

RECORD OF PROCEEDINGS

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

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

ATTENDANCE

Directors In Attendance Were:

Mark Rubic
Debra Prysby
Mathew Hart
Ephram Glass
Travis Jensen

Also, In Attendance Were:

None

CALL TO ORDER

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

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

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

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ADMINISTRATIVE MATTERS

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

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

PUBLIC COMMENTS / HOMEOWNER REQUESTS

There were no public comments.

BOARD DISCUSSION MATTERS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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OTHER MATTERS

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

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

ADJOURNMENT

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

Respectfully submitted,

By: Travis C Jensen
Secretary for the Meeting

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