

**ROXBOROUGH VILLAGE METROPOLITAN
DISTRICT**

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

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

NOTICE OF SPECIAL MEETING AND AGENDA

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

DATE: June 4, 2024
TIME: 6:00 p.m.
LOCATION: Roxborough Library Meeting Room
8357 North Rampart Range Road #200
Littleton, CO 80125

Google Meet joining info:

Video call link: <https://meet.google.com/cqt-kznk-ctf>

Or dial: (US) +1 803-672-0706 PIN: 752 613 169#

More phone numbers: <https://tel.meet/cqt-kznk-ctf?pin=8095521843821>

** Agenda is preliminary and subject to change by majority vote of the Board at the meeting.*

** Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (pripko@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

I. ADMINISTRATIVE MATTERS

A. Disclosure of Potential Conflicts of Interest.

B. Additions/Deletions/Approval of Agenda.

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

- A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. Questions may be asked of the Board but will not be answered at this time. Please refer to the Meeting Code of Conduct for additional guidelines: <https://www.roxboroughmetrodistrict.org/2022-meetings>

III. BOARD DISCUSSION MATTERS

-
- A. Discuss ADA Accessibility for Community Park for the parking lots, area for the new playground and other areas to include tennis courts, skate park and basketball court.
-
- B. Discuss HOA cost allocation for maintenance services letters and calculations and options as to whether to send out letters to the HOA's, or hold off pending a ballot measure in May 2025.
-
- C. Discuss the need to replace the locks on the Community Park Restrooms in order to have them open this summer.
-
- D. Discuss the condition of the pedestrian bridge near Rampart Way and replacement options. (enclosure).
-
- E. Discuss Chatfield Farms planter project new estimates, if available. (enclosures).
-
- F. Discuss repairs/maintenance of playground equipment throughout the District. Updates, if any, from vendor information that has been provided to SDMS to contact.
-
- G. Discuss Landscape Maintenance conditions (beauty band mows, fence line mows, sidewalk edging, weeds, etc.) throughout the District.
-
- H. Discuss next steps for a maintenance agreement with Douglas County for medians and roadsides. (enclosure).
-

- I. Discuss the condition of the windscreens at the tennis courts and the proposals provided by the vendor (GSM). (enclosures).

- J. Discuss the use of paid/unpaid volunteers to assist with upkeep of the District (weeding, beauty band mowing, other small projects) and/or hiring an employee.

- K. Discuss a concern from a resident about two trees adjacent to their property in Douglas County owned area along VCW. (enclosure).

- L. Update and Status of various projects: condition/progress of the completed softball field renovation; Airplane Park playground timetable; turf replacement (xeriscape) project; Chatfield Farms Playground Spinner Equipment.

- M. Discuss Invoice #2014117 from CDI for the cost of locating and marking the sprinkler heads in the softball field area that was renovated and CDI's response to the concern raised that the amount seemed high. (enclosures).

- N. Discuss handyman invoices submitted for "fixing" the greenhouse.

- O. Discuss having a board member assemble a "brochure" of picnic tables and benches so the board can discuss a design aesthetic for future replacements.

- P. Discuss obtaining proposals to add or adjust swales near the soccer field, basketball court, and elsewhere.

- Q. Discuss using pay-for-performance goals for contractors.

- R. Update and discussion on the broken electrical line under Rampart Range Rd.

- S. Discuss asking the sheriff to enforce state noise laws (CRS § 25-12).

- T. Signage Committee Update.

U. Environmental Committee Update.

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

IV. OTHER MATTERS

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

VI. ADJOURNMENT

THE NEXT REGULAR MEETING IS SCHEDULED FOR JUNE 19, 2024.

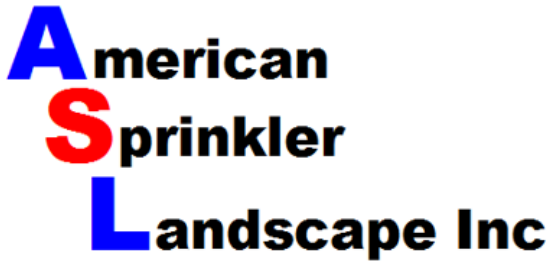












7736 W Walker Dr
 Littleton, CO 80123
 (720)312-3616
 www.asprinkler.com

Estimate

ADDRESS
Roxborough Village

ESTIMATE #	DATE
19166	04/19/2024

JOB LOCATION

Play Ground

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Stone Lathe	Install metal lathe for scratch coat before stone installation	550	10.00	5,500.00
	Rock veneer	Install stone veneer	550	35.00	19,250.00
	Veneer Concrete	Install veneer concrete	50	40.00	2,000.00
	Retaining cap	Install retaining wall cap to match block	185	40.00	7,400.00

TOTAL **\$34,150.00**

Customer agrees to items listed above as completed and is financially responsible for and agrees to prices listed for labor performed or materials installed. Payment is due upon completion/receipt. If payment isn't received ten (10) days from the date of completion, overdue payments will bear a 10% service charge plus \$10.00 re-billing charge, plus 18% annual interest. Failure by customer to pay within five (5) days after payment is due will constitute a breach of contract and place the job location property in subject to immediate lien. All legal, court or other collection costs incurred from this project by American Sprinkler and Landscape, Inc. will be paid by the customer named above. Returned check fees are \$25.00 each item returned.

All parts/labor for items above have a one (1) year warranty (excludes seeding, sod, annual plantings, freezing, physical damage, vandalism and neglect). Perennials, shrubbery and trees carry a three (3) month warranty from the date of this invoice.

Accepted By

Accepted Date

Credit Card Payments require an additional 3% processing fee.

From: [Mark Muniz-Brown](#)
To: [Peggy Ripko](#); [Travis Hunsaker](#)
Cc: [RM - TripleThreat](#)
Subject: P23-08123MNT, Roxborough Village - Park Retaining Wall
Date: Monday, March 11, 2024 4:41:15 PM

Dear Peggy/Travis:

We were tasked with finding specific stone to resurface the park retaining wall. Scott has been working with Ephram and with his vision, the stone cost upgrades for the retaining wall will push the cost of the retaining wall up significantly. The change order to use the stone he has requested will result in a \$10,725.21 cost increase. The original estimate was based on the stone matching the monuments into the community.

Before I commit this change order to paper, I wanted to give you a heads up to see if that was something that could be supported by management and the rest of the Board for the Metro District. I am less aware of the operations of Metro Districts and didn't want to take full direction from a Board Member without prior authorization.

I am happy to perform the work with the requested changes however, if the change is indeed approved, we will need 75% of the change order pre-paid as commencement as the full amount of the change order is material cost increases.

I look forward to your response. If you would rather chat, know that I am available via phone as well.

Sincerely,

Mark (Richardson) Muniz-Brown, CMCA[®], AMS[®], PCAM[®] | EVP Business Development
MarkMB@PSTgo.com | MarkMB@WaterExtractionTeam.com
Property Solutions Team | Water Extraction Team
Office: (303) 350-4778 | (303) 232-8888 | (866) 344-4WET (4938) | Fax: (720) 500-6047 | DID: (720) 912-8388
4191 Inca St; Denver, CO 80211
www.PSTgo.com | www.WaterExtractionTeam.com - *Problem Solved!*

This e-mail and any files transmitted with it are confidential and are solely for the use of the addressee. It may contain material that is legally privileged, proprietary, or subject to copyright belonging to the sender and its affiliates, and it may be subject to protection under federal or state law. If you are not the intended recipient, you are notified that any use of this material is strictly prohibited. If you received this transmission in error, please contact the sender immediately by replying to this e-mail and delete the material from your system. The sender may archive e-mails, which may be accessed by authorized persons and may be produced to other parties, including public authorities, in compliance with applicable laws.

From: [Ephram Glass](#)
To: [Peggy Ripko](#); [Mark Rubic](#)
Subject: Fwd: P23-08123MNT, Roxborough- 10245 Cavaletti Dr, Littleton, CO 80125- Retaining Wall Stone
Date: Tuesday, March 12, 2024 10:24:02 AM

FYI, one of the mentions that there would be no price change for natural stone.

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

From: **Scott Chandler** <scottc@pstgo.com>
Date: Mon, Jan 8, 2024 at 4:12 PM
Subject: P23-08123MNT, Roxborough- 10245 Cavaletti Dr, Littleton, CO 80125- Retaining Wall Stone
To: ephramglass@roxboroughmetrodistrict.org <ephramglass@roxboroughmetrodistrict.org>
Cc: RM - TripleThreat <triplethreat@servicesoftwareinc.com>

Good afternoon Ephram.

Hope you are having a great day.

I was able to find Siloam veneer stone that you said you wanted.

The pricing difference between the stone selection I showed you and the Siloam stone is minimal, due to the distance we would have to go to get the Siloam stone about 2 hrs. from Denver for the sizes needed. There will not be any price changes as to the estimate you approved.

If you have any questions, please don't hesitate to ask...

Sincerely,

Scott Chandler | Project Manager / Estimator

ScottC@WaterExtractionTeam.com | ScottC@PSTgo.com

Water Extraction Team, LLC. | Property Solutions Team

Office: 303-232-8888 | 303-350-4778 | (866) 344-4WET (4938) | Fax: (720) 500-6047 | DID: 720-912-8387

4191 Inca St. Denver, CO 80211

www.WaterExtractionTeam.com | www.PSTgo.com

Problem Solved!

This e-mail and any files transmitted with it are confidential and are solely for the use of the addressee. It may contain material that is legally privileged, proprietary, or subject to copyright belonging to the sender and its affiliates, and it may be subject to protection under federal or state law. If you are not the intended recipient, you are notified that any use of this material is strictly prohibited. If you received this transmission in error, please contact the sender immediately by replying to this e-mail and delete the material from your system. The sender may archive e-mails, which may be accessed by authorized persons and may be produced to other parties, including public authorities, in compliance with applicable laws.



Estimate

4191 Inca St

Denver CO 80211

Phone (303) 350-4778 Fax (303) 232-3344

Date: 5/9/2023

Job # 8123MNT

Chatfield Farms HOA
SDMS - Larry Loften
10245 Cavaletti Dr
Littleton CO 80125

Bid Description: Estimate to reface and top park planter with new rock and top cap.

Items:

I	Item Name:	Item Cost
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Notes - This estimate is to reface the playground planter, there used to be faux rock on the face and a top cap. All has been removed and there is still mortar and top cap that will need to be removed. This estimate we be for cleaning up the planter top and walls, prep for new and install new faux rock and top cap. The material will match the from property signage as close as possible.

- 1) Install safety barriers for work to be done.
- 2) Chipping and or grinding of existing mortar and concrete to level surface.
- 3) Installing concrete adhesive to the face of the planter wall.
- 4) When installing faux rock skim coat metal lathe will be installed.
- 5) Install Faux Rock to the face of the planter wall, Sample of Faux Rock will be provided prior to install.
- 6) Install new top cap to planter approx.: 180 In ft.
- 7 Final clean up.



New Stone to Match Entry Sign



Existing Conditions Of Planter Wall



Notes

Total

\$ 22,455.00

- 1) Job will take 5 days to complete, weather dependent.
- 2) Any items not listed above or unforeseen conditions will result in change order.
- 3) 50% commencement required for order of material.

Respectfully submitted by _____

David Lian, Property Solutions Team

ACCEPTANCE OF PROPOSAL / CONTRACT

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted by: _____

Printed Name & Title: _____

Terms and Conditions & Exclusions:

- * All material is guaranteed to be as specified, the work to be performed in accordance with the drawings and/or specifications submitted (if any), and the job completed in a substantial workmanlike manner.
- * This Proposal is based on our interpretation of the plans, specifications, or description of the work supplied by Owner. Estimate subject to equitable adjustment due to Owner directed changes in anticipated specifications, sequence, scope, or schedule.
- Excludes any utility relocates or repairs that may be required.
- Excludes any and all associated cost with winter conditions and will be addressed on a time and material bases if required. (i.e. Including but not limited to acts of God, excessive snow, frozen ground, below freezing temperatures and other unforeseen conditions)
- I reserve the right to revise this report if and when additional information is provided.
- * This proposal is valid for a period of 30 days from its effective date.
- Note: The owner to have the property tested for asbestos and lead prior to start of work on any building constructed prior to October 12, 1988, as per Colorado Department of Public Health and Environment Regulation No. 8 part B - Asbestos section III subparagraph III.A.I.d., all abatement by OWNER.
- Note: If the estimate contains materials that fluctuate in price, i.e. steel, petroleum, etc. the estimate may change if not accepted within 30 days.
- * If accepted, the above items noted as "OPTIONS" will be incorporated into the contract through a change order, therein modifying the contract amount accordingly.

Exclusions:

- * Engineering, life safety, or permits.
- * Code related upgrades or corrections.
- * Bonding, permitting, or any related fees.
- * Remediation, removal, or abatement of any hazardous or toxic materials (e.g. lead paint, asbestos, etc.).
- * EPA regulations and requirements are the responsibility of the owner.

LICENSE AGREEMENT

THIS LICENSE AGREEMENT is made and entered into this ___ day of _____, 202__, by and between the BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF DOUGLAS, COLORADO, hereinafter referred to as "COUNTY", whose address is 100 Third Street, Castle Rock, Colorado 80104, and _____, whose address is _____, hereinafter referred to as "LICENSEE".

1. PROPERTY LICENSED. The COUNTY hereby grants a license ("License") to the LICENSEE, subject to the terms and conditions contained in this License Agreement, for use of the property, which includes the land and any improvements or facilities thereon, described as follows ("Property"):

SEE EXHIBIT "A", ATTACHED HERETO AND MADE A PART HEREOF, which identifies the general location of the [*INSERT landscaping, retaining wall, etc.*] ("Improvements"). "Improvements" includes any improvements installed by the LICENSEE on the Property.

The Property is subject to all easements and rights-of-way of record. The Improvements installed by the LICENSEE on the Property shall be owned and maintained by the LICENSEE.

2. UTILITIES. The LICENSEE covenants and agrees to pay all charges for water, electric power and other utilities assessed, levied or incurred on the Property associated with the Improvements during the term of this License or any renewal thereof.

3. MAINTENANCE, REPAIR AND ALTERATIONS. The LICENSEE covenants and agrees not to make or permit to be made any alterations in, or additions to, the Property without the prior written consent of the Public Works Engineering Director, hereinafter "Engineer", and to keep the Property and all Improvements thereon in good repair at the expense of the LICENSEE; to keep the Property free from litter, dirt, debris and obstruction; and to surrender and deliver the Property in good order and condition upon the expiration or termination of this License, ordinary wear and tear and loss by fire, flood or Act of God excepted. In the event the COUNTY has to enter the Property to repair and maintain the Improvements in order to protect the integrity of the Property, the COUNTY shall charge all costs to the LICENSEE.

4. USE. The LICENSEE covenants and agrees that it shall utilize the Property for construction and maintenance of the Improvements and for no other purpose and not to use the Property or permit it to be used for purposes prohibited by the applicable laws of the United States, State of Colorado or any political subdivisions thereof.

5. RE-ENTRY. The COUNTY or its duly authorized representative has the right to enter upon the Property at any time for the purpose of inspecting the same, making surveys, showing the Property to prospective licensees and to do such other acts and things as it deems necessary for the protection of its interest therein.

6. NOTICE. Any required notice shall be in writing and mailed by certified mail to the respective parties at the address hereinabove given. The Engineer shall be the representative of the COUNTY to accept or give any approval, notice or the like provided for hereunder. In the event the LICENSEE should change the address hereinabove given during the term of this License, the LICENSEE shall notify the COUNTY in writing of such change of address.

7. NO COVENANT OF TITLE OR QUIET POSSESSION. The rights granted herein are without covenant of title or warranty of quiet possession of the Property and no water or water rights are granted by this License.

8. SUCCESSORS AND ASSIGNS. This License shall inure to the benefit of, and be binding upon, the respective legal representatives, heirs, successors and assigns of the parties.

9. ASSIGNMENT OR SUB-LEASE. The LICENSEE covenants and agrees not to assign this License or to sublet any part of the Property without first obtaining the written consent of the COUNTY.

10. PROPERTY TAKEN "AS IS". The LICENSEE understands and agrees that the Property is licensed "as is", and the LICENSEE is assuming responsibility for any loss, injury, death or damage that may result from any and all defects, be they obvious or hidden, that said Property may contain. The COUNTY makes no warranty, written or implied, that the Property is fit for any purpose or that it meets any federal, state, county or local law, ordinance or regulation applying to the Property.

11. LIABILITY AND INDEMNIFICATION. The COUNTY shall not be liable for any loss, injury, death or damage to any person or personal property which may arise from the use or condition of the Property (including, but not limited to, loss, injury, death or damage resulting from ice, water, rain, snow, gas, electrical wires, fire, theft, burst pipes or plumbing failures) during the term of this License or any renewal thereof. The LICENSEE hereby expressly agrees to defend, indemnify and hold harmless the COUNTY, its officers, agents, employees and insurers against any liability, loss, damage, demand, action, cause of action or expense of whatever nature (including court costs and attorney's fees) which may result from any loss, injury, death or damage allegedly sustained by any person, firm, corporation or other entity which arises out of or is caused by reason of LICENSEE'S use and occupancy of the Property or LICENSEE'S failure to fulfill the terms and conditions of this License Agreement.

12. RESERVATION FOR BOARD USE. This License is conformable to the provisions of all COUNTY regulations insofar as applicable. Said provisions are incorporated herein and made a part hereof by this reference and shall supersede any apparently conflicting provisions otherwise contained in this License Agreement. The COUNTY reserves the right to make full use of the Property as may be necessary or convenient, and the COUNTY retains all rights to operate, maintain, install, repair, remove or relocate any of its facilities located within the Property at any time and in such a manner as it deems necessary or convenient.

13. TERMINATION.

a. The License may be terminated by the COUNTY at any time upon thirty (30) days prior written notice to the LICENSEE.

b. If default shall be made in any of the covenants or agreements herein contained to be kept by the LICENSEE, it shall be lawful for the COUNTY to enter into the said Property, or any part thereof, either with or without process of law, to terminate the interest of the LICENSEE or of any other person or persons occupying the same, and to expel, remove or put out such person or persons, using such force as may be necessary in so doing, without being liable to prosecution or to damages therefor, and the said Property again to repossess and enjoy, as in the first and former estate of the COUNTY. If at any time the License shall be terminated as aforesaid or by any other means, the LICENSEE agrees to surrender and deliver up said Property peaceably to the COUNTY immediately upon termination, and if the LICENSEE shall remain in possession after termination, the LICENSEE shall be deemed guilty of a forcible detainer of said Property, and waiving all notice, shall be subject to eviction and removal, forcibly or otherwise, with or without process of law.

14. VENUE. For the resolution of any dispute arising hereunder, venue shall be in the courts of Douglas County, State of Colorado.

15. SPECIAL PROVISIONS.

SEE EXHIBIT “B” ATTACHED HERETO AND MADE A PART HEREOF.

The parties hereto mutually agree to all the terms and provisions herein contained.

Executed on the day and year above written.

**BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF DOUGLAS**

APPROVED AS TO CONTENT:

BY: _____

Chair

**DOUGLAS J. DEBORD
County Manager**

ATTEST:

Deputy Clerk

APPROVED AS TO FORM:

**Christopher Pratt
Assistant County Attorney**

[INSERT NAME OF LICENSEE]

By: _____

Title: _____

ATTEST:

Title: _____

EXHIBIT "B"

- A No party shall be liable for failure to perform hereunder if such failure is the result of *force majeure* and that any time limit shall be extended for the period of any delay resulting from any *force majeure*. *Force majeure* shall mean causes beyond the reasonable control of a party such as, but not limited to, weather conditions, acts of God, strikes, work stoppages, unavailability of or delay in receiving labor or materials, faults by contractors, subcontractors, utility companies or third parties, fire or other casualty, or action of government authorities.
- B The LICENSEE, or the LICENSEE'S contractor, shall be required to obtain a Right-of-Way Use and Construction Permit from the Engineer prior to the time of commencement of any work to be performed under this License.
- C The LICENSEE shall not erect or place any signs, signposts, billboards, light posts, light fixtures, trees, shrubs, flower beds or other landscaping, buildings or structures of any type on the Property, except those approved by the Engineer.
- D Any repair or replacement of any COUNTY property made necessary because of the repair or maintenance of the Improvements or other appurtenant installations shall be made at the sole expense of the LICENSEE and require a Right-of-Way Use and Construction Permit from the Engineer.
- E In the event the COUNTY deems it necessary to repair, replace, remove or in any way maintain the street, drainage infrastructure, drainageways, or other appurtenances on the Property which will impact the Improvements, the COUNTY agrees to use due diligence in removal of materials to avoid unnecessary damage to the Improvements.
- F Upon abandonment or termination of any right or privilege herein granted, the right of the LICENSEE to that extent shall terminate, but its obligation to indemnify and save harmless the COUNTY its officers and employees, shall not terminate in any event for events which took place at the time of or prior to the abandonment or termination.
- G Upon termination or expiration of this License, the LICENSEE shall abandon the Property and other Improvements made by the LICENSEE, to the extent necessary to leave the area described in **Exhibit A** in the same condition and elevation as before this License was granted, except that the LICENSEE shall plant the area with native grass seed as specified by the COUNTY. The removal and seeding shall be done at the sole expense of the LICENSEE and to the satisfaction of the COUNTY.

- H It is expressly agreed that in case of the LICENSEE'S breach of any of the within promises, the COUNTY may at its option, have specific performance thereof, sue for damages resulting from such breach, or take affirmative action to correct such breach and charge the LICENSEE for the cost thereof.

- I The LICENSEE shall adjust, modify or cease maintenance of the Improvements upon the request of the Engineer to prevent degradation of roadways, prevent impairment of sight distance, prevent a safety hazard or for any other reason as determined by the Engineer.

Game-Set-Match, Inc.
8280 S. Quebec St., Suite #A
Centennial, CO 80112
303-790-1991 :tel
303-790-1992 :fax



COURT CLEANING & WINDSCREEN MAINTENANCE AGREEMENT 2024

Community: Roxborough Village Metropolitan District Revised Date 5/22/2024
Number of Courts: 2 Number of locations: 1
Starting Date: May 22,2024 Ending Date: December 31, 2024

CLEANING

Washing of courts with water-broom, trash clean up (inside court enclosure) and equipment check (includes adjusting net height and tension, checking center straps, attaching loose wind-screens, checking fences and other court equipment for damage). Additional charge for materials used. Suggested equipment replacement with approval of Community Representative. Community will provide hose hook-up near tennis court enclosure, reasonable water pressure and access to tennis courts for GSM staff.

Liability Insurance and Workers Compensation coverage in place.

Number of cleanings: 3 Charge per cleaning: \$ 350

*Contract prices are contingent on number of cleanings specified. Any adjustments may result in a price increase and will require prior approval from GSM, Inc.

TOTAL ANNUAL CLEANING CHARGE: \$ 1,050.00

WINDSCREEN MAINTENANCE

Lower in Spring and raise in Fall.—All windscreens.
(Additional fenced areas with windscreens can be maintained at an extra charge).

***There will be an extra charge for materials used.**

Charge per visit per court: Spring: \$ N/A Fall: \$ **300.00**

TOTAL ANNUAL WINDSCREEN MAINTENANCE CHARGE: \$ 300.00

CHARGE FOR ADDITIONAL SERVICES: \$ 75.00 per windscreen check 3 times in between cleaning a roll up/down

GSM strives to perform quality workmanship in cleaning and windscreen maintenance. All complaints should be filed at our office within 7 days of service.

TOTAL COST FOR 2024 SEASON: \$ 1,575.00

Community Representative Game-Set-Match, Inc.

Print Name _____ Print Name _____

Signature _____ Signature _____

Date _____ Date _____

Game-Set-Match, Inc.
8280 S. Quebec St., Suite #A
Centennial, CO 80112
303-790-1991 :tel
303-790-1992 :fax



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(Additional fenced areas with windscreens can be maintained at an extra charge).

***There will be an extra charge for materials used.**

Charge per visit per court: Spring: \$ N/A Fall: \$ **800.00**

TOTAL ANNUAL WINDSCREEN MAINTENANCE CHARGE: \$ 800.00

CHARGE FOR ADDITIONAL SERVICES: \$ 75.00 per windscreen check 3 times in between cleaning a roll up/down

GSM strives to perform quality workmanship in cleaning and windscreen maintenance. All complaints should be filed at our office within 7 days of service.

TOTAL COST FOR 2024 SEASON: \$ 2,075.00

Community Representative Game-Set-Match, Inc.

Print Name _____ Print Name _____

Signature _____ Signature _____

Date _____ Date _____



Mark Rubic <markrubic@roxboroughmetrodistrict.org>

FW: Roxborough Metro District

1 message

Michelle Gardner <mgardner@sdmsi.com>

Tue, May 28, 2024 at 12:37 PM

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

Cc: Peggy Ripko <pripko@sdmsi.com>, Michelle Gardner <mgardner@sdmsi.com>

Hello Gentlemen,

Please see the below email and all attachments and advise as to how you would like to proceed.

Thank you,

Michelle Gardner

Assistant Community Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO. 80228-1898

mgardner@sdmsi.com

Phone: 303-987-0835 Ext. 204

From: Clayton Emmerich GSM <gsmit@gamesetmatchinc.com>

Sent: Wednesday, May 22, 2024 12:08 PM

To: Michelle Gardner <mgardner@sdmsi.com>

Subject: Re: Roxborough Metro District

Michelle,

Attached are the pictures of the screens that are damaged out there. The pictures with the dry court are the original incident in February. It looked like the screens had come loose and were reattached. Flapping in the wind for a while will tatter the screens if left like that. When I was out there all the screens were attached correctly.

The rest of the pictures are what I saw yesterday. It looks like wind damage from a few weeks ago. Sometimes it just happens and it isn't a protected area on that hill.

Some information on how we attach screens. 9 gauge hog rings at the top so they don't fall down and zip ties that are 120lb test, UV and impact resistant. We make sure every grommet has a zip tie or hog ring and same on the back middle tab. We don't skip grommets or do every other one like some places do. Why we use zip ties everywhere other than the top is so they WILL breakaway in high wind and not damage the fence and mitigate damage to the windscreen. Now if they do breakaway they need to be reattached right away or they will tatter.

Right now there are 7 windscreens that need replaced. I can tell you the manufacturer will not warranty them because it looks like wind damage. Because they are so new I can definitely give a discount to replace. Moving forward the windscreen checks will need to be done regularly. For sites with windscreens we offer roll down for the Spring. Roll up for the Winter. Either the south side only or all the way around. I can send you contracts for both.

Please let me know if you have any questions.

Thank you,

Clayton

From: Michelle Gardner <mgardner@sdmsi.com>
Sent: Monday, May 20, 2024 1:37 PM
To: Clayton Emmerich GSM <gsmit@gamesetmatchinc.com>
Cc: Michelle Gardner <mgardner@sdmsi.com>
Subject: RE: Roxborough Metro District

Good day Clayton-

I am following up on the below email. I'd like to get some information so that we can proceed with what needs to be done out here.

Thank you,

Michelle Gardner

Assistant Community Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO. 80228-1898

mgardner@sdmsi.com

Phone: 303-987-0835 Ext. 204

From: Michelle Gardner
Sent: Tuesday, May 14, 2024 1:25 PM
To: gsmit@gamesetmatchinc.com
Subject: RE: Roxborough Metro District
Importance: High

Hello Again,

We received this message regarding the tennis courts out here. Can you shed some light on how to efficiently correct this issue ASAP, please?

Rampart range road are being completely destroyed by the wind they haven't been fastened down properly, they're torn up and they're almost gone. They were not installed properly. Or the material was too light for the wind that area gets, they need to be fixed or replaced.

Thank you,

Michelle Gardner

Assistant Community Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO. 80228-1898

mgardner@sdmsi.com

Phone: 303-987-0835 Ext. 204

From: Michelle Gardner
Sent: Tuesday, May 14, 2024 11:26 AM
To: gsmit@gamesetmatchinc.com
Subject: Roxborough Metro District

Hello,

This email is just a reminder that we are still waiting on proposals for the following:

Tennis Court Cleaning twice a year/season.

Zip ties at tennis court.

Wind screen repairs.

We would also like to know would it be an issue to use silver rings instead of zip ties?

Thank you,

Michelle Gardner

Assistant Community Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO. 80228-1898

mgardner@sdmsi.com

Phone: 303-987-0835 Ext. 204

8 attachments



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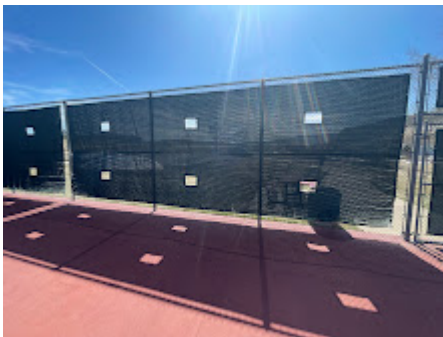
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 **Microsoft Word - Roxborough Park Dist 2024.doc.pdf**
80K

From:
To: [Peggy Ripko](#)
Subject: Request for Rox village metro district
Date: Monday, May 27, 2024 12:06:35 PM

I found your contact on the Rox village metro district. If you are not the correct person to contact, please forward to whoever is the correct person. Thank you!

There are two ash trees adjacent to our property (xxxx Canvasback Circle) on the side of our house that borders Village Circle West. I will post pictures below. They were trimmed a few years ago by the district. One was done well, the other not so much. And it shows big time, as the one not trimmed well appears to be suffering.

I would hate to lose this tree unnecessarily. Can you please send someone out to trim the dead or “sad” branches away. If it is trimmed(properly), it should revive the tree. Otherwise it will need replacing soon. I understand that the tree may need trimming in the fall instead of now. But having the same person come look at it now and then return to trim in the fall would be ideal, so that they know what to trim.

These 2 ash trees are right next to each other. The one that is suffering is the one on the north. It should be obvious to anyone who knows what they are doing. Thank you for addressing this!







From: [Mark Rubic](#)
To: [Michelle Gardner](#)
Cc: [Ephram Glass](#); [Peggy Ripko](#)
Subject: Re: FW: Roxborough PTIC Park Request
Date: Friday, May 31, 2024 7:01:31 AM

The Board will discuss at its June 4th meeting. No further action needed at this time.
Thanks.

On Thu, May 30, 2024 at 2:13 PM Michelle Gardner <mgardner@sdmsi.com> wrote:

Hi All,

How would like to proceed? Will one of you be putting down more grass seed? Do you need me to ask any additional questions of the contractor?

Thank you,

Michelle Gardner

Assistant Community Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO. 80228-1898

mgardner@sdmsi.com

Phone: 303-987-0835 Ext. 204

From: Ephram Glass <ephramglass@roxboroughmetrodistrict.org>
Sent: Thursday, May 30, 2024 12:00 AM
To: Michelle Gardner <mgardner@sdmsi.com>
Cc: Peggy Ripko <pripko@sdmsi.com>; Mark Rubic <MarkRubic@roxboroughmetrodistrict.org>
Subject: Re: FW: Roxborough PTIC Park Request

Thanks Michelle - he was smart to take photos and videos. I think he may be right about the grass seed rotting and/or germinating and then drying out.

On Wed, May 29, 2024 at 4:54 PM Michelle Gardner <mgardner@sdmsi.com> wrote:

Hi Everyone,

Please see below.

Thank you,

Michelle Gardner

Assistant Community Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO. 80228-1898

mgardner@sdmsi.com

Phone: 303-987-0835 Ext. 204

Sent: Wednesday, May 29, 2024 4:42 PM

To: Michelle Gardner <mgardner@sdmsi.com>

Subject: RE: Roxborough PTIC Park Request

Michelle,

Yes, I have attached proof of all the products and work that was done on the field.

Picture proof of the area that was aerated, zoom in and see the left side will see plugs on the surface, right side is the power raking that took place. Proof of products that were used for grass seed, fertilizer and gypsum soil application. Proof of picture in dugout of pre-emergent herbicide. Proof of picture of topdressing material. Proof of time frame of what was done on what day and how long.

Second email will show video proof that there was way too much irrigation being applied and more than likely was the problem with seed struggling to germinate. Irrigation is on the contractor as listed in the ***Site Requirements*** of the original quote notes.

Thanks,

Robert Sedlak

Rocky Mountain Sports Fields LLC

Owner - President

402-310-7565

rockymountainsportsfields.com

[RMSF Twitter](#)



From: Michelle Gardner <mgardner@sdmsi.com>
Sent: Wednesday, May 29, 2024 3:54 PM
To: Robert Sedlak <robert@rockymountainsportsfields.com>
Cc: Michelle Gardner <mgardner@sdmsi.com>
Subject: RE: Roxborough PTIC Park Request

Hello Robert,

I hope all is well. I have some questions for you from the Board and the landscaper.

Did you aerate the field and fertilize?

(They saw no evidence of soil plugs from aeration and the grass doesn't seem to be well fertilized)

They are seeing very little new grass growing.

They see that plenty of sand was used to level the field.

Please let me know when you get a chance.

Thank you,

Michelle Gardner

Assistant Community Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO. 80228-1898

mgardner@sdmsi.com

Phone: 303-987-0835 Ext. 204

From: Robert Sedlak <robert@rockymountainsportsfields.com>
Sent: Sunday, May 19, 2024 11:58 AM
To: Michelle Gardner <mgardner@sdmsi.com>
Subject: Re: Roxborough PTIC Park Request

Fence installed on Sunday 5/19

Get [Outlook for Android](#)

From: Michelle Gardner <mgardner@sdmsi.com>
Sent: Friday, May 17, 2024 1:20:19 PM
To: Robert Sedlak <robert@rockymountainsportsfields.com>
Subject: Re: Roxborough PTIC Park Request

Hello Robert,

We would like to proceed with the t-post fence. Would you happen to have a date for installing the fence?

Thank you,

Michelle Gardner

From: Michelle Gardner
Sent: Thursday, May 16, 2024 8:09:03 AM
To: Robert Sedlak <robert@rockymountainsportsfields.com>
Subject: RE: Roxborough PTIC Park Request

Good morning,

He wasn't in the office yesterday so I asked you for it. I appreciate you sending it. Will you be able to provide a quote for the temporary enclosure?

Thank you,

Michelle Gardner

Assistant Community Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO. 80228-1898

mgardner@sdmsi.com

Phone: 303-987-0835 Ext. 204

From: Robert Sedlak <robert@rockymountainsportsfields.com>

Sent: Wednesday, May 15, 2024 7:21 PM

To: Michelle Gardner <mgardner@sdmsi.com>

Subject: FW: Roxborough PTIC Park Request

Michelle,

This was sent back to Travis on April 1st. Attach map you requested.

Thanks,

Robert Sedlak

Rocky Mountain Sports Fields LLC

Owner - President

402-310-7565

rockymountainsportsfields.com

[RMSF Twitter](#)



From: Robert Sedlak
Sent: Monday, April 1, 2024 5:48 PM
To: Travis Hunsaker <thunsaker@sdmsi.com>
Subject: RE: Roxborough PTIC Park Request

Travis,

Attached is the map and email that I just sent over to Michelle. Should pertain and answer all the questions she might have.

I would also suggest mentioning this project as a “renovation” rather than “construction”. When I think construction I think construction site and large equipment (bulldozers etc) large chain link fence. There will not be that type of equipment or work done at the field. It is more fixing bad areas (renovation) to match up with the rest of the good conditions on site. Just

thought I would pass that along. There will not be equipment staged in the parking lot, only equipment there on working days. The path from the parking lot to the field will be used to get materials down to the work site.

Red is the back arc renovation on the softball field. The entire infield skin is not being renovated. Project is removal of weeds, establish new back arc (grass/dirt edge), releveling all dirt edges to match new edge and fixing large hole in the field by short stop.

Yellow is the turfgrass seeding renovation of the thin areas in existing grass to match with the rest of the existing condition of healthy grass in the entire outfield area. Only about 28,000 sq ft of the area will be renovated out of the total 81,000 sq ft turf grass area. This project date has been scheduled for first working day of Sunday May 5th.

Let me know if this is the information and map that you are requesting.

Thanks,

Robert Sedlak

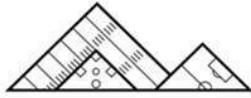
Rocky Mountain Sports Fields LLC

Owner - President

402-310-7565

rockymountainsportsfields.com

[RMSF Twitter](#)



Rocky Mountain Sports Fields

From: Travis Hunsaker <thunsaker@sdmsi.com>
Sent: Monday, April 1, 2024 2:30 PM
To: Robert Sedlak <robert@rockymountainsportsfields.com>
Subject: FW: Roxborough PTIC Park Request

Good afternoon Robert,

Would I be able to get a map of affected areas on the field during the construction phase? We received the email below from a homeowner, and just want to make sure we give them the correct information so they aren't in your way.

Thank you!

Travis Hunsaker

Assistant Community Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO. 80228-1898

thunsaker@sdmsi.com

Phone: 303-987-0835

From: Joanna Waldenmyer <joannaptic@gmail.com>

Sent: Tuesday, March 26, 2024 12:43 PM

To: Michelle Gardner <mgardner@sdmsi.com>

Cc: Peggy Ripko <pripko@sdmsi.com>

Subject: RE: Roxborough PTIC Park Request

Hi Michelle,

We were hoping to have the softball field outfield grass for students to utilize during the picnic to sit on the turf and run around on. Will the turf outfield be impacted during construction? I guess are you able to share plans where the construction fencing will be? We have had the students sit on the hill behind the backstop to eat lunch in the past. With the baseball field under construction that could impact the picnic that we are hoping to host at the community park if there is construction equipment staged in the parking lot, equipment moving around in the park etc.

Full disclosure, I am a landscape architect and work on a lot of parks so I am very familiar with construction activities. I just want to be sure this is even an option to have 110 6th graders at the park if the softball field is actively under construction.

Thank you so much!

Joanna

--

Mark Rubic
Board President
Roxborough Village Metropolitan District



Mark Rubic <markrubic@roxboroughmetrodistrict.org>

RE: FW: Bill_2014117_Roxborough2022-0311-2014117.pdf

1 message

Peggy Ripko <pripko@sdmsi.com>
To: Mark Rubic <MarkRubic@roxboroughmetrodistrict.org>
Cc: Ephram Glass <ephramglass@roxboroughmetrodistrict.org>

Wed, May 22, 2024 at 5:35 PM

Added

Peggy Ripko

District Manager & Community Management Division Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO 80228-1898

pripko@sdmsi.com

Phone: 303-987-0835

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From: Mark Rubic <MarkRubic@roxboroughmetrodistrict.org>
Sent: Wednesday, May 22, 2024 1:48 PM
To: Peggy Ripko <pripko@sdmsi.com>
Cc: Ephram Glass <ephramglass@roxboroughmetrodistrict.org>
Subject: Re: FW: Bill_2014117_Roxborough2022-0311-2014117.pdf

The Board will discuss this response at its next Board-Only meeting.

On Wed, May 22, 2024 at 1:13 PM Peggy Ripko <pripko@sdmsi.com> wrote:

| Hi-

See below from CDI regarding the marking.

Peggy Ripko

District Manager & Community Management Division Manager

Special District Management Services, Inc.

141 Union Boulevard, Suite 150

Lakewood, CO 80228-1898

pripko@sdmsi.com

Phone: 303-987-0835

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

Sent: Wednesday, May 22, 2024 12:00 PM

To: Peggy Ripko <pripko@sdmsi.com>

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

Subject: RE: Bill_2014117_Roxborough2022-0311-2014117.pdf

Hey Peggy,

I have an update, we are willing to put the 9 hours of flag marking towards check time and reducing this invoice, but it will reduce the check time for the year by this amount.

Thank you,

Chelsea Dunda

(She/Her)



Consolidated Divisions, Inc.

5585 Airport Road, Sedalia, CO 80135

720-441-9970

chelsead@cdi-services.com

cdi-services.com

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

From: Chelsea Dunda
Sent: Wednesday, May 22, 2024 09:14
To: Peggy Ripko <pripko@sdmsi.com>
Cc: Dale Draper <DaleD@cdi-services.com>; Tom Riley <TomR@cdi-services.com>; Daniel Levine <Daniell@cdi-services.com>
Subject: RE: Bill_2014117_Roxborough2022-0311-2014117.pdf

Hey Peggy! I am happy to assist. We had all the heads marked in April but had removed after the aeration was completed. You had spoken to Tom and requested that we go back and mark all the heads again for the softball field construction, and he explained that this would be completed at T&M. Instead of charging for an Irrigation tech we moved that time to foreman since it was requested work and we did not want it to go against the 20 hours weekly check time. It took 9 hours to complete the flagging process and we did the bench repair in 2.5 hours. There was no additional cost for the flags used. I hope this helps. 😊

If we need to make an edit on this invoice and breakdown the times and add irrigation tech, we can certainly do that. Just let me know.

Thank you,

Chelsea Dunda

(She/Her)



Consolidated Divisions, Inc.

5585 Airport Road, Sedalia, CO 80135

720-441-9970

chelsead@cdi-services.com

cdi-services.com

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

From: Peggy Ripko <pripko@sdmsi.com>
Sent: Wednesday, May 22, 2024 08:36
To: Dale Draper <DaleD@cdi-services.com>
Cc: Chelsea Dunda <ChelseaD@cdi-services.com>
Subject: Bill_2014117_Roxborough2022-0311-2014117.pdf

Good morning-

Mark is asking about the hours on this invoice- see his comments below. Can you help?

My comment on the bill was they charged 11.5 hours (some of that to do a minor repair on the bench) to mark the sprinkler heads for the softball field renovation. First, that just seems high by itself but is even higher knowing they should have marked all of the sprinkler heads in the softball field in the middle of April as required by the contract in order to do the aeration.

--

Mark Rubic

Board President

Roxborough Village Metropolitan District