

# 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: March 20, 2024

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

*\* 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

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B. Additions/Deletions/Approval of Agenda

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### II. DISCUSSION OF TRAFFIC AND PEDESTRIAN CONCERNS WITH REPRESENTATIVES FROM DOUGLAS COUNTY (30 minutes)

A. Introductions of Douglas County representatives Danny Montoya and Matt Williams.

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B. General concerns and questions from the Board of Directors.

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C. Public Question & Answers

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III. 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. 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.
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IV. 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.

- Review and consider approval of the February 21, 2024 (updated enclosure) regular meeting minutes and March 11, 2024 special meeting minutes (enclosure).
  - Independent Contractor Agreement - Ark Ecological Services, LLC, Weed and Native Plant Management Program (enclosure)
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V. CONTRACTOR/CONSULTANT REPORTS

- A. Landscaping Updates- CDI Landscape, LLC (5 minutes)\*

1) Monthly Report (to be distributed).

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- B. Engineering Updates- Farnsworth (2 minutes)\*
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VI. FINANCIAL MATTERS- (3 minutes)\*

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

Fund	Period Ending February 29, 2024
Total Claims	\$81,864.71

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- B. Review and accept unaudited financial report for the period ending February 29, 2024 (updated enclosure)
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VII. LEGAL MATTERS

- A. Status of Roxborough Marketplace Irrigation System and Water Supply Installation Agreement. (1 minute)\*
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- B. Status of Intergovernmental Agreement for Use of Foothills Recreation Amenities. (1 minute)\*
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- C. CORE request for easement. (1 minute)\*
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- D. Discussion regarding protecting resident information. (5 minutes)\*
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- E. Appropriate ways, if any, to coordinate Board responses to resident concerns outside of public meetings without violating open meeting laws. (5 minutes)\*
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- F. Other
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VIII. AGENDA PRIORTIES

- A. Status of the Airplane Park Playground installation. (2 minutes)\*
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- B. Update on the status of the engineering ADA Accessibility survey for Community Park for playground placement and installation. (to be distributed) (2 minutes)\*  
ADF
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- C. Status of the HOA cost allocation for maintenance services communication draft (enclosures, if any). (2 minutes)\*
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IX. OPERATION AND MAINTENANCE MATTERS

- A. District management updates. *SDMS to provide written updates/enclosures on the following items to be included in the Board packet (2 minutes).*
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1. Review lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.) (enclosure).

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  2. SDMS Monthly Report (enclosure)

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- B. Review and discuss, if needed, any recent general communications to District or CORA Requests.

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- C. Monthly Invoice from Foothills Park & Recreation re: February 2024 Roxborough Village Resident Use (enclosure).

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- D. Status of new District Website.

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- E. Review and consider approval of bathroom cleaning proposals (enclosures).

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- F. Review and consider approval of de-winterization proposal (enclosure).

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- X. General Updates regarding ongoing projects; (5 minutes) \*
- A. Update and Status on the Handyperson RFP published on SDA and disseminated on Roxborough Community Forum Facebook Site.

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  - B. Update and Status of the Chatfield Farms Planter Project (enclosure).

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  - C. Update and Status of the softball field renovation.

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  - D. Community Park Restroom Repairs/cleaning services.

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  - E. Bridge replacements permit update.

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  - F. Xeriscape/Turf Removal project update.

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- G. Board clarification and direction as to how requests for community permit applications for use of District facilities and sign/banner posts are to be approved. (2 minutes)\*
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XI. DIRECTOR MATTERS

- A. Status of receipt of requested additional information of irrigation checks documentation to be supplied by CDI (to be distributed). (2 minutes)\*
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- B. Signage committee update. (2 minutes)\*
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- C. Environmental committee update. (2 minutes)\*
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- D. Discuss and consider tree replacement proposals. (2 minutes)\*
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- E. Discuss and consider asphalt repairs/replacement proposals for pathways and parking lots. (2 minutes)\*
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- F. Other
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XII. 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>
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XIII. ADJOURNMENT

**THE NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, APRIL 17, 2024**

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD FEBRUARY 21, 2024

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 21st day of February, 2024 at 6:00 p.m. at the Roxborough Intermediate School, 7370 Village Circle East, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

#### CALL TO ORDER

Ms. Ripko called the meeting to order the 6:00 p.m.

#### ATTENDANCE

##### Directors In Attendance Were:

Mark Rubic  
Debra Prysby  
Ephram Glass  
Travis Jensen  
Mat Hart

##### Also In Attendance Were:

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

Dino Ross, Esq. and Kelley Duke (for a portion of the meeting); Ireland Stapleton Pryor & Pascoe, P.C.

Alisha Bignell; 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)

#### 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. Ms. Ripko 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

## RECORD OF PROCEEDINGS

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

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### **ADMINISTRATIVE MATTERS**

**Agenda:** Ms. Ripko reviewed with the Board the proposed Agenda.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the agenda, as amended to move executive session after financial matters.

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### **PUBLIC COMMENTS**

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. 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>

~~Laura Wagner Johnson expressed concerns regarding trees blocking the view from her. She stated that she paid a significant lot premium for the view when she purchased the house. She has a walk-out ranch and no longer is there a view of the lake or mountains. She is requesting the trees be removed.~~

There were no comments.

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### **CONSENT AGENDA**

The Board considered the following actions:

- Review and consider approval of the December 20, 2023 (as corrected) and January 17, 2024 regular meeting minutes.
- Review and consider approval of the February 12, 2024 (as corrected) special meeting minutes.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the Consent Agenda, as amended.

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### **CONTRACTOR/CONSULTANT REPORTS**

**Landscaping Updates:** The Board discussed the CDI Landscape, LLC updates.

**Monthly Report:** The Board reviewed the monthly report.

**Proposals for Pre-Emergent Weed Spray:** The Board reviewed the proposals for the pre-emergent weed spray. The Board asked CDI to do the pre-emergent

## RECORD OF PROCEEDINGS

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that is included in the contract first, and then they will consider a second one if needed.

**Engineering Updates:** Director Glass provided an engineering update to the Board.

### **FINANCIAL MATTERS**

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

Fund	Period Ending January 31, 2024
Total Claims	\$14,960.72

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass and upon vote, unanimously carried, the Board ratified approval of the claims, as presented.

**Unaudited Financial Report:** The Board reviewed the unaudited financial report for the period ending January 31, 2024.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart, and upon vote unanimously carried, the Board accepted the unaudited financial report for the period ending January 31, 2024, as amended.

### **EXECUTIVE SESSION:**

Pursuant to C.R.S. 24-6-402(4)(a) and (e), upon motion duly made by Director Prysby, seconded by Director Glass, and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at \_\_\_\_\_ p.m., for the sole purpose of discussion concerning the broker opinion of value for Tracts G, H1, and I1. Furthermore, pursuant to Section 24-6-402(2)(d.5) (II)(B), C.R.S., no record will be kept of those portions of the executive session that, in the opinion of the Board's attorney, constitute privileged attorney-client communication pursuant to Section 24-6-402(4)(b), C.R.S.

The Board reconvened in regular session at \_\_\_\_\_ p.m.

### **LEGAL MATTERS**

**Roxborough Marketplace Irrigation System and Water Supply Installation Agreement:** The Board reviewed the Roxborough Marketplace Irrigation System and Water Supply Installation Agreement.



## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Glass, seconded by Director Hart and upon vote, unanimously carried, the Board approved the Roxborough Marketplace Irrigation System and Water Supply Installation Agreement.

**Intergovernmental Agreement for Use of Foothills Recreation Amenities:** The Board reviewed the Intergovernmental Agreement for Use of Foothills Recreation Amenities.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass and upon vote, unanimously carried, the Board approved the Intergovernmental Agreement for Use of Foothills Recreation Amenities.

**CORE Request for Easement:** The Board discussed the CORE request for easement.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen and upon vote, unanimously carried, the Board authorized the President to sign a waiver for conflicts.

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### **AGENDA PRIORITIES**

**Status of Airplane Park Playground Replacement:** The Board discussed the status of the airplane park playground replacement. It was noted that the agreement has been finalized and the deposit is in process.

**Status on Engineering ADA Accessibility Survey for Community Park:** The Board discussed the status of the Engineering ADA Accessibility survey for Community Park. It was noted that they have flown the site and are post processing the data for the overall base map. They still need to get boots on the ground for the other portions of the trails/paths and are going to work on that this week. They will provide another update near the end of the week.

**2023 Audit Proposal:** The Board reviewed the 2023 Audit Proposal.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Glass and upon vote, unanimously carried, the Board approved the 2023 Audit Proposal.

**Revised HOA Cost Allocation:** The Board discussed the revised HOA cost allocation for maintenance services, and communication. No action was taken at this time.

**Bailey Tree Replacement Proposal:** The Board discussed the Bailey Tree

## RECORD OF PROCEEDINGS

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Replacement proposal.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen and upon vote, unanimously carried, the Board accepted the settlement for the tree replacements.

### **OPERATION AND MAINTENANCE MATTERS**

**District Management Updates:** The Board discussed the District Management updates.

- Lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.).
- SDMS Monthly Report.
- Update on District's New Website. It was noted that the changes requested by the Board are in process. SDMS has requested the .gov extension for the District; the review can take up to several weeks.

### **General Updates regarding ongoing projects:**

- Chatfield Farms planter project. It was noted that the work is complete except for the final selection of the top cap.
- Softball Renovation. The Agreement is finalized and the work is scheduled to start late March or April. SDMS has been communicating with those interested in reserving the field regarding the timing.
- Community Park restroom repairs. It was noted that the work is complete except for one skylight

### **DIRECTOR MATTERS**

**Irrigation Checks by CDI:** The Board tabled discussion on this matter.

**Homeowner's Comments, Concerns and Requests Regarding Crystal Lake View:** The Board discussed the Homeowner's comments, concerns, and request dealing with trees blocking their view of Crystal Lake in Arrowhead Shores HOA. It was noted that a response was provided to the homeowners on January 19, 2024 after consultation with legal counsel and the Operations Committee. No response has been received.

**District Signage/Committee Update:** The Board discussed the District signage/committee update. It was noted that it is in process and they are drafting a priority list.

**Environmental Committee Update:** The Board discussed the Environmental Committee update. It was noted that a window on the greenhouse was broken twice; they will be bolting shut for safety reasons.

## RECORD OF PROCEEDINGS

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**Capital Contributions for Chatfield Farms:** The Board tabled discussion on this matter.

**Use of Safety Grant Funds:** The Board discussed the use of the Safety Grant Funds. No action was taken at this time.

**Ark Proposal:** The Board reviewed the Ark Proposal for Roxborough and Chatfield Farms for 2024.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and upon vote unanimously carried, the Board approved the Ark Proposal for Roxborough and Chatfield Farms for 2024 proposal.

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**PUBLIC  
COMMENTS/HOM  
EOWNER  
REQUESTS**

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**ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made and seconded, and upon vote, unanimously carried, the regular meeting was adjourned.

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

## RECORD OF PROCEEDINGS

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Pursuant to section 24-6-402(2)(d.5)(II)(B) of the Colorado Revised Statutes, I attest that, in my capacity as the attorney representing Roxborough Village Metropolitan District, I attended the executive session meeting convened at \_\_\_\_ p.m. on February 21, 2024 for the sole purpose of receiving from the Board's attorney, legal advice on specific legal questions concerning the broker opinion of value for Tracts G, H1, and I1 as authorized by Section 24-6-402(4)(b), C.R.S. I further attest it is my opinion that all the executive session discussion constituted a privileged attorney-client communication as provided by section 24-6-402(4)(b) and, based on that opinion, no further record was kept or required to be kept pursuant to section 24-6-402(2)(d.5)(II)(B).

Signed: \_\_\_\_\_  
Dino Ross, Esq.

## RECORD OF PROCEEDINGS

### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD March 11, 2024

A Special Meeting of the Board of Directors (referred to hereafter as the "Board") of Roxborough Village Metropolitan District (the "District") was convened on Monday, the 11<sup>th</sup> day of March, 2024 at 6:00 p.m. at the Roxborough Library, 8375 N. Rampart Range Rd, Littleton, CO 80125. The meeting was open to the public.

#### ATTENDANCE

#### Directors In Attendance Were:

Debra Prysby  
Ephram Glass  
Mark Rubic  
Mathew Hart  
Travis Jensen

#### Also In Attendance Were:

None.

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

#### I. ADMINISTRATIVE MATTERS

##### A. 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. Dir. Rubic 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.

##### B. Additions/Deletions/Approval of Agenda

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

## **II. PUBLIC COMMENTS/HOMEOWNER REQUESTS**

No homeowners were present.

## **III. BOARD DISCUSSION MATTERS**

### **A. Airplane Park playground update**

Dir. Rubic and Dir. Glass noted that there were non-substantive changes to the Airplane Park playground agreement and it was signed.

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

Dir. Rubic and Dir. Glass noted that there were no new developments yet.

### **C. Discussion regarding protecting resident information**

Dir. Glass noted there was a concern that resident personal information was being disseminated unnecessarily and suggested instituting a policy to prevent that from occurring. After some discussion concerning possible issues with CORA, the Board agreed to ask Dino what could be done to prevent publicizing resident personal information.

### **D. Drip irrigation map update**

Dir. Glass discussed the drip irrigation map provided by CDI and noted several inaccuracies. He recommended reviewing the areas in question with CDI in the spring after the irrigation was turned on. The Board agreed with Dir. Glass' recommendation.

### **E. Review and discuss irrigation checks documentation supplied by CDI (enclosure).**

This topic was deferred due to a lack of updated information from CDI.

### **F. Review Ark updated proposal**

The Board discussed the Ark Ecological proposal and had no issues. The Board agreed to

put it up for approval in the consent agenda for the March 20th meeting.

**G. Review New Website**

Dir. Glass reviewed remaining issues with the new website. After some discussion, the Board directed Dir. Glass to request SMDS make the recommended changes.

**H. GIS update**

Dir. Glass noted the GIS equipment was ordered.

**I. CORE Electric update**

Dir. Glass discussed some changes in the agreement with CORE Electric but said he did not want to submit the agreement for signature until he had discussed the project with the CORE engineer. The Board agreed with Dir. Glass' plan of action.

**J. Update and Status of Chatfield Farms planter project.**

Dir. Glass noted that the cap stone had been selected and PST was now in the process of ordering the material and scheduling the work.

**K. Update and Status of Community Park restroom repairs.**

Dir. Rubic noted the skylights were installed. Dir. Glass noted that SDMS was in the process of finding a cleaning company.

**L. Update and Status of softball field renovation.**

Dir. Rubic shared information provided by Rocky Mountain Sports Fields on when work would commence. Work is scheduled to begin May 5th. After some discussion, the Board agreed that the timeline made sense. The Board discussed how the vehicles would deliver the material to the field and determined that the issue needed to be discussed with the vendor to keep vehicles on paths and prevent damage to underground lines.

**M. Update and Status of Handyperson RFP.**

Dir. Rubic noted there was no new update.

#### **N. Bridge permit update**

Dir. Glass noted he provided a draft letter to SDMS to ask the various governing entities if permitting was required for replacing the creek crossings in the district. Dir. Glass directed SDMS to ask the U.S. Fish & Wildlife Service and Farnsworth to ask Douglas County and other entities.

#### **O. Sterling Ranch update**

Dir. Rubic shared that he attended the Douglas County Planning meeting where Sterling Ranch's Prospect Park was discussed. Dir. Rubic stated at the meeting that if Sterling Ranch charged exorbitant rates, the metro district would oppose the park. The Sterling Ranch representative provided tentative dollar figures for Douglas County residents use of the recreation facility of \$10 per person for a day pass and \$100 per family for an annual pass. The Board discussed the dollar figures and thought those were reasonable but were concerned they would change.

#### **P. Discuss ordering tree replacements**

Dir. Glass noted that the District had allocated money in the budget for new trees and it would be a good time to initiate that effort. The Board agreed and directed the Environmental Committee to initiate efforts to get bids and generate a proposed scope.

#### **Q. Signage Committee Update.**

Dir. Hart noted there were no new developments.

#### **R. Environmental Committee Update.**

There were no new updates. Dir. Glass scheduled a meeting with Dir. Prysby for March 15th.

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

The Board discussed how to handle permit requests and agreed to have all permit requests discussed and approved at board meetings except for short notice requests that would only



go through the Operations Committee. The Board discussed issues surrounding the Easter Egg Hunt permit. There were concerns that vehicles could damage the underground water lines when delivering bouncy houses and the stakes holding the bouncy houses could penetrate the water lines. After some discussion, the Board recommended having the bouncy houses be placed to the south of the ballfield in the currently unirrigated area. There is still irrigation in that area, but the delivery trucks would not need to drive off the paths. The Board directed Dir. Rubic to convey the Board's concerns to the Easter Egg Hunt organizer.

#### **IV. OTHER MATTERS**

Dir. Hart discussed an issue relating to responding to resident inquiries directed at all board members. The Board discussed problems with coordinating responses without violating open meeting laws. The Board decided to ask Dino how to handle these responses.

Dir. Glass discussed issues with the tennis court windscreens being torn in the wind. The Board directed Dir. Glass to look into any warranty on the windscreens.

Dir. Glass shared that a resident was concerned about the large cracks in the path between Red and Blue Mesa. He suggested the district get quotes to repair the asphalt throughout the district with alternate quotes for full replacements. Dir. Jensen suggested breaking up the quotes to each area because the parking lots in Community Park may be impacted by recommended changes to make the park ADA compliant. The Board directed Dir. Glass to get some quotes.

The Board discussed being behind on a number of tasks and directed Dir. Glass and Dir. Prysby to speak with SDMS on how to address the issue.

#### **V. PUBLIC COMMENTS/HOMEOWNER REQUESTS**

No homeowners were present.

#### **VI. ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made by Director Prysby, seconded by Director Jensen, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:58 p.m.

## INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement ("**Agreement**"), effective the 1<sup>st</sup> day of March, 2024 ("**Effective Date**"), is entered into by and between Roxborough Village Metropolitan District, a political subdivision of the State of Colorado ("**District**"), and Ark Ecological Services, LLC, a Colorado Limited Liability Company ("**Contractor**"). The District and Contractor are referred to collectively as the "**Parties**" and individually as a "**Party**."

1. **Work To Be Performed.** Contractor agrees to furnish all labor, tools, equipment, supervision, supplies, and other items necessary to perform the work described in the *Open Space Management Proposal (Weed and Native Plant Management Program)* dated January 26, 2024 ("**Proposal**") attached as **Attachment A** ("**Work**"). All Work shall be performed in a professional manner by experienced personnel outfitted with the appropriate tools and equipment to complete the job safely and properly.

2. **Compensation and Payment.** In exchange for Contractor's satisfactory performance of the items set forth in the Weeds and Native Plant Management schedule on page 3 of the Proposal, the District agrees to pay, and Contractor agrees to accept as full compensation for performing those portions of the Work, an amount not to exceed Thirty-Five Thousand Seven Hundred and Fifty Dollars (\$38,750.00). In addition, Contractor agrees to accept as full compensation for performing the work described in the "Additional Areas" set forth on page 4 of the proposal, excluding the Arrowhead Shores - Pulte\* and 16B HOA projects, an amount not to exceed Ten Thousand Five Hundred Dollars (\$10,500.00). If requested by the District, Contractor will perform one or more of the following services:

a. The work described for "Arrowhead Shores - Pulte\*" in the Additional Areas on page 4 of the Proposal, not to exceed Two Thousand Seven Hundred Fifty Dollars (\$2,750);

b. The work described for the "16B HOA" in the Additional Areas on page 4 of the Proposal, not to exceed Two Thousand Dollars (\$2,000);

c. The "Recommended Restoration Projects" described on page 5 of the Proposal, not to exceed Three Thousand Dollars (\$3,000); and/or

d. The "Clean-up Services" described on page 6 of the Proposal on a time and materials basis, plus disposal fees.

Contractor will invoice the District periodically as phases of the Work are completed. Each invoice shall include the specific area(s) serviced, the date(s) serviced, and specific application(s) applied for each area. If requested by the District, Contractor shall separately track and invoice for services performed on property that is not owned by the District. The District shall pay all undisputed amounts invoiced within thirty (30) calendar days from the date the District receives an invoice. Any undisputed amount that the District does not pay by the date due shall accrue interest at 8% per annum compounded annually until paid in full.

3. **Term And Termination.** The term of this Agreement commences on the Effective

Date and terminates upon Contractor's satisfactory completion of the Work or December 31, 2024, whichever occurs first ("***Term***"). The District may terminate this Agreement at any time upon ten (10) business days prior written notice of termination; notwithstanding the foregoing, the District may immediately terminate this Agreement and without prior notice or recourse to any judicial authority if Contractor:

- a. Breaches the terms of this Agreement;
- b. Becomes insolvent, is subject to a petition in bankruptcy filed by or against Contractor, or is placed under control of receiver, liquidator, or committee of creditors;
- c. Assigns or attempts to assign this Agreement without the District's prior written consent; or,
- d. Ceases to function as a going concern or abandons the Work.

If this Agreement is terminated, the District will pay Contractor for actual Work satisfactorily performed through the date of termination, as determined by the District in its sole discretion.

4. **Applicable Laws.** Contractor, and its agents and employees, shall at all times comply with all applicable federal, state, county, and municipal laws, ordinances, statutes, rules, and regulations (collectively "***Applicable Laws***"). Contractor shall procure and pay for all permits, licenses, and inspections required by any governmental authority for any part of the Work under this Agreement, and shall furnish any bonds, security, or deposits required by such governmental authority to permit performance of the Work.

5. **Insurance.** Contractor shall acquire and maintain in full force and effect during the Term of this Agreement the insurance coverage set forth below. All insurance shall be placed with insurance carriers licensed in Colorado with an A.M. Best and Company rating of no less than A- and/or Standard and Poor's Insurance Solvency Review rating of no less than A- or as otherwise accepted by the District. Each such policy shall include a provision that the insurer shall provide the District thirty (30) days written notice prior to cancellation or material modification of any policy of insurance obtained to comply with this Paragraph 5. Except for workers' compensation insurance, each policy shall include the District as an additional insured and shall state that it is primary and non-contributory from the District's insurance.

- a. Workers' Compensation Insurance in accordance with Applicable Laws;
- b. Commercial general liability insurance in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate; and,
- c. Commercial automobile liability insurance in the amount of \$1,000,000.00 per occurrence.

Prior to commencing any Work hereunder, Contractor shall provide the District with

certificates of insurance or endorsements, as applicable, evidencing that (i) all of the insurance required by this Agreement is in full force and effect; and, (ii) will remain in effect for the duration of the Term.

6. **Indemnification.** Contractor shall indemnify and defend the District, and its directors, officers, and agents, from and against all claims, damages, losses, and expenses, including reasonable attorneys' fees, costs, and expenses arising out of, relating to, or resulting from performance of this Agreement and the Work that is caused in whole or in part by the negligent or intentional acts or omissions of Contractor, Contractor's subcontractors, and anyone else that is directly or indirectly performing any part of the Work on behalf of Contractor. The District shall be entitled to hire its own attorney notwithstanding Contractor's obligation to pay the reasonable attorney's fees, costs, and expenses incurred by the attorney.

7. **Safety.** Contractor, its employees, subcontractors, and agents shall follow all applicable safety and health laws in performing the Work, including the rules and regulations promulgated by the Federal Occupational Safety and Health Administration.

8. **Change Orders.** The Parties may mutually agree to changes in the scope and/or nature of the Work through a written document signed by the Parties ("***Change Order(s)***"). All Change Orders shall a) describe in detail the change in the scope and/or the nature of the Work; b) when the Work will be performed; and, c) any reduction or increase in Contractor's compensation.

9. **Governmental Immunity.** This Agreement is not intended, and shall not be construed, as a waiver of the limitations on damages or any of the privileges, immunities, or defenses provided to, or enjoyed by, the District and its current or past directors, officers, and agents under federal or state law, including but not limited to, the Colorado Governmental Immunity Act, C.R.S. §24-10-101, *et seq.*

10. **Conflicts.** Contractor expressly agrees that if there is a direct or indirect conflict or inconsistency between any term and condition in the attached Proposal and the terms and conditions in this Agreement, the terms and conditions in this Agreement shall control.

11. **Independent Contractor.** CONTRACTOR UNDERSTANDS AND AGREES: A) CONTRACTOR AND ITS EMPLOYEES ARE NOT ENTITLED TO WORKERS COMPENSATION OR UNEMPLOYMENT COMPENSATION INSURANCE BENEFITS UNLESS WORKERS COMPENSATION OR UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY CONTRACTOR OR SOME ENTITY OTHER THAN THE DISTRICT; AND B) CONTRACTOR IS OBLIGATED TO PAY FEDERAL, STATE, AND LOCAL INCOME TAX ON ANY MONEYS PAID PURSUANT TO THIS AGREEMENT. THE DISTRICT WILL NOT MAKE FEDERAL, STATE, AND LOCAL WITHHOLDINGS AND WILL NOT PROVIDE WORKERS COMPENSATION OR UNEMPLOYMENT COMPENSATION INSURANCE.

Under penalties of perjury, Contractor certifies that [REDACTED] is Contractor's correct Federal Taxpayer Identification Number. By signing this Agreement, Contractor certifies that it assumes full responsibility for the payment of all contributions, payroll taxes, income taxes,

withholdings and backup withholdings, or assessments under Applicable Laws.

12. **Notice.** Any notice required or permitted under this Agreement shall be in writing and given by hand delivery or sent by certified or registered mail, return receipt requested, to the address set forth on the signature page, or at another address previously furnished in writing to the other Party pursuant to this paragraph 12. A notice sent by certified or registered mail is deemed given when received, or 3 business days after the date deposited in the mail, whichever is earlier.

13. **Operation of Motorized Vehicles or Equipment.** The operation of vehicles and equipment on or through parks and open space owned or maintained by the District is restricted to vehicles or equipment that is required for Contractor to perform the Work. All vehicles shall use paved surfaces as much as practicable. A small ATV is authorized for use on unpaved surfaces provided it is necessary to access a specific area to provide any application. Except for emergencies, vehicles and equipment, including the small ATV, shall not be on unpaved surfaces when the ground is soggy, wet, or muddy. If Contractor needs to drive off paved surfaces with any vehicles other than a small ATV, Contractor must receive special permission in writing from the District. Contractor's vehicles and motorized equipment shall at all times yield to pedestrians and cyclists in parks and open space. Contractor shall be responsible for the cost of any repair or remediation incurred by the District due to damage caused by any vehicle used on unpaved areas.

14. **Notice of Service Applications.** To the extent reasonably practicable, Contractor shall provide the District a minimum of two (2) business days advance notice of any service application, by notifying the District's Business Manager.

15. **Additional Terms.** This Agreement is the entire agreement between the Parties; there are no oral or collateral agreements or understandings. This Agreement may only be amended by a document signed by the Parties. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Colorado law governs this Agreement. Jurisdiction and venue lie exclusively in the District Court for Douglas County. In any civil action or proceeding arising from or relating to this Agreement or the Work, the prevailing Party shall be awarded its reasonable attorneys' fees, costs, and expenses, including the reasonable attorneys' fees, costs, and expenses incurred in any appellate action and in collecting or executing upon any judgment, order, or award. This Agreement may be executed in counterparts and by facsimile or electronic pdf, each of which shall be deemed an original and both of which shall constitute one valid and binding instrument.

***[Signature Page Immediately Follows]***

**Roxborough Village Metropolitan District**, a political subdivision of the State of Colorado

**Ark Ecological Services, LLC**, a Colorado Limited Liability Company

By: \_\_\_\_\_  
Mark Rubic, Board President    Date

By: \_\_\_\_\_  
Raymond H. Sperger    Title    Date

Attest:

Address: 6560 Dover Street  
Arvada, CO 80004

By: \_\_\_\_\_  
Travis Jensen, Board Secretary    Date

Address: Roxborough Village Metropolitan District  
c/o Special District Management Services, Inc.  
141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898

**Attachment A**

**Open Space Management Proposal for 2024**

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

**Prepared  
by**

**Raymond H. Sperger**

**Ark Ecological Services, LLC**

*Conserving and restoring native species and landscapes for future generations*

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

February 29, 2024

Revised including Re-seeding and North Expansion Revisions  
and added various additional areas to Proposal

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

## **Introduction**

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

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

## **Weed and Native Plant Management Program**

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

**Statement of Need:** Currently, there are several species of noxious weed growing in the Roxborough Village Open Space and some areas in the Chatfield Farms Open Space, previously-unmanaged areas that are degraded by more dense infestations of Canada Thistle, Diffuse Knapweed, Scotch Thistle, Poison Hemlock, Mullein and other invasive exotic species. Other parts of the Open Space in the southern upland areas that have been previously managed have few or no weeds and need to be protected from future weed invasions. Lowland areas with willows and cottonwood



riparian woodlands have not been managed for noxious weeds as well as the upland areas, and need to be more intensively managed for noxious weeds. Without actively managing these weeds using integrated weed management practices, (chemical treatment, mechanical treatments like mowing, cutting, pulling, and biological controls), weeds will continue to multiply in the areas where infestations exist, will spread into new areas, and will reduce native plant and animal populations. **Prevention, early detection, containment, suppression, and control of noxious weeds are the most efficient and cost effective methods of any weed management strategy.**

**Weed and Native Plant Management Program Options and Costs for 2024**

<i>Weed and Native Plant Management Program</i>		
<b>Southern Open Space Areas*</b> (57.15 land acres)	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See image below. <b>Now includes Wetland Tract &amp; Marmot Ridge Park</b>	\$19,500 NTE
<b>Chatfield Farms Open Space Areas*</b> (38.3 land acres)	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See images below. <b>Now includes selected cattail management in lower stream and outlet to detention pond.</b>	\$8,950 NTE
<b>Southern Hogback Open Space Area*</b> (63.7 land acres)	2 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See image below.	\$7,500 NTE
<b>Roxborough Village 7 Acre Reservoir (Crystal Lake)</b>	3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. (Added to scope in 2014)	\$2,000 NTE
<b>Roadside Berm on N. Rampart Range Road</b>	2 spot herbicide applications using the best available management practices for the selected weeds being sprayed. (Added to scope in 2015)	\$800 NTE
<b>Total</b>		\$38,750

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

**Additional Areas - Management Started in 2022 and 2024.**

<i>Weed and Native Plant Management Program</i>		
<b>Rampart Range Power Lines*</b> (10.73 land acres) 2022	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. See image below. <b>Higher cost this year are due to the amount of weeds found in the area last year (2nd year managed) and 3-5 acres of disturbance.</b>	\$5,500 NTE
<b>Arrowhead Shores - Pulte*</b> (2.11 acres + 2.4 acres added 2024) 2022	3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. Careful spraying required because of last years seeding. See image below. Other areas along eastern and northern property boundaries.	\$2,750 NTE
<b>Roxborough Expansion North</b> (10.3 acres) 2024	2 broadcast or 3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. Extremely careful applications need to be made adjacent to canal banks.	\$5,000 NTE
<b>16B HOA</b>	3 spot herbicide applications using the best available management practices for the selected weeds being sprayed. (Added to scope in 2024)	\$2,000 NTE
<b>Total</b>		\$15,250

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

Rampart Range Rd. Power Lines ( 10.73 land acres)

Arrowhead Shores (2.03 acres)

Roxborough Expansion North (acreage unknown)

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

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

**No weed control in 2024 has the following negative ramifications:**

1. Populations of weeds will increase.
2. The number of seeds in the soil seed bank will continue to grow making future weed control and restoration more expensive.

3. Desirable native vegetation will decline and wildlife will decrease.
4. The aesthetic beauty of the area is marred and the desirability to recreate in weed-infested areas is reduced.
5. Weeds may spread off-site to other parks and private property.
6. Possible violations of county weed ordinances and state weed laws may be enforced.

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

### **Ecological Restoration Projects**

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

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

<i>Recommended Actions:</i>	<u>Cost</u>
<b><u>Restoration Projects</u></b>	
Manage and, if needed, reseed areas that were seeded in the fall of 2023 in the Arrowhead Shores area, and other reseeded areas along Rampart Range Road, and on the east side of the community. Reseed other areas as needed that can be done with this years budget.	\$3000

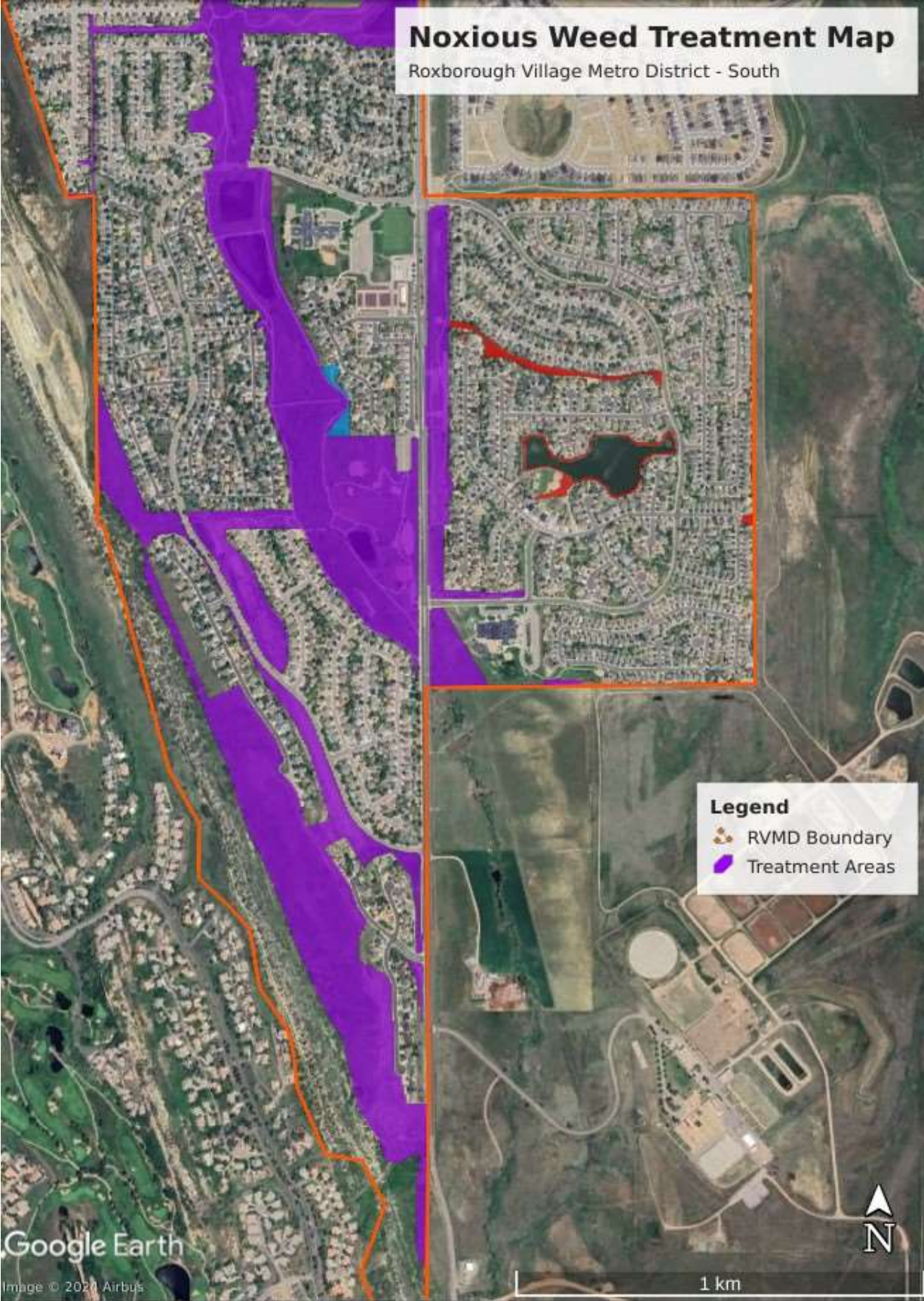
### **Debris Clean-up Projects and Encroachment Notification**

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

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

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



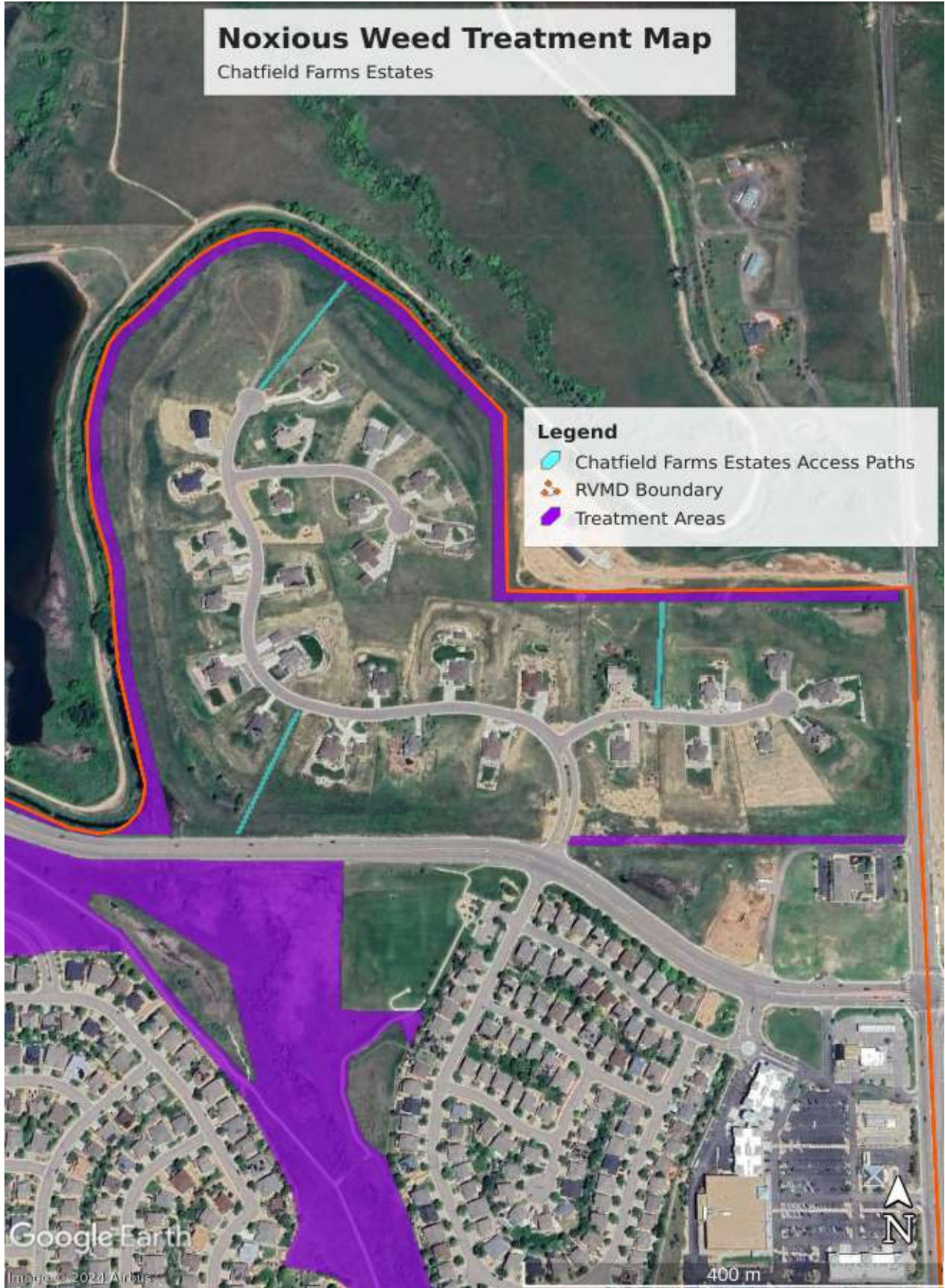






# Noxious Weed Treatment Map

Chatfield Farms Estates





**Roxborough Village Metro District**  
**A/P Aging Summary**  
 As of February 29, 2024

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Bill.com LLC	564.33	0.00	0.00	0.00	564.33
Consolidated Divisions Inc	1,079.13	11,219.00	25,700.31	17,133.54	55,131.98
CORE Electric Cooperative	857.69	0.00	0.00	0.00	857.69
Diversified Underground	0.00	0.00	240.00	7,240.00	7,480.00
Foothills Park & Recreation District	1,306.04	0.00	0.00	0.00	1,306.04
Gemsbok Consulting Inc.	1,645.00	0.00	0.00	0.00	1,645.00
McBride Lighting, Inc.	0.00	0.00	0.00	1,413.91	1,413.91
Mission Communication LLC	371.40	0.00	0.00	730.80	1,102.20
Roxborough Metro District	0.00	0.00	0.00	0.00	0.00
SavATree, LLC	0.00	0.00	3,389.00	0.00	3,389.00
Special District Management Services, Inc	8,925.54	0.00	0.00	0.00	8,925.54
Utility Notification Center of Colorado	49.02	0.00	0.00	0.00	49.02
<b>TOTAL</b>	<b><u>14,798.15</u></b>	<b><u>11,219.00</u></b>	<b><u>29,329.31</u></b>	<b><u>26,518.25</u></b>	<b><u>81,864.71</u></b>

**Roxborough Village Metro District**  
**A/P Aging Detail**  
As of February 29, 2024

Date	Num	Name	Due Date	Split	Memo	Aging	Open Balance
<b>Current</b>							
02/29/2024	SALES000...	Foothills Park & Recre...	02/29/2024	-SPLIT-	February 2024 Reside...		1,306.04
02/29/2024	224021158	Utility Notification Cen...	02/29/2024	-SPLIT-	RTL Transmissions		49.02
02/29/2024	133803	Special District Manag...	02/29/2024	-SPLIT-	February 2024 District...		8,925.54
02/15/2024	2013116	Consolidated Division...	03/01/2024	-SPLIT-	Snow Cycle 02/12/24-...		444.00
02/21/2024	1084922	Mission Communicati...	03/02/2024	-SPLIT-	Annual Service		371.40
02/21/2024		CORE Electric Cooper...	03/02/2024	-SPLIT-			857.69
02/17/2024	2013099	Consolidated Division...	03/03/2024	-SPLIT-	T&M Feb 11-17		315.13
02/24/2024	2013195	Consolidated Division...	03/10/2024	80010 · Park Infrastructur...	T&M Feb 18-24		320.00
02/29/2024	24036423676	Bill.com LLC	03/10/2024	-SPLIT-	Billing Period 02/05/2...		564.33
02/29/2024	5920	Gemsbok Consulting I...	04/14/2024	-SPLIT-	February 2024		1,645.00
Total Current							14,798.15
<b>1 - 45</b>							
02/04/2024	2012949	Consolidated Division...	02/19/2024	-SPLIT-	Snow Cycle 02/03/24 ...	10	11,219.00
Total 1 - 45							11,219.00
<b>46 - 90</b>							
11/30/2023	12919320	SavATree, LLC	12/10/2023	-SPLIT-		81	3,389.00
11/30/2023	2011637	Consolidated Division...	12/15/2023	-SPLIT-	November Landscape...	76	17,133.54
12/01/2023	2011975	Consolidated Division...	12/16/2023	-SPLIT-	December Landscape...	75	8,566.77
11/30/2023	28840	Diversified Underground	12/30/2023	-SPLIT-	November Utility Loca...	61	240.00
Total 46 - 90							29,329.31
<b>&gt; 90</b>							
08/18/2022	1068174	Mission Communicati...	08/28/2022	64030 · Irrigation Expense		550	359.40
10/31/2022	26607	Diversified Underground	11/30/2022	51050 · Utilities Expense	10/1-10/31/2022	456	3,735.00
11/30/2022	26763	Diversified Underground	12/30/2022	62020 · Utility Locate		426	1,060.00
12/31/2022	AJE22#3Audi	Roxborough Metro Dis...		14010 · Prepaid Expense	To reclassify balance ...		-37,962.00
01/01/2023	AJE22#3Au...	Roxborough Metro Dis...		14010 · Prepaid Expense	To reclassify balance ...		37,962.00
03/01/2023	27403	Diversified Underground	03/31/2023	-SPLIT-	March 2023 Utility Loc...	335	1,945.00
05/26/2023	1076676	Mission Communicati...	06/05/2023	-SPLIT-	Annual Service	269	371.40
07/31/2023	28120	Diversified Underground	08/30/2023	-SPLIT-	July Utility Locates	183	500.00
10/10/2023	20766	McBride Lighting, Inc.	10/20/2023	-SPLIT-		132	150.00
11/01/2023	20850	McBride Lighting, Inc.	11/11/2023	-SPLIT-		110	1,263.91
10/31/2023	2011534	Consolidated Division...	11/15/2023	-SPLIT-	October Landscape M...	106	17,133.54
Total > 90							26,518.25
<b>TOTAL</b>							<b>81,864.71</b>

Roxborough Village Metro District  
Claims by Vendor Detail

February 2024

Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Bill.com LLC</b>						
Bill	02/06/2024	24026099846	Billing Period 01/05/2024 - 02/04/2024	52040 · Software & Online Subscr...	453.56	453.56
Bill	02/06/2024	24026099846	Billing Period 01/05/2024 - 02/04/2024	52040 · Software & Online Subscr...	80.04	533.60
Bill	02/06/2024	24026099846	Billing Period 01/05/2024 - 02/04/2024	52040 · Software & Online Subscr...	22.23	555.83
Total Bill.com LLC						555.83
<b>Chavez Services LLC</b>						
Bill	02/06/2024	CW-2024-100		80010 · Park Infrastructure/Improv...	5,639.18	5,639.18
Total Chavez Services LLC						5,639.18
<b>Colorado Special Districts Property and L</b>						
Bill	02/14/2024	24WC-60100-0496		52510 · Woker's Compensation E...	367.20	367.20
Bill	02/14/2024	24WC-60100-0496		52510 · Woker's Compensation E...	64.80	432.00
Bill	02/14/2024	24WC-60100-0496		52510 · Woker's Compensation E...	18.00	450.00
Total Colorado Special Districts Property and L						450.00
<b>Consolidated Divisions Inc</b>						
Bill	02/06/2024	2012242	Storm Cycle 12/12/23-12/14/23	68070 · Snow Removal Expense	622.20	622.20
Bill	02/06/2024	2012242	Storm Cycle 12/12/23-12/14/23	68070 · Snow Removal Expense	109.80	732.00
Bill	02/06/2024	2012443	T&M Jan 1 - Jan 6	64010 · Landscape Repairs and ...	136.00	868.00
Bill	02/06/2024	2012443	T&M Jan 1 - Jan 6	64010 · Landscape Repairs and ...	24.00	892.00
Bill	02/06/2024	2012558	Snow Cycle 01/08/24 - 01/10/24	68070 · Snow Removal Expense	4,569.60	5,461.60
Bill	02/06/2024	2012558	Snow Cycle 01/08/24 - 01/10/24	68070 · Snow Removal Expense	806.40	6,268.00
Bill	02/06/2024	2012642	Snow Cycle 01/15/24 - 01/16/24	68070 · Snow Removal Expense	6,999.54	13,267.54
Bill	02/06/2024	2012642	Snow Cycle 01/15/24 - 01/16/24	68070 · Snow Removal Expense	1,235.21	14,502.75
Bill	02/22/2024	2012682	Jnauary 2024	64040 · Landscape Contract	8,204.91	22,707.66
Bill	02/22/2024	2012682	Jnauary 2024	64040 · Landscape Contract	1,447.93	24,155.59
Bill	02/22/2024	2012776	Snow Cycle 01/26/24	68070 · Snow Removal Expense	2,324.75	26,480.34
Bill	02/22/2024	2012776	Snow Cycle 01/26/24	68070 · Snow Removal Expense	410.25	26,890.59
Bill	02/29/2024	2012738	Snow Cycle 01/15/24 - 01/16/24	64040 · Landscape Contract	8,204.91	35,095.50
Bill	02/29/2024	2012738	Snow Cycle 01/15/24 - 01/16/24	64040 · Landscape Contract	1,447.93	36,543.43
Bill	02/29/2024	2013011	Snow Cycle 02/05/24 - 02/08/24	68070 · Snow Removal Expense	1,542.24	38,085.67
Bill	02/29/2024	2013011	Snow Cycle 02/05/24 - 02/08/24	68070 · Snow Removal Expense	293.76	38,379.43
Bill	02/29/2024	2012847	T&M Feb 1-3	65030 · Graffiti Removal /Vandal...	693.78	39,073.21
Bill	02/29/2024	2012847	T&M Feb 1-3	65030 · Graffiti Removal /Vandal...	132.15	39,205.36
Total Consolidated Divisions Inc						39,205.36
<b>CORE Electric Cooperative</b>						
Bill	02/08/2024			51050 · Utilities Expense	861.77	861.77
Bill	02/08/2024			51050 · Utilities Expense	30.00	891.77
Total CORE Electric Cooperative						891.77
<b>Diversified Underground</b>						
Bill	02/06/2024	29004	Screen Charge	62020 · Utility Locate	136.00	136.00
Bill	02/06/2024	29004	Screen Charge	62020 · Utility Locate	24.00	160.00
Bill	02/22/2024	29181	Screen Charge	62020 · Utility Locate	89.25	249.25
Bill	02/22/2024	29181	Screen Charge	62020 · Utility Locate	15.75	265.00
Total Diversified Underground						265.00
<b>Foothills Park &amp; Recreation District</b>						
Bill	02/06/2024	SALES000000035202	December 2023 Resident Use	68010 · Foothills Park & Rec Fees	1,463.14	1,463.14
Bill	02/06/2024	SALES000000035202	December 2023 Resident Use	68010 · Foothills Park & Rec Fees	258.20	1,721.34
Bill	02/22/2024	SALES000000035138	November 2023 Resident Use	68010 · Foothills Park & Rec Fees	1,080.59	2,801.93
Bill	02/22/2024	SALES000000035138	November 2023 Resident Use	68010 · Foothills Park & Rec Fees	483.00	3,284.93
Bill	02/22/2024	SALES000000035231	January 2024 Resident Use	68010 · Foothills Park & Rec Fees	1,218.69	4,503.62
Bill	02/22/2024	SALES000000035231	January 2024 Resident Use	68010 · Foothills Park & Rec Fees	498.70	5,002.32
Total Foothills Park & Recreation District						5,002.32
<b>Game-Set-Match Inc.</b>						
Bill	02/06/2024	INV-13288	Tennis Court Washing	65080 · Misc. Playground & Infras...	595.00	595.00
Bill	02/06/2024	INV-13288	Tennis Court Washing	65080 · Misc. Playground & Infras...	105.00	700.00
Total Game-Set-Match Inc.						700.00
<b>Gemsbok Consulting Inc.</b>						
Bill	02/06/2024	5862	December 2023 Chatfield	57030 · Accounting Services	247.50	247.50
Bill	02/06/2024	5863	December 2023	57030 · Accounting Services	1,313.42	1,560.92
Bill	02/06/2024	5863	December 2023	57030 · Accounting Services	250.18	1,811.10
Bill	02/06/2024	5863	December 2023	57030 · Accounting Services	65.15	1,876.25
Bill	02/22/2024	5893	December 2023 Chatfield	57030 · Accounting Services	508.75	2,385.00
Bill	02/22/2024	5892	January 2024	57030 · Accounting Services	1,632.25	4,017.25
Bill	02/22/2024	5892	January 2024	57030 · Accounting Services	310.90	4,328.15
Bill	02/22/2024	5892	January 2024	57030 · Accounting Services	80.97	4,409.12
Total Gemsbok Consulting Inc.						4,409.12

Roxborough Village Metro District  
Claims by Vendor Detail

February 2024

Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Ireland Stapleton Pryor &amp; Pascoe PC</b>						
Bill	02/06/2024	152203	Billed Through 12/31/23	57020 · Legal Expenses	2,143.63	2,143.63
Bill	02/06/2024	152203	Billed Through 12/31/23	57020 · Legal Expenses	1,265.79	3,409.42
Bill	02/06/2024	152203	Billed Through 12/31/23	57020 · Legal Expenses	105.08	3,514.50
Bill	02/06/2024	152203	Billed Through 12/31/23	68065 · Water Rights Expense	86.00	3,600.50
Bill	02/22/2024	152854	Billed Through 01/31/2024	57020 · Legal Expenses	4,644.44	8,244.94
Bill	02/22/2024	152854	Billed Through 01/31/2024	57020 · Legal Expenses	1,914.16	10,159.10
Bill	02/22/2024	152854	Billed Through 01/31/2024	57020 · Legal Expenses	230.38	10,389.48
Bill	02/29/2024	11	Billed Through 01/31/2024	68065 · Water Rights Expense	404.85	10,794.33
Total Ireland Stapleton Pryor & Pascoe PC						10,794.33
<b>QuickBooks Payroll Service</b>						
Liability Che...	02/28/2024		Fee for 4 direct deposit(s) at \$4.00 each	54000 · Payroll Expenses	16.00	16.00
Total QuickBooks Payroll Service						16.00
<b>Rocky Mountain Recreation Inc</b>						
Bill	02/29/2024	7451	Airplane Park	80070 · New Playground	19,613.75	19,613.75
Total Rocky Mountain Recreation Inc						19,613.75
<b>Roxborough Water &amp; Sanitation District</b>						
Bill	02/15/2024		Service Period 12/25/23 to 01/24/24 Mule Deer Pl	68025 · Water Expense	100.50	100.50
Bill	02/15/2024		Service Period 12/25/23 to 01/24/24 Elk Mtn Cir	68025 · Water Expense	100.50	201.00
Bill	02/15/2024		Service Period 12/25/23 - 01/24/24 Marmot Ridge Cir	68025 · Water Expense	201.00	402.00
Bill	02/15/2024		Service Period 12/25/23 - 01/24/24 Rampart Range	68025 · Water Expense	114.50	516.50
Bill	02/15/2024		Billing Period 01/01/23 to 02/31/24	68025 · Water Expense	744.03	1,260.53
Bill	02/15/2024		Billing Period 01/01/23 to 02/31/24	68025 · Water Expense	131.30	1,391.83
Total Roxborough Water & Sanitation District						1,391.83
<b>SavATree, LLC</b>						
Bill	02/13/2024	13835536	Holiday Decor Lighting	68030 · Seasonal Lighting Expense	6,502.50	6,502.50
Bill	02/13/2024	13835536	Holiday Decor Lighting	68030 · Seasonal Lighting Expense	1,147.50	7,650.00
Bill	02/13/2024	1383553	Holiday Decor Lighting	68030 · Seasonal Lighting Expense	748.00	8,398.00
Bill	02/13/2024	1383553	Holiday Decor Lighting	68030 · Seasonal Lighting Expense	132.00	8,530.00
Bill	02/29/2024	13236839		68045 · Tree Care Expense	1,038.70	9,568.70
Bill	02/29/2024	13236839		68045 · Tree Care Expense	183.30	9,752.00
Total SavATree, LLC						9,752.00
<b>Special District Management Services, Inc</b>						
Bill	02/06/2024	131496	December 2023 District Management Fees	57040 · District Management	4,489.37	4,489.37
Bill	02/06/2024	131496	December 2023 District Management Fees	57040 · District Management	932.64	5,422.01
Bill	02/06/2024	131496	December 2023 District Management Fees	57040 · District Management	220.07	5,642.08
Bill	02/06/2024	131496	December 2023 District Management Fees	68065 · Water Rights Expense	16.00	5,658.08
Bill	02/22/2024	132551	January 2024 District Management Fees	57040 · District Management	6,350.05	12,008.13
Bill	02/22/2024	132551	January 2024 District Management Fees	57040 · District Management	1,154.39	13,162.52
Bill	02/22/2024	132551	January 2024 District Management Fees	57040 · District Management	311.28	13,473.80
Total Special District Management Services, Inc						13,473.80
<b>United Site Services</b>						
Bill	02/19/2024	INV-4135177	February Services Roxborough Community Park	68050 · Portable Restroom Exp.	267.79	267.79
Bill	02/19/2024	INV-4133910	February Services Chatfield Farms Park	68050 · Portable Restroom Exp.	274.76	542.55
Total United Site Services						542.55
<b>Utility Notification Center of Colorado</b>						
Bill	02/06/2024	223121166	RTL Transmissions	62020 · Utility Locate	37.28	37.28
Bill	02/06/2024	223121166	RTL Transmissions	62020 · Utility Locate	6.58	43.86
Bill	02/22/2024	224011164	RTL Transmissions	62020 · Utility Locate	24.12	67.98
Bill	02/22/2024	224011164	RTL Transmissions	62020 · Utility Locate	4.26	72.24
Total Utility Notification Center of Colorado						72.24
<b>Xcel Energy</b>						
Bill	02/29/2024	863314567	February Statement	51050 · Utilities Expense	4.32	4.32
Total Xcel Energy						4.32
<b>TOTAL</b>						<b>112,779.40</b>

Roxborough Village Metro District  
**Payroll Detail**  
February 2024

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Type</u>	<u>Wage Base</u>	<u>Amount</u>
<b>BOD Compensation</b>						
DD1054	02/29/2024	Debra D Prysby	BOD Compensation	Paycheck	0.00	200.00
DD1055	02/29/2024	Ephram Glass	BOD Compensation	Paycheck	0.00	200.00
DD1056	02/29/2024	Mathew Hart	BOD Compensation	Paycheck	0.00	200.00
DD1057	02/29/2024	Travis Jensen	BOD Compensation	Paycheck	0.00	200.00
Total BOD Compensation					0.00	800.00
<b>TOTAL</b>					<b>0.00</b>	<b>800.00</b>

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# Roxborough Village Metro District

## Executive Summary

As of February 29th, 2024

### Summary

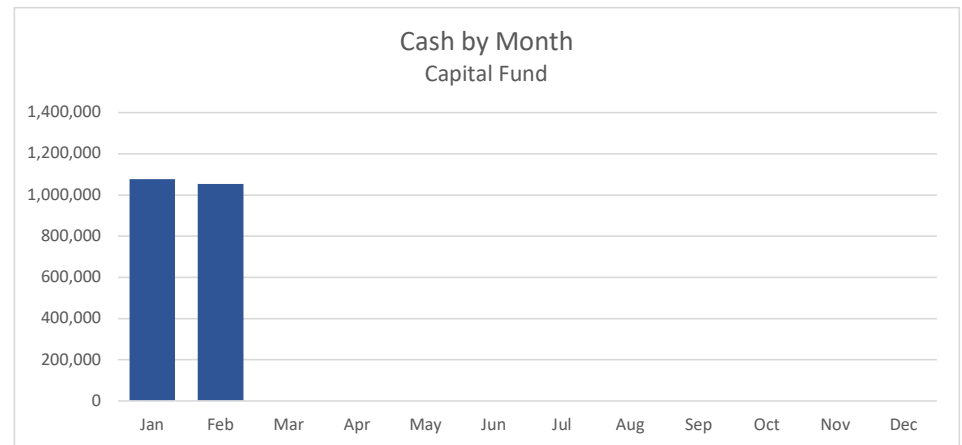
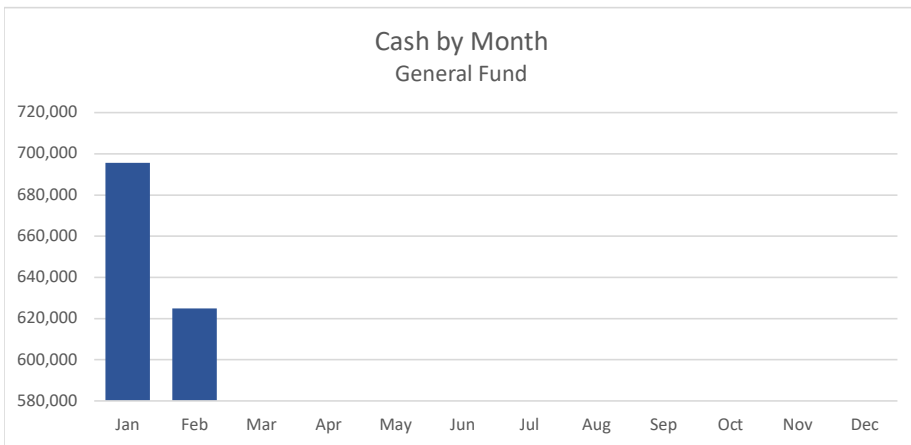
The district received a Property Tax and Specific Ownership Tax payment totaling \$13,499 in February. Tax payments received in January 2024 for the 2023 tax year have been accrued back to December of 2023. The Board reviewed and approved the audit proposal for 2023 and Gemsbok will be sending over the formal engagement letter for the Board to sign this week. Gemsbok will continue to work with the auditor and Board to provide the requested documents for the audit.

### Key Performance Metrics

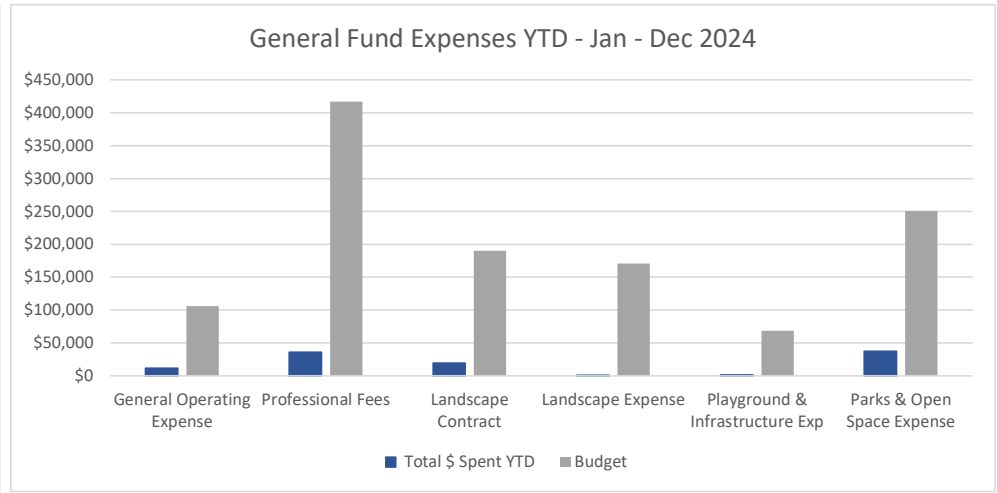
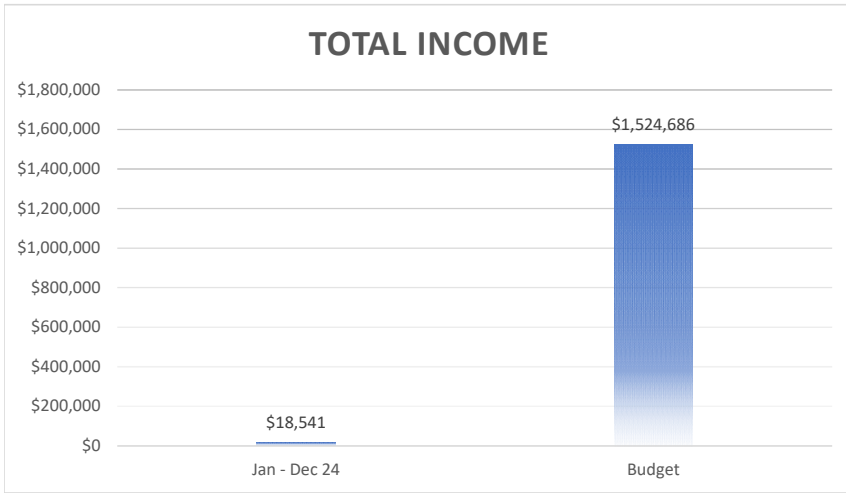
#### Cash Position



Cash balances are expected to increase now that we are into 2024 with a large Property Tax and Specific Ownership Tax payment expected in March in the amount of \$586,888 as well as a Conservation Trust Fund distribution in the amount of \$12,592.

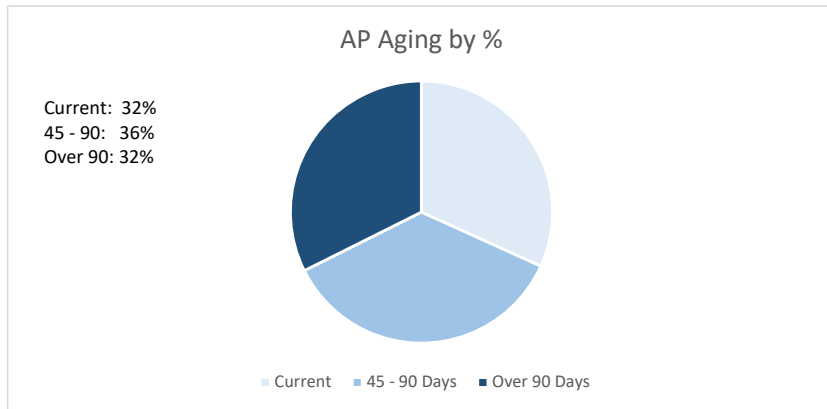


**Income & Expenses**



Legal expenses were not received before the financials were prepared and a placeholder has been added. Actual amounts will be updated once the invoice is received. As the year progresses we will monitor expense trends for 2024 to budget as well as in comparison to historical years.

**Accounts Payable**

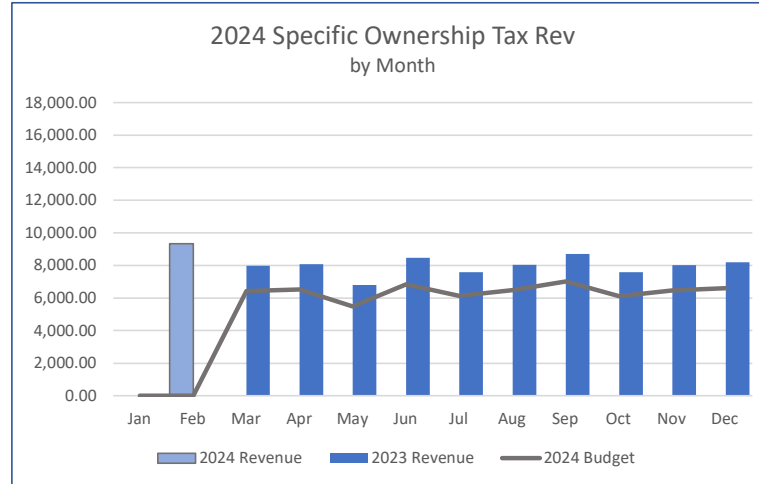
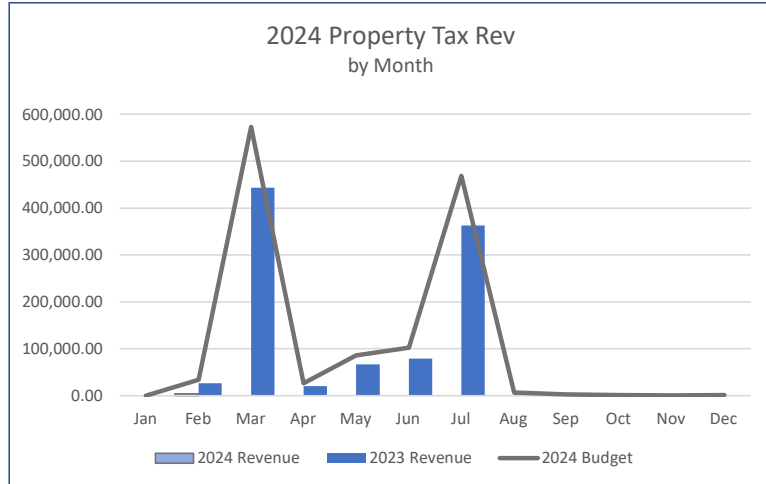


Based on the current reporting, 68% of Accounts Payable are over 45 days past due which is slightly higher than last month. The total value of the past due bills through February are \$67,066. The value of the current bills are \$14,798. We will continue to work with the board to provide transparency on all district bills received.

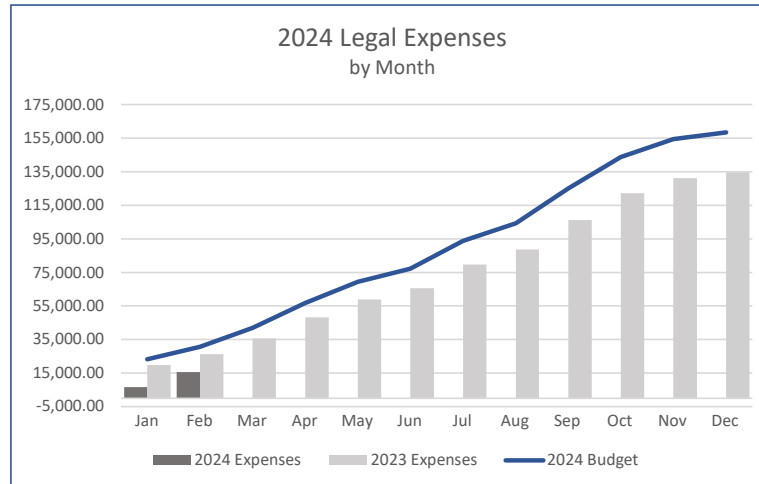
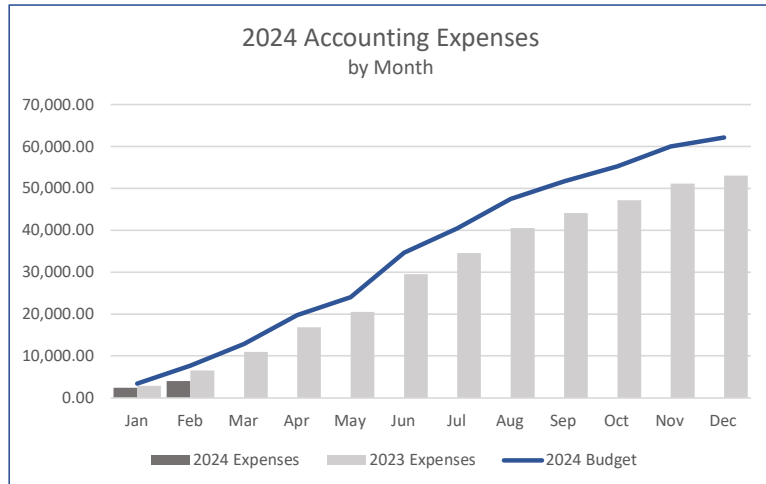
## Revenue and Expense Trends by Type

As of February 29, 2024

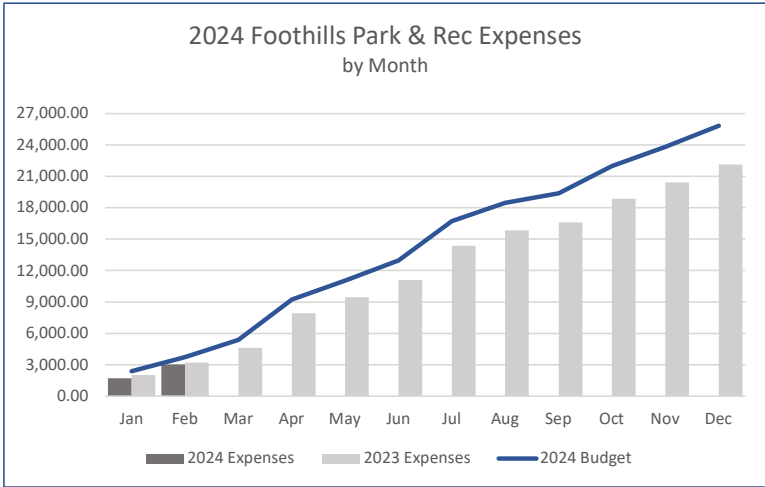
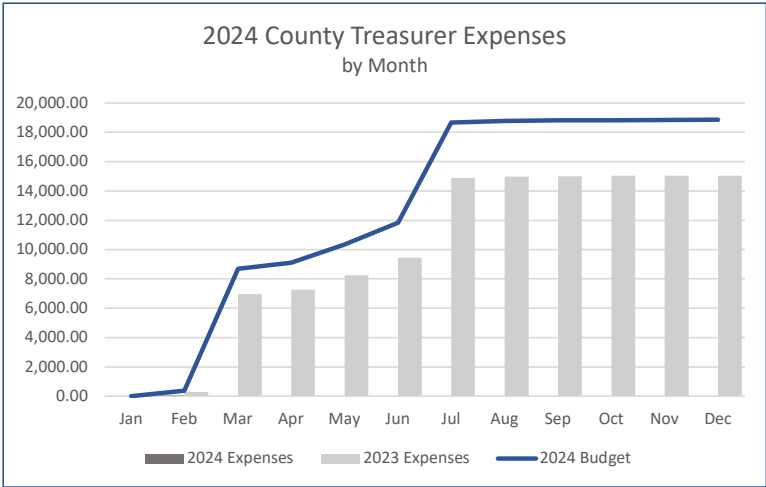
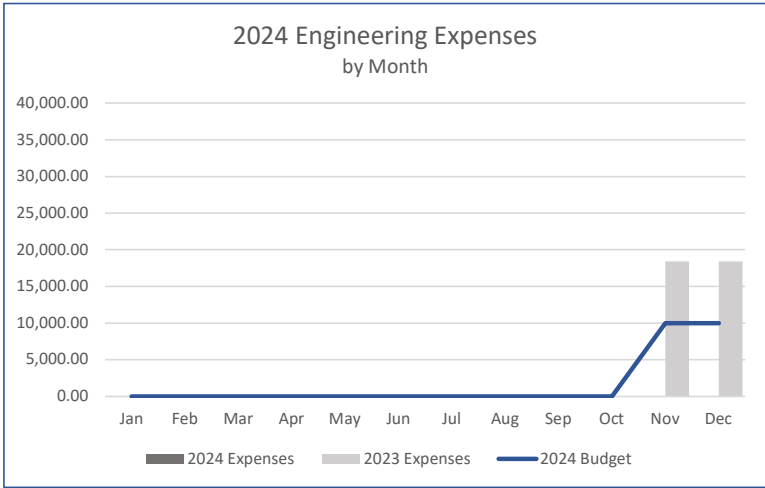
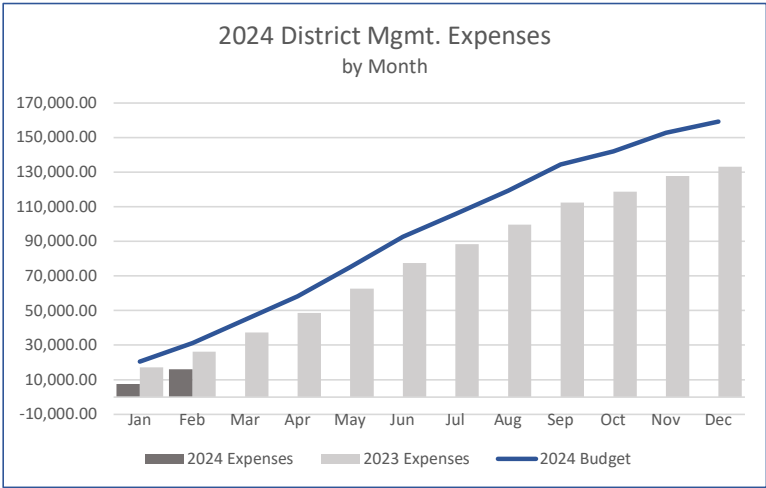
### Revenue

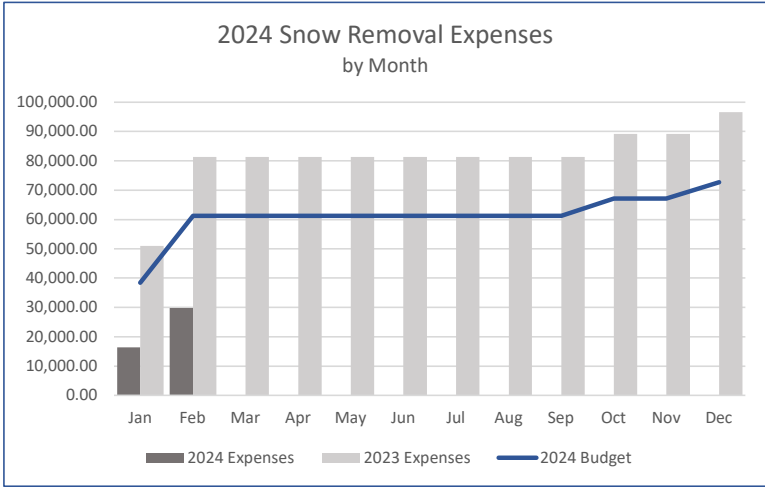
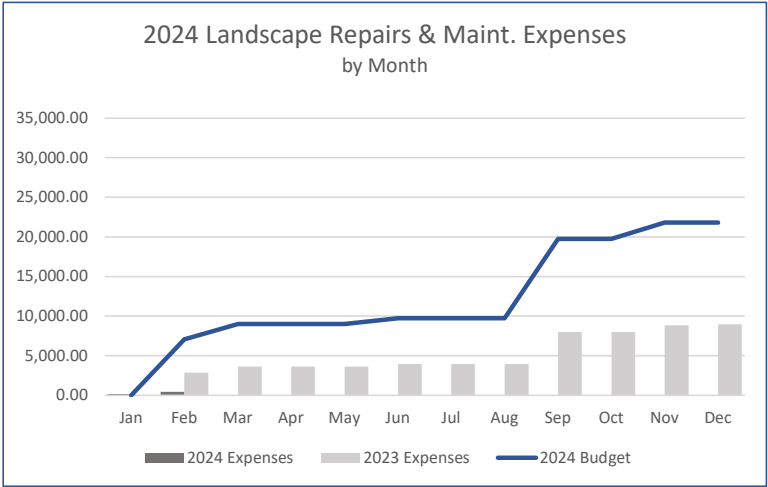
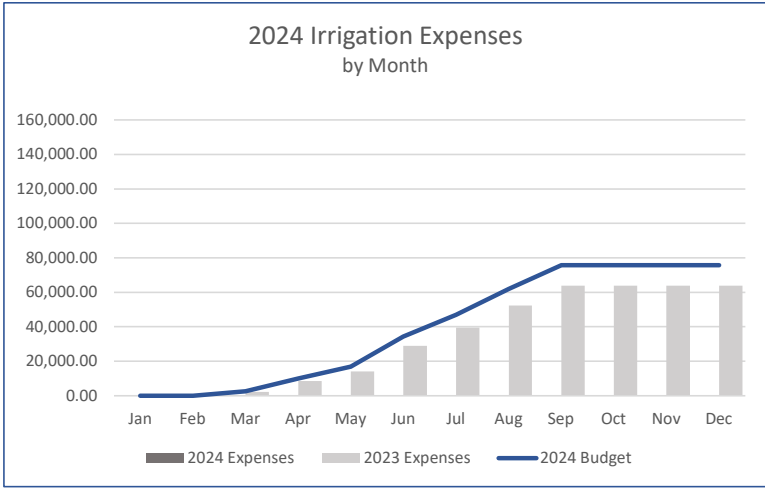
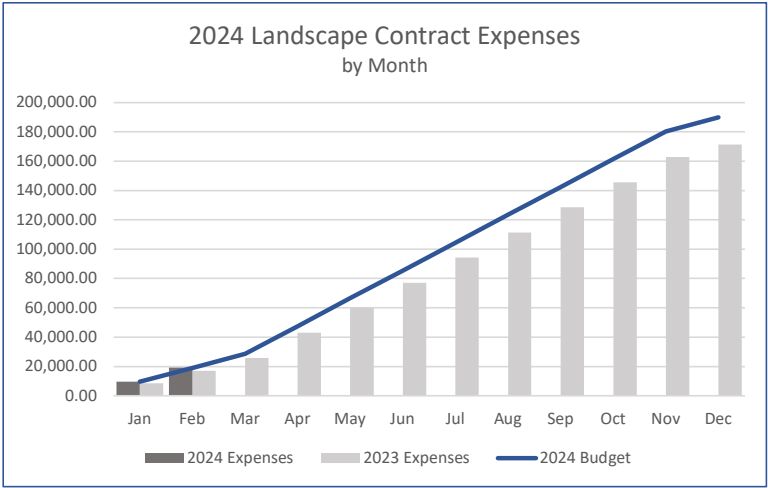


### Expenses



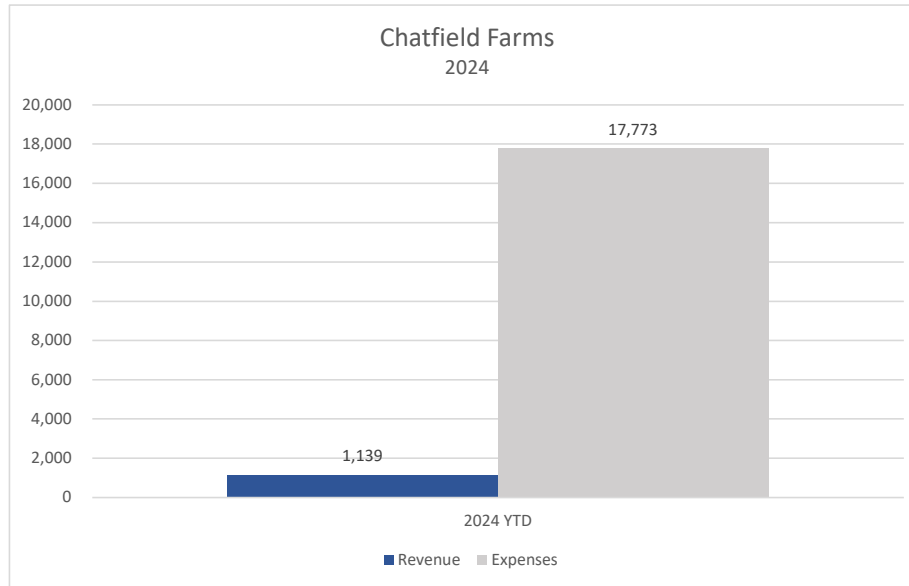






## Chatfield Farms Revenue vs. Expenses

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 February 29, 2024

6:01 PM  
 03/11/2024  
 Accrual Basis

	100-General Fund	200 - Capital Project Fund	300 - Debt Service Fund	TOTAL
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
10100 · General Operating Acct	73,285.03	0.00	0.00	73,285.03
10500 · ColoTrust Funds				
10505 · General Fund	484,659.60	0.00	0.00	484,659.60
10510 · Capital Projects Fund	0.00	1,054,051.72	0.00	1,054,051.72
10520 · CTF Fund	0.00	66,966.06	0.00	66,966.06
<b>Total 10500 · ColoTrust Funds</b>	<b>484,659.60</b>	<b>1,121,017.78</b>	<b>0.00</b>	<b>1,605,677.38</b>
<b>Total Checking/Savings</b>	<b>557,944.63</b>	<b>1,121,017.78</b>	<b>0.00</b>	<b>1,678,962.41</b>
<b>Other Current Assets</b>				
14010 · Prepaid Expense	33,325.00	0.00	0.00	33,325.00
14020 · Taxes Receivable	1,003,565.00	0.00	0.00	1,003,565.00
<b>Total Other Current Assets</b>	<b>1,036,890.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,036,890.00</b>
<b>Total Current Assets</b>	<b>1,594,834.63</b>	<b>1,121,017.78</b>	<b>0.00</b>	<b>2,715,852.41</b>
<b>TOTAL ASSETS</b>	<b>1,594,834.63</b>	<b>1,121,017.78</b>	<b>0.00</b>	<b>2,715,852.41</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
20000 · Accounts Payable	63,475.03	18,389.68	0.00	81,864.71
<b>Total Accounts Payable</b>	<b>63,475.03</b>	<b>18,389.68</b>	<b>0.00</b>	<b>81,864.71</b>
<b>Other Current Liabilities</b>				
20011 · Accrued Expenses	9,120.00	380.00	0.00	9,500.00
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
<b>Total 22000 · Payroll Liabilities</b>	<b>7.80</b>	<b>0.00</b>	<b>0.00</b>	<b>7.80</b>
23010 · Deferred Revenue-Taxes	1,003,565.00	0.00	0.00	1,003,565.00
<b>Total Other Current Liabilities</b>	<b>1,012,692.80</b>	<b>380.00</b>	<b>0.00</b>	<b>1,013,072.80</b>
<b>Total Current Liabilities</b>	<b>1,076,167.83</b>	<b>18,769.68</b>	<b>0.00</b>	<b>1,094,937.51</b>
<b>Total Liabilities</b>	<b>1,076,167.83</b>	<b>18,769.68</b>	<b>0.00</b>	<b>1,094,937.51</b>
<b>Equity</b>				
32001 · Retained Earnings	82,342.54	-276,849.54	0.00	-194,507.00
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
<b>Total 34000 · Restricted Net Assets</b>	<b>159,115.00</b>	<b>1,396,352.55</b>	<b>0.00</b>	<b>1,555,467.55</b>
39000 · Unrestricted Net Assets	364,098.07	0.00	0.00	364,098.07
<b>Net Income</b>	<b>-86,888.81</b>	<b>-17,254.91</b>	<b>0.00</b>	<b>-104,143.72</b>
<b>Total Equity</b>	<b>518,666.80</b>	<b>1,102,248.10</b>	<b>0.00</b>	<b>1,620,914.90</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,594,834.63</b>	<b>1,121,017.78</b>	<b>0.00</b>	<b>2,715,852.41</b>
<b>UNBALANCED CLASSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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

January through February 2024

	Jan - Feb 24	Budget	Budget Variance	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · Property Tax Income</b>				
41010 · Specific Ownership Tax	9,344	64,088	(54,744)	15%
41020 · Property Tax	4,218	1,304,845	(1,300,627)	0%
41040 · Prior Year Tax	0	(17)	17	0%
41045 · Property Tax Interest	0	281	(281)	0%
41000 · Property Tax Income - Other	0	0	0	0%
<b>Total 41000 · Property Tax Income</b>	13,562	1,369,197	(1,355,635)	1%
<b>43000 · Park and Field Income</b>				
43010 · Sports Field Fees	0	2,200	(2,200)	0%
<b>Total 43000 · Park and Field Income</b>	0	2,200	(2,200)	0%
<b>45000 · Grant Income</b>	0	126,000	(126,000)	0%
<b>46000 · Interest Income</b>				
46010 · General Bank Account Interest	15,438	27,289	(11,851)	57%
46000 · Interest Income - Other	0	70,171	(70,171)	0%
<b>Total 46000 · Interest Income</b>	15,438	97,460	(82,022)	16%
<b>48000 · CTF/Lottery Income</b>	0	46,200	(46,200)	0%
<b>Total Income</b>	29,001	1,641,057	(1,612,056)	2%
<b>Gross Profit</b>	29,001	1,641,057	(1,612,056)	2%
<b>Expense</b>				
<b>50000 · Treasurer Fees</b>	63	18,863	(18,800)	0%
<b>51000 · General Overhead</b>				
51010 · Communication / Website Expense	0	737	(737)	0%
51050 · Utilities Expense	1,758	14,982	(13,224)	12%
51060 · District Functions/Events	0	85	(85)	0%
51000 · General Overhead - Other	0	31	(31)	0%
<b>Total 51000 · General Overhead</b>	1,758	15,835	(14,077)	11%
<b>52000 · Computer &amp; Software Expenses</b>				
52040 · Software & Online Subscriptions	1,120	5,332	(4,211)	21%
52000 · Computer & Software Expenses - Other	0	222	(222)	0%
<b>Total 52000 · Computer &amp; Software Expenses</b>	1,120	5,554	(4,433)	20%
<b>52500 · Insurance Expense</b>				
52550 · General Insurance	6,665	45,000	(38,335)	15%
52500 · Insurance Expense - Other	0	1,611	(1,611)	0%
<b>Total 52500 · Insurance Expense</b>	6,665	46,611	(39,946)	14%
<b>53000 · Board of Director's Expense</b>				
53010 · Directors' Stipend	1,600	9,180	(7,580)	17%
53020 · BOD Travel/Mileage Expense	0	323	(323)	0%
53040 · BOD Conference/Retreat Expense	0	394	(394)	0%
<b>Total 53000 · Board of Director's Expense</b>	1,600	9,897	(8,297)	16%
<b>54000 · Payroll Expenses</b>				
54060 · Employer Payroll Taxes	122	702	(580)	17%
54000 · Payroll Expenses - Other	32	79	(47)	41%
<b>Total 54000 · Payroll Expenses</b>	154	781	(627)	20%
<b>57000 · Professional Services Fees</b>				
57010 · Auditing	0	7,350	(7,350)	0%
57020 · Legal Expenses	16,289	158,491	(142,202)	10%
57030 · Accounting Services	4,178	62,187	(58,010)	7%
57040 · District Management	16,741	159,340	(142,598)	11%
57050 · Engineering Expense	0	10,000	(10,000)	0%
57090 · Other Professional Services Exp	0	20,000	(20,000)	0%
57000 · Professional Services Fees - Other	0	15,308	(15,308)	0%
<b>Total 57000 · Professional Services Fees</b>	37,208	432,676	(395,468)	9%
<b>62000 · Repairs and Maintenance</b>				
62010 · General Repairs and Maintenance	0	7,000	(7,000)	0%
62020 · Utility Locate	182	3,323	(3,141)	5%
<b>Total 62000 · Repairs and Maintenance</b>	182	10,323	(10,141)	2%

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

January through February 2024

	Jan - Feb 24	Budget	Budget Variance	% of Budget
<b>64000 · Landscape Expenses</b>				
64010 · Landscape Repairs and Maint	475	22,091	(21,616)	2%
64020 · Landscape Weed Control Expense	0	42,696	(42,696)	0%
64030 · Irrigation Expense	0	75,751	(75,751)	0%
64040 · Landscape Contract	19,306	189,902	(170,596)	10%
64080 · Misc. Landscape Expense	0	100	(100)	0%
64000 · Landscape Expenses - Other	0	30,000	(30,000)	0%
<b>Total 64000 · Landscape Expenses</b>	<b>19,781</b>	<b>360,540</b>	<b>(340,759)</b>	<b>5%</b>
<b>65000 · Playground &amp; Infrastructure Exp</b>				
65010 · Playground Repairs and Maint	0	32,568	(32,568)	0%
65020 · Baseball Field Improvements	0	19,000	(19,000)	0%
65030 · Graffiti Removal /Vandalism Exp	826	13,776	(12,950)	6%
65080 · Misc. Playground & Infrastruct	700	600	100	117%
65000 · Playground & Infrastructure Exp - Other	0	2,500	(2,500)	0%
<b>Total 65000 · Playground &amp; Infrastructure Exp</b>	<b>1,526</b>	<b>68,444</b>	<b>(66,918)</b>	<b>2%</b>
<b>68000 · Parks &amp; Open Space Expense</b>				
68010 · Foothills Park & Rec Fees	3,023	25,818	(22,795)	12%
68020 · Mosquito Control Expense	0	15,480	(15,480)	0%
68025 · Water Expense	3,155	68,000	(64,845)	5%
68030 · Seasonal Lighting Expense	0	17,000	(17,000)	0%
68035 · Wetland Mitigation	0	275	(275)	0%
68045 · Tree Care Expense	0	30,000	(30,000)	0%
68050 · Portable Restroom Exp.	1,085	6,299	(5,213)	17%
68065 · Water Rights Expense	405			
68070 · Snow Removal Expense	29,845	72,725	(42,880)	41%
68085 · Annual Trails Maintenance	0	15,000	(15,000)	0%
68095 · Open Space Maintenances / Fire	0	200	(200)	0%
68000 · Parks & Open Space Expense - Other	0	10,303	(10,303)	0%
<b>Total 68000 · Parks &amp; Open Space Expense</b>	<b>37,513</b>	<b>261,100</b>	<b>(223,587)</b>	<b>14%</b>
<b>80000 · Capital Expenses</b>				
80010 · Park Infrastructure/Improvements	5,959	421,500	(415,541)	1%
80020 · Irrigation Improvements	0	97,000	(97,000)	0%
80050 · Building Improvements	0	13,000	(13,000)	0%
80060 · Plant Nursery	0	3,500	(3,500)	0%
80070 · New Playground	19,614	350,000	(330,386)	6%
80000 · Capital Expenses - Other	0	95,000	(95,000)	0%
<b>Total 80000 · Capital Expenses</b>	<b>25,573</b>	<b>980,000</b>	<b>(954,427)</b>	<b>3%</b>
<b>99000 · Contingency</b>	<b>0</b>	<b>39,960</b>	<b>(39,960)</b>	<b>0%</b>
<b>Total Expense</b>	<b>133,144</b>	<b>2,250,583</b>	<b>(2,117,439)</b>	<b>6%</b>
<b>Net Ordinary Income</b>	<b>(104,144)</b>	<b>(609,526)</b>	<b>505,383</b>	<b>17%</b>
<b>Net Income</b>	<b>(104,144)</b>	<b>(609,526)</b>	<b>505,383</b>	<b>17%</b>

**Roxborough Village Metro District**  
**Capital Fund Profit & Loss Budget vs. Actual**  
 January through February 2024

	<u>Jan - Feb 24</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
46000 · Interest Income	10,460	70,171	(59,711)	15%
48000 · CTF/Lottery Income	0	46,200	(46,200)	0%
<b>Total Income</b>	<u>10,460</u>	<u>116,371</u>	<u>(105,911)</u>	<u>9%</u>
<b>Gross Profit</b>	10,460	116,371	(105,911)	9%
<b>Expense</b>				
51000 · General Overhead	0	31	(31)	0%
52000 · Computer & Software Expenses	45	222	(177)	20%
52500 · Insurance Expense	267	1,611	(1,344)	17%
57000 · Professional Services Fees	1,425	15,308	(13,883)	9%
68000 · Parks & Open Space Expense	405	10,303	(9,898)	4%
80000 · Capital Expenses	25,573	980,000	(954,427)	3%
<b>Total Expense</b>	<u>27,715</u>	<u>1,007,475</u>	<u>(979,760)</u>	<u>3%</u>
<b>Net Ordinary Income</b>	<u>(17,255)</u>	<u>(891,104)</u>	<u>873,849</u>	<u>2%</u>
<b>Net Income</b>	<u><u>(17,255)</u></u>	<u><u>(891,104)</u></u>	<u><u>873,849</u></u>	<u><u>2%</u></u>

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

January through February 2024

	Jan - Feb 24	Budget	Budget Variance	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	9,344	64,088	(54,744)	15%
41020 · Property Tax	4,218	1,304,845	(1,300,627)	0%
41040 · Prior Year Tax	0	(17)	17	0%
41045 · Property Tax Interest	0	281	(281)	0%
41000 · Property Tax Income - Other	0	0	0	0%
<b>Total 41000 · Property Tax Income</b>	<b>13,562</b>	<b>1,369,197</b>	<b>(1,355,635)</b>	<b>1%</b>
43000 · Park and Field Income				
43010 · Sports Field Fees	0	2,200	(2,200)	0%
<b>Total 43000 · Park and Field Income</b>	<b>0</b>	<b>2,200</b>	<b>(2,200)</b>	<b>0%</b>
45000 · Grant Income	0	126,000	(126,000)	0%
46000 · Interest Income				
46010 · General Bank Account Interest	4,979	27,289	(22,310)	18%
<b>Total 46000 · Interest Income</b>	<b>4,979</b>	<b>27,289</b>	<b>(22,310)</b>	<b>18%</b>
<b>Total Income</b>	<b>18,541</b>	<b>1,524,686</b>	<b>(1,506,145)</b>	<b>1%</b>
<b>Gross Profit</b>	<b>18,541</b>	<b>1,524,686</b>	<b>(1,506,145)</b>	<b>1%</b>
<b>Expense</b>				
50000 · Treasurer Fees	63	18,863	(18,800)	0%
51000 · General Overhead				
51010 · Communication / Website Expense	0	737	(737)	0%
51050 · Utilities Expense	1,758	14,982	(13,224)	12%
51060 · District Functions/Events	0	85	(85)	0%
<b>Total 51000 · General Overhead</b>	<b>1,758</b>	<b>15,804</b>	<b>(14,046)</b>	<b>11%</b>
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	1,075	5,332	(4,256)	20%
<b>Total 52000 · Computer &amp; Software Expenses</b>	<b>1,075</b>	<b>5,332</b>	<b>(4,256)</b>	<b>20%</b>
52500 · Insurance Expense				
52550 · General Insurance	6,398	45,000	(38,602)	14%
<b>Total 52500 · Insurance Expense</b>	<b>6,398</b>	<b>45,000</b>	<b>(38,602)</b>	<b>14%</b>
53000 · Board of Director's Expense				
53010 · Directors' Stipend	1,600	9,180	(7,580)	17%
53020 · BOD Travel/Mileage Expense	0	323	(323)	0%
53040 · BOD Conference/Retreat Expense	0	394	(394)	0%
<b>Total 53000 · Board of Director's Expense</b>	<b>1,600</b>	<b>9,897</b>	<b>(8,297)</b>	<b>16%</b>
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	122	702	(580)	17%
54000 · Payroll Expenses - Other	32	79	(47)	41%
<b>Total 54000 · Payroll Expenses</b>	<b>154</b>	<b>781</b>	<b>(627)</b>	<b>20%</b>
57000 · Professional Services Fees				
57010 · Auditing	0	7,350	(7,350)	0%
57020 · Legal Expenses	15,679	158,491	(142,812)	10%
57030 · Accounting Services	4,031	62,187	(58,156)	6%
57040 · District Management	16,073	159,340	(143,267)	10%
57050 · Engineering Expense	0	10,000	(10,000)	0%
57090 · Other Professional Services Exp	0	20,000	(20,000)	0%
<b>Total 57000 · Professional Services Fees</b>	<b>35,783</b>	<b>417,368</b>	<b>(381,586)</b>	<b>9%</b>
62000 · Repairs and Maintenance				
62010 · General Repairs and Maintenance	0	7,000	(7,000)	0%
62020 · Utility Locate	182	3,323	(3,141)	5%
<b>Total 62000 · Repairs and Maintenance</b>	<b>182</b>	<b>10,323</b>	<b>(10,141)</b>	<b>2%</b>



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

January through February 2024

	Jan - Feb 24	Budget	Budget Variance	% of Budget
<b>64000 · Landscape Expenses</b>				
64010 · Landscape Repairs and Maint	475	22,091	(21,616)	2%
64020 · Landscape Weed Control Expense	0	42,696	(42,696)	0%
64030 · Irrigation Expense	0	75,751	(75,751)	0%
64040 · Landscape Contract	19,306	189,902	(170,596)	10%
64080 · Misc. Landscape Expense	0	100	(100)	0%
64000 · Landscape Expenses - Other	0	30,000	(30,000)	0%
<b>Total 64000 · Landscape Expenses</b>	<b>19,781</b>	<b>360,540</b>	<b>(340,759)</b>	<b>5%</b>
<b>65000 · Playground &amp; Infrastructure Exp</b>				
65010 · Playground Repairs and Maint	0	32,568	(32,568)	0%
65020 · Baseball Field Improvements	0	19,000	(19,000)	0%
65030 · Graffiti Removal /Vandalism Exp	826	13,776	(12,950)	6%
65080 · Misc. Playground & Infrastruct	700	600	100	117%
65000 · Playground & Infrastructure Exp - Other	0	2,500	(2,500)	0%
<b>Total 65000 · Playground &amp; Infrastructure Exp</b>	<b>1,526</b>	<b>68,444</b>	<b>(66,918)</b>	<b>2%</b>
<b>68000 · Parks &amp; Open Space Expense</b>				
68010 · Foothills Park & Rec Fees	3,023	25,818	(22,795)	12%
68020 · Mosquito Control Expense	0	15,480	(15,480)	0%
68025 · Water Expense	3,155	68,000	(64,845)	5%
68030 · Seasonal Lighting Expense	0	17,000	(17,000)	0%
68035 · Wetland Mitigation	0	275	(275)	0%
68045 · Tree Care Expense	0	30,000	(30,000)	0%
68050 · Portable Restroom Exp.	1,085	6,299	(5,213)	17%
68070 · Snow Removal Expense	29,845	72,725	(42,880)	41%
68085 · Annual Trails Maintenance	0	15,000	(15,000)	0%
68095 · Open Space Maintenances / Fire	0	200	(200)	0%
<b>Total 68000 · Parks &amp; Open Space Expense</b>	<b>37,108</b>	<b>250,797</b>	<b>(213,689)</b>	<b>15%</b>
<b>99000 · Contingency</b>	<b>0</b>	<b>39,960</b>	<b>(39,960)</b>	<b>0%</b>
<b>Total Expense</b>	<b>105,430</b>	<b>1,243,108</b>	<b>(1,137,679)</b>	<b>8%</b>
<b>Net Ordinary Income</b>	<b>(86,889)</b>	<b>281,578</b>	<b>(368,466)</b>	<b>(31)%</b>
<b>Net Income</b>	<b>(86,889)</b>	<b>281,578</b>	<b>(368,466)</b>	<b>(31)%</b>

**Roxborough Village Metro District**  
**Chatfield Farms Profit & Loss Budget vs. Actual**  
 January through February 2024

	Jan - Feb 24	Budget	Budget Variance	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
41000 · Property Tax Income	1,139	365,357	(364,218)	0%
<b>Total Income</b>	1,139	365,357	(364,218)	0%
<b>Gross Profit</b>	1,139	365,357	(364,218)	0%
<b>Expense</b>				
50000 · Treasurer Fees	10	3,018	(3,008)	0%
51000 · General Overhead	60	131	(71)	46%
52000 · Computer & Software Expenses	167	853	(686)	20%
52500 · Insurance Expense	960	7,200	(6,240)	13%
53000 · Board of Director's Expense	0	115	(115)	0%
57000 · Professional Services Fees	6,971	66,779	(59,808)	10%
62000 · Repairs and Maintenance	28	1,652	(1,624)	2%
64000 · Landscape Expenses	2,970	57,686	(54,716)	5%
65000 · Playground & Infrastructure Exp	237	5,740	(5,503)	4%
68000 · Parks & Open Space Expense	6,370	37,696	(31,326)	17%
<b>Total Expense</b>	17,773	180,870	(163,097)	10%
<b>Net Ordinary Income</b>	(16,634)	184,487	(201,121)	(9)%
<b>Net Income</b>	(16,634)	184,487	(201,121)	(9)%

**Roxborough Village Metro District**  
**A/P Aging Summary**  
 As of February 29, 2024

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Bill.com LLC	564.33	0.00	0.00	0.00	564.33
Consolidated Divisions Inc	1,079.13	11,219.00	25,700.31	17,133.54	55,131.98
CORE Electric Cooperative	857.69	0.00	0.00	0.00	857.69
Diversified Underground	0.00	0.00	240.00	7,240.00	7,480.00
Foothills Park & Recreation District	1,306.04	0.00	0.00	0.00	1,306.04
Gemsbok Consulting Inc.	1,645.00	0.00	0.00	0.00	1,645.00
McBride Lighting, Inc.	0.00	0.00	0.00	1,413.91	1,413.91
Mission Communication LLC	371.40	0.00	0.00	730.80	1,102.20
Roxborough Metro District	0.00	0.00	0.00	0.00	0.00
SavATree, LLC	0.00	0.00	3,389.00	0.00	3,389.00
Special District Management Services, Inc	8,925.54	0.00	0.00	0.00	8,925.54
Utility Notification Center of Colorado	49.02	0.00	0.00	0.00	49.02
<b>TOTAL</b>	<b><u>14,798.15</u></b>	<b><u>11,219.00</u></b>	<b><u>29,329.31</u></b>	<b><u>26,518.25</u></b>	<b><u>81,864.71</u></b>

**Roxborough Village Metro District**  
**A/P Aging Detail**  
As of February 29, 2024

Date	Num	Name	Due Date	Split	Memo	Aging	Open Balance
<b>Current</b>							
02/29/2024	SALES000...	Foothills Park & Recre...	02/29/2024	-SPLIT-	February 2024 Reside...		1,306.04
02/29/2024	224021158	Utility Notification Cen...	02/29/2024	-SPLIT-	RTL Transmissions		49.02
02/29/2024	133803	Special District Manag...	02/29/2024	-SPLIT-	February 2024 District...		8,925.54
02/15/2024	2013116	Consolidated Division...	03/01/2024	-SPLIT-	Snow Cycle 02/12/24-...		444.00
02/21/2024	1084922	Mission Communicati...	03/02/2024	-SPLIT-	Annual Service		371.40
02/21/2024		CORE Electric Cooper...	03/02/2024	-SPLIT-			857.69
02/17/2024	2013099	Consolidated Division...	03/03/2024	-SPLIT-	T&M Feb 11-17		315.13
02/24/2024	2013195	Consolidated Division...	03/10/2024	80010 · Park Infrastructur...	T&M Feb 18-24		320.00
02/29/2024	24036423676	Bill.com LLC	03/10/2024	-SPLIT-	Billing Period 02/05/2...		564.33
02/29/2024	5920	Gemsbok Consulting I...	04/14/2024	-SPLIT-	February 2024		1,645.00
Total Current							14,798.15
<b>1 - 45</b>							
02/04/2024	2012949	Consolidated Division...	02/19/2024	-SPLIT-	Snow Cycle 02/03/24 ...	10	11,219.00
Total 1 - 45							11,219.00
<b>46 - 90</b>							
11/30/2023	12919320	SavATree, LLC	12/10/2023	-SPLIT-		81	3,389.00
11/30/2023	2011637	Consolidated Division...	12/15/2023	-SPLIT-	November Landscape...	76	17,133.54
12/01/2023	2011975	Consolidated Division...	12/16/2023	-SPLIT-	December Landscape...	75	8,566.77
11/30/2023	28840	Diversified Underground	12/30/2023	-SPLIT-	November Utility Loca...	61	240.00
Total 46 - 90							29,329.31
<b>&gt; 90</b>							
08/18/2022	1068174	Mission Communicati...	08/28/2022	64030 · Irrigation Expense		550	359.40
10/31/2022	26607	Diversified Underground	11/30/2022	51050 · Utilities Expense	10/1-10/31/2022	456	3,735.00
11/30/2022	26763	Diversified Underground	12/30/2022	62020 · Utility Locate		426	1,060.00
12/31/2022	AJE22#3Audi	Roxborough Metro Dis...		14010 · Prepaid Expense	To reclassify balance ...		-37,962.00
01/01/2023	AJE22#3Au...	Roxborough Metro Dis...		14010 · Prepaid Expense	To reclassify balance ...		37,962.00
03/01/2023	27403	Diversified Underground	03/31/2023	-SPLIT-	March 2023 Utility Loc...	335	1,945.00
05/26/2023	1076676	Mission Communicati...	06/05/2023	-SPLIT-	Annual Service	269	371.40
07/31/2023	28120	Diversified Underground	08/30/2023	-SPLIT-	July Utility Locates	183	500.00
10/10/2023	20766	McBride Lighting, Inc.	10/20/2023	-SPLIT-		132	150.00
11/01/2023	20850	McBride Lighting, Inc.	11/11/2023	-SPLIT-		110	1,263.91
10/31/2023	2011534	Consolidated Division...	11/15/2023	-SPLIT-	October Landscape M...	106	17,133.54
Total > 90							26,518.25
<b>TOTAL</b>							<b>81,864.71</b>

Roxborough Village Metro District  
 Claims by Vendor Detail

03/11/24

Cash Basis

February 2024

Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Bill.com LLC</b>						
Bill	02/06/2024	24026099846	Billing Period 01/05/2024 - 02/04/2024	52040 · Software & Online Subscr...	453.56	453.56
Bill	02/06/2024	24026099846	Billing Period 01/05/2024 - 02/04/2024	52040 · Software & Online Subscr...	80.04	533.60
Bill	02/06/2024	24026099846	Billing Period 01/05/2024 - 02/04/2024	52040 · Software & Online Subscr...	22.23	555.83
Total Bill.com LLC						555.83
<b>Chavez Services LLC</b>						
Bill	02/06/2024	CW-2024-100		80010 · Park Infrastructure/Improv...	5,639.18	5,639.18
Total Chavez Services LLC						5,639.18
<b>Colorado Special Districts Property and L</b>						
Bill	02/14/2024	24WC-60100-0496		52510 · Woker's Compensation E...	367.20	367.20
Bill	02/14/2024	24WC-60100-0496		52510 · Woker's Compensation E...	64.80	432.00
Bill	02/14/2024	24WC-60100-0496		52510 · Woker's Compensation E...	18.00	450.00
Total Colorado Special Districts Property and L						450.00
<b>Consolidated Divisions Inc</b>						
Bill	02/06/2024	2012242	Storm Cycle 12/12/23-12/14/23	68070 · Snow Removal Expense	622.20	622.20
Bill	02/06/2024	2012242	Storm Cycle 12/12/23-12/14/23	68070 · Snow Removal Expense	109.80	732.00
Bill	02/06/2024	2012443	T&M Jan 1 - Jan 6	64010 · Landscape Repairs and ...	136.00	868.00
Bill	02/06/2024	2012443	T&M Jan 1 - Jan 6	64010 · Landscape Repairs and ...	24.00	892.00
Bill	02/06/2024	2012558	Snow Cycle 01/08/24 - 01/10/24	68070 · Snow Removal Expense	4,569.60	5,461.60
Bill	02/06/2024	2012558	Snow Cycle 01/08/24 - 01/10/24	68070 · Snow Removal Expense	806.40	6,268.00
Bill	02/06/2024	2012642	Snow Cycle 01/15/24 - 01/16/24	68070 · Snow Removal Expense	6,999.54	13,267.54
Bill	02/06/2024	2012642	Snow Cycle 01/15/24 - 01/16/24	68070 · Snow Removal Expense	1,235.21	14,502.75
Bill	02/22/2024	2012682	Jnauary 2024	64040 · Landscape Contract	8,204.91	22,707.66
Bill	02/22/2024	2012682	Jnauary 2024	64040 · Landscape Contract	1,447.93	24,155.59
Bill	02/22/2024	2012776	Snow Cycle 01/26/24	68070 · Snow Removal Expense	2,324.75	26,480.34
Bill	02/22/2024	2012776	Snow Cycle 01/26/24	68070 · Snow Removal Expense	410.25	26,890.59
Bill	02/29/2024	2012738	Snow Cycle 01/15/24 - 01/16/24	64040 · Landscape Contract	8,204.91	35,095.50
Bill	02/29/2024	2012738	Snow Cycle 01/15/24 - 01/16/24	64040 · Landscape Contract	1,447.93	36,543.43
Bill	02/29/2024	2013011	Snow Cycle 02/05/24 - 02/08/24	68070 · Snow Removal Expense	1,542.24	38,085.67
Bill	02/29/2024	2013011	Snow Cycle 02/05/24 - 02/08/24	68070 · Snow Removal Expense	293.76	38,379.43
Bill	02/29/2024	2012847	T&M Feb 1-3	65030 · Graffiti Removal /Vandal...	693.78	39,073.21
Bill	02/29/2024	2012847	T&M Feb 1-3	65030 · Graffiti Removal /Vandal...	132.15	39,205.36
Total Consolidated Divisions Inc						39,205.36
<b>CORE Electric Cooperative</b>						
Bill	02/08/2024			51050 · Utilities Expense	861.77	861.77
Bill	02/08/2024			51050 · Utilities Expense	30.00	891.77
Total CORE Electric Cooperative						891.77
<b>Diversified Underground</b>						
Bill	02/06/2024	29004	Screen Charge	62020 · Utility Locate	136.00	136.00
Bill	02/06/2024	29004	Screen Charge	62020 · Utility Locate	24.00	160.00
Bill	02/22/2024	29181	Screen Charge	62020 · Utility Locate	89.25	249.25
Bill	02/22/2024	29181	Screen Charge	62020 · Utility Locate	15.75	265.00
Total Diversified Underground						265.00
<b>Foothills Park &amp; Recreation District</b>						
Bill	02/06/2024	SALES000000035202	December 2023 Resident Use	68010 · Foothills Park & Rec Fees	1,463.14	1,463.14
Bill	02/06/2024	SALES000000035202	December 2023 Resident Use	68010 · Foothills Park & Rec Fees	258.20	1,721.34
Bill	02/22/2024	SALES000000035138	November 2023 Resident Use	68010 · Foothills Park & Rec Fees	1,080.59	2,801.93
Bill	02/22/2024	SALES000000035138	November 2023 Resident Use	68010 · Foothills Park & Rec Fees	483.00	3,284.93
Bill	02/22/2024	SALES000000035231	January 2024 Resident Use	68010 · Foothills Park & Rec Fees	1,218.69	4,503.62
Bill	02/22/2024	SALES000000035231	January 2024 Resident Use	68010 · Foothills Park & Rec Fees	498.70	5,002.32
Total Foothills Park & Recreation District						5,002.32
<b>Game-Set-Match Inc.</b>						
Bill	02/06/2024	INV-13288	Tennis Court Washing	65080 · Misc. Playground & Infras...	595.00	595.00
Bill	02/06/2024	INV-13288	Tennis Court Washing	65080 · Misc. Playground & Infras...	105.00	700.00
Total Game-Set-Match Inc.						700.00
<b>Gemsbok Consulting Inc.</b>						
Bill	02/06/2024	5862	December 2023 Chatfield	57030 · Accounting Services	247.50	247.50
Bill	02/06/2024	5863	December 2023	57030 · Accounting Services	1,313.42	1,560.92
Bill	02/06/2024	5863	December 2023	57030 · Accounting Services	250.18	1,811.10
Bill	02/06/2024	5863	December 2023	57030 · Accounting Services	65.15	1,876.25
Bill	02/22/2024	5893	December 2023 Chatfield	57030 · Accounting Services	508.75	2,385.00
Bill	02/22/2024	5892	January 2024	57030 · Accounting Services	1,632.25	4,017.25
Bill	02/22/2024	5892	January 2024	57030 · Accounting Services	310.90	4,328.15
Bill	02/22/2024	5892	January 2024	57030 · Accounting Services	80.97	4,409.12
Total Gemsbok Consulting Inc.						4,409.12

Roxborough Village Metro District  
 Claims by Vendor Detail

February 2024

Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Ireland Stapleton Pryor &amp; Pascoe PC</b>						
Bill	02/06/2024	152203	Billed Through 12/31/23	57020 · Legal Expenses	2,143.63	2,143.63
Bill	02/06/2024	152203	Billed Through 12/31/23	57020 · Legal Expenses	1,265.79	3,409.42
Bill	02/06/2024	152203	Billed Through 12/31/23	57020 · Legal Expenses	105.08	3,514.50
Bill	02/06/2024	152203	Billed Through 12/31/23	68065 · Water Rights Expense	86.00	3,600.50
Bill	02/22/2024	152854	Billed Through 01/31/2024	57020 · Legal Expenses	4,644.44	8,244.94
Bill	02/22/2024	152854	Billed Through 01/31/2024	57020 · Legal Expenses	1,914.16	10,159.10
Bill	02/22/2024	152854	Billed Through 01/31/2024	57020 · Legal Expenses	230.38	10,389.48
Bill	02/29/2024	11	Billed Through 01/31/2024	68065 · Water Rights Expense	404.85	10,794.33
Total Ireland Stapleton Pryor & Pascoe PC						10,794.33
<b>QuickBooks Payroll Service</b>						
Liability Che...	02/28/2024		Fee for 4 direct deposit(s) at \$4.00 each	54000 · Payroll Expenses	16.00	16.00
Total QuickBooks Payroll Service						16.00
<b>Rocky Mountain Recreation Inc</b>						
Bill	02/29/2024	7451	Airplane Park	80070 · New Playground	19,613.75	19,613.75
Total Rocky Mountain Recreation Inc						19,613.75
<b>Roxborough Water &amp; Sanitation District</b>						
Bill	02/15/2024		Service Period 12/25/23 to 01/24/24 Mule Deer Pl	68025 · Water Expense	100.50	100.50
Bill	02/15/2024		Service Period 12/25/23 to 01/24/24 Elk Mtn Cir	68025 · Water Expense	100.50	201.00
Bill	02/15/2024		Service Period 12/25/23 - 01/24/24 Marmot Ridge Cir	68025 · Water Expense	201.00	402.00
Bill	02/15/2024		Service Period 12/25/23 - 01/24/24 Rampart Range	68025 · Water Expense	114.50	516.50
Bill	02/15/2024		Billing Period 01/01/23 to 02/31/24	68025 · Water Expense	744.03	1,260.53
Bill	02/15/2024		Billing Period 01/01/23 to 02/31/24	68025 · Water Expense	131.30	1,391.83
Total Roxborough Water & Sanitation District						1,391.83
<b>SavATree, LLC</b>						
Bill	02/13/2024	13835536	Holiday Decor Lighting	68030 · Seasonal Lighting Expense	6,502.50	6,502.50
Bill	02/13/2024	13835536	Holiday Decor Lighting	68030 · Seasonal Lighting Expense	1,147.50	7,650.00
Bill	02/13/2024	1383553	Holiday Decor Lighting	68030 · Seasonal Lighting Expense	748.00	8,398.00
Bill	02/13/2024	1383553	Holiday Decor Lighting	68030 · Seasonal Lighting Expense	132.00	8,530.00
Bill	02/29/2024	13236839		68045 · Tree Care Expense	1,038.70	9,568.70
Bill	02/29/2024	13236839		68045 · Tree Care Expense	183.30	9,752.00
Total SavATree, LLC						9,752.00
<b>Special District Management Services, Inc</b>						
Bill	02/06/2024	131496	December 2023 District Management Fees	57040 · District Management	4,489.37	4,489.37
Bill	02/06/2024	131496	December 2023 District Management Fees	57040 · District Management	932.64	5,422.01
Bill	02/06/2024	131496	December 2023 District Management Fees	57040 · District Management	220.07	5,642.08
Bill	02/06/2024	131496	December 2023 District Management Fees	68065 · Water Rights Expense	16.00	5,658.08
Bill	02/22/2024	132551	January 2024 District Management Fees	57040 · District Management	6,350.05	12,008.13
Bill	02/22/2024	132551	January 2024 District Management Fees	57040 · District Management	1,154.39	13,162.52
Bill	02/22/2024	132551	January 2024 District Management Fees	57040 · District Management	311.28	13,473.80
Total Special District Management Services, Inc						13,473.80
<b>United Site Services</b>						
Bill	02/19/2024	INV-4135177	February Services Roxborough Community Park	68050 · Portable Restroom Exp.	267.79	267.79
Bill	02/19/2024	INV-4133910	February Services Chatfield Farms Park	68050 · Portable Restroom Exp.	274.76	542.55
Total United Site Services						542.55
<b>Utility Notification Center of Colorado</b>						
Bill	02/06/2024	223121166	RTL Transmissions	62020 · Utility Locate	37.28	37.28
Bill	02/06/2024	223121166	RTL Transmissions	62020 · Utility Locate	6.58	43.86
Bill	02/22/2024	224011164	RTL Transmissions	62020 · Utility Locate	24.12	67.98
Bill	02/22/2024	224011164	RTL Transmissions	62020 · Utility Locate	4.26	72.24
Total Utility Notification Center of Colorado						72.24
<b>Xcel Energy</b>						
Bill	02/29/2024	863314567	February Statement	51050 · Utilities Expense	4.32	4.32
Total Xcel Energy						4.32
<b>TOTAL</b>						<b>112,779.40</b>

Roxborough Village Metro District  
**Payroll Detail**  
February 2024

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Type</u>	<u>Wage Base</u>	<u>Amount</u>
<b>BOD Compensation</b>						
DD1054	02/29/2024	Debra D Prysby	BOD Compensation	Paycheck	0.00	200.00
DD1055	02/29/2024	Ephram Glass	BOD Compensation	Paycheck	0.00	200.00
DD1056	02/29/2024	Mathew Hart	BOD Compensation	Paycheck	0.00	200.00
DD1057	02/29/2024	Travis Jensen	BOD Compensation	Paycheck	0.00	200.00
Total BOD Compensation					0.00	800.00
<b>TOTAL</b>					<b>0.00</b>	<b>800.00</b>

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Roxborough Village Metro District  
Capital Fund Profit & Loss Detail

Accrual Basis

January through February 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>46000 · Interest Income</b>							
<b>46010 · General Bank Account Interest</b>							
Deposit	01/31/2024			Deposit		293.13	293.13
Deposit	01/31/2024			Deposit		5,160.64	5,453.77
Deposit	02/29/2024			Deposit		4,713.94	10,167.71
Deposit	02/29/2024			Deposit		292.01	10,459.72
Total 46010 · General Bank Account Interest					0.00	10,459.72	10,459.72
Total 46000 · Interest Income					0.00	10,459.72	10,459.72
Total Income					0.00	10,459.72	10,459.72
Gross Profit					0.00	10,459.72	10,459.72
<b>Expense</b>							
<b>52000 · Computer &amp; Software Expenses</b>							
<b>52040 · Software &amp; Online Subscriptions</b>							
Bill	01/31/2024	2402609...	Bill.com LLC	Billing Period 01/05/2024 - 02/04/2024	22.23		22.23
Bill	02/29/2024	2403642...	Bill.com LLC	Billing Period 02/05/2024 - 03/04/2024	22.57		44.80
Total 52040 · Software & Online Subscriptions					44.80	0.00	44.80
Total 52000 · Computer & Software Expenses					44.80	0.00	44.80
<b>52500 · Insurance Expense</b>							
<b>52550 · General Insurance</b>							
General Journal	01/31/2024	0124BusIns		To move Business Insruance prepaid to exp...	133.30		133.30
General Journal	02/29/2024	0224BusIns		To move Business Insruance prepaid to exp...	133.30		266.60
Total 52550 · General Insurance					266.60	0.00	266.60
Total 52500 · Insurance Expense					266.60	0.00	266.60
<b>57000 · Professional Services Fees</b>							
<b>57020 · Legal Expenses</b>							
Bill	01/31/2024	152854	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	230.38		230.38
Bill	01/31/2024	11	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	0.00		230.38
General Journal	02/29/2024	0229Accr...		February Invoice Accruals	380.00		610.38
Total 57020 · Legal Expenses					610.38	0.00	610.38
<b>57030 · Accounting Services</b>							
Bill	01/31/2024	5892	Gemsbok Consulting Inc.	January 2024	80.97		80.97
Bill	02/29/2024	5920	Gemsbok Consulting Inc.	February 2024	65.80		146.77
Total 57030 · Accounting Services					146.77	0.00	146.77
<b>57040 · District Management</b>							
Bill	01/31/2024	132551	Special District Manageme...	January 2024 District Management Fees	311.28		311.28
Bill	02/29/2024	133803	Special District Manageme...	February 2024 District Management Fees	357.02		668.30
Total 57040 · District Management					668.30	0.00	668.30
Total 57000 · Professional Services Fees					1,425.45	0.00	1,425.45
<b>68000 · Parks &amp; Open Space Expense</b>							
<b>68065 · Water Rights Expense</b>							
Bill	01/31/2024	132551	Special District Manageme...	January 2024 District Management Fees	0.00		0.00
Bill	01/31/2024	152854	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	0.00		0.00
Bill	01/31/2024	11	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	404.85		404.85
Bill	02/29/2024	133803	Special District Manageme...	February 2024 District Management Fees	0.00		404.85
Total 68065 · Water Rights Expense					404.85	0.00	404.85
Total 68000 · Parks & Open Space Expense					404.85	0.00	404.85
<b>80000 · Capital Expenses</b>							
<b>80010 · Park Infrastructure/Improvements</b>							
Bill	01/11/2024	CW-2024...	Chavez Services LLC		5,639.18		5,639.18
Bill	02/24/2024	2013195	Consolidated Divisions Inc	T&M Feb 18-24	320.00		5,959.18
Total 80010 · Park Infrastructure/Improvements					5,959.18	0.00	5,959.18
<b>80070 · New Playground</b>							
Bill	02/21/2024	7451	Rocky Mountain Recreatio...	Airplane Park	19,613.75		19,613.75
Total 80070 · New Playground					19,613.75	0.00	19,613.75
Total 80000 · Capital Expenses					25,572.93	0.00	25,572.93
Total Expense					27,714.63	0.00	27,714.63
Net Ordinary Income					27,714.63	10,459.72	-17,254.91
<b>Net Income</b>					<b>27,714.63</b>	<b>10,459.72</b>	<b>-17,254.91</b>



**Roxborough Village Metro District**  
**General Fund Profit & Loss Detail**

January through February 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>41000 · Property Tax Income</b>							
<b>41010 · Specific Ownership Tax</b>							
General Journal	01/01/2024	AJE23 #1R		Reverse of GJE AJE23 #1 -- To move reven...	6,019.01		-6,019.01
Deposit	01/10/2024			Deposit		6,019.01	0.00
Deposit	02/09/2024			Deposit		9,343.72	9,343.72
Total 41010 · Specific Ownership Tax					6,019.01	15,362.73	9,343.72
<b>41020 · Property Tax</b>							
Deposit	02/09/2024			Deposit		4,218.41	4,218.41
Total 41020 · Property Tax					0.00	4,218.41	4,218.41
Total 41000 · Property Tax Income					6,019.01	19,581.14	13,562.13
<b>46000 · Interest Income</b>							
<b>46010 · General Bank Account Interest</b>							
Deposit	01/31/2024			Deposit		2,665.32	2,665.32
Deposit	02/29/2024			Deposit		2,313.43	4,978.75
Total 46010 · General Bank Account Interest					0.00	4,978.75	4,978.75
Total 46000 · Interest Income					0.00	4,978.75	4,978.75
Total Income					6,019.01	24,559.89	18,540.88
Gross Profit					6,019.01	24,559.89	18,540.88
<b>Expense</b>							
<b>50000 · Treasurer Fees</b>							
Deposit	02/09/2024			Deposit	63.28		63.28
Total 50000 · Treasurer Fees					63.28	0.00	63.28
<b>51000 · General Overhead</b>							
<b>51050 · Utilities Expense</b>							
Bill	01/18/2024		CORE Electric Cooperative		891.77		891.77
Bill	01/31/2024	859205179	Xcel Energy	January Statement	4.33		896.10
Bill	02/21/2024		CORE Electric Cooperative		857.69		1,753.79
Bill	02/29/2024	863314567	Xcel Energy	February Statement	4.32		1,758.11
Total 51050 · Utilities Expense					1,758.11	0.00	1,758.11
Total 51000 · General Overhead					1,758.11	0.00	1,758.11
<b>52000 · Computer &amp; Software Expenses</b>							
<b>52040 · Software &amp; Online Subscriptions</b>							
Bill	01/31/2024	2402609...	Bill.com LLC	Billing Period 01/05/2024 - 02/04/2024	533.60		533.60
Bill	02/29/2024	2403642...	Bill.com LLC	Billing Period 02/05/2024 - 03/04/2024	541.76		1,075.36
Total 52040 · Software & Online Subscriptions					1,075.36	0.00	1,075.36
Total 52000 · Computer & Software Expenses					1,075.36	0.00	1,075.36
<b>52500 · Insurance Expense</b>							
<b>52550 · General Insurance</b>							
General Journal	01/31/2024	0124BusIns		To move Business Insruance prepaid to exp...	3,199.20		3,199.20
General Journal	02/29/2024	0224BusIns		To move Business Insruance prepaid to exp...	3,199.20		6,398.40
Total 52550 · General Insurance					6,398.40	0.00	6,398.40
Total 52500 · Insurance Expense					6,398.40	0.00	6,398.40
<b>53000 · Board of Director's Expense</b>							
<b>53010 · Directors' Stipend</b>							
Paycheck	01/31/2024	DD1050	Debra D Prysby	Direct Deposit	200.00		200.00
Paycheck	01/31/2024	DD1051	Ephram Glass	Direct Deposit	200.00		400.00
Paycheck	01/31/2024	DD1052	Mathew Hart	Direct Deposit	200.00		600.00
Paycheck	01/31/2024	DD1053	Travis Jensen	Direct Deposit	200.00		800.00
Paycheck	02/29/2024	DD1054	Debra D Prysby	Direct Deposit	200.00		1,000.00
Paycheck	02/29/2024	DD1055	Ephram Glass	Direct Deposit	200.00		1,200.00
Paycheck	02/29/2024	DD1056	Mathew Hart	Direct Deposit	200.00		1,400.00
Paycheck	02/29/2024	DD1057	Travis Jensen	Direct Deposit	200.00		1,600.00
Total 53010 · Directors' Stipend					1,600.00	0.00	1,600.00
Total 53000 · Board of Director's Expense					1,600.00	0.00	1,600.00
<b>54000 · Payroll Expenses</b>							
<b>54060 · Employer Payroll Taxes</b>							
Paycheck	01/31/2024	DD1050	Debra D Prysby	Direct Deposit	15.30		15.30
Paycheck	01/31/2024	DD1051	Ephram Glass	Direct Deposit	15.30		30.60
Paycheck	01/31/2024	DD1052	Mathew Hart	Direct Deposit	15.30		45.90
Paycheck	01/31/2024	DD1053	Travis Jensen	Direct Deposit	15.30		61.20
Paycheck	02/29/2024	DD1054	Debra D Prysby	Direct Deposit	15.30		76.50
Paycheck	02/29/2024	DD1055	Ephram Glass	Direct Deposit	15.30		91.80
Paycheck	02/29/2024	DD1056	Mathew Hart	Direct Deposit	15.30		107.10
Paycheck	02/29/2024	DD1057	Travis Jensen	Direct Deposit	15.30		122.40
Total 54060 · Employer Payroll Taxes					122.40	0.00	122.40

**Roxborough Village Metro District  
General Fund Profit & Loss Detail**

January through February 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>54000 · Payroll Expenses - Other</b>							
Liability Check	01/30/2024		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00		16.00
Paycheck	01/31/2024	DD1050	Debra D Prysby	Direct Deposit	0.00		16.00
Paycheck	01/31/2024	DD1051	Ephram Glass	Direct Deposit	0.00		16.00
Paycheck	01/31/2024	DD1052	Mathew Hart	Direct Deposit	0.00		16.00
Paycheck	01/31/2024	DD1053	Travis Jensen	Direct Deposit	0.00		16.00
Liability Check	02/28/2024		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00		32.00
Paycheck	02/29/2024	DD1054	Debra D Prysby	Direct Deposit	0.00		32.00
Paycheck	02/29/2024	DD1055	Ephram Glass	Direct Deposit	0.00		32.00
Paycheck	02/29/2024	DD1056	Mathew Hart	Direct Deposit	0.00		32.00
Paycheck	02/29/2024	DD1057	Travis Jensen	Direct Deposit	0.00		32.00
Total 54000 · Payroll Expenses - Other					32.00	0.00	32.00
Total 54000 · Payroll Expenses					154.40	0.00	154.40
<b>57000 · Professional Services Fees</b>							
<b>57020 · Legal Expenses</b>							
Bill	01/31/2024	152854	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	6,558.60		6,558.60
Bill	01/31/2024	11	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	0.00		6,558.60
General Journal	02/29/2024	0229Accr...		February Invoice Accruals	9,120.00		15,678.60
Total 57020 · Legal Expenses					15,678.60	0.00	15,678.60
<b>57030 · Accounting Services</b>							
Bill	01/31/2024	5893	Gembok Consulting Inc.	December 2023 Chatfield	508.75		508.75
Bill	01/31/2024	5892	Gembok Consulting Inc.	January 2024	1,943.15		2,451.90
Bill	02/29/2024	5920	Gembok Consulting Inc.	February 2024	1,579.20		4,031.10
Total 57030 · Accounting Services					4,031.10	0.00	4,031.10
<b>57040 · District Management</b>							
Bill	01/31/2024	132551	Special District Manageme...	January 2024 District Management Fees	7,504.44		7,504.44
Bill	02/29/2024	133803	Special District Manageme...	February 2024 District Management Fees	8,568.52		16,072.96
Total 57040 · District Management					16,072.96	0.00	16,072.96
Total 57000 · Professional Services Fees					35,782.66	0.00	35,782.66
<b>62000 · Repairs and Maintenance</b>							
<b>62020 · Utility Locate</b>							
Bill	01/31/2024	224011164	Utility Notification Center o...	RTL Transmissions	28.38		28.38
Bill	01/31/2024	29181	Diversified Underground	Screen Charge	105.00		133.38
Bill	02/29/2024	224021158	Utility Notification Center o...	RTL Transmissions	49.02		182.40
Total 62020 · Utility Locate					182.40	0.00	182.40
Total 62000 · Repairs and Maintenance					182.40	0.00	182.40
<b>64000 · Landscape Expenses</b>							
<b>64010 · Landscape Repairs and Maint</b>							
Bill	01/06/2024	2012443	Consolidated Divisions Inc	T&M Jan 1 - Jan 6	160.00		160.00
Bill	02/17/2024	2013099	Consolidated Divisions Inc	T&M Feb 11-17	315.13		475.13
Total 64010 · Landscape Repairs and Maint					475.13	0.00	475.13
<b>64040 · Landscape Contract</b>							
Bill	01/01/2024	2012682	Consolidated Divisions Inc	Jnauary 2024	9,652.84		9,652.84
Bill	02/01/2024	2012738	Consolidated Divisions Inc	Snow Cycle 01/15/24 - 01/16/24	9,652.84		19,305.68
Total 64040 · Landscape Contract					19,305.68	0.00	19,305.68
Total 64000 · Landscape Expenses					19,780.81	0.00	19,780.81
<b>65000 · Playground &amp; Infrastructure Exp</b>							
<b>65030 · Graffiti Removal /Vandalism Exp</b>							
Bill	02/03/2024	2012847	Consolidated Divisions Inc	T&M Feb 1-3	825.93		825.93
Total 65030 · Graffiti Removal /Vandalism Exp					825.93	0.00	825.93
<b>65080 · Misc. Playground &amp; Infrastruct</b>							
Bill	01/06/2024	INV-13288	Game-Set-Match Inc.	Tennis Court Washing	700.00		700.00
Total 65080 · Misc. Playground & Infrastruct					700.00	0.00	700.00
Total 65000 · Playground & Infrastructure Exp					1,525.93	0.00	1,525.93
<b>68000 · Parks &amp; Open Space Expense</b>							
<b>68010 · Foothills Park &amp; Rec Fees</b>							
Bill	01/31/2024	SALES00...	Foothills Park & Recreatio...	January 2024 Resident Use	1,717.39		1,717.39
Bill	02/29/2024	SALES00...	Foothills Park & Recreatio...	February 2024 Resident Use	1,306.04		3,023.43
Total 68010 · Foothills Park & Rec Fees					3,023.43	0.00	3,023.43

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through February 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>68025 · Water Expense</b>							
Bill	01/15/2024		Roxborough Water & Sanit...	Service Period 11/25/23 to 12/24/23 Elk Mt...	100.50		100.50
Bill	01/15/2024		Roxborough Water & Sanit...	Service Period 11/25/23 to 12/24/23 Mule D...	100.50		201.00
Bill	01/15/2024		Roxborough Water & Sanit...	Service Period 11/25/23 - 12/24/23 Marmot ...	201.00		402.00
Bill	01/15/2024		Roxborough Water & Sanit...	Service Period 11/25/23 - 12/24/23 Rampart...	114.50		516.50
Bill	01/15/2024		Roxborough Water & Sanit...	Billing Period 12/01/23 to 12/31/23	875.33		1,391.83
Bill	02/15/2024		Roxborough Water & Sanit...	Service Period 12/25/23 to 01/24/24 Mule D...	100.50		1,492.33
Bill	02/15/2024		Roxborough Water & Sanit...	Service Period 12/25/23 to 01/24/24 Elk Mt...	100.50		1,592.83
Bill	02/15/2024		Roxborough Water & Sanit...	Service Period 12/25/23 - 01/24/24 Marmot ...	201.00		1,793.83
Bill	02/15/2024		Roxborough Water & Sanit...	Service Period 12/25/23 - 01/24/24 Rampart...	114.50		1,908.33
Bill	02/15/2024		Roxborough Water & Sanit...	Billing Period 01/01/23 to 02/31/24	875.33		2,783.66
Bill	02/21/2024	1084922	Mission Communication LLC	Annual Service	371.40		3,155.06
Total 68025 · Water Expense					3,155.06	0.00	3,155.06
<b>68050 · Portable Restroom Exp.</b>							
Bill	01/31/2024	INV-4068...	United Site Services	January Services Chatfield Farms Park	274.76		274.76
Bill	01/31/2024	INV-4068...	United Site Services	January Services Roxborough Community ...	267.79		542.55
Bill	02/19/2024	INV-4135...	United Site Services	February Services Roxborough Community ...	267.79		810.34
Bill	02/19/2024	INV-4133...	United Site Services	February Services Chatfield Farms Park	274.76		1,085.10
Total 68050 · Portable Restroom Exp.					1,085.10	0.00	1,085.10
<b>68070 · Snow Removal Expense</b>							
Bill	01/10/2024	2012558	Consolidated Divisions Inc	Snow Cycle 01/08/24 - 01/10/24	5,376.00		5,376.00
Bill	01/16/2024	2012642	Consolidated Divisions Inc	Snow Cycle 01/15/24 - 01/16/24	8,234.75		13,610.75
Bill	01/26/2024	2012776	Consolidated Divisions Inc	Snow Cycle 01/26/24	2,735.00		16,345.75
Bill	02/04/2024	2012949	Consolidated Divisions Inc	Snow Cycle 02/03/24 - 02/04/24	11,219.00		27,564.75
Bill	02/08/2024	2013011	Consolidated Divisions Inc	Snow Cycle 02/05/24 - 02/08/24	1,836.00		29,400.75
Bill	02/15/2024	2013116	Consolidated Divisions Inc	Snow Cycle 02/12/24-02/15/24	444.00		29,844.75
Total 68070 · Snow Removal Expense					29,844.75	0.00	29,844.75
Total 68000 · Parks & Open Space Expense					37,108.34	0.00	37,108.34
Total Expense					105,429.69	0.00	105,429.69
Net Ordinary Income					111,448.70	24,559.89	-86,888.81
<b>Net Income</b>					<b>111,448.70</b>	<b>24,559.89</b>	<b>-86,888.81</b>

Location	Date	Time	Approved?	Deposit \$100	Deposit Returned	Fee	In Binder?	Voided/ Cashed?	Date Permit Issued	Notes
Community Park	5/27/2023	1-4pm	Yes	Received						
Softball Field	4/8/2023	10am-2pm	Yes	Received	6/28/2023					
Community Park Gazebo and parking	4/1/2023	10am-1pm	Yes	Received						
Community Park/Baseball field	4/13/23-6/15/23	4:30pm-8:30pm	Yes	Received \$500	7/6/2023	\$2,200		Mailed to Gemsbok	3.2.2023	
Community Park/ Baseball Field	4/18/2023 & 5/2/2023 or 4/25/23 & 5/9/23	9am-2:30pm	Yes	Waived						
Chatfield Farms	6/7/2023, 6/21/2023, 7/5/2023 and 7/19/2023	8:30 am- 10:30	Yes	Received						
Softball Field	3/30/2024	930-3:30p	Yes	Received						
Community Park	7/22/2023	11am-7pm	Yes	Received	7/26/2023					
Community Park/Softball Field	7/21/2023	5:30 pm- 8:30 p	Yes	Received						
Community Park/Softball Field	8/4/2023	3:30 pm- 6:30 p	Yes	Received	8/10/2023					

**Roxborough Village Metropolitan District  
District Management Report  
January 12 – February 14, 2024**

**\*\* Please see the Action Item list for the full update regarding SDMS actions.**

**Homeowner Website Communication**

E-mailed attached.

**Contractor/Consultant Communication Overview**

**1. CDI**

We are still working it them regarding the snow removal percentages and the irrigation details. They said it is taking a lot of time to separate out the work done as a part of the contract.

**2. Legal**

Legal has been working on agreements as needed.

**3. Tree Care**

We have requested the funds to replace the trees from Bailey Tree; we will let the Board know when received.

**4. Ark Ecological Services**

2024 Agreement is included in the packet.

**5. Farnsworth**

All of the leg work has been done; we should have the first draft around the time of the meeting.

**6. Chatfield Farms Planter**

Top cap discussion has been added to the agenda.

**Park/Facility Permits:**

The only new request is regarding the Egg Hunt.

**CORA Requests**

No new requests have been received.

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes
Cancelled	CDI	Provide scope reduction amount for unmown native areas	8/25/2023	Low		I think this was done but confirming. Extended. Per Dale, this was done. Asked him to re-send. Followed up on 8/28. Followed up on 11/14; he replied on the 16th. Requested copy of the form on 11/27. Confirmed it is not correct and e-mailed back on 11/29.
Dependent	Farnsworth	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	7/30/24	Low		Ideally build into GIS
Dependent	SDMS	Execute 16B monument easement assignment	12/31/2023	Low		Easement assignment document sent to HOA 10/13/23
Dependent	Ireland Stapleton	Sign replacements	5/31/24	High		Postponed from 1/25/2023 meeting. On hold pending Board action.
Dependent	Ireland Stapleton	Draft agreements with 16B HOA for tracts C and E	5/31/24	Low		Waiting on formula for how HOAs pay for work
Dependent	SDMS	Wildfire mitigation grants	5/15/2024	High		9/20 Watched the webinar for grant applicants. Followed up with Douglas County official and was told that applications are no longer being accepted for 2023 due to the high demand and limited funding. Waitlist will be created for 2024. 1/12/2024 emailed ARPA wildfire@douglas.co.us for more information on the grants for 2024. 1/25/2024 Spoke with Dylan Williams. We have been added to the list to receive information. Applications will go live late April/early May. Received information regarding what we will need including: work we've done in the past. Are we firewise? Have we done any mitigation work in past 10 years? What is the plan going forward? Do we have the Colorado State Forest standards for home mitigations? Was told we would have a leg up on the grant application as we are a target area that they are wanting to help.
Dependent	SDMS	Sign for greenhouse- brought to you by RVMD	2/29/24	Low		Sign committee to cover this
Dependent	SDMS	Website ADA compliance	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.
Dependent	SDMS	Get a new bollard and locks for the path leading down the hill in Community Park	7/1/2024	Low		Requested proposal. Travis has options; will be forwarding to OP for selection. 10/5 - Found several options. Spoke with maintenance tech and they said we need a specific lock. Even if it is not a road/trail that emergency response will go on, it is still required for emergency purposes. TH. Received quote from CDI, need to confirm its the correct bollard. Will request new quote if not. Delayed until new playground is installed.
Dependent	SDMS	Coordinate using CDI resources to help Ark Ecological and create agreement	4/1/2024	Low		
Dependent	Ireland Stapleton	Complete CORE Electric Easement Agreement	4/15/2024			
Dependent	SDMS	Get tree planting bids for 2024	3/20/2024			
In Progress	CDI	CDI to complete weed priority; including medians and Arrowhead Shores	8/25/2023	High		E-mailed CDI on 6/21. Continue following up. Followed up; extended. Followed up on 8/28. Discussed during meeting on 9/19. Per e-mail from Dale on 11/16, this is an ongoing task. Leaving task open for pulling weed grasses.
In Progress	CDI	Replace green irrigation covers with purple	7/1/2024	Low		Get GPS coordinates for each box. Purple covers are difficult to obtain due to supply issues Followed up on 8/8 to see status. Extended. CDI will be replacing as they can with the covers and GPS. Followed up on 8/28. Waiting for GIS. 11/2 Roughly 15- 20% of purple valve box lids have been replaced - TH
In Progress	CDI	Provide hours for irrigation work and missing invoice details	2/13/2024			Waiting on board approval
In Progress	Dir. Glass	Inserts for new home buyers in the district	5/31/2024	Low		Currently waiting on SDA to assist
In Progress	Farnsworth	Propose fix for second pump intake at Crystal Lake	7/31/23	Medium		Gave JC info at meeting on 9/20
In Progress	Farnsworth	Bridge replacement permitting at south creek crossing	4/1/24	High		Gave info to JC at meeting on 9/20. Get permit going ASAP.
In Progress	Farnsworth	Seek permits for bridge replacement at Rampart Way Open Area bridge	4/1/24	High		Get permit going ASAP.
In Progress	Farnsworth	Weathertrak	4/1/24	Medium		Gave JC info at meeting on 9/20; Per CDI; don't renew. Need info on whether Optiflow is worthwhile to implement.

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes
In Progress	Farnsworth	GIS initiative to map the irrigation system and other RVMD assets (trash cans, etc.)	5/31/24	High		Information provided to Farnsworth on 6/8/2023. Waiting for additional information about next steps. Ephram and SDMS can give JC or crew information that is needed. Need device to get GPS in the field. JC to reach out to Ephram. Presentation was at October meeting; to be discussed at the 11/7 meeting. Proposal to be approved 11/15. GIS device approved on 1/17/2024.
In Progress	Gembok	Generate list of capital items for Chatfield Capital Contributions	1/31/2024	High		List is created. Waiting on Gembok to discuss with auditor.
In Progress	Ireland Stapleton	Reach out to DA regarding process for rule enforcement	9/20/2023			
In Progress	Ireland Stapleton	Determine next steps on records retention requirements	3/31/2024			E-mailed Dino on 8/25; he will let us know if we need to do anything.
In Progress	Ireland Stapleton	Go to county re: median maintenance and landscaping along the sides of roads that are on Douglas County property	9/30/2023	Medium		Sent reminder on 7/24.
In Progress	SDMS	Continue to try to get electric repaired on Rampart Range Rd	6/1/2023	High		Additional contractors contracted. Revisiting area and information with CORE electric. Working with FW. Changed to SDMS. Travis coordinating with boring company and McBride. 9/27 - Meeting scheduled with McBride Lighting to meet on 9/29 at 10am. Waiting to here if boring company can attend. 9/29 Met with boring and electrical company. Electrical company will be placing a work order for the area of the week of 10/9 to do more thorough check. Once they update, I will pass along the information - TH. 1/18/2024 Reached out to Core electric. Will follow up on 1/19. 1/22/2024 Emailed Mitch Anderson with McBride lighting to address next steps.
In Progress	SDMS	Grant/concept paper for Community Park Playground	7/31/2023	High		9/18 called and left message for Alison at Douglas County office. 9/19 Called and left message for Alison. Spoke with Jessica Towles with Sterling Ranch regarding the grant they got. She will be emailing me over some further information about the process, but did not have a contact name. 11/8 emailed contact at GoCo website. 11/21 Followed up with GoCo. 12/6 sent another email to GoCo. Added other individuals emails this time as well. 1/18/2024 Emailed Christopher Abby, the program officer for the Southern Front Range district which includes Douglas County. Also emailed Tilah Larson and Dan Zimmerer, Managers of Programs. Will follow up on 1/19/2024. 1/22/2024 Emailed Chris once more. I also called and left a message at 720.703.2343 2/5/2024 Left message at previous phone number again. 3/5/2024 Was able to touch base with Chris and scheduled meeting for 3/13 at 10am
In Progress	SDMS	Get anchors for porta-potties	8/31/2023			We paid United Services for this, but there are no anchors installed. SDMS contacted them on 8/14; will provide updates as we have them. Travis contacted on 9/18; scheduled to be done the week of 9/18. 10/11 - As of last week the anchors were not installed. I will call again today - TH 12/27 - Called to schedule appointment for onsite visit to ensure anchors are in. 1/5/2024 Called for stake down services. 3/4/2024 Spoke with Justice. He mentioned he saw multiple calls for the stake downs, placed a new work order and said they should be staked down on on 3/7. Requested callback on my cell for confirmation that work is complete
In Progress	SDMS	Issue RFP for handyman	12/31/2023	Low		Sent out several inquiries for handymen in the area. Have received one back so far, waiting for others. 1/11/24 Have received a couple inquiries back. Multiple have said they are not interested in a larger account area. The companies were: Mr. Handyman, A Handy Man LLC, Professional Handyman Services, All Star Pros and Home Tech. Will be sending out more inquiries next week on 1/19. 1/22/2024 Reached out to the following companies: Ron's Handyman Services, Ace Handyman Services, Adams' Handyman Services, and Good Hands Handyman Services. 1/23/2024 Returned message for Adam's Handyman Service and responded to Ron's Handyman Services email. 2/5/2024 Followed up with multiple handymen again including Ace and Adam's. Left messages. 2/22/2024 Followed up with a few of the handymen, those I was able to connect with ultimately decided they were not interested. 3/4/2024 Ron's Handyman Services said they were still interested in the account. Will call more
In Progress	SDMS	Set up new website	12/31/2023	Low		

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes
In Progress	SDMS	Renewal for Foothills agreement	2/19/2024			Double check the maximum amount in the agreement - it should match the budget. Sent to Dino on 1/25 for agreement.
In Progress	SDMS	Newsletter- get ideas together; get approval from Board and send out. Include info re: new rules.	4/1/2024			This should be done after the website is ready and should include a QR code
In Progress	SDMS	Reservations for tennis/ cost for non-district residents, rules	4/1/2024	Medium		Working to confirm that SIPA offers this with no monthly fee attached. Also need more direction from the Board about costs and process. Rsreaching with SIPA. Not possible through SIPA but we can get an add-on. Diana is researching.
In Progress	SDMS	Agreements and Easements on Website	2/29/24	Medium		SDMS gathering documents and remediating files as time permits in preparation for new District Website. Requested the compilation on 1/18/24.
In Progress	SDMS	Board access to edit SIPA website	2/29/24	Low		Requested the research on 1/18/2024.
In Progress	SDMS	ask Douglas County to ensure they are mowing the east edge of Rampart Range Rd between the north and south intersections with Village Circles East and West	6/30/2024	Low		Asked Travis to work on it on 8/28. Spoke with Douglas County, and they are not responsible for those areas. That land is owned by an individual and Douglas will not mow there. Originally spoke with Douglas County and they said they were not responsible. Upon further information received, that was inaccurate. 10/4: Called Douglas County and left message for follow up on previous conversation. Will call again week of 10/9 when I am back in the office - TH. 10/26 Spoke with Douglas County. A service request has been entered to mow the area in questions. - TH; Board to check in June if mowed
In Progress	SDMS	Find out if we can use ballot box at library	1/30/2025	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. Travis called on 9/18; the ballot box they have goes through Douglas county. He is checking with them. Seemed to be a possibility, but we won't know until January 2025.
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. The invoices have been retracted. Next step is to remove from bill.com. 2/28/2024 Received information from Eric and Diversified regarding the area. Will forward email on
In Progress	SDMS	Fix the tennis court and dugout gates	2/29/2024	Low		1/17/2024 Sent out email to multiple places for fence repair. Received one back from Mr. Handyman stating it would be Commercial Rates are 1-2 hour min, cost would be between \$240-\$360 for repair. Some places contacted said they do not repair existing fences, they only install new ones. Waiting for more quotes. 2/2/2024: CDI secured the doors back. Locking hardware will be installed next week. 2/20/24 Received word from CDI that all the fences were repaired.
In Progress	SDMS	Replace broken zip ties on tennis court wind screens	2/29/2024	Low		CDI to complete
In Progress	SDMS	Get new bathroom cleaning service contract	3/31/2024	Low		Travis will start reaching out to vendors for quotes. One proposal received. 3/4/2024: Reached out to the following companies: Denver Janitorial, Blue Amber, Jan Pro, Metro Maintenance and Systems 4. Scheduled meeting with Systems 4 for 3/5 and Jan Pro on 3/12. Proposals to be reviewed at 3/20 Board meeting.
In Progress	SDMS	Follow up with CDI re: weeds in beds and snow removal breakdown.	3/1/2024			
In Progress	SDMS	Get irrigation agreement executed	3/1/2024			E-mailed Dino on 2/23 to confirm who is doing it.
In Progress	SDMS	Confirm settlement with Bailey	3/1/2024			
In Progress	Dir. Glass	Reach out to CORE Electric about project off Rampart Range Rd	3/31/2024			
In Progress	Ireland Stapleton	Draft letters to HOAs regarding continued services	3/31/2024			
In Progress	SDMS	Complete SOW for noxious weed grant	3/31/2024			Travis e-mailed info question to Ephram on 3/14.
In Progress	SDMS	Obtain <a href="http://roxvillagemetro.gov">roxvillagemetro.gov</a> domain	5/31/2024			SDMS has already requested. Waiting to hear back.
In Progress	Farnsworth	Complete ADA surveying of Community Park	4/1/2024			Requested update on 3/14.
Open	CDI	Need Snow removal percentages for each HOA	4/1/2024	Low		
Open	Dir. Prysby	Check plat to see if we are 'assigned' to maintain the medians	8/31/2023	Low		Followed up on 8/28



Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes
Open	Ireland Stapleton	Kelley to ask for survey of irrigation mainline from north side of Waterton	10/18/2023			
Open	PST	Replace Chatfield Farms planter masonry	12/31/2023			Waiting on quote for use of Siloam stone
Open	SDMS	Submit grant application for turf replacement	12/31/2023			CDI sent proposal details and board approved moving forward 12/5. 1/9/2024 Met with turf replacement representative with additional questions and clarifications. 1/11/2024 Received additional information to fill out from the turf replacement contact. Paperwork will be completed by 1/25. 1/22/2024 Reached out to Peggy for assistance with paperwork
Open	SDMS	Resolve conflict on electrician invoices	12/31/2023	Low		Board thinks the district was overbilled for recent electrical work on Rampart. Information e-mailed to McBride on 3/13.
Open	SDMS	Set up pre-submittal meeting with Douglas County Development Review regarding Executive Homes detention pond	1/15/2024			Reach out the Douglas County Engineering for how to fix drainage issues in Executive Homes Detention Pond
Open	SDMS	Schedule spring de-winterization, gauge replacement, pressure tank removal and bypass, and spare sewage pump install and removal of failed pump with Good Plumbing	1/31/2024	Low		Good Plumbing will be on-site on March 12th at 10am
Open	SDMS	Correct insurance coverages	1/31/2024	Low		Information sent to the pool on 1/24; waiting for confirmation.
Open	SDMS	Contact Douglas County about proposed traffic circle at Campfire St.	4/1/2024	Low		Check on status of researching this. Douglas County engineering was to keep momentum behind this effort
Open	SDMS	Contact Douglas County about proposed pedestrian connection to Waterton Canyon	4/1/2024	Low		Lora Thomas was interested in setting up a kickoff meeting early in the year. Initial meeting set for 1/31/24.
Open	SDMS	Renew Game-Set-Match tennis court cleaning contract and/or get bids from others	3/31/2024	Low		
Open	CDI	Send proposal to fix erosion behind 7634 Rampart Way	2/21/2024	Low		Ephram requested proposal Feb 6th. Followed up on 2/23.
Open	CDI	Pre-emergent- let the Board know when done and what it is.	4/15/2024			
Open	SDMS	Wind screens- zip tie them	3/1/2024			Need heavy duty zip ties with tails cut off. They need to secure ALL the eyelets. Reach out to Game-Set-Match to do the fixes under warranty.
Open	SDMS	Tell Castle Rock Water to notify the district when performing maintenance on land RVMd maintains	3/31/2024			
Open	SDMS	Relay restrictions on trucks for baseball field restoration	3/31/2024			Set up pre-construction meeting to discuss
Open	CDI	Review drip irrigation areas with board members in the field	5/31/2024			Some areas on the map are suspect. SDMS to set up meeting in late April.
Open	Dir. Glass	Identify new trees to plant for 2024	3/31/2024			
Open	Dir. Glass	Get bids for repairing asphalt surfaces	3/31/2024			
Open	SDMS	Execute Ark Ecological agreement pending approval on 3/20	3/31/2024			
Recently Completed	CDI	Irrigation- list of what is working, what is not, and what the district should fix	1/12/2024	Low		Peggy will work with Dale to get additional details. Confirmed all is on as of 7/24; requested list of repairs. Repairs occurring as needed. Followed up on 8/28. Discussed drip irrigation; want to make sure that the drip going to the trees and monument; that has been abandoned. it is now all rotors. 11/2 Park off Liverpool Circle, all but one tree as drip ran to it. (Tom met Ephram onsite about this) Median by Shell gas station on Rampart Rd broken line by electrical hole. When we winterize system end of this week beginning of next week, we will markup a map of all areas drip, native, and turf that is not working.
Recently Completed	Dir. Glass	PST- proposal option for stone cap on Chatfield Farms planter	1/29/2024		2/14/2024	
Recently Completed	Gembok	Add 2011-2020 invoices to dropbox for chatfield review	1/31/2024	Low	2/1/2024	
Recently Completed	Ireland Stapleton	Airplane Park agreement	2/19/2024		2/13/2024	Sent to vendor on 1/23; he mentioned a change in cost. Ephram reaching out. The price increased; e-mailed regarding approvals. Will be reviewed at February meeting. Finalized on 2/13.

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes
Recently Completed	SDMS	Once park paperwork finalized, draft HO communication-selected for Airplane Park playground, within our approved and planned budget for 2023, draft and have Operations Committee review	2/19/2024	High	3/3/2024	Dependent on playground replacement finalization. Waiting on finalized agreement with increased prices.
Recently Completed	SDMS	Confirm purchase of approved item for Airplane park. Work with legal regarding agreement, etc.	2/19/2024	High	3/3/2024	Confirmed with contractor; waiting for paperwork. Followed up on 9/18, will be following up every other day. Neet to set up meeting; asked Travis to spearhead. Met with Thomas. Working on design plans for park. 12/14 Waiting on updated proposal without the EWF or weed barrier. Agreement in process.
Recently Completed	SDMS	Mission Communications	2/29/2024	Medium	3/1/2024	Gave JC info at meeting on 9/20; Ephram has info from Browns Hill; to be discussed in January with board. Board agreed to renew starting in April.
Recently Completed	SDMS	Confirm tablet with Farnsworth	1/26/2024		2/20/2024	E-mailed on 1/25; waiting for confirmation. He is out until 1/30.
Recently Completed	PST	Complete all Community Park bathroom repairs	12/31/2023		2/23/2024	
Recently Completed	SavATree	Complete stump removals	12/31/2023		3/1/2024	12/18: SavATree missed a bunch of stumps
Recently Completed	SDMS	Get Bailey to plant the trees they owe the district	2/1/2024	Medium	2/21/2024	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. Can't happen until spring; e-mailed Committee. Travis e-mailed Bailey for update on 1/8/2024. 1/22/2024 Sent another email to follow up on next steps.
Recently Completed	SDMS	Renew SDA Membership for 2024	3/1/2024	Low	2/21/2024	2/1/2024 Received communication from Bailey Tree that they will be looking to install in March/April. Mentioned a couple options due to pricing costs increasing. Peggy will take to board. Per Board, they are accepting the offer. Tracking separately.
Recently Completed	SMDS	Obtain proposals to fix tennis court and dugout gates	1/31/2024	Low	2/20/2024	1/17/2024 Sent out email to multiple places for fence repair. Received one back from Mr. Handyman stating it would be Commercial Rates are 1-2 hour min, cost would be between \$240-\$360 for repair. Some places contacted said they do not repair existing fences, they only install new ones. Waiting for more quotes. 2/2/2024: CDI secured the doors back. Locking hardware will be installed next week. 2/20/24 Received word from CDI that all the fences were repaired.
Recently Completed	SDMS	Update minutes; get signed and posted.	2/23/2024		2/23/2024	Updated and uploaded for signature on 2/23.
Recently Completed	SDMS	Send Board <a href="http://bill.com">bill.com</a> info.	2/23/2024		2/23/2024	
Recently Completed	SDMS	Confirm who is submitting audit engagement letter	2/23/2024		2/23/2024	E-mailed Gemsbok on 2/23, the will be handling.
Recently Completed	SDMS	Confirm who is getting Foothills agreement done.	3/1/2024		2/23/2024	E-mailed Dino on 2/23 to confirm who is doing it.
Recently Completed	SDMS	Egg hunt- make sure new rules are signed, let them know re: renovation.	3/1/2024		3/13/2024	E-mailed Michelle on 2/23. Done by Director Rubic.
Recently Completed	SDMS	Follow up re: second skylight.	3/1/2024		2/23/2024	
Recently Completed	SDMS	E-blast- Airplane Park, traffic guys at next meeting, Chatfield Farms planter.	3/1/2024		3/3/2024	E-mailed DougCo on 2/24 to confirm attendance.
Recently Completed	Dir. Glass	Send new website cleanup items to SDMS	3/17/2024		3/14/2024	Received and in process.
Recently Completed	Dir. Rubic	Communicate restrictions with regard to the Easter Egg Hunt	3/15/2024		3/13/2024	Done via phone call and email follow up.
Recently Completed	SDMS	Obtain remainder funds in safety grant	3/31/2024	High	3/14/2024	Request submitted on 3/14.

[REDACTED]

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[REDACTED] submitted your form: Feedback  
on [RoxboroughVillageMD](#)

**Message Details:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] John Jeffrey Kadlec of Dougco  
about road (near water drainage)/sidewalk repairs and he told me I  
should reach out to you about one of our concerns. We live in  
Roxborough Ridge area and governed by a HOA. This development of  
homes was started out close to 24 years ago. We have a  
pathway/bikeway that connects Red Mesa Drive to Blue Mesa. We had  
a summer picnic at the end of our cul-de-sac and when my husband  
and I walked this pathway, we noticed several big, large cracks  
throughout. Mr Kadlec told me to contact you about this area. We have  
an upcoming HOA meeting scheduled in a few weeks. I'd love to report  
something back to them. If you can respond by then, that would be  
great! Thank you very much for your time and consideration!

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If you think this submission is spam, [report it as spam](#).

To edit your email settings, go to your Inbox on desktop.

**From:** [REDACTED]  
**To:** [Peggy Ripko](#)  
**Subject:** [RoxboroughVillageMD] Feedback - new submission  
**Date:** Sunday, March 3, 2024 12:30:52 PM

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[REDACTED] just submitted your form: Feedback  
on [RoxboroughVillageMD](#)

**Message Details:**

First Name: [REDACTED]

Last Name: [REDACTED]

Email [REDACTED]

Tell us more: Do you have an email distribution list for those of us who would like to stay informed?

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If you think this submission is spam, [report it as spam](#).

To edit your email settings, go to your Inbox on desktop.

**From:** [Peggy Ripko](#)  
**To:** [Michelle Gardner](#)  
**Subject:** Fwd: [RoxboroughVillageMD] Feedback - new submission  
**Date:** Wednesday, February 21, 2024 7:43:48 AM

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*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](mailto:pripko@sdmsi.com)  
Phone: [303-987-0835](tel:303-987-0835)

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**From:** [REDACTED] <reply-to+98d299a7f023@crm.wix.com>  
**Sent:** Tuesday, February 20, 2024 7:39:00 PM  
**To:** pripko@sdmsi.com <pripko@sdmsi.com>  
**Subject:** [RoxboroughVillageMD] Feedback - new submission

[REDACTED] just submitted your form: Feedback  
on [RoxboroughVillageMD](#)

**Message Details:**

First Name: [REDACTED]

Last Name: [REDACTED]

Email [REDACTED]

Tell us more: Hi, last year the softball field in the big park off Rampart Range was damaged during the Easter egg hunt. If there would be a way to have the hunt organizers rope off that area and stick to the grassy areas it would be helpful. Please let me know if you have further questions. Thank you!

**From:** [Peggy Ripko](#)  
**To:** [Michelle Gardner](#)  
**Subject:** FW: [RoxboroughVillageMD] Feedback - new submission  
**Date:** Tuesday, February 20, 2024 12:04:00 PM

---

*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](mailto:pripko@sdmsi.com)  
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---

**From:** [REDACTED] <reply-to+512641b40ef0@crm.wix.com>  
**Sent:** Monday, February 19, 2024 5:56 PM  
**To:** Peggy Ripko <pripko@sdmsi.com>  
**Subject:** [RoxboroughVillageMD] Feedback - new submission

[REDACTED] just submitted your form: Feedback  
on [RoxboroughVillageMD](#)

**Message Details:**

First Name: [REDACTED]  
Last Name: [REDACTED]  
Email: [REDACTED]

Tell us more: Hello- With the Metro District having responsibility for the softball field. I would like to ask that the Easter Egg Hunt being put on by John and Jennie Norris be moved from the field. The field is already in rough condition and as a past softball league player and parent to a baseball player, we worked hard to preserve the field and make it playable for many players to enjoy for years to come. When Ed Yeats hosted, he understood the value of the field and always held it in the grass area. It is a wonderful tradition for our community and I am happy that it continues, just requesting a shift over in

location. Thanks for your consideration.

---

If you think this submission is spam, [report it as spam](#).

To edit your email settings, go to your Inbox on desktop.

**From:** [Peggy Ripko](#)  
**To:** [REDACTED]  
**Subject:** RE: [RoxboroughVillageMD] Feedback - new submission  
**Date:** Thursday, February 22, 2024 1:14:00 PM

---

They had a new tech out and he did not know the area; it should have been address yesterday. If not, please let me know!

*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](mailto:pripko@sdmsi.com)  
Phone: 303-987-0835

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---

**From:** [REDACTED] <reply-to+a9388e0cf16f@crm.wix.com>  
**Sent:** Wednesday, February 21, 2024 11:50 AM  
**To:** Peggy Ripko <pripko@sdmsi.com>  
**Subject:** [RoxboroughVillageMD] Feedback - new submission

[REDACTED] just submitted your form: Feedback  
on [RoxboroughVillageMD](#)

**Message Details:**

First Name: [REDACTED]

Last Name: [REDACTED]

[REDACTED]  
Tell us more: The dog poop stations all over Roxborough are in desperate need of being cleaned and the bags refilled.



**From:** [Peggy Ripko](#)  
**To:** [REDACTED]  
**Subject:** RE: [RoxboroughVillageMD] Feedback - new submission  
**Date:** Tuesday, February 13, 2024 8:47:00 AM

---

If you check the light there is usually some sort of id on it; if there are six gold letters/numbers that is Xcel. Send those our way and we can submit!

*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](mailto:pripko@sdmsi.com)  
Phone: 303-987-0835

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**From:** [REDACTED] <reply-to+3e4331d0e885@crm.wix.com>  
**Sent:** Monday, February 12, 2024 6:57 PM  
**To:** Peggy Ripko <pripko@sdmsi.com>  
**Subject:** [RoxboroughVillageMD] Feedback - new submission

[REDACTED] just submitted your form: Feedback  
on [RoxboroughVillageMD](#)

**Message Details:**

First Name: [REDACTED]  
Last Name: [REDACTED]  
Email: [REDACTED]

Tell us more: How do I report a street light what is out?

2023	
Month	Billed
January	\$2,033.76
February	\$1,161.67
March	\$1,414.21
April	\$3,317.49
May	\$1,519.84
June	\$1,650.40
July	\$3,246.17
August	\$1,486.89
September	771.64
October	\$2,242.14
November	\$1,563.59
December	\$1,717.39
<b>Total</b>	<b>\$22,125.19</b>
<b>Budgeted</b>	<b>\$22,500.00</b>
<b>YTD</b>	<b>\$22,125.19</b>
<b>Remaining</b>	<b>\$374.81</b>
<b>Percent</b>	<b>98.3%</b>

2024	
Month	Billed
January	\$1,717.39
February	\$1,306.04
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
<b>Total</b>	<b>\$3,023.43</b>
<b>Budgeted</b>	<b>\$25,818.00</b>
<b>YTD</b>	<b>\$3,023.43</b>
<b>Remaining</b>	<b>\$22,794.57</b>
<b>Percent</b>	<b>11.7%</b>



# Estimate

4191 Inca St | Denver, CO 80211  
Phone (303) 350-4778 Fax (720) 500-6047 | Go@PSTgo.com

Date: 2/16/2024  
Job #: 8611MNT

Roxborough Village  
SDMS - Travis Hunsaker  
7671 N. Rampart Range Rd  
Littleton CO 80125

**Bid Description:** Estimate for cleaning the restrooms in the park.

**Notes -** This estimate is for cleaning of the Men's and Women's restrooms in the park. The cleaning will include sweeping, moping, cleaning sinks, toilets, urinals refilling toilet paper holders, checking soap, and odor sprayers, refill paper towel dispensers, and emptying trash cans. All cleaning materials, and supply's will be added to the monthly invoice as needed. All supply's will be stored in the common area on the backside of the bathrooms.

1) Weekly cleaning of the bathrooms (4) Week month.	\$ 525.00
2) Weekly cleaning of the bathrooms (5) Week month.	\$ 625.00
3) Material and supply's will be billed monthly as needed.	TBD

Notes

Total

TBD

- 1) Job will take 4-5 days to complete monthly.
- 2) Any items not listed above or unforeseen conditions will result in change order.
- 3) Services will continue to be performed monthly until cancelled in writing, providing a minimum of 30 days notice.

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: \_\_\_\_\_

\_\_\_\_\_ Date

Printed Name & Title: \_\_\_\_\_



Job #: 8611MNT

**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.

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# PROPOSAL

FOR

## PROFESSIONAL JANITORIAL SERVICES

March 7, 2024

**PREPARED FOR** **Rocks Burrow Community Park**

**PROJECT LOCATION:** 7671 North Rampart Range Road, Littleton, CO, 80125

### SERVICE FEES:

1. 1x per week janitorial service: **\$300 per month**
2. 2 x per week janitorial service: **\$590 per month**
3. Initial cleaning service; steam cleaning floor;  
wiping down all fixtures& surfaces: **\$175 per service**

**All labor, chemicals, equipment, paper products, hand soap and applicable taxes needed to perform these services are included in the final price.**

We carry contractor's public liability and property damage insurance. All of our employees are covered by workers compensation insurance, and we pay all federal old age benefits and state unemployment insurance tax.

**ALL WORK IS 100% GUARANTEED**

**TERMS OF PAYMENT: NET 30 DAYS**

### TERMS OF SERVICES CANCELATION:

EITHER PARTY MAY TERMINATE our CONTRACT BY NOTICE, IN WRITING TO THE OTHER PARTY. NOTICE TO BE GIVEN AT LEAST 30 DAYS PRIOR TO THE EFFECTIVE DATE OF SUCH TERMINATION, UNLESS EARLIER, AS MUTUALLY AGREED ON.

**ACCEPTANCE:** The prices, specifications, and conditions of this page and accompanying pages of this proposal are valid for 90 days.

**METRO MAINTENANCE, INC.**

**ROCKS BURROW COMMUNITY PARK**

SIGNATURE: \_\_\_\_\_



PRINT NAME: \_\_\_\_\_

Milen Peev

JOB TITLE: \_\_\_\_\_

President

DATE: \_\_\_\_\_

03/07/24

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



**Proposal prepared for**

Roxborough Village Metro District

March 12<sup>th</sup>, 2024



Measurable Cleaning. Guaranteed Results.®

## Roxborough Village Metro District

Dear Travis:

It was a sincere pleasure to meet with you to discuss the cleaning service requirements for your facility.

Thank you!

There are a multitude of janitorial companies in our market, yet JAN-PRO consistently leads the industry in customer retention. Just one reason for that loyalty is our unique JAN-PRO Guarantee™. In this proposal, I will detail just what that guarantee means for you, and explain how our training program and pro-active quality assurance measures make that guarantee possible.

**JAN-PRO will specifically:**

- ◆ **Ensure quality by assigning an Owner-Operator to your account with a vested interest in exceeding your expectations.**
- ◆ **Utilize a detailed daily, weekly, and monthly cleaning schedule to ensure the detailed cleaning is accomplished.**
- ◆ **Provide frequent communication, both by the Owner-Operator, and by our Operations Manager, which will include on-site inspections and signed evaluations, ensuring consistent cleaning over time.**

Whether you judge us by our reputation, our franchise owner commitment, our unique cleaning processes themselves, or by our written service guarantee, we hope you will find JAN-PRO to be a worthy partner for your organization and look forward to addressing any additional questions you may have.

Sincerely,

Brandon Turner-Frazier  
Sales Consultant  
[brandon.turner@JAN-PRO.com](mailto:brandon.turner@JAN-PRO.com)  
720-281-8997

## QUALITY SERVICES

### CUSTOMER SATISFACTION – JAN-PRO Signature Clean

#### **Owner-Operators**

- Owner-Operators are not employees and have a vested interest in creating a long-term relationship.
- Owner-Operators must read, write, and speak English.
- Owner-Operators must pass a background check.
- All cleaners will be uniformed with photo ID's.

#### **Certification Program**

- 5-week advanced cleaning certification program.
- Cleaning Standards Established.
- OSHA Safety Standards, Blood Borne Pathogens Standards.

#### **JAN-PRO Technology**

- Green Seal – Environmentally friendly Green Cleaning program.
- Color-Coded Micro-fiber dusting cloths and sanitation tools, back-pack vacuums, hospital-grade disinfectants.

### QUALITY ASSURANCE PROCESS – JAN-PRO Tracker

#### **Regular Physical Inspections**

- Operations Manager assigned to your facility, who is financially incentivized based on your customer satisfaction.
- Comprehensive and signed inspection reports.

#### **Monthly Signed Evaluations**

- “Report Card” evaluations – will be collected by the Owner-Operator each month, so we always know exactly how we are doing.



## QUALITY SERVICES

### COMMUNICATION

- Logbook for daily communications between you and your cleaning team.
- Our office is open 8:30 – 5:30 daily if you need to call or email us.
- Our Customer Service Representatives are always available by cell phone and after hours for emergencies.

### A CUSTOMIZED DETAILED CLEANING SCHEDULE

- JAN-PRO addresses your specific cleaning requirements with customized daily, weekly, and monthly cleaning schedules, eliminating any guesswork.

### INSURANCE

- JAN-PRO cleaning professionals are fully bonded and insured.
- \$2,000,000 Liability coverage, \$50,000 janitorial bond, and Workers Compensation. Higher insurance limits may be accommodated with a customer's written request.

### OUR RESULTS

- In 2016, 2017, 2018, 2019, 2020, 2021, and 2022 – Over 98% of our customers renewed their yearly contract with us.
- Across the Front Range of Colorado, JAN-PRO has over 1,700 customers and 200 Owner-Operators who service those accounts.

### THE JAN-PRO GUARANTEE

**JAN-PRO guarantees to complete all of its regularly scheduled cleaning commitments on time. JAN-PRO also guarantees to respond to, and promptly resolve, any specific issues within one business day. Should JAN-PRO fail to meet either of these obligations, a complimentary cleaning call will be scheduled.**

## ENVIROSHIELD®

### Put JAN-PRO's EnviroShield® system to work for you!

At JAN-PRO, we've paved the way in commercial cleaning since 1991 – thanks in part to innovative technology like our proprietary EnviroShield® system which provides total disinfection with an eco-friendly, hospital grade solution that other systems can't reach.



Add more disinfection protection with Enviroshield® Endure™

#### How It Works

- ï JAN-PRO's EnviroShield® system uses a disinfectant that is EPA-rated as the safest in its class while being powerful enough to kill 99.9% of harmful bacteria, including MRSA, H1N1, E coli, and listeria.
- ï Our equipment features an electrostatic nozzle designed for specific areas and applications.
- ï Electrostatic technology applies a negative charge to a 30-micron droplet, ensuring 100% surface contact.
- ï The negative charge causes the disinfectant to cling to and fully cover every surface it touches – thus providing total disinfection.

#### Why It Works

- ï Our disinfectant is safe enough for everyday use and won't cause skin, eye, or respiratory issues.
- ï It is environmentally-friendly, and won't leave behind any residue or odor.
- ï Our unique sprayer allows us to treat areas and surfaces other cleaning systems can't reach.



60% of illnesses that result in absence from work are contracted from equipment in the office.



The level of bacteria on an elevator button is 3x higher than the amount found on public toilet seats.



Desks are 100x less hygienic than the average kitchen table yet 60% eat at their desk.

The typical worker's hands come in contact with 10 million bacteria per day. JAN-PRO's EnviroShield® system protects you from 99.9% of them.



32% of people admit to not washing their hands after using the restroom.



Touching a hand rail is like shaking hands with 10,000 people.



Nearly 22 million school days are lost each year due to the common cold.

## SCOPE OF WORK

### NIGHTLY

<p><b>Restrooms</b></p>	<ul style="list-style-type: none"> <li>• Empty trash receptacles and wash, if necessary.</li> <li>• Disinfect door handles, partition handles, and light switches.</li> <li>• Clean all dispensers, mirrors, and fixtures.</li> <li>• Clean and disinfect all showers, sinks, toilets, toilet seats and urinals.</li> <li>• Spot clean walls and partitions to remove smudges and marks.</li> <li>• Restock all paper products and hand soap.</li> <li>• Sweep and mop floor with disinfectant.</li> <li>• Remove fingerprints and spots from walls.</li> <li>• Empty sanitary napkin receptacle and spray with a disinfectant.</li> </ul>
-------------------------	--

### WEEKLY

<p><b>Restrooms</b></p>	<ul style="list-style-type: none"> <li>• Clean and sanitize the outside of trash receptacles and dispensers.</li> <li>• Polish all dispensers, mirrors, and bright work.</li> <li>• High dust tops of doors, partitions, mirrors, and air vents.</li> <li>• Clean and sanitize restroom partitions and walls around toilets and urinals.</li> </ul>
-------------------------	---

### Excluded Areas

<p><b>Excluded Areas</b></p>	<ul style="list-style-type: none"> <li>• All Outdoor Areas and Exterior Trash Cans.</li> </ul>
------------------------------	--

## Maintenance & Security

- **JAN-PRO** will provide all chemicals, equipment, labor, and supervision. **Client** will provide all restroom paper products, hand soap, and trash can liners.
- JAN-PRO will use a logbook to be kept on site for nightly communication.
- All workers will be uniformed and photo-ID badged.
- JAN-PRO will post visible Safety Data Sheets (SDS) in the janitorial closets.
- JAN-PRO will neatly store cleaning supplies and equipment and keep the janitorial closets organized and clean.
- Report any plumbing or maintenance issues or unusual circumstances.
- JAN-PRO will turn off all lights, lock all doors and set all alarms where applicable.

## ADDITIONAL SERVICES UPON REQUEST

<b>CARPET</b>	<ul style="list-style-type: none"> <li>• Spot removal</li> <li>• Carpet cleaning</li> </ul>
<b>HARD SURFACE FLOORS</b>	<ul style="list-style-type: none"> <li>• Burnishing</li> <li>• Top scrub and refinish (wax)</li> <li>• Strip and wax</li> <li>• Ceramic Tile Scrub</li> </ul>
<b>UPHOLSTERY AND WORKSTATIONS</b>	<ul style="list-style-type: none"> <li>• Vacuum partitions</li> <li>• Spot removal</li> <li>• Extraction cleaning</li> </ul>
<b>WINDOWS</b>	<ul style="list-style-type: none"> <li>• Inside and outside (ground floor only)</li> </ul>
<b>LIGHTING</b>	<ul style="list-style-type: none"> <li>• Cleaning lights and light fixtures</li> <li>• Replacing bulbs</li> </ul>
<b>PROCUREMENT OF SUPPLIES</b>	<ul style="list-style-type: none"> <li>• Paper products</li> <li>• Hand soap</li> <li>• Trashcan liners</li> <li>• Dispensers and containers</li> <li>• Other consumable supplies</li> </ul>
<b>ENVIROSHIELD</b>	<ul style="list-style-type: none"> <li>• Eco-friendly, hospital grade disinfection available upon request</li> </ul>

## CLEANING AGREEMENT

This Agreement, dated \_\_\_\_\_, 2024 is made between **TRI-VISION CORPORATION II D/B/A JAN-PRO CLEANING SYSTEMS (“JAN-PRO”)** and **Roxborough Village Metro District (“CLIENT”)**. Both **JAN-PRO** and **CLIENT** agree that **JAN-PRO** will begin service on \_\_\_\_\_, 2024 with the following terms and conditions.

1. **CLIENT** agrees to contract **JAN-PRO** to perform cleaning services according to the outlined cleaning schedule enclosed.
2. This business contract agreement is obtained by **JAN-PRO** for the business benefit of a **JAN-PRO** Franchisee who hereby agrees to comply to the terms and conditions of this agreement. The Franchisee selected to service this **CLIENT** will be announced prior to the start date of service.
3. **JAN-PRO** Franchisee has successfully completed the **JAN-PRO** certification program.
4. All seven nationally recognized holidays have been taken into consideration during the calculation of this proposal; New Year’s Day, Christmas Day, Thanksgiving Day, Memorial Day, Independence Day, Labor Day and Martin Luther King, Jr. Day. Cleaning will not be performed on these days unless prior arrangements are made.
5. **CLIENT** agrees to verbally notify **JAN-PRO** of any non-performance prior to written notification.
6. **CLIENT** agrees that during the term of this agreement and within ninety (90) days after termination of this agreement, will not employ directly or indirectly any employees, agent representatives or Franchisees of **JAN-PRO**.
7. **JAN-PRO of Colorado** will invoice monthly at the start of each month and **CLIENT** agrees to pay invoice as indicated (**Net 15 days**). Invoices will be considered delinquent by the 10<sup>th</sup> of the following month. A finance charge of 1.5% per month (minimum \$15.00) will be assessed on all delinquent accounts. JAN-PRO will receive cost(s) for collection on delinquent account(s) including collection agency fees, legal fees, and other fees.
8. This agreement is for a term of two (2) years, and shall be automatically renewable on the anniversary date, with the same terms and conditions, unless either party shall give written notice of termination, at least thirty (30) days prior to said anniversary date. A 5% increase over the monthly fee will commence upon renewal. JAN-PRO reserves the right to further realize fee increases, with previous written notification, should the federal minimum wage increase. Otherwise, this agreement may be terminated for non-performance only, and the terminating party must give the other party written notice specifying in detail the nature of any defect in performance. The non-terminating party shall have thirty (30) days to cure, to the reasonable satisfaction of the terminating party. If satisfaction is not achieved at the end of the thirtieth (30) day, the terminating party shall notify the non-terminating party in writing of failure to cure, and the agreement shall terminate thirty (30) days from date of said notice. All written notices must be timely and via certified mail.

By signing below, CLIENT and JAN-PRO agree to the terms of this Janitorial Services Agreement.

**CLIENT**

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_

**Tri-Vision Corp. II d/b/a JAN-PRO Cleaning**

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_

## PRICING AGREEMENT

CLIENT NAME: *Roxborough Village Metro District*  
CLEANING LOCATION: **7671 N Rampart Range Rd, Littleton, CO 80125**  
DESCRIPTION OF CLEANABLE AREA: *See listed Scope of Work*  
START DATE: \_\_\_\_\_

### REGULAR SERVICE

### PRICE PER MONTH\*

**Two Times Per Week Cleaning Service (April through October)** **\$525 per month** \_\_\_\_\_  
(The monthly amount will only be billed from April through October.)

**One Time Per Week Cleaning Service (April through October)** **\$350 per month** \_\_\_\_\_  
(All nightly and weekly tasks will be completed during the only cleaning.)  
(The monthly amount will only be billed from April through October.)

*Proposal valid for 60 days*

**DAYS PER WEEK SERVICED: ( \_\_\_\_\_ ) Times Per Week (Please Specify Which Days):**

Monday – Tuesday – Wednesday – Thursday – Friday – Saturday – Sunday

**Cleaning Will Be Done After Hours**

**CLIENT**

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_

**Tri-Vision Corp. II d/b/a JAN-PRO Cleaning**

SIGN: \_\_\_\_\_

PRINT: \_\_\_\_\_

DATE: \_\_\_\_\_



3/5/2024

Travis Hunsaker  
Special District Management Services  
7671 N Rampart Range Road, Littleton CO 80125

Re: regular cleaning services

Dear Travis,

Thank you for the opportunity to provide a proposal for cleaning services at your facility.

When you select System4, you get a partner capable of a full range of specialty services beyond janitorial including machine cleaning carpets and all types of hard floors, power washing concrete, high dusting on ladders and lifts, window cleaning, repair and maintenance support, and much, much more.

As an important part of System4's culture, we place a high priority on:

- High quality services and interactions that delight our clients
- Best in class responsiveness
- Professionalism and integrity in all that we do

Our goal is to deliver services that are so good that people never have to raise a concern and, if on occasion it does happen, we address those items quickly and effectively. We also place value on crew members including ensuring a living wage. These are not common practices in the commercial cleaning industry however these are our core values that we believe make a positive difference for our clients and community. As an A+ rated Better Business Bureau vendor, you can trust System4.

One key differentiator of System4 over other vendors in the industry is **Service Sync** work order management system (no charge for System4 janitorial customers) which provides access to a wide range of skill trades that can be brought in to address and supplement where needed, a wide range of needs from maintenance to electrical to plumbing and more. Another is access to EPA Registered and FDA approved **MicroShield 360™** surface coating protectant to prevent transmission of microbials on surfaces between people contacting surfaces such as doors and door handles, desks, chairs, light switches, and other high touch contact surfaces to help create a healthy environment for people in a building. Finally, we have recently teamed up with an innovative **indoor air quality monitoring** company to provide continuous monitoring of air which allows better decision making on HVAC, air movement and turnover, and other air quality investments.

Thank you again for the opportunity. We look forward to supporting you.

Sincerely,  
Lew Spelgatti  
System4 of Central Colorado  
Phone: 303-325-5996



Attachments:

- Client feedback on System4 of Central Colorado
- Service offerings from System4
- Summary Work Schedule (aka Scope of Work)
- Service agreement and pricing
- System4 background information





### **What our clients say about System4 of Central Colorado**

*System4 is amazing. Truly, I've never seen anything like it. I've been with my organization for 24 years and we have NEVER had anyone clean our building as thoroughly or efficiently or effectively as they did. Particularly during this health crisis, when I've been so desperate to keep my staff and the children and families we serve safe, I am grateful beyond words.*

*Diana - Director from Denver based professional services organization*

*We've had system4 do regular deep cleans of our high traffic taproom since earlier this year and they've done great work. They are especially good with attention to detail - I have asked for pesky cleans in difficult, hard to reach areas (the bar footrest, bathroom sink areas) and they leave everything very polished. The floors look great after they're finished as well, their machine is very high quality. I would recommend!*

*Theresa – Owner from Denver based Food & Beverage business*

*As an office manager, I have worked with many different janitorial teams. System4 is by far the best. They are responsive and consistent. I recommend them 100%.*

*Stephanie – Facility Director at Healthcare Industry company*

*Absolutely great services! James and his team are not only very professional but extremely responsive. They are equipped with all the supplies needed to comply with the required PPE.*

*Magaly – Vice President of Denver area multi-unit residential properties*

*I have used System4 for my commercial tenant finish construction cleaning, glass cleaning and carpet cleaning. James is always very responsive, flexible with our schedule and the pricing is very reasonable. His employees are friendly and professional*

*Marcy – Property Manager of Denver metro property management company*

*We are very pleased with the cleaning that the crew did in our swim school. They worked diligently and professionally, and exceeded our expectations in the cleanliness of the facility.*

*We will definitely use this crew again. Thank you for assembling the right team!*

*Binny – Owner of Swim School facility on a recent deep cleaning*

*The System 4 team has been providing reliable, quality services to our facility for over 2 years. The responsiveness and flexibility during this time have been a true partnership. Their ability to meet our ever changing needs has been invaluable. I have worked many cleaning companies over the years and System 4 is by far the best company we have worked with. I highly recommend them.*

*Sandi – HR Leader and Site Manager for large campus complex*

*System4 is one of the best companies I have ever worked with. James Haensly consistently went above and beyond what was asked of him, from being a project manager and running the entire project for me to showing up to ensure the overall safety of my building. Collectively the work done by System4 directly as well as work that was outsourced was all top of the line quality and extremely professional. I would highly recommend this company for any of the services they offer.*

*Josh – CEO for property and business investment group*



## System4 Services General Overview

- **Rapid response COVID-19 Disinfection Cleaning:** System4 provides disinfection cleaning per CDC guidelines for cases of suspected or confirmed COVID-19 cases using EPA registered disinfectants on the SARS-CoV-2 kill list.
- **High Touch Disinfection:** System provides additional services beyond the janitorial scope to address specific needs during the current times. High Touch Disinfection service includes disinfection of all high touch services throughout the facility including door handles, door edges, light switches, control panels, backs and arms of chairs, counters, tables, etc. This includes using an EPA registered disinfectant for SARS-CoV-2, the virus that causes COVID-19.
- **Regular janitorial services including Day Porter Services:** System4 provides the highest quality regular janitorial services for the regular cleaning.
  - Professional, courteous, high quality day porters and night crews
  - Our crews are fully vetted with background checks, insured, and bonded with experience and training to do a thorough cleaning of your facility.
  - We have a multi-step quality assurance process including regular checks by supervisors and crew chiefs as well as periodic and random checks by management.
  - Safety and security are our priorities – for your facility we will ensure that we take appropriate steps for keeping your facility secure including locking doors and eliminating tail-gating on entry to a facility. Only authorized employees of the service providers will be on site.
  - We ensure that if a crew member cannot be there for a service for whatever reason, there is a trained substitute and management oversight to achieve consistency and quality of service delivery.
  - We also have crew management that are fluent in English and escalation process that will allow any issue to get addressed immediately.
  - System4 also stays in close contact with our clients to ensure that all their requests and needs are met without them having to make repeated requests and requests that get addressed but then go back to normal.
- **MicroShield 360™** has Been Approved for Use by the EPA in More Than 1,000 Types of Facilities and over 1500 Surfaces Including Direct Food Contact Surfaces. MicroShield 360 Antimicrobial technology reduces the presence of bacteria, mold, and fungi. Antimicrobial substances offer a greater level of product protection by continuously

inhibiting the growth of microbes on surfaces for very long periods of time. The broad spectrum performance of antimicrobial substances makes them perfect for use for a myriad of facility types.

- **ServiceSync:** (see attachment) A highly compelling part of the System4 service offering is the provision of a sophisticated, cloud-based, work-order management software called ServiceSync (see attachment) which is included at no charge for select customers such as yourself who are served by System4 for janitorial services. We can integrate your existing providers (and general contractor during your warranty period) for trades like electrical, HVAC, plumbing, etc. or you can choose from System4 providers. Because ServiceSync is included at no additional charge to our janitorial service offering, it has the potential to save you significant expense and time over manual handling of work order management or software fees you might be paying today to another company for this type of software. ServiceSync will dramatically simplify and transform how you can request, manage, and receive both normal as well as urgent and emergency facility services.
- **Water/Flood damage mitigation:** System4 provides a full range of water damage mitigation capabilities across any size building area. This includes emergency response, water removal, drying including structural drying, antimicrobial treatment, and more. Pricing based on Xactimate for alignment with Insurance claims process.
- **Carpet Cleaning:** truck mount extraction and bonnet cleaning methods. Like the ceramic steam cleaning, we use a truck mount system for carpet cleaning which will deliver the highest quality clean with the least amount of residual moisture compared to other approaches. This is recommended annually for most offices and bi-annually where pets are present.
- **Glass cleaning:** System4 also provides interior and exterior glass cleaning from windows to partition glass.
- **Ceramic Floor Steam Cleaning and Sealing:** System4 provides the highest quality ceramic steam cleaning and resealing in the metro area. This includes a multi-step process to treat different types of contaminants and provide a seal that will protect the ceramic tile and grout.
- **LVT/Epoxy/Hard floor machine scrubbing:** System4 provides a service with excellent floor techs that know how to work in small environments such as exam rooms to machine clean floors to provide a deep clean.
- **High Dusting:** System4 has special crews that are trained, experienced and insured to be up on lifts and ladders to dust exposed ductworks, beams, and vents in high ceiling areas.

- **Vinyl Composition Tile (VCT):** System4 provides a service with excellent floor techs that know how to work in small environments such as exam rooms to strip and refinish VCT floors.
- **Deep Clean and Post Construction Cleaning Services:** System4 provides thorough deep cleaning in a detailed way to bring facilities up to a high standard (includes initial cleans and post construction events). Initial Deep Clean services are recommended whenever transition from another cleaning company as a way to quickly improve the quality and hygiene of the facility.
- **Indoor Air Quality Measurements:** System4 through its partner, provides a service to continuously monitor key air quality measurements within a facility helping clients be aware of air quality and its impact on people within the facility as well as make more informed decisions regarding HVAC related investments.

## Summary Work Schedule – Roxborough Community Park

### Restrooms

- Clean and disinfect counter tops and sinks Every Service
- Clean and polish dispensers, fixtures, and mirrors Every Service
- Spot clean partitions and walls Every Service
- Clean and disinfect toilets Every Service
- Sweep/dust mop and damp mop floors with disinfectant Every Service
- Restock paper and soap products Every Service
- Clean & disinfect water fountains Every Service
- Empty all trash and compost and replace liners Every Service

### Periodic deep cleaning (1x month)

- Dust lighting fixtures reachable with duster on pole
- Detail clean partitions and walls in restrooms

### Closing Procedures every Service

- Turn off lights as directed Every Service
- Lock doors as designated and used Every Service

### Special Notes:

- Consumable supplies (e.g., paper towels, toilet paper, soap, etc.) provided by customer
- Cleaning chemicals provided by System4

**Other facility services available (quotes available on request):**

- Carpet cleaning using truck mount hot water extraction
- Machine scrub of LVT/Vinyl/Rubber/Finished concrete
- VCT strip and refinish / scrub and recoat
- Ceramic Steam clean of ceramic tile and grout
- Comprehensive and emergency COVID-19 disinfection using electrostatic spraying/fogging)
- Antimicrobial surface protectant using EPA approved and FDA registered MicroShield 360™
- Window cleaning
- Repair & maintenance / handyman services
- Plumbing services
- Electrical services
- Emergency flood/water remediation
- Mold remediation

**Pricing:**

1x per week service: \$530 per month

2x per week service: \$656 per month



## Service Agreement

This agreement ("Service Agreement") is between System4 of Central Colorado ("System4") and Special District Management Services ("Customer") with a facility at 7671 N Rampart Range Road, Littleton CO 80125 ("Facility") to perform services in accordance with the following terms and conditions.

**Monthly Service** - The Customer has reviewed and agrees with the services described in the "Summary Work Schedule" attached to this Service Agreement ("Regular Service") and agrees to pay for regular janitorial service for the provision of these services to be provided as specified in the Summary Work Schedule and selected pricing/service option ("Pricing Options").

**Additional Services** – Other facility services outside the Summary Work Schedule such as ceramic tile steam clean and seal, concrete machine scrub, VCT refinishing or recoating, MicroShield360 antimicrobial service, carpet cleaning, resilient tile floor care, remodel/construction cleans, water/flood damage remediation, window cleaning, periodic deep cleaning, etc. may be added to this agreement through an Additional Service Addendum and as mutually agreed in writing by both parties. Customer agrees to initial deep clean to supplement the first service to provide a baseline cleaning level.

If either party terminates this agreement prior to the full term, and the either Regular Service or Additional Services have already been performed, Customer may be billed an amount equal to the remaining balance to pay for completed services.

**Supplies Provided** - System4 will provide required equipment, chemicals, and labor to perform the required services. Customer will provide at their expense all paper supplies, hand soap, and other supplies for restrooms and break rooms.

### Terms and Conditions:

- Customer accepts the attached Summary Work Schedule and this Service Agreement. The prices described in the Service Agreement will be granted for one year except if there is an increase in the prevailing minimum wage in which case total service cost may be increased. The term of this Agreement is for one year and will automatically renew unless terminated in writing by either party.
- This Service Agreement may be terminated for any reason with at least thirty (30) days notice in writing.
- Requested services will be performed by a System4 authorized third party service provider. Customer agrees not to employ or contract any System4 service provider or crew members for 180 days after termination of this agreement.
- System4 will bill the Customer on the 1st of every month with terms of net 10 days for services to be provided during such month. The pricing for the monthly charge takes into consideration all recognized holidays and any monthly variations in the number of service days. Therefore, there are no decreases or other adjustments for those monthly variations. System4 may assess a late fee of 1.5% per month for unpaid balances. Service will not normally be provided when the facility is closed including on New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Christmas Day unless otherwise agreed and for an additional service fee.
- System4 will supply cleaning equipment and cleaning chemicals unless there are special requirements documented by Customer. All consumables will be purchased and provided by the Customer at their expense unless noted otherwise to be purchased from System4.

**Your signature below confirms the Services to be Performed and Service Agreement Terms.**

**Agreed by Customer:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agreed by System4:** \_\_\_\_\_ **Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## FACILITIES SERVICES MANAGEMENT > CORPORATE PROFILE

### Facility Service Management Made Easy – Inside and Out

**Clean. Sweep. Paint. Pressure Wash. Window Wash. Landscape.**

The tasks are endless. Providing a healthy, safe and enjoyable environment for tenants and visitors isn't easy. The overall image and cleanliness of your building has a huge impact on whether or not people have a positive impression of your property and business and this can impact your bottom line. It can be a daunting responsibility for property managers.

#### Until now.

**One contact. One phone number. One invoice. One solution.**

System4 is a single-source provider of Facility Services Management. We streamline the process of managing your facility by managing all the vendors, all the contracts, and all the vendor compliance so that you can manage what's most important – your core business.

Take advantage of a management service that only large companies could previously afford, save time and improve your bottom line. We'll take care of the rest – inside and out.

#### Interior Services

- Full-service commercial cleaning
- Pest control
- Floor care
- Carpet care
- Upholstery care
- Medical-grade disinfection
- Painting
- Handyman services

#### Exterior Services

- Landscaping
- Snow removal
- Pest control
- Window cleaning
- Power washing
- Parking lot repair & maintenance

**Say goodbye to long-term contracts. System4 doesn't require them – we stand behind our guarantee.**

To get a free facility assessment or find out more about our valued partnership, call or visit our website [www.system4usa.com](http://www.system4usa.com).



### Advantages of System4

#### Money Savings

- Leveraging numerous services to reduce costs
- Consolidated invoicing
- Pricing review of current contracts
- You and your personnel will concentrate on your core business
- \$5,000 to \$25,000 yearly in management costs savings

#### Time Savings

- One call for all service needs and issues
- 100 to 500 + hours saved per year by not having to manage all vendors and details of every service
- We are the problem solver
- You are the delegator

#### Capabilities

- National company
- Local offices serving 80% of the US
- Over 20 services available
- Multi-location coverage
- Multi-state coverage



# The Standard in Environmental Protection



Currently holds EPA and FDA regulatory approvals for 1000+ facility types and 1500+ surfaces.



## The Premier MicroShield 360 System

### 1 Electrostatic Application

All solutions are applied electrostatically which reduces waste, improves coverage and eliminates human error.

### 2 MicroShield 360 Renew – Immediate Kill

A specially formulated disinfectant is applied to all surfaces and allowed to air dry. This preps the surface for MicroShield 360 Antimicrobial.

### 3 MicroShield 360 Antimicrobial – Preventative Protection

A proprietary coating formula that imparts a final biostatic finish to treated surfaces thereby not allowing bacteria to live on the surface moving forward.



Residual coating that provides biostatic protection between cleanings.

## Highlights of Our Technology

- Clear, Colorless and Odorless
- 100% Preventative, Not Reactionary
- Non-Leaching Technology
- Mechanical Kill, Not Cidal
- Doesn't Allow for Resistances
- Creates a Permanent Coating
- Works Every Second of Every Day
- Continue Normal Cleaning Protocols



Technology that creates a safety net against human error in cleaning and disinfecting.

## Protecting Surfaces with a Durable Biostatic Coating

MicroShield 360 is a unique coating system that imparts MicroShield 360 Renew, a hospital grade disinfectant, to kill a broad spectrum of pathogens and viruses. This is then followed by a long-lasting coating which is bacteriostatic, fungistatic and algistatic.



# Why use MICROSHIELD 360



## Active Surfaces

### MicroShield 360 Antimicrobial Imparts Durable Biostatic Activity to the Surface of a Wide Variety of Substrates



Take the protection of your facilities surfaces to the next level with the implementation of MicroShield 360's multi-step process.

- MicroShield 360 Renew is an EPA registered disinfectant that is on the EPA List N of Emerging Pathogens
- MicroShield 360 Antimicrobial is EPA registered and FDA approved for direct food contact surfaces
- Disinfection only lasts seconds and provides zero protection *while* people are in the facility when it's most important!

### About Us

We proudly protect facilities from cross-contamination, odors and mold between cleanings and while people are interacting with the facility and one another.



4700 Rockside Road, Suite 608  
Independence, OH 44131  
PHONE: **800.686.4360**  
[www.microshield360.com](http://www.microshield360.com)

You are now  
**PROTECTED.**

### MicroShield 360

Once and Done.  
24/7 Surface Protection.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/2/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Exchange Underwriters, Inc 2111 N Franklin Dr Ste. 100 Washington PA 15301	<b>CONTACT NAME:</b> Kara M. Dantry <b>PHONE (A/C, No, Ext):</b> 724-745-1600 <b>FAX (A/C, No):</b> 724-745-0224 <b>E-MAIL ADDRESS:</b> kdantry@exchangeunderwriters.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Covalent Facility Management Inc. d/b/a System4 of Central Colorado 27740 E. Lakeview Drive Aurora CO 80016	SYST-70	<b>INSURER A :</b> Ohio Security <b>INSURER B :</b> Ohio Casualty <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>
		NAIC #
		24082
		24074

**COVERAGES**

CERTIFICATE NUMBER: 872234110

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	BKS64771508	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BAS64771508	6/1/2023	6/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		Y	USO64771508	6/1/2023	6/1/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <b>(Mandatory in NH)</b> If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	XWS64771508	6/1/2023	6/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Third Party Bond			BKS64771508	6/1/2023	6/1/2024	Limit \$25,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Certificate holder is named as an Additional Insured with regard to General Liability, on a primary and non-contributory basis when required by System4 billed Contracts. Affiliates are covered under the General Liability and Bond. Waiver of subrogation applies to the General Liability and Auto Liability when required by contract.

**CERTIFICATE HOLDER****CANCELLATION**

Evidence of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Proposal

Page No. \_\_\_\_\_

of \_\_\_\_\_

Pages \_\_\_\_\_

## Good Plumbing Service Co.

5401 West 48th Avenue  
Denver, Colorado 80212  
303-455-4307

goodplumbingservice@gmail.com

THunsaker@SDMSI.  
Com

Travis

PROPOSAL SUBMITTED TO Roxborough Park		PHONE 720-226-5392	DATE 3-11-24
STREET		JOB NAME Same	
CITY, STATE and ZIP CODE		JOB LOCATION 7671 N Rampart Range Rd	
ARCHITECT	DATE OF PLANS	JOB PHONE	

We hereby submit specifications and estimates for:

- ① Turn on water for summer
- ② Replace pressure gauge (water room)
- ③ Bypass + remove pressure tank
- ④ Replace bad sewage pump supplied by owner
- ⑤ Remove Pump + press tank dispose

\* if pump is not identical pipe + if pressure tank needed additional cost

Approx 2500<sup>00</sup> sec \*

\*Not responsible for old existing pipe underground. \*No Insulation in bid. \*Not responsible for underground utilities.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:

Two thousand five hundred <sup>00</sup>/<sub>100</sub> dollars (\$ <sup>APV</sup> 2500<sup>00</sup> ).  
Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 30 days.

**Acceptance of Proposal**—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.

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**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 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<sup>®</sup>, AMS<sup>®</sup>, PCAM<sup>®</sup> | EVP Business Development  
[MarkMB@PSTgo.com](mailto:MarkMB@PSTgo.com) | [MarkMB@WaterExtractionTeam.com](http://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](http://www.PSTgo.com) | [www.WaterExtractionTeam.com](http://www.WaterExtractionTeam.com) - *Problem Solved!*

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**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](mailto: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](mailto:ephramglass@roxboroughmetrodistrict.org) <[ephramglass@roxboroughmetrodistrict.org](mailto:ephramglass@roxboroughmetrodistrict.org)>  
Cc: RM - TripleThreat <[triplethreat@servicesoftwareinc.com](mailto: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](mailto:ScottC@WaterExtractionTeam.com) | [ScottC@PSTgo.com](mailto: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](http://www.WaterExtractionTeam.com) | [www.PSTgo.com](http://www.PSTgo.com)

*Problem Solved!*

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