25,700.31
Bill	04/30/2023	2009194	Consolidated Divisions Inc	April Landscape Maintenance	17,133.54		42,833.85
Bill	05/31/2023	2009403	Consolidated Divisions Inc	May Landscape Maintenance	17,133.54		59,967.39
Total 64040 · Landscape Contract					68,534.16	8,566.77	59,967.39
Total 64000 · Landscape Expenses					80,722.68	8,566.77	72,155.91

Roxborough Village Metro District
General Fund Profit & Loss Detail

January through May 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
65000 · Playground & Infrastructure Exp							
65030 · Graffiti Removal /Vandalism Exp							
Bill	01/12/2023	2007690	Consolidated Divisions Inc	Graffiti Removal	4,255.45		4,255.45
Bill	03/31/2023	2009038	Consolidated Divisions Inc	March T&M	779.67		5,035.12
Total 65030 · Graffiti Removal /Vandalism Exp					5,035.12	0.00	5,035.12
Total 65000 · Playground & Infrastructure Exp					5,035.12	0.00	5,035.12
68000 · Parks & Open Space Expense							
68010 · Foothills Park & Rec Fees							
Bill	01/31/2023	SALES00...	Foothills Park & Recreation...	January 2023 Resident Use	2,033.76		2,033.76
Bill	02/28/2023	34725	Foothills Park & Recreation...	February 2023 Resident Use	1,161.67		3,195.43
Bill	03/31/2023	SALES00...	Foothills Park & Recreation...	March 2023 Resident Use	1,414.21		4,609.64
Bill	04/30/2023	SALES00...	Foothills Park & Recreation...	April 2023 Resident Use	3,317.49		7,927.13
Bill	05/31/2023	SALES00...	Foothills Park & Recreation...	May 2023 Resident Use	1,519.84		9,446.97
Total 68010 · Foothills Park & Rec Fees					9,446.97	0.00	9,446.97
68020 · Mosquito Control Expense							
Bill	04/04/2023	967045	Patriot Pest Control	April Mosquito Control Service	2,000.00		2,000.00
Bill	05/02/2023	967119	Patriot Pest Control	May Mosquito Control Service	2,000.00		4,000.00
Total 68020 · Mosquito Control Expense					4,000.00	0.00	4,000.00
68025 · Water Expense							
Check	01/17/2023		Roxborough Water & Sanit...		195.00		195.00
Check	01/17/2023		Roxborough Water & Sanit...		97.50		292.50
Check	01/17/2023		Roxborough Water & Sanit...		110.50		403.00
Check	01/17/2023		Roxborough Water & Sanit...		798.35		1,201.35
Check	01/17/2023		Roxborough Water & Sanit...		97.50		1,298.85
Check	02/15/2023		Roxborough Water & Sanit...		875.33		2,174.18
Check	02/15/2023		Roxborough Water & Sanit...		195.00		2,369.18
Check	02/15/2023		Roxborough Water & Sanit...		110.50		2,479.68
Check	02/15/2023		Roxborough Water & Sanit...		97.50		2,577.18
Check	02/15/2023		Roxborough Water & Sanit...		97.50		2,674.68
Bill	02/24/2023	022023	Roxborough Water & Sanit...	Service Period 1/25/23 - 2/24/23	97.50		2,772.18
Bill	03/15/2023		Roxborough Water & Sanit...	Service Period 1/25/23 - 2/24/23	97.50		2,869.68
Bill	03/15/2023		Roxborough Water & Sanit...	Service Period 1/25/23 - 2/24/23	110.50		2,980.18
Bill	03/15/2023		Roxborough Water & Sanit...	Service Period 1/25/23 - 2/24/23	195.00		3,175.18
Bill	03/15/2023		Roxborough Water & Sanit...	Billing Period 02/01/23-02/28/2023	875.33		4,050.51
Bill	04/15/2023		Roxborough Water & Sanit...	Billing Period 03/01/23-03/31/2023	875.33		4,925.84
Bill	04/15/2023		Roxborough Water & Sanit...	Service Period 2/25/23 - 3/24/23 Marmot Ri...	195.00		5,120.84
Bill	04/15/2023		Roxborough Water & Sanit...	Service Period 2/25/23 - 3/24/23 Rampart R...	110.50		5,231.34
Bill	04/15/2023		Roxborough Water & Sanit...	Service Period 2/25/23 - 3/24/23 Mule Deer	97.50		5,328.84
Bill	04/15/2023		Roxborough Water & Sanit...	Service Period 2/25/23 - 3/24/23 Elk Mtn Cir	97.50		5,426.34
Bill	05/15/2023		Roxborough Water & Sanit...	Service Period 3/25/23 - 4/24/23 Elk Mtn Cir	100.50		5,526.84
Bill	05/15/2023		Roxborough Water & Sanit...	Service Period 3/25/23 - 4/24/23 Mule Deer	152.00		5,678.84
Bill	05/15/2023		Roxborough Water & Sanit...	Service Period 3/25/23 - 4/24/23 Rampart R...	114.50		5,793.34
Bill	05/15/2023		Roxborough Water & Sanit...	Service Period 3/25/23 - 4/24/23 Marmot Ri...	201.00		5,994.34
Bill	05/15/2023		Roxborough Water & Sanit...	Billing Period 04/01/23-04/30/2023	879.66		6,874.00
Bill	05/31/2023		Roxborough Water & Sanit...	Billing Period 05/01/23 to 05/31/23	879.66		7,753.66
Total 68025 · Water Expense					7,753.66	0.00	7,753.66
68050 · Portable Restroom Exp.							
Bill	01/04/2023	INV-0132...	United Site Services	January Services	444.44		444.44
Bill	01/04/2023	INV-0132...	United Site Services		444.93		889.37
Bill	04/18/2023	INV-0161...	United Site Services	Placement and April Services Rampart Range	404.07		1,293.44
Bill	04/18/2023	INV-0161...	United Site Services	Placement and April Services Liverpool Cir	411.04		1,704.48
Bill	05/16/2023	INV-0169...	United Site Services	May Services Liverpool Cir	274.76		1,979.24
Bill	05/16/2023	INV-0169...	United Site Services	May Services Rampart Range	267.79		2,247.03
Total 68050 · Portable Restroom Exp.					2,247.03	0.00	2,247.03
68070 · Snow Removal Expense							
Bill	01/03/2023	2007737	Consolidated Divisions Inc	Storm Cycle 01/02/23-01/03/23	5,599.00		5,599.00
Bill	01/28/2023	2008157	Consolidated Divisions Inc	Storm Cycle 1/22/23 to 1/28/23	5,590.00		11,189.00
Bill	01/31/2023	2007811	Consolidated Divisions Inc	Snow remediation 1.04 - 1.14	12,847.00		24,036.00
General Journal	01/31/2023	JanAccru...		Jan Snow Removal Services	27,009.00		51,045.00
General Journal	02/01/2023	JanAccru...		Jan Snow Removal Services		27,009.00	24,036.00
Bill	02/01/2023	2008022	Consolidated Divisions Inc	Storm Cycle 1/17/23 to 1/19/23	25,151.00		49,187.00
Bill	02/01/2023	2008071	Consolidated Divisions Inc	Post storm ice and snow mit. 1/20/23 to 1/2...	1,858.00		51,045.00
Bill	02/04/2023	2008262	Consolidated Divisions Inc	Storm Cycle 01/29/23 - 02/04/23	6,196.00		57,241.00
Bill	02/16/2023	2008462	Consolidated Divisions Inc	Storm Cycle: 02/14/23 to 02/16/23	13,697.97		70,938.97
Bill	02/18/2023	2008508	Consolidated Divisions Inc	Post-storm snow and ice mitigation 2/17/23-...	10,051.26		80,990.23
Bill	02/24/2023	2008691	Consolidated Divisions Inc	Storm Cycle 02/19/23 to 02/24/23	300.00		81,290.23
Total 68070 · Snow Removal Expense					108,299.23	27,009.00	81,290.23
Total 68000 · Parks & Open Space Expense					131,746.89	27,009.00	104,737.89
Total Expense					422,368.63	58,198.76	364,169.87
Net Ordinary Income					429,019.68	658,239.95	229,220.27
Net Income					429,019.68	658,239.95	229,220.27

Roxborough Village Metro District

Executive Summary

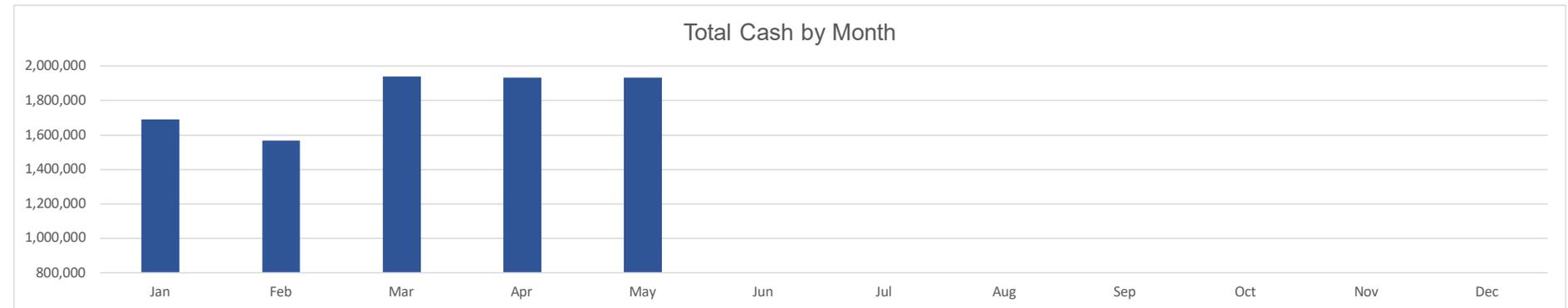
As of May 31, 2023

Summary

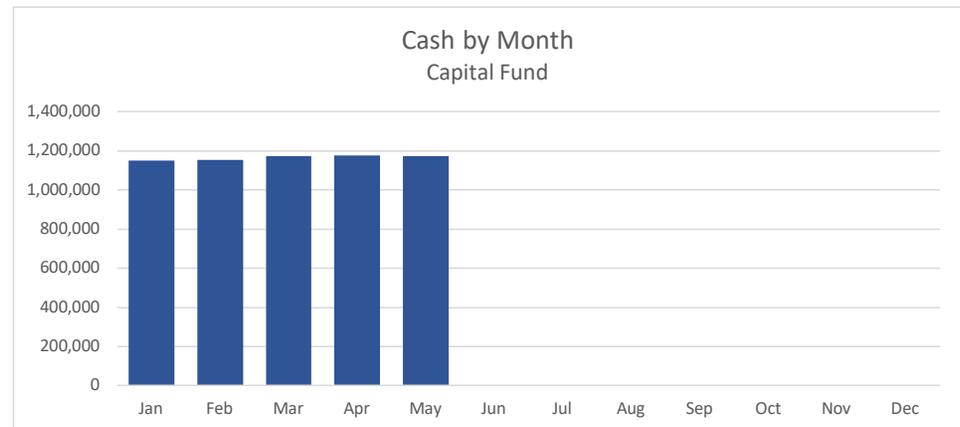
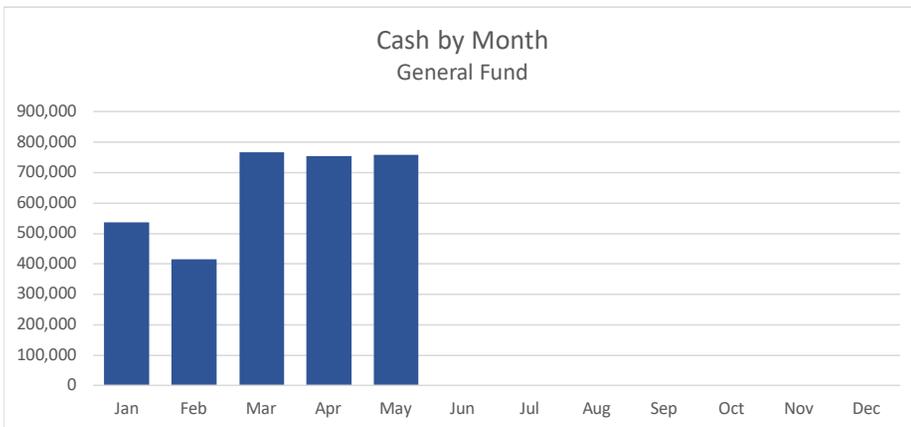
The district received a Property Tax and Specific Ownership tax payment totaling \$73,400.00 in May. There were no large or out of budget invoices in May. Chatfield Farms update - property assessment valuations and property tax allocations dating back to 2014 have been updated in the Chatfield Farms financial tracker. This resulted in approximately \$90,000 reduction of revenue for Chatfield Farms from 2014-2022. Ephram and Debbie will be reviewing old vendor invoices to make sure all large Chatfield Farms expenses were captured and allocated correctly.

Key Performance Metrics

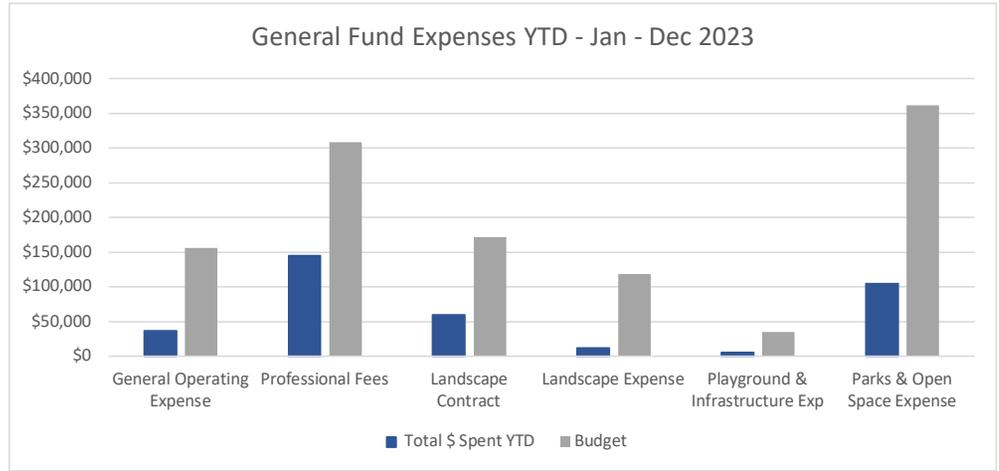
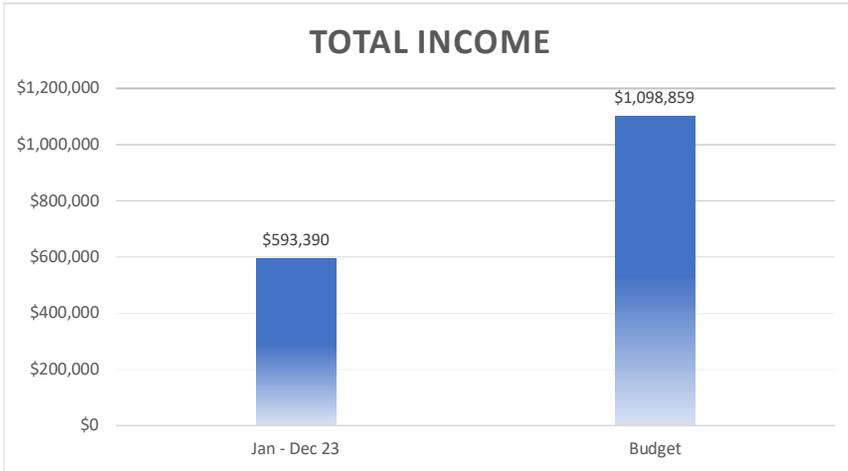
Cash Position



Cash balances are continuing to restore as we approach mid-year. We have engaged with an auditor who has agreed to handle the districts 2022 audit with the boards approval. While beginning to review/pull documentation for the 2022 audit we noticed that the 2023 general insurance invoice had been expensed in December rather than placed in pre-paid expenses. The invoice has been moved into pre-paid expenses and expensed through May. We will continue to expense this evenly for the remaining months in 2023.

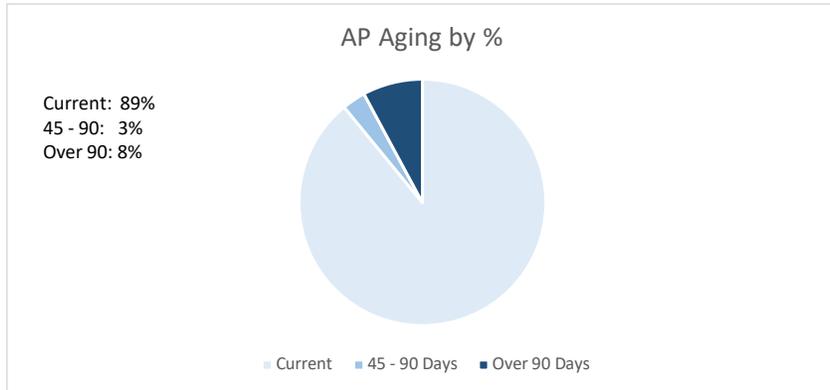


Income & Expenses



Landscape contract expenses have fallen back in line with the budget. Professional fees are currently 5% over budget on the year. We will continue to monitor expense trends for 2023 as well as in comparison to historical years. As the district enters budgeting season we will be creating an interactive 10-year model that will enable the board to run different scenarios to help budget and forecast for current and future years.

Accounts Payable

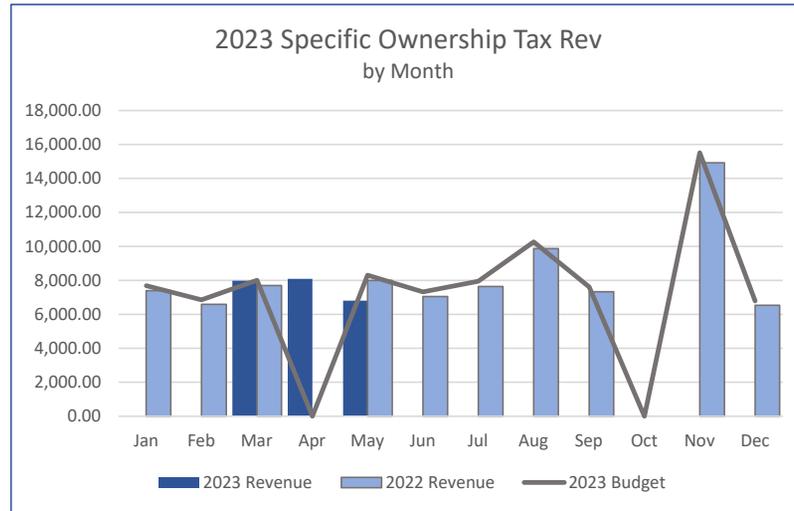
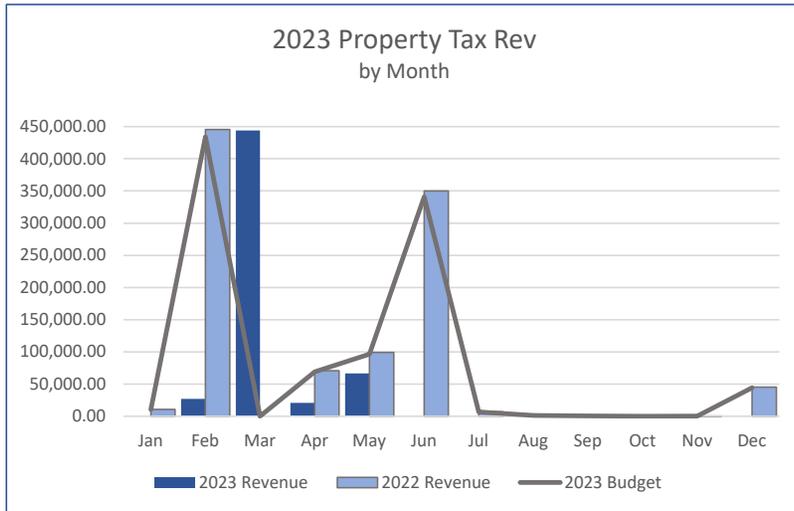


Based on the current reporting, 11% of Accounts Payable are over 45 days past due which has reduced significantly from last months 21%. The total value of the past due bills through May are \$65,600.00. The value of the current bills are \$52,300.00. We will continue to work with the board to provide transparency on all district bills received.

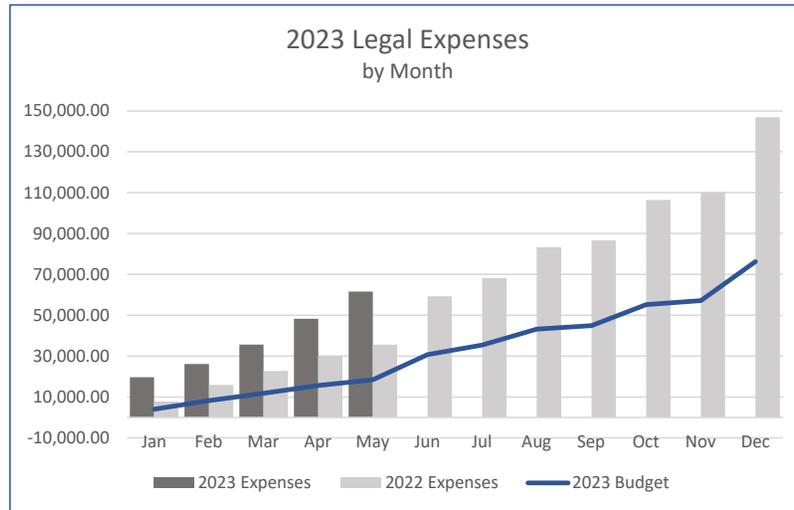
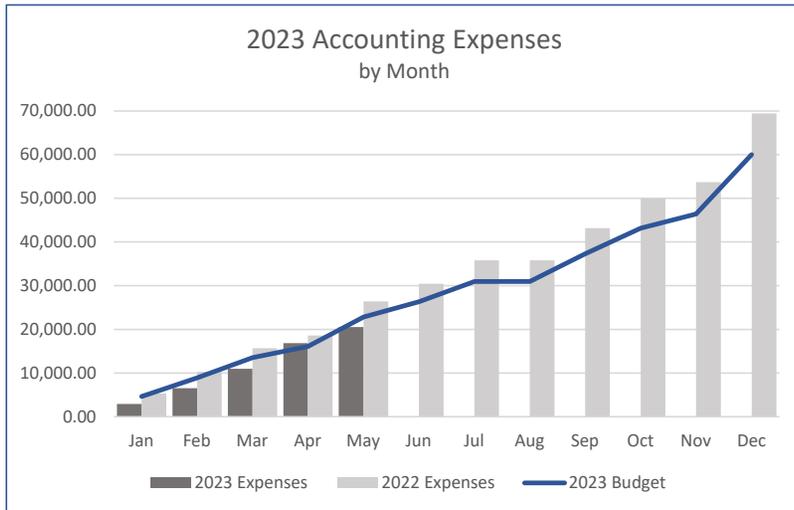
Revenue and Expense Trends by Type

As of May 31, 2023

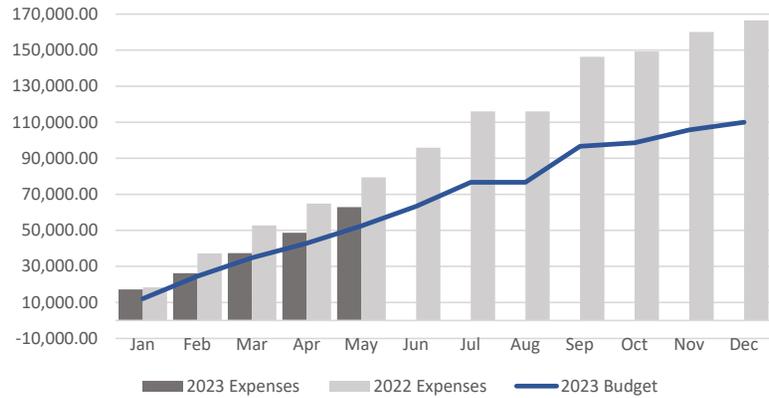
Revenue



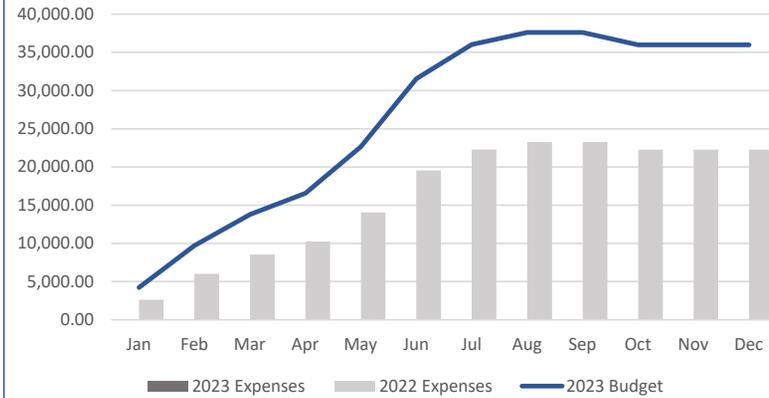
Expenses



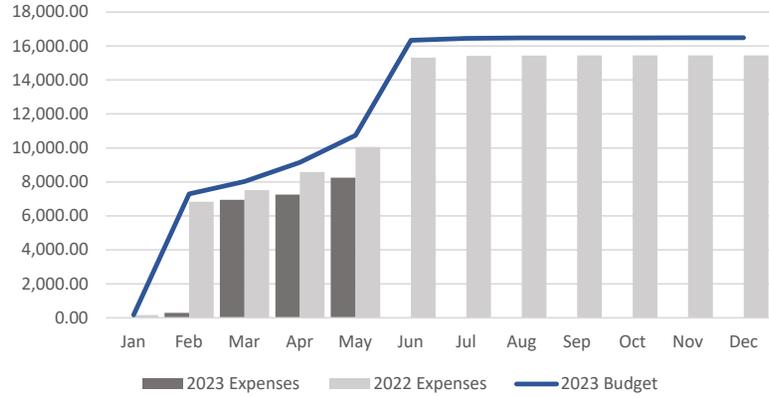
2023 District Mgmt. Expenses
by Month



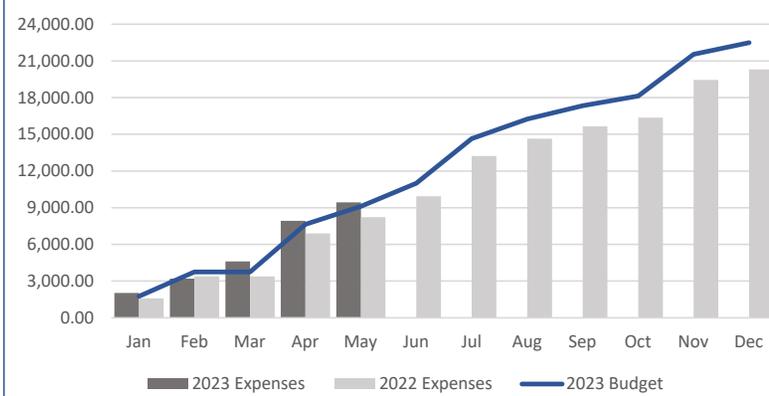
2023 Engineering Expenses
by Month



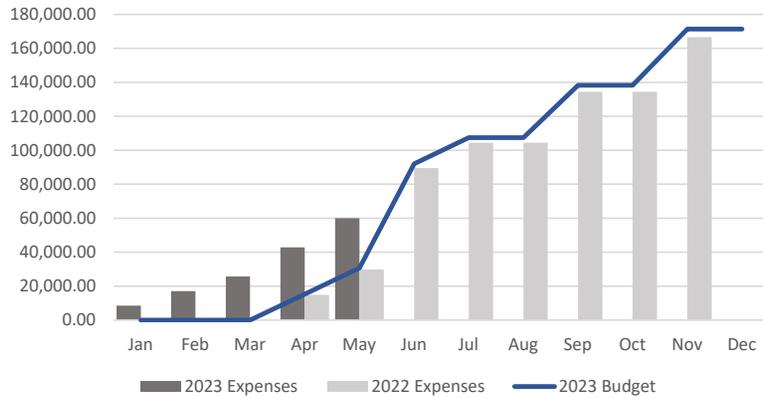
2023 County Treasurer Expenses
by Month



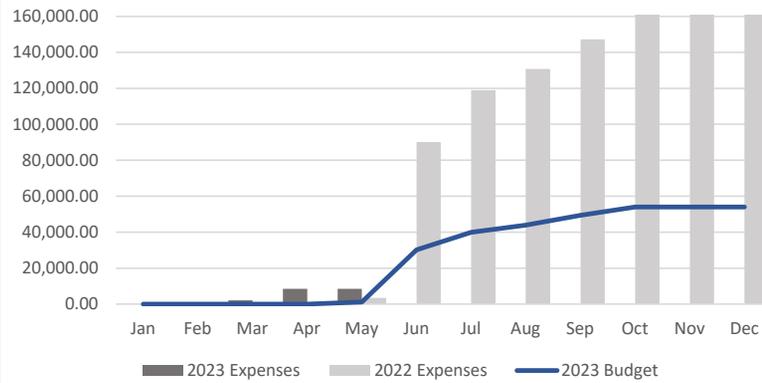
2023 Foothills Park & Rec Expenses
by Month



2023 Landscape Contract Expenses
by Month



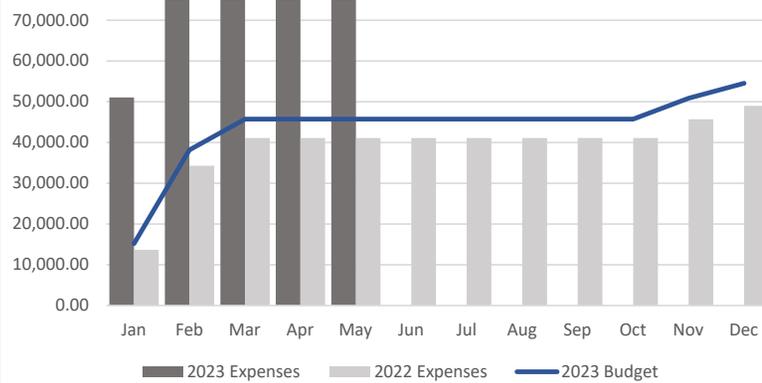
2023 Irrigation Expenses
by Month



2023 Landscape Repairs & Maint. Expenses
by Month

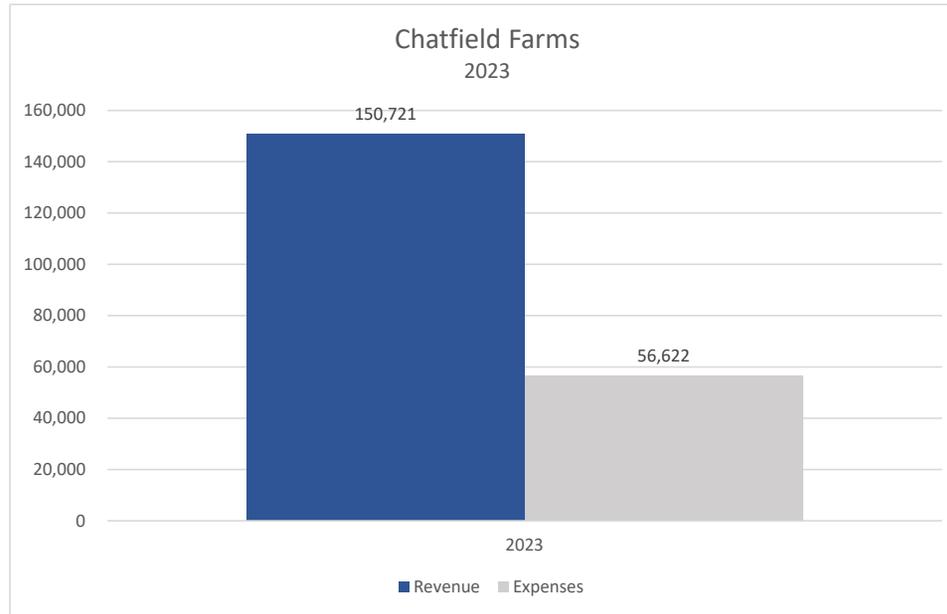


2023 Snow Removal Expenses
by Month



Chatfield Farms Revenue vs. Expenses

Per the Chatfield Farms Reimbursement Agreement, Chatfield Farms revenue cannot exceed expenses. Below is an annual revenue vs. expense tracker which will be updated monthly to track where Chatfield Farms stands in regard to the threshold.



Roxborough Village Metro District
Balance Sheet by Class
As of May 31, 2023

4:09 PM
06/08/2023
Accrual Basis

	100-General Fund	200 - Capital Project Fund	300 - Debt Service Fund	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
10100 · General Operating Acct	380,110.24	-333,797.80	0.00	46,312.44
10500 · ColoTrust Funds	378,742.56	1,508,491.24	220.35	1,887,454.15
Total Checking/Savings	758,852.80	1,174,693.44	220.35	1,933,766.59
Other Current Assets				
13000 · Due from Capital Projects Fund	230.59	0.00	0.00	230.59
14010 · Prepaid Expense	22,645.50	0.00	0.00	22,645.50
14020 · Taxes Receivable	1,029,247.00	0.00	0.00	1,029,247.00
15000 · Bond Fund 1993 A&B	0.00	0.00	10.24	10.24
Total Other Current Assets	1,052,123.09	0.00	10.24	1,052,133.33
Total Current Assets	1,810,975.89	1,174,693.44	230.59	2,985,899.92
TOTAL ASSETS	1,810,975.89	1,174,693.44	230.59	2,985,899.92
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	46,683.82	18,914.32	0.00	65,598.14
Total Accounts Payable	46,683.82	18,914.32	0.00	65,598.14
Other Current Liabilities				
22000 · Payroll Liabilities				
20210 · Federal Tax	1.80	0.00	0.00	1.80
20240 · State Tax	6.00	0.00	0.00	6.00
Total 22000 · Payroll Liabilities	7.80	0.00	0.00	7.80
23010 · Deferred Revenue-Taxes	1,029,247.00	0.00	0.00	1,029,247.00
24100 · Due to Capital Improvement Fund	0.00	0.00	230.59	230.59
Total Other Current Liabilities	1,029,254.80	0.00	230.59	1,029,485.39
Total Current Liabilities	1,075,938.62	18,914.32	230.59	1,095,083.53
Total Liabilities	1,075,938.62	18,914.32	230.59	1,095,083.53
Equity				
32001 · Retained Earnings	-17,396.07	-267,397.07	0.00	-284,793.14
34000 · Restricted Net Assets				
34010 · Nonspendable	502.00	0.00	0.00	502.00
34020 · Restricted	0.00	1,396,352.55	0.00	1,396,352.55
34040 · Assigned	124,413.00	0.00	0.00	124,413.00
34050 · Emergency Reserve 3%	34,200.00	0.00	0.00	34,200.00
Total 34000 · Restricted Net Assets	159,115.00	1,396,352.55	0.00	1,555,467.55
39000 · Unrestricted Net Assets	364,098.07	0.00	0.00	364,098.07
Net Income	229,220.27	26,823.64	0.00	256,043.91
Total Equity	735,037.27	1,155,779.12	0.00	1,890,816.39
TOTAL LIABILITIES & EQUITY	1,810,975.89	1,174,693.44	230.59	2,985,899.92
UNBALANCED CLASSES	0.00	0.00	0.00	0.00

Roxborough Village Metro District Profit & Loss Budget vs. Actual

January through May 2023

	Jan - May 23	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	22,879	86,294	(63,415)	27%
41020 · Property Tax	558,179	1,003,565	(445,386)	56%
41040 · Prior Year Tax	(9)			
41045 · Property Tax Interest	13			
41000 · Property Tax Income - Other	0	0	0	0%
Total 41000 · Property Tax Income	581,061	1,089,859	(508,798)	53%
43000 · Park and Field Income				
43010 · Sports Field Fees	2,200	2,000	200	110%
Total 43000 · Park and Field Income	2,200	2,000	200	110%
46000 · Interest Income				
46010 · General Bank Account Interest	36,174			
46000 · Interest Income - Other	0	20,000	(20,000)	0%
Total 46000 · Interest Income	36,174	20,000	16,174	181%
48000 · CTF/Lottery Income	14,616	44,000	(29,384)	33%
49000 · Miscellaneous Income				
49020 · Refunds	0	3,000	(3,000)	0%
49000 · Miscellaneous Income - Other	0	2,000	(2,000)	0%
Total 49000 · Miscellaneous Income	0	5,000	(5,000)	0%
Total Income	634,051	1,160,859	(526,808)	55%
Gross Profit	634,051	1,160,859	(526,808)	55%
Expense				
50000 · Treasurer Fees	8,253	16,483	(8,230)	50%
51000 · General Overhead				
51005 · Dues & Subscriptions	0	1,526	(1,526)	0%
51010 · Communication / Website Expense	24	2,180	(2,156)	1%
51015 · Postage & Shipping	0	0	0	0%
51030 · Security Expense	0	239	(239)	0%
51050 · Utilities Expense	4,688	23,112	(18,424)	20%
51060 · District Functions/Events	47	0	47	100%
Total 51000 · General Overhead	4,760	27,057	(22,297)	18%
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	2,074	425	1,649	488%
52000 · Computer & Software Expenses - Other	0	0	0	0%
Total 52000 · Computer & Software Expenses	2,074	425	1,649	488%
52500 · Insurance Expense				
52550 · General Insurance	17,059	5,232	11,827	326%
52500 · Insurance Expense - Other	0	29,648	(29,648)	0%
Total 52500 · Insurance Expense	17,059	34,880	(17,821)	49%
52600 · Election Expense	0	45,000	(45,000)	0%
53000 · Board of Director's Expense				
53010 · Directors' Stipend	3,900	8,720	(4,820)	45%
Total 53000 · Board of Director's Expense	3,900	8,720	(4,820)	45%
53500 · Community Relations Exp.				
53520 · Newsletter Expense	0	4,360	(4,360)	0%
Total 53500 · Community Relations Exp.	0	4,360	(4,360)	0%
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	298	1,274	(976)	23%
54000 · Payroll Expenses - Other	33			
Total 54000 · Payroll Expenses	332	1,274	(942)	26%

Roxborough Village Metro District Profit & Loss Budget vs. Actual

January through May 2023

	Jan - May 23	Budget	Budget Variance	% of Budget
57000 · Professional Services Fees				
57010 · Auditing	0	6,540	(6,540)	0%
57020 · Legal Expenses	64,260	103,550	(39,290)	62%
57030 · Accounting Services	21,219	63,815	(42,596)	33%
57040 · District Management	65,507	162,102	(96,596)	40%
57050 · Engineering Expense	0	35,970	(35,970)	0%
57070 · Master Plan Fee	0	74,500	(74,500)	0%
57085 · Paying Agent Fees	0	0	0	0%
Total 57000 · Professional Services Fees	150,986	446,477	(295,491)	34%
57500 · Misc & Petty Cash Expense	0	0	0	0%
61000 · Miscellaneous Expense	0	1,635	(1,635)	0%
61500 · Reimbursed Expenditures	0	0	0	0%
62000 · Repairs and Maintenance				
62010 · General Repairs and Maintenance	325	13,000	(12,675)	3%
62020 · Utility Locate	1,166	4,000	(2,834)	29%
Total 62000 · Repairs and Maintenance	1,491	17,000	(15,509)	9%
64000 · Landscape Expenses				
64010 · Landscape Repairs and Maint	3,651	43,350	(39,699)	8%
64020 · Landscape Weed Control Expense	0	48,000	(48,000)	0%
64030 · Irrigation Expense	8,537	53,995	(45,458)	16%
64040 · Landscape Contract	59,967	171,335	(111,368)	35%
Total 64000 · Landscape Expenses	72,156	316,680	(244,524)	23%
65000 · Playground & Infrastructure Exp				
65010 · Playground Repairs and Maint	0	16,350	(16,350)	0%
65030 · Graffiti Removal /Vandalism Exp	5,035	3,815	1,220	132%
65040 · Skate Park Maintenance	0	15,000	(15,000)	0%
Total 65000 · Playground & Infrastructure Exp	5,035	35,165	(30,130)	14%
68000 · Parks & Open Space Expense				
68010 · Foothills Park & Rec Fees	9,447	22,500	(13,053)	42%
68020 · Mosquito Control Expense	4,000	10,000	(6,000)	40%
68025 · Water Expense	7,754			
68030 · Seasonal Lighting Expense	0	15,260	(15,260)	0%
68045 · Tree Care Expense	0	82,000	(82,000)	0%
68050 · Portable Restroom Exp.	2,247	7,630	(5,383)	29%
68065 · Water Rights Expense	0	125,350	(125,350)	0%
68070 · Snow Removal Expense	81,290	54,500	26,790	149%
68080 · Algae Control Exp.	0	5,450	(5,450)	0%
68085 · Annual Trails Maintenance	0	114,450	(114,450)	0%
68090 · Pond Maintenance	0	5,509	(5,509)	0%
68095 · Open Space Maintenances / Fire	0	27,250	(27,250)	0%
Total 68000 · Parks & Open Space Expense	104,738	469,899	(365,161)	22%
68500 · Park & Recreation Events				
68540 · Community Service Events	0	1,700	(1,700)	0%
Total 68500 · Park & Recreation Events	0	1,700	(1,700)	0%
70000 · Bond Interest & Principal Exp.				
70010 · Bond Interest - Series 1993	0	0	0	0%
70020 · Bond Principal - Series 1993	0	0	0	0%
70110 · Bond Interest - Series 2014	0	0	0	0%
70120 · Bond Principal - Series 2014	0	0	0	0%
Total 70000 · Bond Interest & Principal Exp.	0	0	0	0%
80000 · Capital Expenses				
80020 · Irrigation Improvements	0	100,000	(100,000)	0%
80030 · Spillway / Embankment Cost	0	0	0	0%
80060 · Plant Nursery	7,225	10,000	(2,775)	72%
80070 · New Playground	0	350,000	(350,000)	0%
80000 · Capital Expenses - Other	0	0	0	0%
Total 80000 · Capital Expenses	7,225	460,000	(452,775)	2%
99000 · Contingency	0	113,852	(113,852)	0%
Total Expense	378,007	2,000,607	(1,622,600)	19%
Net Ordinary Income	256,044	(839,748)	1,095,792	(30)%

**Roxborough Village Metro District
Profit & Loss Budget vs. Actual**

January through May 2023

	Jan - May 23	Budget	Budget Variance	% of Budget
Other Income/Expense				
Other Expense				
78500 · Reserve Expense	0	0	0	0%
99900 · Non-Operating Expense				
99960 · Transfers	0	0	0	0%
Total 99900 · Non-Operating Expense	0	0	0	0%
Total Other Expense	0	0	0	0%
Net Other Income	0	0	0	0%
Net Income	256,044	(839,748)	1,095,792	(30)%

Roxborough Village Metro District
Capital Fund Profit & Loss Budget vs. Actual
 January through May 2023

	<u>Jan - May 23</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
41000 · Property Tax Income	0	0	0	0%
46000 · Interest Income	26,045	15,000	11,045	174%
48000 · CTF/Lottery Income	14,616	44,000	(29,384)	33%
49000 · Miscellaneous Income	0	3,000	(3,000)	0%
Total Income	<u>40,661</u>	<u>62,000</u>	<u>(21,339)</u>	<u>66%</u>
Gross Profit	40,661	62,000	(21,339)	66%
Expense				
51000 · General Overhead	1	0	1	100%
52000 · Computer & Software Expenses	83			
52500 · Insurance Expense	642			
54000 · Payroll Expenses	0	500	(500)	0%
57000 · Professional Services Fees	5,886	137,667	(131,781)	4%
61500 · Reimbursed Expenditures	0	0	0	0%
62000 · Repairs and Maintenance	0	2,100	(2,100)	0%
64000 · Landscape Expenses	0	27,000	(27,000)	0%
68000 · Parks & Open Space Expense	0	107,920	(107,920)	0%
80000 · Capital Expenses	7,225	460,000	(452,775)	2%
99000 · Contingency	0	60,713	(60,713)	0%
Total Expense	<u>13,837</u>	<u>795,900</u>	<u>(782,063)</u>	<u>2%</u>
Net Ordinary Income	<u>26,824</u>	<u>(733,900)</u>	<u>760,724</u>	<u>(4)%</u>
Net Income	<u><u>26,824</u></u>	<u><u>(733,900)</u></u>	<u><u>760,724</u></u>	<u><u>(4)%</u></u>

Roxborough Village Metro District
General Fund Profit & Loss Budget vs. Actual

January through May 2023

	Jan - May 23	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	22,879	86,294	(63,415)	27%
41020 · Property Tax	558,179	1,003,565	(445,386)	56%
41040 · Prior Year Tax	(9)			
41045 · Property Tax Interest	13			
Total 41000 · Property Tax Income	581,061	1,089,859	(508,798)	53%
43000 · Park and Field Income				
43010 · Sports Field Fees	2,200	2,000	200	110%
Total 43000 · Park and Field Income	2,200	2,000	200	110%
46000 · Interest Income				
46010 · General Bank Account Interest	10,129			
46000 · Interest Income - Other	0	5,000	(5,000)	0%
Total 46000 · Interest Income	10,129	5,000	5,129	203%
49000 · Miscellaneous Income	0	2,000	(2,000)	0%
Total Income	593,390	1,098,859	(505,469)	54%
Gross Profit	593,390	1,098,859	(505,469)	54%
Expense				
50000 · Treasurer Fees	8,253	16,483	(8,230)	50%
51000 · General Overhead				
51005 · Dues & Subscriptions	0	1,526	(1,526)	0%
51010 · Communication / Website Expense	23	2,180	(2,157)	1%
51015 · Postage & Shipping	0	0	0	0%
51030 · Security Expense	0	239	(239)	0%
51050 · Utilities Expense	4,688	23,112	(18,424)	20%
51060 · District Functions/Events	47	0	47	100%
Total 51000 · General Overhead	4,759	27,057	(22,298)	18%
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	1,991	425	1,566	468%
52000 · Computer & Software Expenses - Other	0	0	0	0%
Total 52000 · Computer & Software Expenses	1,991	425	1,566	468%
52500 · Insurance Expense				
52550 · General Insurance	16,417	5,232	11,185	314%
52500 · Insurance Expense - Other	0	29,648	(29,648)	0%
Total 52500 · Insurance Expense	16,417	34,880	(18,463)	47%
52600 · Election Expense	0	45,000	(45,000)	0%
53000 · Board of Director's Expense				
53010 · Directors' Stipend	3,900	8,720	(4,820)	45%
Total 53000 · Board of Director's Expense	3,900	8,720	(4,820)	45%
53500 · Community Relations Exp.				
53520 · Newsletter Expense	0	4,360	(4,360)	0%
Total 53500 · Community Relations Exp.	0	4,360	(4,360)	0%
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	298	774	(476)	39%
54000 · Payroll Expenses - Other	33			
Total 54000 · Payroll Expenses	332	774	(442)	43%

Roxborough Village Metro District
General Fund Profit & Loss Budget vs. Actual

January through May 2023

	Jan - May 23	Budget	Budget Variance	% of Budget
57000 · Professional Services Fees				
57010 · Auditing	0	6,540	(6,540)	0%
57020 · Legal Expenses	61,690	76,300	(14,610)	81%
57030 · Accounting Services	20,523	60,000	(39,477)	34%
57040 · District Management	62,886	110,000	(47,114)	57%
57050 · Engineering Expense	0	35,970	(35,970)	0%
57070 · Master Plan Fee	0	20,000	(20,000)	0%
57085 · Paying Agent Fees	0	0	0	0%
Total 57000 · Professional Services Fees	145,100	308,810	(163,710)	47%
57500 · Misc & Petty Cash Expense	0	0	0	0%
61000 · Miscellaneous Expense	0	1,635	(1,635)	0%
61500 · Reimbursed Expenditures	0	0	0	0%
62000 · Repairs and Maintenance				
62010 · General Repairs and Maintenance	325	10,900	(10,575)	3%
62020 · Utility Locate	1,166	4,000	(2,834)	29%
Total 62000 · Repairs and Maintenance	1,491	14,900	(13,409)	10%
64000 · Landscape Expenses				
64010 · Landscape Repairs and Maint	3,651	16,350	(12,699)	22%
64020 · Landscape Weed Control Expense	0	48,000	(48,000)	0%
64030 · Irrigation Expense	8,537	53,995	(45,458)	16%
64040 · Landscape Contract	59,967	171,335	(111,368)	35%
Total 64000 · Landscape Expenses	72,156	289,680	(217,524)	25%
65000 · Playground & Infrastructure Exp				
65010 · Playground Repairs and Maint	0	16,350	(16,350)	0%
65030 · Graffiti Removal /Vandalism Exp	5,035	3,815	1,220	132%
65040 · Skate Park Maintenance	0	15,000	(15,000)	0%
Total 65000 · Playground & Infrastructure Exp	5,035	35,165	(30,130)	14%
68000 · Parks & Open Space Expense				
68010 · Foothills Park & Rec Fees	9,447	22,500	(13,053)	42%
68020 · Mosquito Control Expense	4,000	10,000	(6,000)	40%
68025 · Water Expense	7,754			
68030 · Seasonal Lighting Expense	0	15,260	(15,260)	0%
68045 · Tree Care Expense	0	70,000	(70,000)	0%
68050 · Portable Restroom Exp.	2,247	7,630	(5,383)	29%
68065 · Water Rights Expense	0	89,380	(89,380)	0%
68070 · Snow Removal Expense	81,290	54,500	26,790	149%
68080 · Algae Control Exp.	0	5,450	(5,450)	0%
68085 · Annual Trails Maintenance	0	54,500	(54,500)	0%
68090 · Pond Maintenance	0	5,509	(5,509)	0%
68095 · Open Space Maintenances / Fire	0	27,250	(27,250)	0%
Total 68000 · Parks & Open Space Expense	104,738	361,979	(257,241)	29%
68500 · Park & Recreation Events				
68540 · Community Service Events	0	1,700	(1,700)	0%
Total 68500 · Park & Recreation Events	0	1,700	(1,700)	0%
80000 · Capital Expenses	0	0	0	0%
99000 · Contingency	0	53,139	(53,139)	0%
Total Expense	364,170	1,204,707	(840,537)	30%
Net Ordinary Income	229,220	(105,848)	335,068	(217)%

Roxborough Village Metro District
General Fund Profit & Loss Budget vs. Actual

January through May 2023

	<u>Jan - May 23</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
78500 - Reserve Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Other Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Net Other Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Net Income	<u>229,220</u>	<u>(105,848)</u>	<u>335,068</u>	<u>(217)%</u>

Roxborough Village Metro District
Chatfield Farms Profit & Loss Budget vs. Actual

January through May 2023

	Jan - May 23	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income	150,721	299,857	(149,136)	50%
Total Income	150,721	299,857	(149,136)	50%
Gross Profit	150,721	299,857	(149,136)	50%
Expense				
50000 · Treasurer Fees	1,238	4,394	(3,156)	28%
51000 · General Overhead	111	3,009	(2,898)	4%
52000 · Computer & Software Expenses	299			
52500 · Insurance Expense	2,462	5,232	(2,770)	47%
52600 · Election Expense	0	8,993	(8,993)	0%
53000 · Board of Director's Expense	0	1,308	(1,308)	0%
53500 · Community Relations Exp.	0	654	(654)	0%
54000 · Payroll Expenses	0	0	0	0%
57000 · Professional Services Fees	25,160	48,887	(23,727)	51%
61000 · Miscellaneous Expense	0	245	(245)	0%
62000 · Repairs and Maintenance	224	1,635	(1,411)	14%
64000 · Landscape Expenses	10,772	65,482	(54,710)	16%
65000 · Playground & Infrastructure Exp	755	1,390	(635)	54%
68000 · Parks & Open Space Expense	15,599	44,554	(28,955)	35%
68500 · Park & Recreation Events	0	255	(255)	0%
80000 · Capital Expenses	0	0	0	0%
99000 · Contingency	0	1,594	(1,594)	0%
Total Expense	56,620	187,632	(131,012)	30%
Net Ordinary Income	94,101	112,225	(18,124)	84%
Net Income	94,101	112,225	(18,124)	84%

From: [Amanda Gildea](#)
To: [Larry Loften](#); brenna@gembokconsulting.com
Cc: [Peggy Ripko](#)
Subject: RE: Roxborough Village Metropolitan District 2022 audit
Date: Tuesday, May 30, 2023 5:16:39 PM
Attachments: [image001.png](#)
[Internal Controls Questionnaire.xlsx](#)
[Request for Predecessor Auditor to Release Information to Successor Auditor.docx](#)
[2022 Audit Engagement Letter - Roxborough Village MD 05.30.2023.pdf](#)
[2022 Audit Request List - Roxborough Village MD.xlsx](#)
[Audit Fraud Risk Questionnaire - District Accountant, Manager.docx](#)

Hi Larry and Brenna,

Attached is the engagement letter, initial audit request list, and a handful of forms that relate to items in the initial request list. Please reach out to me with any questions as you look through these items.

Thank you,
Mandie

Amanda (“Mandie”) Gildea, CPA



COLORADO CPA COMPANY

Cell: 720-315-5448

amanda.gildea@coloradocpacompany.com

From: Larry Loften <lloften@sdmsi.com>
Sent: Tuesday, May 30, 2023 7:46 AM
To: Amanda Gildea <amanda.gildea@coloradocpacompany.com>; brenna@gembokconsulting.com
Cc: Peggy Ripko <pripko@sdmsi.com>
Subject: RE: Roxborough Village Metropolitan District 2022 audit

Good morning,
That is excellent news and the schedule works for us. Let us know what you need!

Have a good day and be well!

Larry Loften

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO 80228-1898

lloften@sdmsi.com

Phone: 303-987-0835

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communication in error, please immediately notify the sender by reply e-mail and destroy this communication. Thank you.

From: Amanda Gildea <amanda.gildea@coloradocpacompany.com>

Sent: Friday, May 26, 2023 12:17 PM

To: Larry Loften <lloften@sdmsi.com>; brenna@gemsbokconsulting.com

Subject: Roxborough Village Metropolitan District 2022 audit

Hi Larry,

After Brenna and I spoke today, I am ready to commit to doing the 2022 audit for Roxborough Village. I will put together an engagement letter for an audit fee of \$7,000 (including audit + financial statement preparation) and an initial request list next week and send it to you and Brenna. Does that work for you?

Thank you,
Mandie

Amanda (“Mandie”) Gildea, CPA

President

Colorado CPA Company PC



COLORADO CPA COMPANY

Office: 720-722-5835 **Cell:** 720-315-5448

Fax: 720-791-0102

amanda.gildea@coloradocpacompany.com

PO Box 630154, Highlands Ranch, CO 80163

coloradocpacompany.com

From: [Dale Draper](#)
To: [Peggy Ripko](#); [Larry Loftin](#)
Cc: [Cory France](#)
Subject: Roxborough Meeting Info 06/21/23
Date: Thursday, June 15, 2023 3:53:40 PM
Attachments: [image001.png](#)
[Spring 2023 Wet Weather.docx](#)
[Spring 2023 Wet Spring.docx](#)

Hi All,

Lucky with incredible amount of precipitation, we have been able to stay on track for the most part. Really the only delay we have experience was the timeliness of the native mows. The irrigation and the construction has been an interesting challenge but I don't believe we have fallen behind. Attached you will find some good recent Denver weather information. See below for site visit information.

General Maintenance-

1. Weekly maintenance has been performed on the following days:
 - a. 05/13/23
 - b. 05/18/23
 - c. 05/25/23
 - d. 06/02/23
 - e. 06/08/23
 - f. 06/15/23

Irrigation-

1. Onsite Checks: Until system is fully up and running on a consistent basis. 2 techs have been checking the site at the same time on Fridays. Will reduce to 1 tech twice/week.
 - a. 05/15/23
 - b. 05/19/23
 - c. 05/22/23
 - d. 05/26/23
 - e. 05/30/23
 - f. 06/02/23
 - g. 06/06/23
 - h. 06/09/23
 - i. 06/12/23
2. Additional visits
 - a. 05/23/23- Broken Mainline
 - b. 05/26/23- Construction Repairs, Rampart Range and Village Circle
 - c. 05/30/23- Construction Damage Rampart Range & East Village Circle- Repair mainline
 - d. 06/01/23- Mainline broke south west by school, red fox and s. Crystal lake by village circle east, Mainline broken- Village cir E and dovetail way
 - e. 06/14/23- Mainline Broken, one mainline broken is 2.5" East village cir. By intermediate school, one more is 6" North Rampart range Rd. By park.

Site Policing-

1. Trash, Dog Stations, etc.
 - a. 05/12/23
 - b. 05/15/23
 - c. 05/18/23
 - d. 05/22/23
 - e. 05/25/23
 - f. 05/30/23
 - g. 06/02/23
 - h. 06/05/23
 - i. 06/08/23
 - j. 06/12/23
 - k. 06/15/23
2. Tennis & Basketball Court Maintenance, Volleyball Courts Maintenance, Skate Park Maintenance, Softball Field Grooming, Trash Pick Up -Includes - Pond Edges.
 - a. 05/15/23
 - b. 05/22/23
 - c. 05/30/23
 - d. 06/05/23
 - e. 06/12/23

Overall Site Updates-

Native Cut- 05/27/23
Native Beauty Bands- 06/01/23, 06/02/23, 06/09/23, 06/14/23
Aeration- 05/17/23, 05/18/23
Skate Park Pressure Wash- 05/17/23, 05/18/23
Graffiti Removal- 05/18/23, 06/09/23
Mulch/Tree Rings- 05/20/23, 05/22/23

Project Updates-

Still waiting for an Update on annual proposal? Annuals will be slim picking this time of year.

Review of Upcoming Scheduled Items-

Softball Striping- 06/19/23

Thank you,

Dale Draper | Senior Account Manager
SLM Certified, QWEL



Here's the rainiest spot in Colorado since May 1



The top spot received 12.07 inches of rain between May 1 and June 6, according to the NWS.

COLORADO, USA — It's certainly been a soggy few weeks on the Front Range, with some places seeing more than 10 inches of rain since May 1, according to the [National Weather Service \(NWS\)](#) in Boulder.

According to the agency, this past May was the fourth wettest on record across the state of Colorado. Late Tuesday, NWS posted a map on Twitter showing the impressive amount of rain received between May 1 and June 6.

The spot that's seen the most rain: An area near Castle Rock that got 12.07 inches during that time period. The largest totals appeared to be south and east of Denver, with totals for those areas ranging between 9 and 12 inches.

Totals were far more impressive along the Interstate 25 corridor and eastern Colorado than on the Western Slope, according to the NWS data.

- Castle Rock (.08 WNW): 12.07 inches
- Aurora (7 SSE): 10.80 inches
- Fort Lupton: 10.55 inches
- Watkins: 10.32 inches
- Littleton: 10.28 inches
- Conifer: 10.12 inches
- Centennial: 10.01 inches
- Highlands Ranch: 9.94 inches
- Kiowa: 9.75 inches
- Agate: 9.69 inches
- Parker: 9.6 inches
- Cherry Creek Reservoir: 9.57 inches

Denver International Airport got 5.53 inches of precipitation last month, making it the 11th-wettest month in the city's 151-year climatological history. It was the most rain in a month since the September 2013 floods.

It was also Denver's fourth-wettest May on record and the city's rainiest May since 1973.

Nearby weather stations recorded almost identical figures to what DIA saw, with the city's Central Park weather station picking up 5.50 inches of May rainfall and a downtown sensor collecting 5.59 inches.

Those figures account for roughly 40% of what Denver typically gets over a full calendar year. It's also well more than double the city's average May rainfall total of 2.16 inches.

How much rain did Denver see in May 2023? Hint: It was a lot

Jonathan Ingraham jonathan.ingraham@denvergazette.com Jun 4, 2023 Updated 16 hrs ago

Denver's weather in May 2023 was wet, very wet. But did it break a record?

According to a report furnished by the Denver Museum of Nature & Science for the [National Weather Service](#), May 2023 was the fourth wettest May on record for the Mile High City.

The city's official weather station at Denver International Airport recorded 5.53 inches of rainfall for the month. To compare, Denver's average rainfall for May is 2.16 inches, which is 3.37 inches below May 2023's total.

But that's not the whole story.

A dry first week of the month quickly ramped up with rain as severe thunderstorms on Tuesday, May 9, brought damaging hail to eastern Boulder County and parts of Morgan and Weld counties — with golf ball to tennis ball sized stones falling.

On Wednesday, May 10, Denver and places southeast of the city in Arapahoe, Morgan and Washington counties received a round of damaging hail — some stones baseball to softball size — plus a tornado struck a home in Brush.

Around the Mother's Day weekend (May 11-12), heavy rain and flooding occurred when record rainfall fell on large parts of northeast Colorado.

- A 24-hour daily record of 2.92 inches of rain occurred on May 11
- A 2-day total of 3.75 inches fell between May 11-12
- A 3-day total of 4.40 inches fell between May 10-12 in Denver

The prolonged period of rainfall resulted in flooding, flash flooding and washed out roads in Denver and surrounding areas, including Cherry Creek State Park and the National Wildlife Refuge at the Rocky Mountain Arsenal, according to the report.

The slow moving storm system produced a three-day rainfall total of 4-7 inches across the urban corridor and northeast plains, with 1 to 2 feet of heavy wet snowfall in the Front Range Mountains above 10,000 feet in elevation.

What if all that rain had been snow?

Using a snowfall ratio of 10:1, eastern parts of Denver would have been buried under 40 inches of snow, and locations in Arapahoe, Douglas and Elbert counties could have experienced between 48-72 inches or 4-6 feet of snow.

In contrast to all the rainfall, May 2023 was actually warmer compared to average. May's average temperature was 59.4 degrees, which is 2.0 degrees above the normal of 57.4 degrees. However, the month did not experience a high temperature above 90, with Monday, May 29 reaching 82 degrees.

Here are the top 10 wettest, driest, and highest snow totals in May since records started being kept in 1872.

- Ten wettest May totals in Denver in inches:

- 8.57 - 1876
- 7.31 - 1857
- 6.12 - 1969
- 5.53 - 2023
- 5.06 - 1973
- 4.95 - 1935
- 4.88 - 1938, 1898
- 4.79 - 2011
- 4.77 - 1967



Roxborough Village Metropolitan District
Larry Lofton, Special Management Services
141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898
lloften@sdmsi.com

Thank you for the opportunity to introduce Summit Recreation. We would love to show you why Summit Recreation is the best partner for playgrounds in Colorado! We look forward to helping you develop the best possible solutions for your current project or assisting with a plan to renovate future playground replacements. We take pride in all of our projects and will go the extra mile for any and all our customers, no matter the size of the project. Summit Recreation has been providing design/build services including project management, site development, certified playground equipment installation, and the supply and installation of specialty playground safety surfacing and site furnishings for over 20 years.



Summit Recreation is pleased to present the following Statement of Qualifications.

Summit Recreation's Approach: We look at the "WHY"

We strive to make every playground we design the perfect complement to its chosen location by focusing on both function and form. That means providing play equipment that delivers a wide variety of dynamic and age-appropriate activities for the intended users, as well as selecting play structures that integrate seamlessly into the selected play area. Our pre-design process includes site evaluation visits where we assess not just the play area, but the surrounding area as well, including paths of travel, lines of sight, and the general environment of the playground. The result is a vibrant play environment that quickly becomes an essential part of the fabric of the park.

Summit Recreation
Lakewood :: Grand Junction
303-465-2286 office
www.SummitRecreation.com :: sales@summitrecreation.com



Summit Recreation's Commitment:

To accomplish our goals, we need to be more than a vendor; we need to be a partner. We employ an interactive design process during which our design team uses the information gathered during the pre- design phase and face-to-face meetings to craft a solution that delivers on the promise of high play value and exceptional quality.

Project Understanding and Basic Scope of Project:

Summit Recreation believes that every child's future depends on early experiences that help them to grow and develop safely and that challenge them to explore and learn through the world of play. With that belief, Summit Recreation is proud to be the exclusive representative in Colorado for "KOMPAN" playground solutions. Our understanding of this project is that Roxborough Village Metro District holds the same belief and with that is looking for a qualified professional firm that is able to assist in bringing the district's vision and concept of the playground to life with strategic planning, age-appropriate child centric equipment selection, construction to the ribbon cutting.

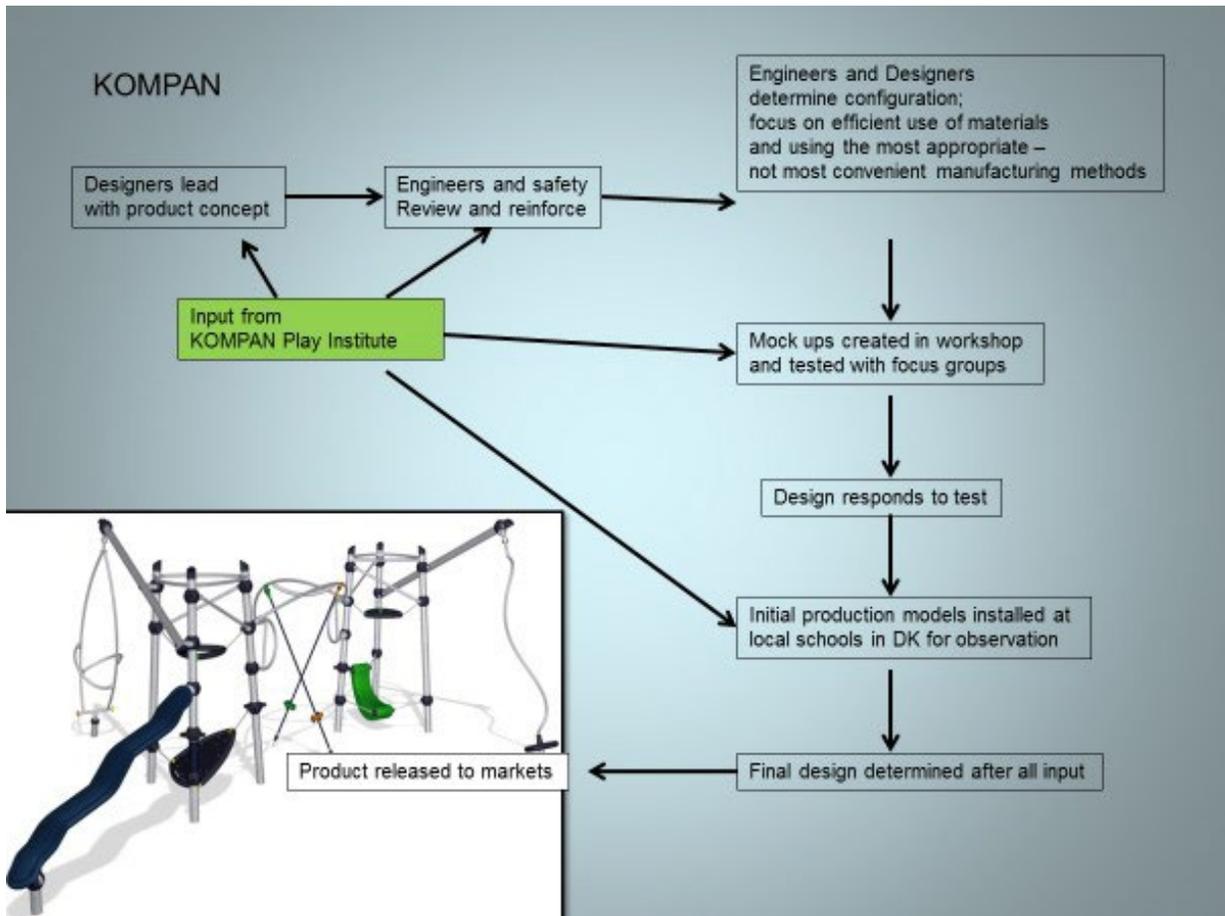


When looking at playground equipment there are many choices, but all too often we encounter the same "up the stairs, cross the bridge, down the slide and repeat." At Kompan we don't just simply manufacture playground equipment, we truly answer the "WHY" in playgrounds.

At KOMPAN, play is serious business. We are keenly aware of the impact play has on children's health, learning, and social interactions, as well as the impact playground projects have on parks. A well- designed playground is much more than a play space – it is a transformational space, where children learn and grow, and through which parks experience the richness of human interaction and an enhanced quality of life.

The Kompan Difference

Kompan employs professionals from the education industry in what is known as the KPI (Kompan Play Institute). These professionals monitor trends and changes, initiate studies, create campaigns and publications, lead seminars worldwide and most importantly influence product designs. For instance, the KPI team may see the need for an increase in dynamic climbing events due to the ever increasing loss of balance and motor skills in children 5-8 years of age on a global basis. As the chart below shows; everything starts with a “why” and is driven by the team at KPI. Equipment is first designed and manufactured and then installed for one year in a pilot location during which it is observed by the KPI team for input on design, functionality, play value, and reliability. Final designs are tweaked and implemented and only after this one year trial period will the equipment be released to the market.





With the broadest product portfolio in the industry, KOMPAN can provide Roxborough Village Metro District with a unique play environment that will delight children for many years to come.

Playgrounds usually consist of children younger than 12 years old enjoying the play equipment, however we specifically try to not only focus on those younger children, but the older kids as well. To draw the interest of children with varying skill levels, and to be able to provide them with a playground that will remain relevant and challenging over time, the Design Team shall concentrate on the following playground design elements: Scale, Challenge,

Interaction, Inclusion, Diversity, Engagement, and Affordance. Because of the importance of play and its role in fighting obesity, promoting motor skills development, improving communication skills and even building self-confidence, each innovative design will present diverse action possibilities that will encourage active play, stimulate the imagination, build social abilities and help children become more physically literate.

KOMPAN play equipment is designed to grow with children and continually present them with new challenges as their skills develop. This feature, combined with the quality and durability of KOMPAN equipment, will provide the district with the best return on its playground equipment investment. All designs adhere to the guidelines of the National Recreation and Park Association (NRPA), Americans with Disabilities Act (ADA), National Playground Safety Institute (NPSI), American Society of Tested Materials (ASTM) and local building codes, and the International Play Equipment Manufacturers Association (IPEMA).



Summit Recreation's Experience:



Summit Recreation has extensive experience executing projects of large size and complexity. The foundation of our success rests in our commitment to meticulous preparation, attention to detail and professional project coordination. Essential to these is effective and timely communication. Communication between Summit Recreation and Roxborough Village Metro District is an essential element for the successful completion of this project. Summit Recreation's project management program is designed to promote open communication that provides accurate, timely, consistent, clear, and concise information to your district. Summit Recreation will maintain regular contact with Roxborough Village Metro District, key stakeholders, and coordinate any necessary responses. Scheduled project communications will be delivered as requested and they will include regular construction updates, activity reports, schedule updates, and progress reports. During the construction phase of the project, Summit Recreation, in conjunction with our certified and factory trained installation crew, will work efficiently and effectively to maintain the project schedule, park safety and a job well done.

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ORGANIZATIONAL CHART/KEY PERSONNEL

Delivery of the playground project is accomplished by a team assembled specifically for this project. The Team consists of members from Summit Recreation, KOMPAN and our installation crew. Our entire team is completely dedicated to the successful implementation of this project. Team members directly responsible for management of our projects include:

Kim Carlson – Project Manager/Owner

With years of experience in playground design and sales, Kim believes that the playgrounds we design must be fun, imaginative and challenging places where children of all ages and abilities can play. Great play encourages whimsy, builds muscles and friendships. Most importantly, play must be relevant to lure kids off the couch, away from computers and out into the sun and fresh air! Kim's mission is creating the kind of spaces kids will incessantly bug their parents to take them.

Megan Doll – Project Manager

As a Project Manager, Megan has a comprehensive understanding of the playground industry and building process. She leads all projects with the knowledge, creativity, inspiration, and skills that are critical to a project well done. With Megan's degree in Exercise Science and a background in recreational sports, Megan pays special attention to detail. She not only makes sure customers are happy and kids are outside, but she is constantly inspiring others to get moving!

Nicole Kennedy – Sales Coordinator & Administrative

Nicole is a great addition to our team possessing responsibility to take on ever-changing tasks as they arise. She possesses not only the skill set to coordinate all phases of any project, but to create unique solutions that add her personal touch to every design. Nicole also coordinates all project manager's orders and updates the customers weekly. Her extraordinary customer service reassures all customers of where their project is at.

Christina Dolan – Parts & Aftercare Manager

Attention to detail is Christina's expertise, the details to keep playgrounds up and running so that kids don't miss a day of play. Having years of experience in playground parts and service, Christina is an invaluable asset in making sure that our customers have the help and parts they need to keep their playground in tip top shape.

Paul Gibson – Key Installer

With years of experience in playground installation and landscaping, Paul brings all the right tools to handle the industry of creating fun. He provides the solid foundation necessary to balance and guide us in all the crazy we throw his way. With attention to detail, careful planning, and consideration for each project's specific needs, Paul turns ideas and all their nuances into completed projects. Paul truly loves building playgrounds and the lasting smiles it creates.

The benefits of a playground are not just about play. A strong and desirable community is built and sustained through school playgrounds and play! Summit Recreation is enthusiastic about this opportunity as we share your passion and commitment to your project. We would like to thank you once again for taking the time to review our company. We hope to work with you in the future!

Best Regards,

Kim Carlson, Owner
Summit Recreation

Playgrounds that Communities LOVE!



We understand the need to make sure that you have spent community resources well.

City of Lamar Willow Creek Park
Rotary Way, Lamar CO 81052

Kendra Buchanan, Generation Wild
Coordinator
kendra.cope@ci.lamar.co.us
719-688-9195



Kids deserve a playground that motivates them to play.

Town of Lyons La Vern Johnson Park
600 Park Drive
Lyons CO 80540

Dave Cosgrove, Parks Director
davec@townoflyons.com
303-823-8250



We understand for a playground to last for decades, quality and durability are of the utmost importance.

Peak to Peak Charter School
800 Merlin Dr.
Lafayette, CO 80026

John Wilcox, Facilities Director
john.wilcox@bvsd.org
303-453-4678

Playgrounds that Communities LOVE!



Play is the most captivating thing in a child's life. Kids deserve a playground that WOWs.

City of Boulder - Boulder Reservoir
5565 51st St
Boulder CO 80301

Doug Godfrey, Parks Planner
303-579-2940
godfreyd@bouldercolorado.gov



Wonder, adventure and explore!
Kids are natural explorers and love nature play.

Banning Lewis Ranch – Oakwood Homes
Cedaredge Park
Brush Thorn Ln & Lewis Clark Trail
Colorado Springs CO

ColoradoScapes
John Nash, Project Manager
719-499-0595
info@coloradoscapes.com



"We don't stop playing because we grow old; we grow old because we stop playing." -George Bernard Shaw

Basalt Middle School
51 School St Basalt CO 81621

Jennifer Ellsperman, Principal
970-384-5901
jellsperman@rfschools.com

The 3 Elements Your Community Playground MUST HAVE

In a year where families and communities are rebuilding a “new normal,” we need to create inviting and attractive public spaces.

Here are 3 elements your playground must have:

#1. A Wow-Factor!

Families have been cooped up indoors for too long. To get kids motivated to get outdoors, away from screens, and playing again, playgrounds need to be a statement of fun! Kids and parents alike must have a visceral response when they arrive at the playground. It must draw the kids in, sparking an urge to engage with the equipment. Just seeing the playgrounds should elicit excitement and invitation for children to explore. **What is your playground's WOW-factor?**



#2. A Reason to Stay

Now that you have the attention of kids and parents alike, the playground must have a stay-factor. It must be dynamic and stimulating for children of all ages and abilities. To achieve this, the playground must be innovative and provide the right amount of challenge, all while fostering both independent play and social interactions. Besides that, the playground needs to equally foster independent play and social interactions. **How does your playground retain its audience?**

#3. Age-Appropriate Fun

The right pieces of equipment can build sensory-motor skills in toddlers while also building agility, balance, and coordination in teens. Children should have the agency to choose what to do, how to move, and what to imagine when they play on a playground. But this does not happen without intentional design strategies geared around a child's age and ability. **Does your playground spark the human instinct to play for any age?**



As simple as these three principles sound, many playgrounds fall short of achieving them. But when you get it right you'll know because your playgrounds will consistently be filled with children, and your community will thank you. If you need help designing a playground or sports and fitness ground, contact Summit Recreation to schedule a meeting.

From: [Thomas Beasley](#)
To: [Larry Loften](#)
Cc: [Peggy Ripko](#); [Evan Baer](#)
Subject: RE: Request for Additional Information
Date: Monday, June 12, 2023 11:42:19 AM
Attachments: [image001.png](#)

Hi Larry,

You're welcome, I can give you an estimate on those two items.

- PlaySense Design 306: ~ \$69,000
- PlaySense Design 307: ~ \$88,000

These are rough estimates as shipping and installation are not exact, but This should give you a good idea budget-wise.

At this stage, are there any particular needs/ wants that you and the Board are looking for? I want to help find the best option for you.

Please let me know if you have any questions.

Thanks!



Thomas Beasley
Project Manager
o: 303.783.1452 d: 720.674.5051
PO Box 620411 / Littleton, CO 80162
thomas@rmrec.com / www.rmrec.com

From: Larry Loften <lloften@sdmsi.com>
Sent: Friday, June 9, 2023 3:47 PM
To: Thomas Beasley <Thomas@rmrec.com>
Cc: Peggy Ripko <pripko@sdmsi.com>; Evan Baer <Evan@rmrec.com>
Subject: RE: Request for Additional Information

Good afternoon, thanks so much for the information. Can you provide the pricing (similar to the below) for the following Landscape Structures items:

- Design 306 (CSA) – Complete - Model #176152
- Design 307 – Complete - Model #176154

These are two of the designs that the Board of Directors has been looking at.

Thanks again for the response and information. Have a great weekend.

Larry Loften

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO 80228-1898

lloften@sdmsi.com

Phone: 303-987-0835

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From: Thomas Beasley <Thomas@rmrec.com>

Sent: Friday, June 9, 2023 3:39 PM

To: Larry Loften <lloften@sdmsi.com>

Cc: Peggy Ripko <pripko@sdmsi.com>; Evan Baer <Evan@rmrec.com>

Subject: RE: Request for Additional Information

Hi Larry,

Thank you for reaching out, we are interest in the opportunity to work with you and Roxborough Village Metro District on the upcoming playground renovations.

I have included a Background sheet about RMR highlighting our purpose and mission. You will also see attached 3D renderings of some design scopes to give you an idea of some of our products as a baseline for what we can provide.

The pricing (with shipping & install included) is listed below:

- Quantis A2: \$55,448.00
- Tree Tops: \$82,805
- TreeHouse: \$201,000

Our product catalog is linked [here](#), it showcases some of our new products and popular items. We are highly skilled with custom work as well and are happy to discuss further.

Let me know if you have any questions.

Thanks! I hope you have a nice weekend!

-Thomas



Thomas Beasley

Project Manager

o: 303.783.1452 d: 720.674.5051

PO Box 620411 / Littleton, CO 80162

thomas@rmrec.com / www.rmrec.com

From: Larry Loften <lloften@sdmsi.com>

Sent: Wednesday, May 31, 2023 4:51 PM
To: RMR Info <Information@rmrec.com>
Cc: Peggy Ripko <pripko@sdmsi.com>
Subject: Request for Additional Information

Good afternoon,

I work with the Roxborough Village Metropolitan District in Littleton, CO. The Board is in the process of replacing two playgrounds in the district and has an interest in learning more about your company as a potential install/partner on the project as a local representative for Landsacpe Structures.

The Board is in the process of reviewing different options and offerings from various vendors and is hoping to get the following information from you to help them narrow their search:

- Examples of your work, including photos of recently completed projects (preferably in the area);
- Your prices and/or pricing structure for installation, and;
- More information about your company and why they should consider you for their projects.

Please respond to me at this email if you are willing and able to provide the requested information. Also, feel free to contact me if you have questions or need additional information.

I look forward to your response. Have a good day and be well!

Larry Loften
Special District Management Services, Inc.
141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898
lloften@sdmsi.com
Phone: 303-987-0835

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Landscape Structures

Proud to partner with our playground consultant covering Colorado!



Rocky Mountain Recreation Inc.
PO Box 620411
Littleton, CO 80162
USA
303-783-1452
info@rmrec.com
www.rmrec.com

Contact Me!

Request Information

Interested in a printed or virtual catalog for commercial playgrounds, shade, fitness or water play? Looking for grant resources, or wanting to install in a private residence?

Your playground consultant is the source of information for all your playground needs, whether you're just brainstorming or ready to design.

Contact them today!

[Contact Your Consultant](#)

AIRPLANE PARK

Design 30 \$10k-\$15k



Design 30 EZ \$10k-\$15k



Design 41 \$10k-\$15k



COMMUNITY PARK

Design 307 Complete \$50k-\$75k



Design 306 Complete (CSA) \$20k-\$50k



Design 401 Complete \$20k-\$50k



ROXBOROUGH VILLAGE METROPOLITAN DISTRICT MEETING CODE OF CONDUCT

This Meeting Code of Conduct supersedes any prior written or verbal policy or practice regarding Board member and public conduct during a Board meeting.

1. Public Comment — General

- a. Public comment will be routinely held at the Board's regular and special meetings (including study sessions), unless the Board determines by affirmative majority vote not to provide for public comment. In general, public comment will be held near the beginning and near the end of a meeting.
- b. Speakers shall address the entire Board, not an individual Board member. A speaker may speak on any topic regardless whether it is on the agenda provided that the topic is relevant to the District.
- c. Each speaker shall have three (3) minutes. A speaker may not give part of his/her time to another speaker. The total time allotted for public comment is fifteen (15) minutes, unless otherwise extended by an affirmative majority vote of the Board. Each speaker may speak only once. Only one speaker will be acknowledged at a time.
- d. Speakers will be taken in order of sign-in, as time allows. Priority will be given to District residents if any speakers are non-residents, unless a non-resident is attending at the Board's request.

2. Public Comment — Specific

- a. Any agenda item may have public comment added to it by the affirmative majority vote of the Board.
- b. If an agenda contains a specific item for public comment, such as an annual budget hearing, public comments will only be permitted during that specific agenda item.
- c. The Board may by affirmative majority vote add a Question and Answer session to any agenda item for the purpose of having a more engaged discussion with the public on that agenda item. The total time allotted for a Question and Answer session is fifteen (15) minutes, unless otherwise extended by an affirmative majority vote of the Board.

3. Manner of Addressing the Board

- a. All speakers must give their name and identify themselves as: i) a District resident and state their address; ii) a non-resident doing business within the District and state their business name and address; or, iii) a non-resident and non-business speaker. Any speaker who refuses to give their name or otherwise identify themselves cannot address the Board.

- b. Except for a Question and Answer session, the Board will not discuss or debate an item with a speaker or with one another, but will refer the item to staff for follow-up as appropriate.
- c. If a Board member asks a clarifying question of a speaker, only the Board member and the speaker are permitted to discuss the clarifying question.
- d. All speakers must respect the public nature of the forum, and the limited purpose of the forum to conduct the business of the District, by using language that is free from profanity or expletives.
- e. No speaker may make direct or implied threats of violence or harm.

4. Written Public Comment

- a. Any member of the public may submit his/her comments in writing to the District Manager by 1:00 p.m. the day before a scheduled Board meeting, to be included in the meeting packet or post-packet items. The written comments must include the commentor's name and must be identified as "public comment" in order to be included in a meeting packet or post-packet items. If the commentor does not attend the meeting, the commentor's comments will be read aloud by the District Manager as time allows.
- b. In general, Board members will not discuss or debate the item(s) in a written public comment, but will refer such item(s) to staff for follow-up as appropriate.

5. Recording of Meetings

- a. Recording (audio and/or video) of meetings is permitted for both in-person and audio/video meetings.
- b. An attendee recording a meeting shall ensure their device does not interfere with the meeting and is not distracting to the Board or any other attendee.

6. Attendee Conduct

- a. Speakers, whether in-person or attending by audio/video platform, are prohibited from engaging in personal attacks, using verbal or written profanity or obscenities, or engaging in other conduct that disrupts, disturbs, or otherwise impedes the orderly and efficient conduct of the meeting. Similarly prohibited are overly long, unduly repetitious, or irrelevant remarks that disrupt, disturb, or otherwise impede a meeting by preventing the Board from accomplishing its business in a reasonably efficient manner.
- b. No attendee is permitted to speak outside a public comment period, unless directly addressed by the Board.
- c. No intoxicated or otherwise impaired attendees.

- d. **For meetings conducted in part or in whole by audio/video platform —**
- i. All attendees must sign in through the chat.
 - ii. Turning on a video camera is optional for any attendee. All Board members shall, to the extent practical, have their video camera on for the entirety of the public portion of a meeting.
 - iii. All attendees must stay on Mute at all times unless they are called for public comment.
 - iv. All District consultants shall stay on Mute unless the Board has asked them to speak.
 - v. Board members should stay on Mute unless they are speaking.
 - vi. Any chat function on the audio/video meeting will be monitored by the District and used for noting attendance, identifying information for attendees and speakers, and for collecting informal written comments, none of which will constitute an official Board record but will be used to provide information to the Board. The public always has the ability to email, call, or discuss an item in-person with the District Manager or a Board member.

7. Violations

- a. Request by any Board member to cease the conduct — 1st request.
- b. Request by any Board member to cease the conduct — 2nd request.
- c. Request by any Board member to cease the conduct — 3rd request. The attendee will be asked to leave the meeting.
- d. Any threat of violence or harm, whether verbally or through gesture or other mannerism, will result in immediate removal from the meeting and a police report will be filed.
- e. Any attendee with signs of intoxication or impairment may be immediately removed from the meeting.

Roxborough Village Metropolitan District
Public Meeting Notice, Agenda, Meeting Packet and Director, Consultant, or Vendor
Expectations
RVMD Board of Directors

The following are policy and procedures adopted by the Board of Directors to facilitate the orderly creation of meeting agendas and notice and posting requirements. In the event of any conflict or discrepancy with prior Board policy or procedure, this current policy or procedures will control.

1. Formulation of Public Meeting Agenda and Meeting Packets.

In order to facilitate the formulation of agendas and meeting packets for public meetings, the following procedures are established for all Regular Board Meetings and to the extent practical, any Special Board Meetings. Twelve (12) calendar days prior to the meeting date, the Board President, or his or her designee, and/or the District's Business Manger shall request agenda items and/or meeting packet inclusions from Board members. Board members shall provide any agenda items or meeting packet inclusions they propose for the meeting no later than eight (8) calendar days prior to the meeting date. The Board President or his/her designee and the District Manager shall then meet to finalize the meeting agenda and packet in order to have the Meeting Notice Agenda and Meeting Packet published as specified in Section 2.

2. Public Meeting Notice Agenda and Meeting Packets Posting Requirements.

Meeting Notice Agenda and Meeting Packet information for all Regular Board Meetings shall be posted on the District's website no later than three (3) business days preceding the Regular Board Meeting date and time. To the extent practical, the same shall hold true for any Special Board Meeting. In addition, the Meeting Notice Agenda and Meeting Packet shall be delivered at the same time, but not later than the day before the scheduled meeting, to District residents that have provided an email contact. The purpose of this policy is to affirm the Board's commitment to accountability and transparency by fostering public engagement and participation by such advance notification. In the event such advance notification is not made or agenda topic, items of information are added after such time period, no formal action or vote shall be had on any such matter except for those matters that pose a health or safety concern or are otherwise emergent issues requiring immediate Board attention and the Board by a Director motion and majority approval consent to such consideration. Otherwise, any such items or matters may be discussed but will be held over for action to the next Board meeting.

3. Meeting Notice Agenda Items Involving District Residents.

Any meeting notice agenda items identifying any specific District resident communication, issues, concerns, or the like, will be entertained at such meeting provided such meeting topic or item is properly noticed under the Meeting Notice Agenda and Meeting Packet provision and the District resident has been advised by separate communication the topic or item will be discussed at such meeting and is invited to attend such meeting. In the event the resident is not so advised any discussion or action on such agenda topic or item shall be deferred to a future meeting where the resident has been so advised.

4. Director, Consultant or Vendor Meeting Expectations.

It is the expectation of the RVMD Board of Directors that each Director, Consultant, and Vendor that is to participate in any Board Meeting have reviewed all Meeting Agenda items and Meeting Packet information prior to the meeting in order to proceed in a timely and efficient manner.

**RESOLUTION
BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**

A RESOLUTION ADOPTING THE FIRST AMENDED AND RESTATED RULES AND REGULATIONS FOR ROXBOROUGH VILLAGE METROPOLITAN DISTRICT PARKS AND OPEN SPACE PURSUANT TO SECTION 18-9-117 AND SECTION 32-1-1001, C.R.S.

WHEREAS, the Board of Directors ("**Board**") of Roxborough Village Metropolitan District, a political subdivision of the State of Colorado ("**District**"), has determined that it is in the best interest of the residents of the District to adopt rules and regulations pertaining to the use of the District's parks, trails, facilities, and open space, in order to maintain, preserve, and protect public property and facilities owned and/or operated by the District, and prohibit activities that substantially interfere with the use, enjoyment, protection, and preservation of such public use areas;

WHEREAS, pursuant to Section 32-1-1001(m), C.R.S., the Board is authorized adopt and amend rules, and regulations not in conflict with the constitution and laws of this State for carrying on the business, objectives, and affairs of the Board and of the District;

WHEREAS, pursuant to Section 32-1-1001(n), C.R.S., the District, by and through the Board, is authorized to have and exercise all rights and powers necessary or incidental to or implied from the specific powers granted to the District by Article 1 of Title 32 of the Colorado Revised Statutes;

WHEREAS, pursuant to Section 18-9-117(1), C.R.S., in addition to any authority granted by any other law, the District, by and through the Board, may adopt orders, rules, and regulations as are reasonably necessary for the administration, protection, and maintenance of public property under its control, management, or supervision, including preservation of property, vegetation, wildlife, restriction or limitation of the use of its public property, necessary sanitation, health, and safety measures, camping and picnicking, public meeting and other individual or group usages, prohibition of activities or conduct on public property, use of all vehicles, and regulation of fires;

WHEREAS, pursuant to Section 18-9-117(2), C.R.S., such limitations or prohibitions must be prominently posted at all public entrances to such property or notice must first be given by an officer or agency, or by any law enforcement officer having authority to enforce the limitations or prohibitions;

WHEREAS, "**Parks and Open Space**" shall mean all public recreational lands, trails, waters, buildings, structures, roads, parking lots, facilities, and other improvements and property owned and/or operated by the District;

WHEREAS, pursuant to the forgoing authority, on June 21, 2022, the Board adopted *Rules and Regulations For Roxborough Village Metropolitan District Parks And Open Space Pursuant To Section 18-9-117 And Section 32-1-1001, C.R.S. (“2022 Rules and Regulations”)*; and,

WHEREAS, the Board has determined it is in the best interest of the District and the residents it serves to amend and restate the 2022 Rules and Regulations.

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

Section 1 – 2022 Rules and Regulations Superseded: These First Amended and Restated Rules and Regulations are hereby adopted. These First Amended and Restated Rules and Regulations supersede and replace the 2022 Rules and Regulations, which are void and of no force or effect as of the date the Board adopts this Resolution.

Section 2 – Prohibited Activities: It shall be unlawful for any person to:

- 2.1 Enter, use, or occupy any portion of the Parks and Open Space when the Parks and Open Space are closed to entry, use, or occupancy, including seasonal closures, unless approved in writing by the District Manager or another Board-appointed person.
- 2.2 Remove, destroy, deface, or damage any building, structure, facility, sign, vegetation, rock, or other natural or man-made improvement located within the Parks and Open Space.
- 2.3 Construct, place, or maintain any kind of road, trail, structure, sign, fence, marker, enclosure, communication equipment or other improvement within the Parks and Open Space without the District Manager’s prior written approval. Temporary canopies or shade devices are permitted for daily use; provided, that they are secured, not left unattended, and do not interfere with others’ use and enjoyment of the Parks and Open Space facilities or amenities.
- 2.4 Have any glass container within the Parks and Open Space or depositing or leaving any refuse, trash, litter, household or construction debris, or commercial garbage or trash, including but not limited to brush, lawn trimmings, and Christmas trees, in or upon the Parks and Open Space, except by depositing such refuse, trash, debris, and litter in refuse receptacles specifically designated for such purpose by the District.
- 2.5 Build, start, or light any fire of any nature in an outdoor fireplace grill or camp stove, or any other place whatsoever, even within designated areas, within any Parks and Open Space at any time when such fires are banned due to fire danger in the District or neighboring areas.
- 2.6 Feed, hunt, trap, catch, molest, take, harass, harm, or kill any wild animal, bird, reptile, or amphibian or disturb their habitat within the Parks and Open Space.
- 2.7 Plant any tree, shrub, plant, or other vegetation without the District Manager’s prior written approval.

- 2.8 Have within the Parks and Open Space any animals except domestic pets (dogs or cats). All domestic pets shall be restrained by means of a leash, cord, rope, or chain that is under the physical control of a person. It is prohibited to allow domestic pets to harm, kill, chase, or otherwise harass any wild animal, bird, fish, reptile, or amphibian within the Parks and Open Space.
- 2.8.1 To have vicious dogs, as the term is defined in Douglas County Resolution No. R- 998-100 (Control and Licensing of Dogs and Pet Animals), as authorized pursuant to Section 30-15-101(1)(a)(III), C.R.S., within the Parks and Open Space.
- 2.8.2 To leave any domestic pet unattended within the Parks and Open Space.
- 2.8.3 For any person who brings a domestic pet into the Parks and Open Space to not pick up and dispose of the animal's excrement in designated refuse receptacles.
- 2.9 Relocate or release animals, fish, birds, or insects within the Parks and Open Space without the District Manager's prior written approval.
- 2.10 Possess, use, cock, aim, or discharge any firearm or any other device capable of discharging a projectile by any means whatsoever, including but not limited to B-B guns, pellet guns, paint ball guns, air guns, slingshots, and wrist rockets, onto or within the Parks and Open Space.
- 2.11 Possess, use, draw, or discharge any archery equipment, including but not limited to bows, longbows, crossbows, arrows, darts, and bolts onto or within the Parks and Open Space.
- 2.12 Ignite a model rocket within the Parks and Open Space, except for school or organized clubs; provided, they have received the District Manager's prior written approval and they comply with; a) all District Rules and Regulations for Parks and Open Space; b) any additional conditions imposed by the District Manager; c) current Federal Aviation Administration regulations; and d) the safety guidelines of an organization such as the National Association of Rocketry. Model rocketry is prohibited during fire bans.
- 2.13 Launch or operate any Unmanned Aircraft System ("UAS"), including model airplanes and drones, except in accordance with current Federal Aviation Administration regulations and by following the safety guidelines of an organization such as the Academy of Model Aeronautics. Further, it is prohibited to:
- 2.13.1 Fly a UAS over any person or moving vehicle, within 25 feet of any person, or over areas without a direct line of sight.
- 2.13.2 Operate a UAS in a careless or reckless manner, or in any way that may cause a nuisance to other persons. Such operation may result in criminal penalties or civil liability.
- 2.13.3 Engage in any UAS operations during a fire ban.

- 2.14 Use, ignite, or fire any fireworks or explosives, onto or within the Parks and Open Space.
- 2.15 Golf or hit golf balls onto or within the Parks and Open Space.
- 2.16 Park vehicles, trailers, or campers within the Parks and Open Space, except within designated parking lots, and only between the hours of 6:00 a.m. and 10:00 p.m.
- 2.17 Camp within the Parks and Open Space.
- 2.18 Park a semi or other commercial trucks within the Parks and Open Space, or any parking lots within the Parks and Open Space, except for a commercial vehicle that has a valid permit pursuant to the District Food Truck Application and Contract Application.
- 2.19 Enter, use, or occupy the Parks and Open Space between 10:00 p.m. and 6:00 a.m.
- 2.20 Swim, wade, or operate any boat or other flotation device in waters located within the Parks and Open Space, except for authorized personnel maintaining such waters.
- 2.21 Engage in any activity within the Parks and Open Space that unreasonably endangers the health, safety, and welfare of any person, animal, or property.
- 2.22 Engage in disorderly conduct (as defined in Section 18-9-106 (1), C.R.S.) within the Parks and Open Space.
- 2.23 Carry, possess, or consume alcoholic beverages other than for private/personal use only. Any event providing alcoholic beverages must have the District Manager's prior written approval and must: a) have all State and local required licenses and permits for serving alcoholic beverages; and, b) comply with all state and local laws for alcohol possession and consumption. Alcoholic beverages are prohibited on any field or playing surface, including softball fields, soccer fields, tennis courts, basketball courts, volleyball courts, skate parks, or playground areas.
- 2.24 Walk, run, jog, hike, or bicycle within the Parks and Open Space except on a designated trail for such use. Maximum trail speed for bicyclists is 15 mph.
- 2.25 Amplify sound by any means within the Parks and Open Space, without the District Manager's prior written approval.
- 2.26 Build, or place any kind of structure, fence, tree house, rope or swing within the Parks and Open Space. Temporary canopies or shade devices are permitted for daily use; provided, that they are secured, not left unattended, and do not interfere with others' use and enjoyment of the Park or Open space facilities or amenities.
- 2.27 Interfere or attempt to interfere with any authorized law enforcement, County or District personnel or to give false or misleading information with the intent to mislead said persons in the performance of their duties.

2.28 Fish without a valid permit, issued by the District Manager.

2.29 Engage in a commercial concession enterprise or operation, or request a donation, within the Park or Open Space, except as provided for in the District Food Truck Application and Contract Application. This provision does not prohibit a club or a non-profit or charitable organization from using the Park or Open Space for not-for-profit activities, provided that the District has issued the club or a non-profit or charitable organization a permit to engage in such activities and the permit holder complies with all District Rules and Regulations of Park and Open Space, and all state and local laws governing such activity.

Section 3 – Restricted Operations of Motorized Vehicles and Equipment: Operating any type of motorized vehicles or equipment on or through the Parks and Open Space is prohibited, except for the following:

3.1 *District Vendor and Contractors.*

3.1.1 District vendor and contractor motorized service vehicles and equipment required for services to be performed on non-paved areas of Parks and Open Space, such as mowing equipment, tree trimming, planting or mulching equipment, equipment required to complete repairs, are permitted to operate on non-paved areas to the extent necessary to perform such services.

3.1.2 Except for the motorized vehicles and equipment identified in Section 3.1.1, above, all other vendor and contractor motorized vehicles and equipment shall only operate on concrete or paved areas unless the District Manager has issued an access permit to the contractor or vendor.

3.2 *Emergency Services.* Law enforcement, fire, search and rescue, ambulances, and other emergency services agencies are authorized to operate motorized vehicles and equipment in the Parks and Open Space in the performance of their duties and services.

3.3 *Agency Easements and Rights of Way.* Public agencies, directly or through designated third-party contractors, are authorized to operate motorized vehicles and equipment to install, repair, maintain, or replace facilities located in their easements or rights-of-way within the Parks and Open Space.

3.4 *Power-Driven Mobility Devices.* The following motorized vehicles or equipment are permitted to operate only on the concrete or paved areas within the Parks and Open Space:

3.4.1. Class I and II electrical assisted bikes as defined by C.R.S. 42-1-102.

3.4.1 Wheelchairs, which are defined under Part 35 of the federal Americans with Disabilities Act (ADA) to mean a manually operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor or of both indoor and outdoor locomotion.

3.5 **Other Power-Driven Mobility Devices.** “Other Power-Driven Mobility Devices” means any mobility device powered by batteries, fuel, or other engines - whether designed primarily for use by individuals with mobility disabilities - that is used by individuals for the purpose of locomotion, including golf cars, electronic personal assistance mobility devices (EPAMD’s), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of this Section 3.4.2, above.

3.5.1 Other Power-Driven Mobility Devices that are powered by fuel (internal combustion engines) are prohibited in all Parks and Open Space.

3.5.2 Other Power-Driven Mobility Devices that are powered by electricity, referred to collectively herein as Electric Personal Assistance Mobility Devices (“EPAMD’s”) are permitted to operate only on concrete or paved trails and parking lots within the Parks and Open Space, and subject to the following restrictions:

3.5.2.1 Cannot carry no more than 2 persons

3.5.2.2 Cannot exceed 250 pounds

3.5.2.3 Cannot exceed 36” maximum width

3.5.2.4 Cannot exceed 10 MPH

Section 4 – Parks and Open Space Rules: The Board hereby adopts and approves the Parks and Open Space Rules set forth in the attached **Exhibit A** and directs that they be posted at all public entrances to the Parks and Open Space.

Section 5 – Variances: The Board authorizes the District Manager to grant written variances for good cause shown to any one or more of these Parks and Open Space Rules and Regulations.

Section 6 – Criminal Penalties: Pursuant to Section 18-9-117(3)(a) and (b), C.R.S., when the Parks and Open Space Rules and Regulations have been prominently posted as required by Section 18-9-117(2), C.R.S., any violation of the Parks and Open Space Rules and Regulations is unlawful and violators shall be subject to criminal penalties enforceable by the Douglas County Sheriff’s Office or authorized county enforcement personnel who have been designated pursuant to Section 29-7-101(3)(a), C.R.S.

Section 7 – Civil Remedies: A violation of any Parks and Open Space Rules and Regulations that have been prominently posted is subject to any and all civil remedies available to the District under Title 32, C.R.S. or other applicable laws, including the imposition of fines, penalties, charges, costs and attorney fees incurred by the District in recovering any damages or other losses sustained by the District because of the violation.

ATTACHMENT A

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT PARKS AND OPEN SPACE RULES

PERMITTED ACTIVITES

- Parks and Open Space are open 6:00 a.m. to 10:00 p.m.
- Only domestic pets (dogs and cats) are permitted, which must be leashed and in control of a person, and their waste properly disposed of
- Shelter/field use with prior reservation
- Personal consumption of alcoholic beverages (fermented malt beverages/vinous liquor)
- Walking, jogging, running, hiking, and biking on designated trails only
- Temporary canopies and shade devices for daily use only
- Maximum trail speed for bicyclists is 15 mph
- Vehicles, trailers, or campers may be parked at designated parking lots only between 6:00 a.m. and 10:00 p.m.
- Fishing only with a valid permit issued annually by the District Manager

PROHIBITED ACTIVITES

- Enter or use the Parks and Open Space for any purpose between 10:00 p.m. and 6:00 a.m.
- Unauthorized motorized vehicles and equipment (*See Rules and Regulations for Details*)
- Overnight parking of vehicles, trailers, or campers (10:00 p.m. and 6:00 a.m.)
- Semi or commercial trucks in the Parks and Open Space, except permitted Food Trucks
- Camping
- Littering/dumping/any glass containers
- Fires outside designated areas and any type of fire during a fire ban
- Firearms and other projectile discharging devices, including B-B guns, pellet guns, paint ball guns, air guns, slingshots, and wrist rockets
- Archery, including bows, longbows, crossbows, arrows, darts, and bolts
- Fireworks and explosives of any type
- Model rockets and Unmanned Aircraft Systems, including airplanes and drones, that: 1) do not comply with federal regulations and guidelines (AMA/NRA); 2) are within 25 feet of any person or are over areas without direct line of sight; 3) interfere with law enforcement, County or District personnel; 4) are operated in a careless or reckless manner; or, 5) are operated during a fire ban
- Unauthorized amplified sound
- Golfing or hitting golf balls

- Constructing any kind of road, trail, sign, tree house, rope or swing, fence, marker, or any other structure or improvement
- Unauthorized planting of trees, shrubs, plants, or other vegetation
- Swimming, wading, or boating
- Disorderly conduct
- Misuse of public property
- Harassment of wildlife
- Unauthorized relocating or releasing of animals, fish, birds, or insects
- Removing, destroying, defacing, or damaging any building, structure, facility, sign, vegetation, rock, or other natural or man-made improvement
- Engage in any activity that unreasonably endangers the health, safety, and welfare of any person, animal, or property

To report violations or accidents call 911 and provide specific location

Full text of the *Resolution Adopting Rules and Regulations* can be obtained from the District Manager at (303) 779-4525.

Parks and Open Space Rules are enforced as authorized by Colorado Revised Statutes Sections 18-9-117, 29-7-101, and 32-1-1001.

SPORT FIELDS RELEASE WAIVER AND INDEMNIFICATION
(PARENT/LEGAL GUARDIAN)

I, _____, am an adult signing on my own behalf and on behalf of my minor child/minor child for whom I am the parent and/or legal guardian named who wishes to participate in sports activities on sport fields operated by Roxborough Village Metropolitan District, Douglas County, Colorado (the "District").

I recognize the possibility of physical injury associated with use of sports fields operated by the District and/or from participation in athletic activities including but not limited to soccer, football, baseball, and softball. I agree that my minor child, and I will abide by the Rules and Regulations of the District, and release the District from all liability for property damage and bodily injury, occurring directly or indirectly, in connection with such use of District property.

I RELEASE, INDEMNIFY AND HOLD HARMLESS the Roxborough Village Metropolitan District, its directors, employees, agents and subcontractors, from and against any and all claims, actions, causes of action, liabilities and suits resulting from my child's use of District property and/or participation in athletic activities on the District property.

I have read the Release Waiver and Indemnification and fully understand its content.

I acknowledge the receipt of a copy of the District Rules and Regulations.

Parent's/Legal Guardian's Signature: _____ Date: _____

(Printed name of signer)

Name of Minor: _____

**Park Use Permit for Sport Fields for Adult
Sport Team/League Use, and
Sport Fields Release Waiver and Indemnification**

Please complete the entire form and submit to Roxborough Village Metropolitan District, Attention: Peggy Ripko, 141 Union Blvd. Suite 150 Lakewood, Colorado 80228 or via email at pripko@sdmsi.com. Incomplete forms will be returned.

Teams/Leagues comprised of players not less than half of which are residents of Roxborough Village Metropolitan District ("District") will receive priority for reserving sport fields. At least one team/league coach must be a resident of the District, who is not less than 21 years of age. A resident coach must be present at all reserved times.

_____ Number of Resident Players

_____ Number of Non-Resident Players

Name of Organization: _____

Address of Organization: _____

Name of Park: Community Park Chatfield Farms

Dates of Use: From _____ to _____

Days of Use: Sun. Mon. Tues. Wed. Thurs. Fri. Sat. (Circle all that apply)

Times of Use: ____ a.m./p.m. to ____ a.m./p.m.

Resident Coach's Name: _____

Address: _____

Phone: Office _____ Cell _____

E-mail Address: _____

Additional Coach's Name: _____

Address: _____

Phone: Office _____ Cell _____

E-mail Address: _____

Age Group: _____ Male Female Sport: _____

POLICY

Teams/Leagues may reserve field use times from 4:00 p.m. until 8:30 p.m. on Monday through Friday and 9:00 a.m. until 6:00 p.m. on Saturday and Sunday. For resident teams/leagues there is a \$35.00 per day fee for field use on weekdays and \$70 per day for weekend use. For teams/leagues that do not meet this resident threshold the fee shall be \$50.00 per day for field use for weekdays and a \$100.00 per day for field use for weekend use. A refundable damage deposit will be collected and held in the amount of \$300.00 for resident teams/leagues and \$500 for non-resident teams/leagues. Once the fee and refundable damage deposit are made, the eligible team will receive the key to the sport's box.

Revocable Park Use Permits for Sport Fields for Adult Sport Team/League Use ("Use Permit") will be issued seasonally on a first come first serve basis starting February 15th of each year. The following must be submitted in order to be considered for a Use Permit:

- 1) A completed Application for Revocable Park Use Permit for Sport Fields for Adult Sport Team/League Use;
- 2) A formal roster of all team players with their addresses;
- 3) A Sport Fields Release Waiver and Indemnification signed by each player;
- 4) A Sport Fields Release Waiver and Indemnification signed by each coach;
- 5) A Sport Fields Release Waiver and Indemnification signed on behalf of the sponsoring organization.

The applicable fees are due in full no less than seven (7) days prior to the first requested reservation date. The fees are charged per season. There is one season each year for baseball and football. There are two seasons each year for softball (Spring/Summer) and soccer (Spring/Fall). The fees are payable to Roxborough Village Metropolitan District.

No refunds will be issued for days in which the field was not used.

PERMIT CONDITIONS

I understand and agree to abide by the terms of this Agreement and the "[Rules and Regulations for Roxborough Village Metropolitan District Parks and Open Spaces](#)." I understand that I am responsible for any loss or damage of the facility or surrounding areas which may occur as a result of this function and agree to hold the Roxborough Village Metropolitan District harmless from any and all liability or damage resulting from the actions of myself, my family, or any attendees at the function. I acknowledge that I have read this Agreement and the "[Rules and Regulations for Roxborough Village Metropolitan District Parks and Open Spaces](#)," which are incorporated herein by this reference.

In addition, the following conditions shall also apply:

- I. Disorderly conduct and / or abusive language are prohibited and shall be cause for revocation of the Use Permit.
- II. A copy of Use Permit must be in the possession of the resident coach and shown to District personnel upon request.
- III. District parks and facilities are patrolled by local law enforcement agencies. Use of the facilities is subject to all applicable state and local laws and regulations.
- IV. **The District will groom the Softball field infield once a week and mark outfield lines in the grass area monthly. Permit holder will be responsible for marking all other lines. If permit holder desires the District to mark other lines or provide additional infield grooming, Permit holder shall reimburse District for its actual cost.**
- V. This Use Permit is non-assignable.

VIOLATION OF ANY OF THE USE PERMIT CONDITIONS MAY RESULT IN IMMEDIATE REVOCATION OF THE USE PERMIT AND PERMIT HOLDER SHALL NOT BE ENTITLED TO A REFUND.

Vehicles/Parking:

I understand that it is prohibited to operate any motorized vehicle within any Parks or Open Space, except on public roads or within public parking areas. Emergency, maintenance, and patrol vehicles are specifically excluded. I further understand that it is prohibited to park vehicles, trailers, or campers within any Parks or Open Space except within designated parking lots, and only between the hours of 6:00 a.m. and 10:00 p.m. I understand that vehicles that do not abide by the rules may be towed at the owner’s expense and agree to inform guests of these rules and prohibitions.

I have read, understand, fully agree with and accept all responsibility for the terms and conditions of this Use Permit.

Signature of Applicant: _____

Name of Organization: _____

Date: _____

SPORT FIELDS RELEASE WAIVER AND INDEMNIFICATION
(COACH)

I, _____, wish to participate in sports activities on sport fields operated by Roxborough Village Metropolitan District, Douglas County, Colorado.

I recognize the possibility of physical injury associated with athletic activities including but not limited to soccer, football, baseball, and softball. I will abide by the Rules and Regulations of the District, and the Permit Conditions and release the District from all liability for property damage and bodily injury, occurring directly or indirectly, in connection with such use of District property.

I RELEASE, INDEMNIFY AND HOLD HARMLESS the Roxborough Village Metropolitan District its directors, employees, agents and subcontractors, from and against any and all claims, actions, causes of action, liabilities and suits as a result of my participation in athletic activities and use of the District property.

I have read this Release Waiver and Indemnification and fully understand its content.

UNDERSIGNED

_____ (signature)

_____ (Printed name of signer)

Title: _____

Date: _____

Address: _____

**SPORT FIELDS RELEASE WAIVER AND
INDEMNIFICATION
(INDIVIDUAL)**

By my signature below, I represent that I am an adult signing on my own behalf and who wishes to participate in sports activities on sport fields operated by Roxborough Village Metropolitan District, Douglas County, Colorado (the "District").

I recognize the possibility of physical injury associated with use of sports fields operated by the District and/or from participation in athletic activities including but not limited to soccer, football, baseball, and softball. I agree I will abide by the Rules and Regulations of the District, and release the District from all liability for property damage and bodily injury, occurring directly or indirectly, in connection with such use of District property.

I RELEASE, INDEMNIFY AND HOLD HARMLESS the Roxborough Village Metropolitan District, its directors, employees, agents and subcontractors, from and against any and all claims, actions, causes of action, liabilities and suits resulting from my use of District property and/or participation in athletic activities on the District property.

I have read the Release Waiver and Indemnification and fully understand its content. I acknowledge the receipt of a copy of the District Rules and Regulations.

Name of Organization: _____

Signature: _____
Date: _____

Printed Name: _____

**SPORT FIELDS RELEASE WAIVER AND INDEMNIFICATION
(ORGANIZATION)**

I, _____, am authorized to sign this Release Waiver and Indemnification on behalf of _____ ("Organization"). The Organization accepts responsibility for all liability associated with the Organization's use of the sport fields operated by the District, including, but not limited to any damage to District property and bodily injury, occurring directly or indirectly, in connection with such use of District property.

The Organization releases the District from all liability for property damage and bodily injury, occurring directly or indirectly, in connection with such use of District property. The Organization RELEASES, INDEMNIFIES AND HOLDS HARMLESS the Roxborough Village Metropolitan District its directors, employees, agents and subcontractors, from and against any and all claims, actions, causes of action, liabilities and suits as a result of the Organization's and use of the District property.

UNDERSIGNED

(Name of Organization)

By: _____
(Printed name of signer)

(signature)

Title: _____

Date: _____

Address: _____

**Park Use Permit for Sport Fields for Youth
Sport Team/League Use, and
Sport Fields Release Waiver and Indemnification**

*Please complete the entire form and submit to Roxborough Village Metropolitan District,
Attention: Peggy Ripko, 141 Union Blvd. Suite 150 Lakewood, Colorado 80228 or via
email at pripko@sdmsi.com.*

Teams/Leagues comprised of players not less than half of which are residents of Roxborough Village Metropolitan District ("District") will receive priority for reserving sport fields. At least one team/league coach must be a resident of the District, who is not less than 21 years of age. A resident coach must be present at all reserved times.

_____ Number of Resident Players

_____ Number of Non-Resident Players

Name of Organization: _____

Address of Organization: _____

Name of Park: Community Park Chatfield Farms

Dates of Use: From _____ to _____

Days of Use: Sun Mon Tues Wed Thurs Fri Sat (Circle all that apply)

Times of Use: _____ a.m./p.m. to _____ a.m./p.m.

Resident Coach's Name: _____

Address: _____

Phone: Office _____ Home _____

E-mail Address: _____

Additional Coach's Name: _____

Address: _____

Phone: Office _____ Home _____

E-mail Address: _____

Age Group: _____ Male Female Sport: _____

POLICY

Teams/Leagues may reserve use times from 3:30 p.m. until dusk Monday through Saturday. No uses are permitted on Sunday. There is a \$25.00 per day fee for field use for weekdays and a \$50.00 per day fee for field use for weekend use for teams/leagues comprised of players not less than half of which are residents of or attending schools within the District. For teams/leagues that do not meet this resident threshold the fee shall be \$50.00 per day for field use for weekdays and a \$100.00 per day for field use for weekend use. A refundable damage deposit will be collected and held in the amount of \$300.00 for resident teams/leagues and \$500 for non-resident teams/leagues. Once the fee and refundable damage deposit are made, the eligible team/league will receive the key to the sport's box.

Revocable Park Use Permits for Sport Fields for Youth Sport Team/League Use ("Use Permit") will be issued seasonally on a first come first serve basis starting February 15th of each year. The following must be submitted in order to be considered for a Use Permit:

- 1) A completed Application for Revocable Park Use Permit for Sport Fields for Youth Sport Team/League Use;
- 2) A formal roster of all team players with their addresses or addresses of schools they attend within the District;
- 3) A Sport Fields Release Waiver and Indemnification signed by a parent or guardian for each player;
- 4) A Sport Fields Release Waiver and Indemnification signed by each coach;
- 5) A Sport Fields Release Waiver and Indemnification signed on behalf of the sponsoring organization.

The applicable fees are due in full no less than seven (7) days prior to the first requested reservation date. The fees are charged per season. There is one season each year for baseball and football. There are two seasons each year for softball (Spring/Summer) and soccer (Spring/Fall). The fees are payable to Roxborough Village Metropolitan District.

No refunds will be issued for days on which the field was not used.

PERMIT CONDITIONS

I understand and agree to abide by the terms of this Agreement and the "[Rules and Regulations for Roxborough Village Metropolitan District Parks and Open Spaces.](#)" I understand that I am responsible for any loss or damage of the facility or surrounding areas which may occur as a result of this function and agree to hold the Roxborough Village Metropolitan District harmless from any and all liability or damage resulting from the actions of myself, my family, or any attendees at the function. I acknowledge that I have read this Agreement and the "[Rules and Regulations for Roxborough Village Metropolitan District Parks and Open Spaces,](#)" which are incorporated herein by this reference.

In addition, the following conditions shall also apply:

- I. Disorderly conduct and / or abusive language are prohibited and shall be cause for revocation of the Use Permit.
- II. A copy of Use Permit must be in the possession of the resident coach and shown to District personnel upon request.
- III. District parks and facilities are patrolled by local law enforcement agencies. Use of the facilities is subject to all applicable state and local laws and regulations.
- IV. **The District will groom the Softball field infield once a week and mark outfield lines in the grass area monthly. Permit holder will be responsible for marking all other lines. If permit holder desires the District to mark other lines or provide additional infield grooming, Permit holder shall reimburse District for its actual cost.**
- V. This Use Permit is non-assignable.

VIOLATION OF ANY OF THE USE PERMIT CONDITIONS MAY RESULT IN IMMEDIATE REVOCATION OF THE USE PERMIT AND PERMIT HOLDER SHALL NOT BE ENTITLED TO A REFUND.

Vehicles/Parking:

I understand that it is prohibited to operate any motorized vehicle within any Parks or Open Space, except on public roads or within public parking areas. Emergency, maintenance, and patrol vehicles are specifically excluded. I further understand that it is prohibited to park vehicles, trailers, or campers within any Parks or Open Space except within designated parking lots, and only between the hours of 6:00 a.m. and 10:00 p.m. I understand that vehicles that do not abide by the rules may be towed at the owner's expense and agree to inform guests of these rules and prohibitions.

I have read, understand, fully agree with and accept all responsibility for the terms and conditions of this Use Permit.

Signature of Applicant _____

(Name of Organization) _____

Date _____

2023

**REQUEST FOR RESERVATION OF PARK AREAS / GAZEBO IN ROXBOROUGH
VILLAGE METROPOLITAN DISTRICT**

Residents of the Roxborough Village Metropolitan District may reserve the park areas/gazebo. Please complete the entire form and submit to Roxborough Village Metropolitan District, Attention: Peggy Ripko, 141 Union Blvd., Suite 150 Lakewood, CO 80228 or via email at pripko@sdmsi.com. The park areas/gazebo are available for reservation as a convenience for the District's residents for a refundable deposit of \$100. Incomplete forms will be returned.

Contact Information:

Resident's Name:

Home Number:

Cell Number:

Address:

E-Mail Address:

Purpose of Reservation:

Please provide a brief description of your event.

Request Details:

Park Requested:

Community Park Softball Field Chatfield Farms

Area(s) Requested:

1st Preference (Date and Time):

2nd Preference (Date and Time):

Approximate Number of People in Attendance:

Will food be served? NO Will there be music? NO

Comments:

Non-Waiver. No waiver of any of the provisions of this Agreement shall be deemed to constitute a waiver of any other provision of this Agreement, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed to be a waiver of any subsequent default hereunder. Notwithstanding any provision to the contrary in this Agreement, no term or condition of this Agreement shall be construed or interpreted as a waiver, either expressed or implied, of any of the immunities, rights, benefits or protection provided to the District under the Colorado Governmental Immunity Act.

Rules and Regulations I understand and agree to abide by the terms of this Agreement and the [“Rules and Regulations for Roxborough Village Metropolitan District Parks and Open Spaces.”](#) I understand that I am responsible for any loss or damage of the facility or surrounding areas which may occur as a result of this function and agree to hold the Roxborough Village Metropolitan District harmless from any and all liability or damage resulting from the actions of myself, my family, or any attendees at the function. I acknowledge that I have read this Agreement and the [“Rules and Regulations for Roxborough Village Metropolitan District Parks and Open Spaces,”](#) which are incorporated herein by this reference.

Vehicles/Parking:

I understand that it is prohibited to operate any motorized vehicle within any Parks or Open Space, except on public roads or within public parking areas. Emergency, maintenance, and patrol vehicles are specifically excluded. I further understand that it is prohibited to park vehicles, trailers, or campers within any Parks or Open Space except within designated parking lots, and only between the hours of 6:00 a.m. and 10:00 p.m. I understand that vehicles that do not abide by the rules may be towed at the owners expense and agree to inform guests of these rules and prohibitions.

I acknowledge that larger events may require a parking plan to be reviewed and approved by the Board of Directors for the District.

This AGREEMENT entered into on (date) _____
Signature of Host _____ Date _____

Reviewedd by Board of Directors on:

Approved Denied More Information Requested

Accepted by: _____

Amount collected: _____

Status	Assigned to	Task	Due Date	Priority	Notes
In Progress	SDMS	Reservations for tennis/ cost for non-district residents, rules for May meeting	8/30/2023	Medium	Working to confirm that SIPA offers this with no monthly fee attached. Also need more direction from the Board about costs and process.
In Progress	SDMS	May meeting- signage	6/21/2023	Medium	Need additional guidance from the Board and discussion with Legal Counsel. the 183 days has elapsed.
In Progress	SDMS	Update field form, take out softball language and update for the rest of the reservations	6/21/2023	Low	On the agenda for the June meeting.
In Progress	Ireland Stapleton	Get addendums executed (CDI, SDMS)	6/21/2023	Low	Waiting on SDMS
In Progress	SDMS	Get keys to the bollards by tennis courts and one by main parking lot by porta potty	5/17/2023	Low	Request key unique to the locks on the bollards from the fire department
In Progress	SDMS	Get plaque for Calvin	5/17/2023	Low	Board Approval?
In Progress	SDMS	Draft SIPA agreement and get it signed	6/21/2023		Drafted; have to update the transparency notice and update to SDA website; will finalize once done. With legal for review.
In Progress	SDMS	Follow up regarding audit preparation	6/21/2023		Proposal/Engagement letter sent to Operations Committee for review. Needs Board approval. On June agenda.
In Progress	Gembok	Send Ephram water bills from during transition period.	5/31/2023	Low	Some are in bill.com . Granted access to CORE on 6/6; Alisia working on it
In Progress	SDMS	Confirm striping the second tennis court with pickleball lines in a single-court configuration like the existing striping on the other tennis court.	5/31/2023	Medium	Coatings Inc. has confirmed that we are on the list and that they are experiencing weather related delays, and rescheduling issues.
In Progress	CDI	Replace green irrigation covers with purple	8/1/2023	Low	Get GPS coordinates for each box. Purple covers are difficult to obtain due to supply issues
In Progress	Ephram	Finish greenhouse	8/30/2023	Low	Assembled and added to insurance. Waiting on irrigation and final inspection. Irrigation started.
In Progress	Ireland Stapleton	Research whether the 16B HOA easement can be assigned	6/1/2023	Low	
In Progress	Ireland Stapleton	Review the IGA with the School District regarding the Greenhouse and confirm RVMD is in compliance.	8/30/2023	Low	
In Progress	SDMS	Fix electric in Community Park bathroom	7/30/2023	Medium	If sewage pump is not fixed, there is a potential for things to get stinky. Ephram met contractor on Monday, 6/5.
In Progress	Ireland Stapleton	Bill Xcel for irrigation repairs	6/1/2023		Downloaded on 5/18 and sent to Kelley. Got confirmation they will be working on payment on 5/19. Followed up on 6/5; they have not responded. Kelley will be following up. Information requested; provided to Xcel.
In Progress	SDMS	Work with CDI for monthly report to be included in Board packet.	6/1/2023		Peggy will work with CDI for the report for the June Meeting.
In Progress	CDI	Once irrigation is turned on- list of what is working, what is not, and what the district should fix	7/1/2023		Peggy will work with Dale to get additional details.
In Progress	CDI	CDI- once the beauty bands are mowed, let the operations committee know so they can be evaluated	6/9/2023		CDI will be completing Beauty Bands and Fence mows on 6/9/2023 and 6/13/2023. Will confirm with CDI that this is complete and communicate with the Board. NOTE - given the rains some areas may be in need of a second mowing.
In Progress	Ephram	Follow up with 16B HOA re: easement	6/20/2023	Low	Director Glass to reach out with options and proposed solutions.
In Progress	Ireland Stapleton	Sign replacements	8/31/2023	High	Postponed from 1/25/2023 meeting - need to add to future agenda
In Progress	SDMS	Discuss acceptance of 16B HOA tract(s)	6/21/2023	Low	Add to agenda for June meeting

Status	Assigned to	Task	Due Date	Priority	Notes
In Progress	SDMS	Get proposals from contractors on Chatfield Farm planter stone facade replacement/repair	6/21/2023	High	Requesting updated proposals to include stone, not stucco. Waiting for engineer to be onboard for guidance and assistance.
In Progress	CDI	Program WeatherTrak system	6/30/2023	Medium	Information provided to Farnsworth on 6/8/2023. Waiting for additional information about next steps.
In Progress	Engineer	Renew WeatherTrak and Mission Communications contracts	7/31/2023	Medium	Information provided to Farnsworth on 6/8/2023. Waiting for additional information about next steps.
In Progress	Engineer	GIS initiative to map the irrigation system and other RVMD assets (trash cans, etc.)	7/31/2023	Medium	Information provided to Farnsworth on 6/8/2023. Waiting for additional information about next steps.
In Progress	Ireland Stapleton	Review and finalize vehicle rules for fields	6/30/2023	Low	Was on May agenda, Board deferred discussion. On June agenda.
In Progress	SDMS	Review and approve new mosquito treatment scope	6/30/23	Medium	New maps have been created but not approved. Discuss additional scope with Ron per Board. Added to June agenda for review and consideration.
In Progress	SDMS	Update insurance coverages	7/31/2023	Low	Property schedule received and reviewed; e-mailed back questions regarding values. Met OP on 6/7 to update.
In Progress	SDMS	Agreements and Easements on Website	8/1/2023	Medium	SDMS gathering documents and remediating files as time permits in preparation for new District Website.
In Progress	SDMS	Find out if we can use ballot box at library	1/1/2025	Low	Have reached out to Rox Water and Library about hosting box. Also will be connecting with Ireland Stapleton Atty about this week of 1/30.
In Progress	SDMS	For minutes and updates to Board packet information -anything updated, have changes outlined/highlighted/redlined.	Ongoing		This will begin for the June meeting. We will request Board feedback to determine how best to meet the needs and expectations.
In Progress	CDI	Provide estimate for CWCB grant requirements for) 1. RVMD owned parcel at Intermediate School, 2. RVMD owned parcel on Rampart Range Road - VCE/W and Monte Vista, 3. RVMD owned parcel on Rampart Range Road between ___ and Community Park lot.	7/1/2023		Information and request provided to CDI on 6/7/2023.
In Progress	Engineer	Bridge replacement permitting at south creek crossing	8/31/23	Low	
In Progress	Engineer	Get permitting to do wildfire mitigation	8/31/23	High	
In Progress	Engineer	Propose fix for second pump intake at Crystal Lake	7/31/23	Medium	
In Progress	Engineer	Set-up as-built process to identify replaced faulty equipment to better identify weak spots in the irrigation system and models of equipment that are prone to failure	8/31/23	Low	
In Progress	Engineer	Talk with Douglas County about drainage channel issues on west side of Rampart Range Rd	8/31/23	Low	
In Progress	Dir. Glass	Inserts for new home buyers in the district	11/1/2023	Low	Currently waiting on SDA to assist
In Progress	Farnsworth	Seek permits for bridge replacement at Rampart Way Open Area bridge	8/31/2023		
In Progress	SDMS	Follow-up with Diversified Underground on problems with their invoices		Low	Requested additional detail for addresses that appear to be outside of the district on May 2nd. Awaiting response.
In Progress	SDMS	SavATree- confirm scope and that we are doing the correct areas, mark before tree taken out			Received information back from Sav-A-Tree regarding updated proposal. Send to Operations Committee for feedback and any needed changes by legal for Board Approval.
In Progress	SDMS	Develop process to solicit community input on playground designs			Draft survey for Community Park and overall playground improvements is in process.

Status	Assigned to	Task	Due Date	Priority	Notes
In Progress	SDMS	Follow-up with Movie Night permit requestor to gather required information from the Board - parking/traffic plan, excess trash removal plan, refreshment status and plan, and vehicle reminder. Reminder about vehicle limitations on paths/grass including set-up and take down.	6/19/2023		Updated form sent to requestor on 6/7/2023 including additional questions and requirements from the Board. Awaiting response form re-submittal.
In Progress	SDMS	Request accident report from Douglas County Sheriff for the May 30, 2023 accident.	7/19/2023		Information requested on 6/9/2023. Follow-up phone call to provide more information. Initial information did not yield any reports. Unable to find any news articles or Go Fund Me account information for name listed.
New	Dir. Rubic	Provide revised draft on vandalism/graffiti to SDMS for posting and distribution.	6/21/2023		
New	Environmental Committee	Schedule landscape walk(s).	6/9/2023		Need guidance and decision from the Board and the Committee. CDI is willing and able to participate in a walk.
New	SDMS	Board access to edit SIPA website	9/30/2023		
New	Dir. Glass	Discuss refund with CDI for native mow scope.	7/1/2023		
New	Dir. Rubic	Compile list of comments/suggestions for website from the Board.	7/19/2023		
New	Ireland Stapleton	Explore process to secure agreements for District maintenance of roadway medians.	6/21/2023		
New	SDMS	Explore District Facebook account to allow posting/membership on Roxborough community and group pages.			
New	SDMS	Explore District NextDoor account to allow additional means of communication with community.			
New	SDMS	Seek proposals/estimated to replace volleyball court edging/curbs. Contact vendors provided by Director Glass			
New	CDI	Correct metal edging around landscaping throughout the District	6/21/2023		
New	CDI	Correct beauty band mowing leaving "Mohawks" along sidewalk and path edges. Fence line mows need to be addressed and widened to avoid narrow patches.	6/24/2023		Information and request provided to CDI on 6/7/2023.
New	CDI	Correct mowing along Red Mesa Drive Area	6/24/2023		Information and request provided to CDI on 6/7/2023.
New	Dir. Glass	Inquire with vendors for estimates for mowing/snow/pesticide for Chatfield Farms matter.	7/19/2023		
New	Dir. Glass	Provide Board with list of identified medians for potential agreement(s)	6/21/2023		
New	Dir. Glass	Contact ARK Ecological to provide spot treatment on some Native Mow areas.	9/30/2023		As of 6/10/23, Ark doesn't have the resources. They may be able to spot herbicide late in the season. Recommend volunteers cut the rabbitbrush.
New	Dir. Rubic	Draft policy for permit to use District sign/banner posts for Board consideration.	6/21/2023		
New	Dir. Rubic	Provide draft RFP for light maintenance contract for Board review.	6/21/2023		
Open	SDMS	Get Bailey to plant the trees they owe the district	7/1/2023	Medium	On hold due to contract/agreement issues. Need to coordinate with Save-A-Tree to prepare site for new trees and coordinate with Save-A-Tree. On June agenda for discussion.
Open	Farnsworth	Continue to try to get electric repaired on Rampart Range Rd	6/1/2023	Low	Additional contractors contracted. Revisiting area and information with CORE electric. Working with FW.

Status	Assigned to	Task	Due Date	Priority	Notes
Open	SDMS	Get a new bollard and locks for the path leading down the hill in Community Park	8/30/2023	Low	
Open	SDMS	Sign for greenhouse- brought to you by RVMD	8/31/2023	Low	
Open	SDMS	Set up meeting re: Flock camera & Ephram	8/31/2023	Low	Confirm with Board what next steps they are wanting to pursue. Set up meeting with Ephram.
Open	CDI	Correct softball field drainage issues	9/30/2023	Medium	Ask CDI to add additional soil and overseed at the end of the season/fall.
Open	SDMS	Website - ADA Accessibility	7/1/2024	Medium	Some fixes will be easy in terms of navigation and headers. Remediating older pdf documents and agreements will be more time consuming and expensive. Conversation with legal about what needs to be on site, and WCAG requirements.
Recently Completed	SDMS	Availability, cost, timing for a new park	5/10/2023	Medium	Board completed
Recently Completed	SDMS	Update emails on website; add Debbie	5/12/2023	Low	
Recently Completed	SDMS	Confirm graffiti removal with CDI; see if we need an addendum to the agreement to include	5/15/2023	Low	Getting info from legal.
Recently Complete	SDMS	Confirm the monthly report provided by CDI covers what is required by the agreement.	6/18/2023		Information and outline examples provided for May; following up for June.
Recently Completed	Gembok	Add read-only login to bill.com for non-approving board members	7/1/2023	Low	E-mailed Alisha on 5/17 to get it set up.
Recently Complete	SDMS	Compile post-packet and put on website	5/19/2023		Done
Recently Completed	ireland Stapleton	Farnsworth- take it or leave it, Merrick if not			
Recently Completed	SDMS	CDI- if they tag/flag irrigation for reservations is that T&M? Cost?	5/10/2023	Low	Confirmed that this will be billed as T&M.
Recently Complete	SDMS	Board only meeting- discussion regarding changing the scope of mowing- native vs. weekly	6/9/2023		Information has been provided to CDI.
Recently Completed	Board	Discuss where to perform turf replacement under the approved grant			Board provided information about areas to SDMS on June 7, 2023.
Recently Completed	SDMS	Provide information about masonry repair to Farnsworth			Sent to Farnsworth on 6/8/2023.
Recently Completed	SDMS	Reach out to Foothills re: how to follow up if people have moved out of the district	6/1/2023	Low	Provided Foothills with list of resident who are no longer in the District. Will be added as a monthly task moving forward.
Recently Completed	SDMS	Post updated reservation form to the website			Updated form posted to website on 6/6/2023.
Recently Completed	SDMS	Website updates per request from Director Rubic.			
Recently Completed	SDMS	Revise website notice regarding vandalism/graffiti and email known community members with updated language to be provided by Director Rubic.			Draft language received from Director Rubic - to be included in June Packet?
Recently Completed	Ireland Stapleton	Update CORA resolution with two signers	5/17/2023	Medium	Uploaded to HelloSign for execution; following up to get signature. Done on 5/17 and uploaded to website.

Status	Assigned to	Task	Due Date	Priority	Notes
Recently Completed	SDMS	Add a map to the Mosquito contract	5/17/2023	Low	Waiting for response from Patriot Pest for potentially increasing scope
Recently Completed	SDMS	Follow-up with Deputy Blanchard about engine breaking enforcement	6/1/2023	Low	E-mailed on 3/21/2023. Followed up on 5/1/2023; added to Peggy's task list with notes to follow up once a week. They cannot enforce.
Recently Completed	SDMS	Electric vehicle requirement for CDI	6/1/2023	Low	PUrchased; will be here by 6/1.
Recently Completed	SDMS	Look into Sheriff installed temporary cameras	6/1/2023	Medium	No response from Deputy Blanchard; moving to the general Sheriff email address. We don't have enough activity.
Recently Completed	Ireland Stapleton	Draft resolution re: Environmental Committee	6/9/2023		Ephram sent info to Dino on 5/17/2023. Added to June agenda. Included in agenda and packet for June meeting.
Recently Completed	SDMS	2023 Election work		High	Call for nominations and self-nomination forms posted, conversation with legal and others about ballot boxes. Need to file Oaths after May 2nd.

2023	Users/Items	Billed
January	161	\$2,033.76
February	130	\$1,161.67
March	133	\$1,414.21
April	206	\$3,349.49
May	129	\$1,519.84
June		
July		
August		
September		
October		
November		
December		
Total		\$9,478.97
Budgeted		\$22,500.00
YTD		\$9,478.97
Remaining		\$13,021.03
Percent Remaining		0.578712444

From: [Dino A. Ross](#)
To: [Mark Rubic](#); EphramGlass@roxboroughmetrodistrict.org
Cc: [Peggy Ripko](#); [Larry Loften](#); [Kelley B. Duke](#)
Subject: Resolution Establishing Environmental Committee (May 2023) (5187830)
Date: Sunday, May 21, 2023 1:01:48 PM
Attachments: [Resolution Establishing Environmental Committee \(May 2023\) \(5187830\).docx](#)

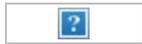
Mark and Ephram,

Attached is the proposed Resolution establishing the Environmental Committee. Dino

Dino A. Ross
Attorney at Law

We've moved! Our Denver office is now located at:

Ireland Stapleton Pryor & Pascoe, PC
1660 Lincoln Street, Suite 3000
Denver, CO 80264
Direct: (303) 628-3686 | Fax: (303) 623-2062
www.irelandstapleton.com



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Court Edging - Rubber Volley Curb™

Meant for permanent outdoor installations in place of concrete curbs, the Rubber Volley Curb™ features dual layer installation with a more dense layer on the bottom and a soft top layer on top. This strong alternative will resist damage from regular landscape maintenance but remains softer than concrete, reducing player injuries.

- Ships in 6" x 6" x 72" sections with pre-drilled holes to subway set the blocks, interlocking them together.
- Two layers required to achieve a 12" height (can be installed to a 18", 24" or other 6" incremental heights also if a deeper sand depth is desired.)
- Base layer uses higher density rubber while Top layer uses softer more compressible rubber
- Projected price of \$30 per foot (not including shipping)



Volleyball court size 50 X 80 feet

Need 260 feet for one layer (6" deep) or 520 feet for two layers (12" deep)

For 520 feet would need about 88 pieces

Cost Material 88 x \$180 = \$15,840 + shipping

Site preparation plus installation and newer accessories such as net poles, net and sand

SportsEdge Beach Volleyball Rubber Border

FlexEdge Beach Volleyball Courts improve athlete safety by eliminating potential dangers from more traditional wood, plastic and concrete borders. A FlexEdge court kit will create a 50' x 80' bordered area that will hold a 26.3' x 52.5' regulation court and provide a 10' safety runoff all around. Pre-manufactured corners and all of the accessories needed to complete the installation are included.

To complete the package, also offers a Competition Volleyball Goal set with ground sleeves and net.



Qty	Item #	Description	Unit Price	Ext. Price
FLEXEDGE VOLLEYBALL COURT (Based On A 50' x 80' Court)				
32	SEFLEXVBC	SportsEdge FlexEdge Play Safe Beach Volleyball Curb - 96" Long	\$279.00	\$8,928.00
4	SEFLEXVBCC	SportsEdge FlexEdge Play Safe Volleyball Curb Corner Piece - Each	\$179.00	\$716.00
36	SEFLEXA18	SportsEdge FlexEdge Anchor, 18" - Each	\$5.40	\$194.40
12	SEFLEXBST	SportsEdge FlexEdge Bata Seal Tubes - Each	\$14.71	\$176.52
4	SEFLEXTC	SportsEdge FlexEdge UV Top Coat - 1 Gal.	\$100.00	\$400.00
Subtotal:				\$10,414.92
VOLLEYBALL COURT POST & NET				
1	SEOCV-900	Outdoor Competition Volleyball System - Includes: 3.5" OD Powder Coated Steel Posts with Ratchet Assembly & Ground Sleeves (Set)	\$1,756.00	\$1,756.00
1	SEPVBN-3	Competition Volleyball Net, 32'L x 39"H - Each	\$318.00	\$318.00
1	SEVBA-4	Volleyball Net Antennas - Pair	\$189.00	\$189.00
1	SEAVCL-2	Adjustable Volleyball Court Line Kit - Each	\$80.00	\$80.00
Subtotal:				\$2,343.00

RSM Greg Norfleet can be reached at 925-250-9565 or greg.norfleet@sportsedge.com with any questions regarding this proposal. Thank you!

The freight amount provided is an estimation made in good faith on the date of the quote. The actual freight amount can be significantly impacted by market conditions. The invoiced freight amount will be based on the actual amount on the day of shipping.

SubTotal	\$12,757.92
Tax	\$0.00
Est. Freight	\$2,350.00
Misc./Handling	0.00

Est. Weight (lbs)
6,540

Total \$ (USD)	\$15,107.92
-----------------------	--------------------

Landscape Timber:

8' L x 3.875" W x 3.25" Th \$6.98 Home Depot

Volleyball court size 50 X 80 feet

Need 260 feet for one layer (3.25" deep) or 520 feet for two layers (6.5" deep) or 780 feet for three layers (9.75" deep) or 1040 feet for four layers (13" deep)

For 780 feet would need about 100 pieces = \$698.00

For 1040 feet would need about 140 pieces = \$977.20

Rubber Edge Guard for top approximately \$4 per foot at 260 feet = \$1,040.00

(Website Message)

Community Vandalism and Graffiti~~Request~~ Problem

In recent months we have seen an increase in vandalism and graffiti in our community. This includes damage to fields and common areas from vehicles, graffiti in the skate park and other areas, and port-o-lets being tipped over. Graffiti has a significant negative impact on the community. Vandalism increases the community's perception of crime, reduces community pride and displaces funds which could be spent elsewhere.

- ~~As~~ Since 2022 the District has spent more than \$713,000 removing graffiti and repairing or replacing damaged property in our community. This does not include the recent graffiti at the skate park area or damage at the Community Park bathroom structure. For reference, the \$13,000~~has~~ represents approximately ~~seven~~ thirteen new trees that could have been planted.

Your Metro District is asking for your help.

- If you see vandalism happening, call 911 to report.
 - The police need to know when vandalism is happening so they can increase patrols in impacted areas and catch those responsible.
- If you see vandalism after it has happened call our Business Manager at 303-987-0835.
 - Reporting allows us to quickly address vandalism and remove graffiti
 - Rapid removal is a “best practice” in reducing graffiti and can take away the thrill that vandals get in seeing their vandalism on display.

Metro District property is community property. The parks, playgrounds, ballfields, and open space are for our enjoyment. Help us protect our shared property. We are committed to reducing the occurrence of this destruction as well as increasing the likelihood of detection and apprehension. The Metro District will work together with law enforcement to ensure those persons identified as committing these offenses within the District will be prosecuted to the fullest extent permitted by law.

If you **SEE** something, **SAY** something. Your awareness is very important in the preservation of our parks and community.

(Email Message)

Subject: Community Vandalism and Graffiti Problem

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Dear Roxborough Village Metro District Resident,

The Community needs your help. In recent months we have seen an increase in vandalism and graffiti in our community. This includes damage to fields and common areas from vehicles, graffiti in the skate park and other areas, and port-o-lets being tipped over. Graffiti has a significant negative impact on the community. Vandalism increases the community's perception of crime, reduces community pride and displaces funds which could be spent elsewhere.

- Since 2022 the District has spent more than \$13,000 removing graffiti and repairing or replacing damaged property in our community. This does not include the recent graffiti at the skate park area or damage at the Community Park bathroom structure. For reference, the \$13,000 represents approximately thirteen new trees that could have been planted.

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- If you see vandalism happening, call 911 to report.
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If you **SEE** something, **SAY** something. Your awareness is very important in the preservation of our parks and community.

Thank you for your assistance.

The Roxborough Village Metropolitan District Board of Directors

Project for Public Spaces

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Graffiti Primer

DEC 31, 2008

In general, tackling graffiti problems requires multi-faceted security approaches that focus not only on removal, but on addressing design issues that allow or enable graffiti to appear in the first place. This brief from the Urban Parks Institute provides an overview of issues, including answers to basic questions on the how and whys associated with graffiti, as well as strategies for prevention and removal.

FREQUENTLY ASKED QUESTIONS (FAQ)

WHAT MOTIVATES GRAFFITISTS?

Contrary to popular belief, graffiti artists generally are not motivated by vindictiveness; instead, most graffiti artists are looking for fame. They "tag" visible surfaces where they think it will stay up for a long time. Less frequently, graffiti artists have reacted vengefully toward park authorities.

WHY ARE PUBLIC SPACES ABUSED?

Public spaces such as parks, are especially prone to graffiti because in addition to having ideal surfaces and few capable guardians, there is no apparent victim. Park

authorities are thought of as an unidentifiable entity and the cost of removal thought to be shouldered by the system, rather than one person. Efforts to personalize public park property are needed to counter this perception.

CAN THE PRESENCE OF PARK MANAGEMENT REDUCE THE PREVALENCE OF GRAFFITI?

Studies examining the effectiveness of verbal appeals delivered by uniformed park staff - such as greeters or volunteer park hosts located at entrances - reduced daytime abuse of park facilities. However, this tactic alone will not prevent all graffiti.

WHAT TYPES OF SURFACES ARE GRAFFITIED?

Blank, smooth surfaces are the most frequently targeted by graffitiists: walls, signs, restrooms, and boulders. The smoother and lighter in color, the better as the graffitiists will be able to use a greater variety of colors. Surfaces that are highly visible are also preferred. Graffitiists, like artists, want to show off their work.

PREVENTING GRAFFITI

Graffiti is a multifaceted problem requiring, in turn, a range of responses. Park managers have two possible courses of action: *Direct approaches* involve overtly regulating visitor behavior through enforcement of park rules, guided visits and activity restrictions. *Indirect approaches* employ design strategies that minimize opportunity and facilitate a sense of community ownership.

Both approaches involve altering visitor behavior to protect park facilities; however, given the financial restrictions facing many urban parks, it is impractical to recommend that additional staff be hired to guard against graffiti. Overall, it is best to think of prevention as a layering process: Each additional preventive strategy increases the security of facilities and resources. The more layers of prevention - then the less likely it is that a graffitiist will damage your park.

I. DESIGN STRATEGIES TO MINIMIZE OPPORTUNITY

Layout and physical design, including building and amenities location, is important in discouraging graffiti. Secluded areas with few people and large blank surfaces invite

graffiti. For example, sculptures located in highly visible and well-used areas can discourage abuse. Placing this type of item near the busiest areas provides greater protection and will broaden appreciation. Also, signs that are favored targets should be in highly visible, yet hard-to-reach locations.

Outdoor furniture or other amenities should not be placed in such a way that they can be maneuvered to gain access to light fixtures, signs, etc. that are intended to be out of reach. Take note of where the graffiti in your park is written. If it is higher than six feet, look around for movable objects such as benches. Bolting or relocating such amenities will drastically reduce the amount of surface that can be defaced.

When designing a park, **natural activity combinations** are important. For example, it is best to locate the restrooms and other key targets near a security booth. Locating desks at key windows will improve natural surveillance. A further, very inexpensive measure is to strategically mount dummy cameras or motion detectors in highly visible places.

Surveillability and Lighting - Graffitiists desire high visibility after they've left the scene - not while they are committing the crime. To ward against graffiti, vulnerable areas such as signs, blank walls and structures should be illuminated sufficiently to allow for nighttime visibility that rivals day light. (Lights must be situated in hard-to-reach places and constructed from vandal-resistant materials.) Formal surveillance by park rangers, police, security personnel and the like is only possible if areas are lit. Generally more important, though, is the informal surveillance by staff, patrons and passers by that occurs naturally in active places. To save resources, consider implementing some motion-sensitive lights. These lights signal to the authorities if someone is present but also turn themselves off, thereby impeding the work of graffitiist in the absence of guardians. But lighting alone is an insufficient preventive; sight lines must also be clear. If trees and such obstruct surveillance, any positive effects of improved lighting will be negated.

Restricting access can mean strategically using the environment to raise barriers. Plantings can be used to block opportunities to damage surfaces. Densely planted shrubbery is often used to prevent access to vulnerable surfaces. If the graffitiist encounters difficulty in reaching a surface, he is unlikely to make excessive effort to

deface it. Another creative use of plantings is to place a "beware of poison ivy" sign amongst the foliage. Most people are unable to correctly identify poison ivy and will stay out of the area.

Plants are also useful for covering up walls and other surfaces so that graffiti is less noticeable. For example, local teens were tormenting a medical center, spray painting walls, loitering after hours, and damaging light fixtures. To combat the destructive behavior, the center altered the lighting and planted blackberry bushes against the wall. These fast-growing, thorny bushes stopped the youths in their tracks and covered up earlier graffiti. The key to success with this method is finding something that fits into the environment, for youth may react vengefully if they feel that the action was taken against them. In this case, two strategies were implemented, where a single preventative tactic may not have worked.

II. VANDAL PROOFING

In addition to minimizing opportunities for graffiti through the design of a public space, vulnerable surfaces may be fortified to resist damage: This is known as "target hardening." Besides building structures out of vandal proof-materials, a number of coatings can be applied after construction to protect sensitive surfaces - signs, restroom walls, picnic tables, etc. The two most common categories are "Barrier" and "Sacrificial" coatings.

Barrier coatings are the most prevalent form of preventive maintenance. These are permanent coatings painted on clean surfaces to make future graffiti removal easier. Non-stick, non-mark paints and coatings based on polyurethanes such as fluorocarbons can be used on many interior and exterior surfaces. A more expensive option for surfaces like signs and outdoor furniture (if finances permit), is fiberglass or porcelain coating. Enamel paints also provide durable surfaces amenable to scrubbing.

Tables made of aluminum or any enamel-coated metal are very hard to deface permanently. Wooden picnic tables are sometimes coated with hard, vandal-resistant plastics. In fact, most invaluable objects (illuminated boards, outdoor furniture, and the like) can be glazed in vandal-resistant plastic laminates. Some recreational facilities

have used rough surfaces (paint with sand mixed in) or very smooth polished surfaces to make it harder to paint graffiti in places such as restrooms). Remember that these coatings will permanently alter the surface, so think carefully before using this tactic. For example, wood needs to breathe, yet barrier coatings such as polyurethanes are not breathable and facilitate the rotting of wood and other surfaces.

Sacrificial coatings have the advantage of being removable (hence "sacrificial"), and are therefore less controversial. The clean wall is treated so that future graffiti will come off easily when the coating itself is removed. At that point, a new coating would be applied. Wax-based protective coatings are much more sensitive to valuable surfaces than previous types of coatings or barrier methods. These coatings melt off with the use of high-powered sprays or hot water, taking the offensive graffiti with them.

Wax-based coatings are unlikely to destroy nearby plant or wild life, as well. In addition, they allow the materials underneath to breathe, preventing decay of their surfaces. Finally, to save money, it is possible to use a mild cleaning detergent and cold water to remove graffiti. In this situation, the wax coating would not have to be reapplied, though the cleaning process would take at least twice the amount of time as it would with a coating.

When deciding on these issues, note the potential damage these coatings may cause. There are many new procedures and long-term effects are often unknown. Listen closely and ask questions about the risks. *Exceptional care* must be taken when considering various protective strategies involving valuable surfaces - i.e., historic structures, sculptures, masonry, and surfaces near delicate plants or people. For example, it is *never* advisable to paint masonry, especially on historic houses. You will be responsible for changing the building's appearance, while the building may also develop a leaky basement or incur other problems.

III. OTHER PREVENTIVE TACTICS

Weatherproofing sheet plastic - Available in hardware stores, this is a cheap resistant surface with which to cover bulletin boards, temporary signs, and posters. There are also sticky tape-like films that can be applied to signs and peeled off if graffiti appears.

Murals - Research suggests that painting multi-colored designs or murals on surfaces will discourage graffiti, since tagging is more difficult. Such mural projects, especially when they involve local artists and high school students, have solved many graffiti problems. Furthermore, changing the mural a few times a year draws more community involvement. Park managers might even solicit the local high school to paint a graduating class mural each year.

Graffiti Boards - In particularly problematic settings, or when dealing with sensitive surfaces, large wooden paneling that blends into the environment can be used to cover walls. Once written on, these boards can be removed and replaced.

IV. CREATING A SENSE OF COMMUNITY OWNERSHIP

Spaces designed for people are undesirable to graffitiists and other vandals, because they signal positive activity and community "ownership." Diversity of user groups and programming can be harnessed to maximize the effectiveness of the physical design of the area. Programming that draws diverse user groups increases the natural surveillance of sites enough to inhibit detrimental behavior. Some users - older adults, for example - naturally keep an eye on the activities of youths and are more apt to report depreciative behavior to park authorities.

Programming such as volunteer park rangers etc., can also foster increased community responsibility for maintaining "ideal" park conditions. Programs for at-risk youth, such as park horticulture and maintenance or volunteer rangers, can both encourage and educate youth to take responsibility for and pride in their park. Also, using a local youth work corps to clean the graffiti enhances the image of community ownership of the property and helps to identify a victim.

GRAFFITI REMOVAL

Before removing the graffiti... Take a few moments to photograph the graffiti and make notes as to the approximate time it was written and other conditions (such as a special event the night before, etc.). This information is vital to apprehending and prosecuting the perpetrators.

Notify the police, as well. Law-enforcement agencies are genuinely interested in halting graffiti problems, as graffiti is a crime that can create an environment that leads to other more serious crimes. Numerous police departments established anti-graffiti programs throughout the '90s, with hotlines, funds to reward citizens who tip arrests, and even websites to facilitate requests to remove graffiti. Many of them also coordinate surveillance with neighborhood groups to aid arrests. Check with your local police precinct to see if such a program is operating in your city.

Research shows that graffiti attracts more graffiti. A well-maintained building or site attracts *less* graffiti, by contrast, simply because a clean appearance says to the graffitist that his creation will not last. Prompt removal of any graffiti sends the message that vandalism will not be tolerated and that management is in control.

When graffiti is not removed it affects public perceptions of safety. The presence of graffiti tells the public that no one is caring for the facility, adding to the perception that the authorities are disorganized and lack social control. Disorganized areas evoke fear and eventually avoidance, because people feel the area is unsafe. Then, with a lack of legitimate users in an area, a cycle of decline begins as unpopulated areas become sites for illegitimate activities. Thus it is essential that park managers maintain clean and orderly parks to facilitate perceptions of community stability and control.

Another reason for prompt graffiti removal is that it is easier to remove fresh paint. Waiting a few weeks, or even days, may render removal impossible. An efficient information system is thus needed to quickly identify damage and begin clean-up.

For example, the Battery Park City Parks Corporation in New York City has developed an excellent graffiti removal system that involves early detection, a formal reporting process, and immediate removal. Each morning, park attendants inspect their assigned areas. Once spotted, the location and a detailed description of the graffiti is radioed to maintenance headquarters. Park management immediately fill out a maintenance work order. With this information, the maintenance staff sends out the appropriate cleaning equipment (detergent, paint, sandblaster, etc.) and quickly repairs the damage.

Options for Graffiti Removal - While a plethora of cleaning products are available to remove graffiti, some industrial cleaners are highly toxic and may cause irreparable damage; always get a non-toxic citrus-based cleaner. Always test an inconspicuous patch first and wait several hours to see the result when dry. Many products come with a neutralizer which is applied at the end of the treatment.

Professional graffiti removal is suggested for valuable or sensitive surfaces, since professionals have expertise enabling them to diagnose and recommend the best remover for the situation. When asking for help from professionals, always ask for references and *check them*. Many so-called professionals have done irreversible damage to building facades. Make sure the estimate includes the necessary testing procedures needed to diagnose the problem. Also check their understanding of environmental problems: You don't want them spilling the wrong chemicals in your vegetable patch, or leaving the site unattended and accessible to children or pets. For help on finding a reputable graffiti removal company, consult your local Landmarks Commission, Parks Department, historic preservation society, architectural conservator, or police department.

Responses to the Problem of Graffiti

Your analysis of your local problem should give you a better understanding of the factors contributing to it. Once you have analyzed your local problem and established a baseline for measuring effectiveness, you should consider possible responses to address the problem.

The following response strategies provide a foundation of ideas for addressing your particular problem. These strategies are drawn from a variety of research studies and police reports. Several of these strategies may apply to your community's problem. It is critical that you tailor responses to local circumstances, and that you can justify each response based on reliable analysis. In most cases, an effective strategy will involve implementing several different responses. Law enforcement responses alone are seldom effective in reducing or solving the problem. Do not limit yourself to considering what police can do: give careful consideration to who else in your community shares responsibility for the problem and can help police better respond to it.

Graffiti is not solely a police problem. The police role should be one of support and assistance. Effective responses to graffiti may combine management practices, design and maintenance, and involve the general public, individual victims, criminal justice officials such as prosecutors and judges, and others. Responses to graffiti should be comprehensive and coordinated, while costs and available resources should be carefully evaluated.

Responses to graffiti must be thorough and consistent, as some offenders may be highly opportunistic, adaptive and tenacious. Responses should include ways to monitor graffiti and address changes in time, location and methods of applying it.

Reducing Rewards to Offenders

Rapid identification and removal of graffiti has been shown to reduce its occurrence.† This approach directly addresses the motives of many offenders by reducing the notoriety associated with graffiti's visibility. The two-step process involves routine monitoring to quickly spot graffiti, and rapid removal of the graffiti. In New York's successful approach to transit graffiti, it was initially removed within two hours of identification.‡ In St. Petersburg, Florida, business owners are required to remove graffiti within 48 hours.¹⁶

† This "law of diminishing vandalism" is that persistence in cleaning up pays off. See SloanHowitt and Kelling (1990); Scott (1989); Cheetham (1994); [Clarke \(1978\)](#) [PDF]; and Governing (1994).

‡ If graffiti cannot be removed quickly, trains are taken out of service. For train stations, graffiti is removed within 72 hours. Similar quick cleanups have occurred in Philadelphia (Scott 1989). In London, graffiti is cleaned from large stations within 24 hours.

1. Detecting graffiti rapidly and routinely. There are two primary ways to gather information about the incidence and location of graffiti: systematic monitoring of graffiti-prone locations, and increased reporting. Both are used to rapidly detect graffiti incidents; document the location and time of occurrences, and content of graffiti; and to trigger responses.

- **Monitoring graffiti-prone locations routinely.** Quick detection of graffiti provides better information for developing effective interventions. A graffiti database can be used to track incidents and illuminate patterns, identify chronic offenders and/or interpret gang activities or plans encoded in graffiti. Monitoring may include documenting graffiti through photographs or video. In some places, graffiti provides a barometer of gang activity and relations between gangs.

To monitor graffiti-prone locations, Phoenix has used night vision and digital cameras, while Philadelphia and Sydney have used closed-circuit television (CCTV). In Philadelphia and on Los Angeles buses, plainclothes officers have monitored graffiti. In other jurisdictions, Neighborhood Watch and other groups systematically monitor graffiti. In Lakewood, Colorado, citizens' academy graduates take graffiti reports, photograph graffiti and monitor graffiti locations. In New South Wales, "graffiti spotters" have this role. Employees such as bus drivers or maintenance workers can immediately report vandalism through two-way radios.

- **Increasing reporting of graffiti and offenders.** † Anonymous graffiti hotlines, some operating 24 hours a day, collect information about graffiti incidents. Communities have also used cell phone reporting, voice mail, emergency cell service, and connection to neighborhood watch groups.

† Police usually encourage citizens to call 911 regarding graffiti in progress; they discourage citizens from confronting offenders. Citizens can report graffiti not in progress to hotlines.

Some jurisdictions pay graffiti reporters' cell phone charges. In London, people can use free telephones in transit stations to report offenses. In other jurisdictions, transit riders are encouraged to report graffiti and offenders. Numerous jurisdictions offer a cash reward of \$200 to \$1,000 if a tip leads to a conviction.

In some jurisdictions, graffiti reports may be suppressed due to concerns about retaliation by gang members or taggers. Widespread public participation in both open and anonymous reporting usually addresses these concerns, but police should be aware of this potential problem.

Addressing Transit Graffiti in New York City

The experiences of the New York City Transit System illustrate varying approaches to graffiti. Graffiti began to appear on subway trains in the 1960s; by 1970, it was a huge problem. The public was fearful, and ridership on trains declined.

The motive for the graffiti was "getting up" and getting noticed; there were no indications the graffiti was gang-related. Instead, the graffitiists or taggers sought to build their reputation through the sheer quantity of their graffiti. As competition among them increased, they distinguished themselves through writing style, embellishment, graffiti size, and location—either in unusual spots or in previously unmarked spots. One prolific vandal produced 10,000 graffiti markings.

Despite the severity of its ongoing fiscal crisis, New York City adopted a variety of anti-graffiti strategies in the 1970s: punishing offenders by making them clean up trains marked with graffiti; using fencing with razor wires to protect the vast train yards; and developing materials to ease graffiti removal, materials that were later found to be environmentally hazardous. The methods all failed to substantially reduce the amount of graffiti.

In 1984, the city adopted a system to monitor trains and clean those marked with graffiti within two hours; otherwise, they took the cars out of service. They also began to store clean trains in highly secure yards that featured 24-hour-a-day work crews, enhanced lighting, routine fence maintenance, and undercover police. The initiative focused on the most problematic times, locations and train lines; initially, all trains were monitored, but random checks were later successfully used to maintain clean trains. In addition, repeat offenders were targeted for parental contact and enhanced penalties.

In contrast to the earlier initiatives, this anti-graffiti effort began with a handful of trains (those detected with graffiti) and built up to cover the entire system. Importantly, rather than focusing on using the criminal justice system, this approach addressed the offenders' underlying motives. Immediately removing graffiti-marked trains from service severely limited the vandals' exposure.

2. Removing graffiti rapidly. One of the most promising responses to graffiti is consistently getting rid of it, and doing so quickly. The removal process may vary substantially depending on the type of graffiti tool and the type of material vandalized.‡ Many of the methods are time-consuming and can be quite expensive, so a jurisdiction must be able to tap sufficient resources to fully implement this approach. Some types of cleanup—including paint-overs—may be affected by cold or wet weather. Removal may be timetargeted, such as during predawn hours, to further reduce exposure. Rapid removal is key, and many jurisdictions try to remove graffiti within 24 to 48 hours; in some obscure locations, such as drainage ditches, graffiti may be removed less quickly.

‡ The type of surface graffiti is placed on is a major factor because graffiti-removal products may damage some surfaces. The type of marking agent is also a factor: some paints are reversible. There is a wide range of graffiti removal products available, including chemical sprays, aerosols, gels, and poultices. Cleaners are either alkaline or

acidic; the latter can damage masonry, and neutralizing techniques must be incorporated when using either. Physical removal methods include low- and high-pressure water cleaning, often with detergents, and sandblasting. Physical removal is more expensive, and is typically used for large areas where other methods have failed.

There are four major types of removal or cover-ups:

- **Painting over graffiti.** Painting over graffiti appears to be the most common and relatively cheapest method of removing it. Although paint-overs can be expensive if recurring, the approach is widely accessible, and usually requires no special skills or technology. Some cities provide recycled paints for free; some cities have cleanups funded by contributions; and in some cities, businesses donate paint. Property owners victimized by graffiti offenders often supply their own paint. They can match chips of paint at home supply stores. Once they make a paint match, they should keep a supply of the paint readily available. In areas with heavy graffiti, property owners can unify colors (e.g., of alley walls and fences) to make routine paint-overs easier. Painting over graffiti may require the use of a sealer to prevent bleeding through.
- **Removing graffiti chemically.** There are a variety of chemical removal products available, but care should be taken in selecting one. The use of some removal products on certain porous surfaces may create a shadow of the graffiti. Paint companies sometimes donate paint-removal supplies.
- **Cleaning graffiti off.** Depending on the surface and marking agent, many surfaces can be cleaned of graffiti. Methods include sandblasting with high-pressure hot-water jets—and sometimes baking soda—to remove graffiti from cement and other unpainted surfaces, although this, too, can be expensive and leave a shadow. Lasers to remove graffiti are becoming available.
- **Replacing signs, materials and other items vandalized.** Replacement is appropriate for materials from which graffiti cannot be painted over, chemically removed or cleaned.

The source of labor for removing graffiti may vary. Cleanup squads may consist of volunteers, employees or adjudicated offenders. Graffiti removal may be coercive. A large number of jurisdictions hold the property owner responsible for graffiti removal. Sanctioning victims requires that they clean graffiti up quickly or get fined.¹⁷ Citizens may get paint or physical assistance from volunteers, if needed. Cities can use nuisance ordinances, zoning codes or graffiti ordinances to force owners to clean up quickly, which may be necessary for absentee owners. Alternatively, some cities clean up graffiti and then bill the owner. Some cities do the first cleanup for free; the owner then has responsibility for subsequent cleanups.

Numerous jurisdictions use graffiti removal as a court-ordered sanction for offenders and other misdemeanants. In some jurisdictions, such sanctions require victim restitution, reflecting a restorative justice approach.

Increasing the Risk of Detection

Because graffiti offenders usually operate in darkness, where there is little chance of being seen, few are apprehended. Increasing the likelihood of their being detected increases the risk of apprehension.

3. Increasing natural observation of graffiti-prone locations. The likelihood of detecting offenders can be increased by installing, upgrading or maintaining lighting. (While most offenders operate in the dark, additional lighting may actually attract graffiti in some isolated or remote locations. An alternative is to install motion-activated lighting, which may signal unauthorized property use.) In addition, shrubbery or trees that conceal areas can be removed. Sight lines can be improved where vision is obscured in other ways.

Other methods to increase observation involve design, such as eliminating blind spots of underpasses, or park paths, installing windows or building parking lots within view of residences and designing spacious areas with good visibility.

4. Increasing formal observation of graffiti-prone locations. Observation of graffiti-prone locations can be improved systematically through use of police, security personnel, Neighborhood Watch, and employees with other primary duties (such as bus drivers, ticket agents, newsstand staff, lobby concierges, and on-site/residential property managers). Such observation may include the use of uniformed or undercover personnel or covert surveillance, and may target fixed locations or mobile locations such as buses and trains.

5. Increasing electronic security. Formal observation of graffiti-prone locations can be carried out via electronic methods. CCTV has shown promising evidence of reducing vandalism, including graffiti.¹⁸ CCTV is widely used to deter potential offenders, apprehend offenders in the act or after the fact, and provide evidence in prosecutions. There are substantial up-front and operating costs to CCTV, and decisions must be made as to whether cameras will be actively or passively monitored, or activated by motion detectors. If CCTV is to be used for evidence, good picture quality, adequate lighting and follow-up investigation are necessary. If CCTV is to be used to apprehend offenders in progress, it must be actively monitored. Signs warning of CCTV are often posted to discourage offenders; such deterrence may contribute to graffiti's spread to other locations. There is also evidence that CCTV's crime prevention benefits may spread to other locations.

CCTV will not be effective everywhere, but can be adapted. For example, video surveillance with infrared technology has been used on buses, while electronic surveillance robots monitor CCTV screens in some jurisdictions, and emit warning alarms. Portable CCTV can also be used, and dummy CCTV has been effectively used to supplement the real thing. Other types of electronic security include infrared beams, which are used around trains in London.

Use of CCTV may result in reduced vigilance, as electronic surveillance may create a false sense of security. But the presence of CCTV may also reassure citizens, and public support for it is often high.

6. Conducting publicity campaigns. On their own, publicity campaigns are of limited effectiveness. However, many publicity efforts are combined with other strategies. A

number of publicity campaigns can be described as beautification efforts, consisting of community cleanup days to eliminate graffiti, litter and other signs of disorder. In many jurisdictions, these cleanup days require volunteers, but some may involve court-adjudicated offenders who are working off community service time. In contrast to the systematic graffiti removal described above, publicity campaigns are usually one-time or episodic cleanups of specific areas.

An extension of the cleanup programs are ownership initiatives such as Adopt-a-Block, Adopt-a-Bus, Adopt-a-Station, or other efforts to maintain the "cared for" environment in public areas. Some of the adoption schemes involve painting murals on transit shelters, invoking a presumed conscience that deters graffiti offenders from marring others' artistic endeavors. It is assumed that graffiti is easier to detect where no other graffiti exists, and cleaned areas invoke a sense of ownership and responsibility among users of the areas.

Other publicity efforts include posters to publicize anti-graffiti efforts, public service announcements, flyers, brochures, and the like. Publicity campaigns often include information on the harms of graffiti, the costs of graffiti, how to detect a graffiti offender, and how to report graffiti. This educational effort is often targeted at parents, schools, businesses, civic groups, transit system users, and/or the general public. Publicity and educational campaigns have been shown to be effective in reducing graffiti when used to publicize surveillance of vandalized buses; the effects even extended beyond the crime prevention targets.¹⁹

Publicity campaigns often discourage the use of graffiti in advertising and art exhibits, as well as media coverage of graffiti, recognizing that such attention serves to further contribute to the notoriety graffiti offenders seek. Care is taken to avoid glorifying graffiti, and generating more of it as a result.

Increasing the Difficulty of Offending

7. Vandal-proofing graffiti-prone locations. Graffiti offenders can be thwarted by vandal-proofing vulnerable surfaces in vulnerable areas, a process that often involves modifying surface textures. Anti-graffiti coverings and surfaces make surfaces easy to clean, difficult to write on, or both. There are six primary types:

- Paint-like products such as polyurethane-based coatings are resistant to graffiti and easy to clean. These are suitable for steel, concrete and brickwork.† Sealers on concrete prevent absorption.
- Wash-off coatings—known as sacrificial coatings—are wax or silicon applications on walls or buildings. When hot water is applied, these coatings break down, allowing graffiti to be washed off.‡
- Textured surfaces are not attractive targets for graffiti, as they obscure legibility. Such surfaces are particularly difficult for offenders to draw on or paint. Such surfaces include deeply grooved surfaces and rough surfaces§ such as exposed rock, rough cement and dimpled stainless steel, like that used in London telephone kiosks.

- Dark or colorful surfaces make graffiti less visible, thus deterring offenders. Dark surfaces are more difficult to mark up, although light paint can be used. Colorful or busy surfaces, such as advertisements on the sides of buses, deflect graffiti.²⁰ Flecked or spotted wall surfaces also mask graffiti.
- Non-solid surfaces, such as open-grill storefront security screens rather than solid panels, may deflect graffiti.
- Easily cleaned materials may be installed in highly vulnerable areas. These include vitreous-enamel panels† or glazed ceramic tiles from which graffiti washes off; wired glass that can be cleaned with scrapers;‡ polyester film over glass; plastic laminates, which make for easier cleaning; and signs with surfaces resistant to marker pens and spray paint.

† Some of these products may produce toxic fumes in case of fire.

‡ These coatings must be reapplied; the surface dissolves when graffiti is cleaned off.

§ These surfaces are harder to mark, but are difficult to clean.

† These washable walls are used in larger London train stations.

‡ The alternative, polycarbonate surfaces become hazy.

Some materials cannot be effectively protected from graffiti. Graffiti-prone surfaces can be replaced with standard-sized, inexpensive materials. These include transparent, replaceable glass or polycarbonate panels in bus shelters, and replaceable polycarbonate covering signs.

8. Controlling access to graffiti-prone locations. Controlling access to graffiti-prone locations physically bars offenders from vulnerable areas. Means of access control include:

- Graffiti hoods to buffer freeway signs
- Metal baffles on sign poles, which work like squirrel baffles on bird feeders
- Walls, fences, locked alleys, barriers, chasms, and rails, sometimes supplemented by barbed wire
- Recessed walls
- Dense or thorny plants, or climbing vines
- Razor wire or jagged metal wrapped around sign poles.§

§ Some of these measures impose social costs by making areas look like war zones. Access controls with forbidding appearances may be better left to isolated areas.

In some cases, signs have been moved out of reach of vandals, while bus stops and other frequently vandalized targets have been relocated.

Environmental design to limit access to graffiti surfaces can best be incorporated into planning and construction, but may also be adapted to existing structures. An example

of effective environmental design is the recessed walls of the Washington, D.C., metro system; subway walls are physically separated from the public.

Police or security patrols, guards and dogs may supplement access control. Access to residential or commercial properties may be restricted to those with resident or employee identification cards, while visitor access may be controlled through entry phones.

Much like environmental design, situational design reduces the opportunity for graffiti. The absence of toilets, seating, fast food, and lockers in transit stations effectively discourages potential offenders from loitering. In Hong Kong, a limited life to transit tickets encourages people to quickly move through stations before their tickets expire, thus discouraging loitering. In Washington, D.C., the subway system generally closes at midnight on weekdays and somewhat later on weekends, thus limiting opportunities for vandalism. Since graffiti often takes place late at night, limiting hours reduces opportunities for vandalism at times when there are typically few other riders or employees to deter the offender or witness the offense.

9. Focusing on chronic offenders. Approaches that focus *exclusively* on enforcement to control offenders have had little effect on the amount of graffiti.²¹ Apprehending and prosecuting graffiti offenders is difficult. Graffiti is not routinely reported to police, it is difficult to catch offenders in the act, and may be impossible to find witnesses or tangible evidence of graffiti offenses. In addition, police have competing priorities, and sanctions against offenders are often weak, consisting of community service and fines.

Some graffiti offenders are prolific; a small group typically accounts for a large portion of all offenses. Efforts that focus on chronic offenders show promise. Chronic offenders can be identified through graffiti investigations. Since offenders tend to replicate their graffiti, it has unique characteristics, like a signature, and different incidents or tags can be linked to a single offender. Some taggers practice their tags in notebooks or take photographs to document their efforts; these may be used as evidence to link offenders to graffiti incidents.

Some police conduct surveillance of known offenders and/or high-risk hot spots, collaborate with schools to detect offenders, and monitor chronic offenders, particularly those on probation. Police may use extensive intelligence databases to record information about graffiti content, locations and offenders. Such databases may include photographs or video of graffiti, mug shots of offenders, and maps of graffiti locations.

Responses With Limited Effectiveness

Numerous responses have been incorporated into efforts to control graffiti. Most have not been carefully evaluated, and are thus of unknown effectiveness. Any response can be effective if it increases the difficulties of offending and reduces the rewards for it. Many responses, however, are quite difficult to enforce.

10. Controlling graffiti tools. A number of jurisdictions have tried to control the tools used for graffiti. Boston and other cities have banned the sale of large, wide-tipped markers. In addition, bans on spray paint sales to minors have been widely used in recent years.† Some jurisdictions require stores to be licensed for and to limit spray paint sales, and require buyers to furnish their name and address. In some jurisdictions, juvenile possession of spray paint or large, indelible markers without supervision is a misdemeanor.

† Chicago has had such a ban since 1980.

Efforts have been made to reduce shoplifting of spray paint by placing stock away from exits and removing it from open displays. Instead, stock is often stored behind counters, in storerooms or in locked display cases. Some jurisdictions require stores to place markers in full view of clerks. Industry efforts have also been made to regulate graffiti tools. Spray valves can be modified, and restricted-use caps limited, so that offenders cannot change caps.‡ Some jurisdictions encourage proper disposal of contractor painting materials so that graffiti offenders cannot access them.

‡ Graffiti offenders prefer interchangeable caps, allowing them to combine thick and thin lines. Wide caps or other caps from oven cleaners or spray starch are especially desirable.

While there have been no evaluations of efforts that limit graffiti tools, enforcing local ordinances that do so can be difficult. Although restrictions on possession of supplies may provide an additional enforcement tool, graffiti offenders are rarely apprehended. In many tagging groups, one person carries the graffiti supplies, making it more difficult to obtain the evidence that may be necessary for a conviction.

11. Channeling behavior into more acceptable activities. A lot of anti-graffiti efforts have involved designating particular areas or locations as legitimate places for graffiti.† Graffiti walls or boards are often obtained through contributions from businesses. While artists may have to have a painting permit to participate, paint for such projects is often contributed.

† Nugent (1998) describes a graffiti wall in Washington, D.C.'s Lafayette Park; Coffield (1991) notes the painting of a Southampton, England, garage.

Similarly, some jurisdictions have commissioned murals to cover up graffiti or improve the community's appearance. These murals are often located where graffiti has posed a problem. Graffiti offenders appear to respect the artwork on such murals, but the surfaces can be protected with anti-graffiti coating. Murals and walls showcase artists' work and may reduce incentives to vandalize. Similar initiatives to divert offenders have included art classes or programs for reformed offenders, some of which involve a contract or pledge not to produce further graffiti. These efforts may be effective in reducing the amount of graffiti in specific locations.

12. Providing alternative activities and services. A variety of programs have been developed to address the needs of graffiti offenders who are bored, unsupervised or

unemployed. These programs include mentoring, job training, counseling, tutoring, and family services. Many of these programs focus on building pride and self-esteem. Some help youth to leave gangs. Others provide alternative activities, such as sports.

13. Involving youth in developing programs. Youth are often involved in anti-graffiti efforts to increase their sense of ownership. In Denmark, youth were involved in selecting the design and colors of buses and bus platforms. Officials there also engage in "alternative conflict solving," and meet monthly with youth to address hostility and improve communication with those who are disaffected. Anti-graffiti posters for publicity campaigns are designed through student competitions, and peer pressure is used to discourage graffiti.

Some anti-graffiti programs involve educating youth about the harms and costs of graffiti. The youth-targeted message that graffiti is uncool is conveyed through subway and bus posters, and television and radio commercials. Sports figures may endorse the message to add potency to it.

In some cases, former graffiti offenders create murals with anti-graffiti messages, give public talks, counsel other offenders, and organize graffiti cleanups.

14. Expanding applicable laws. A wide variety of laws have been passed in cities and counties across the United States, providing police and prosecutors with additional tools to charge and punish offenders. In some cases, existing ordinances or statutes have been applied in new ways, including enforcing civil trespassing laws; applying nuisance abatement, which can force gangs to clean up graffiti; labeling gangs as unincorporated associations, to pursue criminal conspiracy charges; applying civil injunctions requiring offenders to stay away from certain areas; enforcing anti-loitering ordinances; and applying sanctions that enhance dispositions or sentences for gang members. In addition, many jurisdictions routinely use criminal mischief, malicious mischief, property destruction, vandalism, and criminal trespass statutes or ordinances in charging graffiti offenders.

15. Holding parents accountable. In some communities, efforts are made to educate parents in recognizing signs of graffiti offending. Parents are held accountable for juvenile offenders' actions, and may be sanctioned with fines, cleanup costs and even jail for failure to control or supervise their children. Structured juvenile diversion programs may involve parents in meeting conditions imposed on offenders.

16. Increasing sanctions for offenders. Across the United States, jurisdictions have increased the sanctions against graffiti offenders. Some sanctions are targeted specifically at juveniles. For example, California suspends or defers the award of driver's licenses for one year; offenders can do community service to reduce the suspension time.

Many jurisdictions use graffiti cleanup for community service to avoid adjudication, as a condition of probation, or as part of a disposition or sentence. Some communities have

restorative justice initiatives in which face-to-face victim-offender reconciliation occurs, a contract is signed, and offenders pay restitution.

In some jurisdictions, students are suspended or expelled from school for graffiti offenses. A large number of jurisdictions have involved courts in treating graffiti incidents seriously, systematically imposing fines, community service and even jail time on chronic offenders.

17. Applying new technologies. A wide range of new antigraffiti technologies have not been tested, used extensively or evaluated. Some may be effective in specific settings under certain conditions.

New anti-graffiti technologies include the following:

- Listening devices positioned at chronic graffiti locations. The devices detect sounds such as spraying of paint cans, alerting police to offenses.
- Motion detectors combined with sprinkler systems. Caltrans used this technology in Orange County, Calif., but offenders broke off sprinkler heads.
- Lasers for graffiti removal.

Since developing or purchasing new technologies may be quite costly for most jurisdictions, such responses should be carefully evaluated first. New technologies to respond to graffiti will likely continue to become available.

18. Establishing juvenile curfews. Juvenile curfews have been widely adopted in the United States to address a variety of juvenile crime. For the most part, tenacious offenders can avoid detection, and police agencies must invest a substantial amount of effort to enforce curfews. While curfews may have some benefits in very narrowly defined situations, their contribution to graffiti reduction are unlikely to be substantial.

19. Warning offenders. Many jurisdictions warn graffiti offenders about the costs of being apprehended. Sydney found that warnings of dire consequences do not work, and media attention glorifies and reinforces graffiti.²² Most warnings are intended to increase the perception of risk of detection and apprehension. Offenders, however, tend to accurately perceive that risks of apprehension are fairly low. Some warnings relate to increased sanctions for graffiti offenses. If offenders do not believe the risk of apprehension is high, they are unlikely to be concerned about the penalties for offending.† Warnings directed at chronic offenders may be more effective than general warnings.

† In some limited studies of bathroom graffiti (Mueller et al. 2000; Watson 1996), posting signs warning of sanctions, containing positive messages appealing to altruism, or conveying neutral messages—"Please do not write on these walls"—resulted in a decline in graffiti.



