

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
MONDAY, JULY 11, 2022

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Monday, July 11, 2022 at 6:00 p.m. at Douglas County Library – Roxborough, 8357 N. Rampart Range Rd. #200, Littleton, Colorado, 80125 and by Zoom. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Mat Hart, President
Ephram Glass, Vice President
Mark Rubic, Treasurer
Travis Jensen, Secretary
Calvin Brown, Assistant Secretary

Also in Attendance were:

Anna Jones, Nic Carlson and Shauna D’Amato; CliftonLarsonAllen LLP (“CLA”)
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C. (Via Zoom)
Debbie Prysby; Resident at 7722 Kyle Way
Gale Cramer; Resident at 7733 Rampart Way
Adam Koontz; Resident at 7639 Rampart Way
Lois; Resident

ATTENDANCE

Call to Order: The meeting was called to order at 6:00 p.m. by Director Hart.

Quorum, Director Qualifications, Disclosure Matters: A quorum was declared present. No new conflicts were disclosed.

Agenda: Ms. Jones reviewed the Agenda with the Board. Upon a motion duly made by Director Jensen, seconded by Director Glass and, upon vote, unanimously carried, the Board approved the Agenda, as amended to include discussion regarding invoices from Livable Cities Studios and Metco Landscaping.

Public Comment and/or Guests: Gale Cramer, resident, discussed with the Board about the playgrounds and status regarding the disc golf course. Attorney James clarified regarding the parcel’s zoning and permissible usage.

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Adam Koontz, resident, inquired about the playground closures. Following discussion, upon a motion duly made by Director Rubic, seconded by Director Glass and, upon vote, unanimously carried, the Board directed CLA to add the playground safety reports on the website.

June 21, 2022 Regular Meeting Minutes (discuss timing on minutes review and approval): Director Glass reviewed the revisions to the minutes he requested. Following discussion, upon a motion duly made by Director Glass, seconded by Director Rubic and, upon vote, unanimously carried, the Board approved the June 21, 2022 Regular Meeting Minutes, pending revisions discussed which were that Director Glass was to tell the HOA, not the commercial entity, about the HOA draining's responsibility.

Chavez Services LLC Proposal for Community Park Playground Demolition in the amount of \$4,000.00: Following review, upon a motion duly made by Director Glass, seconded by Director Jensen and, upon vote, unanimously carried, the Board ratified approval of Chavez Services LLC Proposal for Community Park Playground Demolition in the amount of \$4,000.00.

DIRECTOR MATTERS

Seeking New District Management: [Note: this item was discussed #1] The Board discussed changing the scope of management services provided. The Board will submit a pros and cons list to Attorney James including areas for improvement, what is going well, and additions and exclusions from the Scope of Work by the end of the day Thursday, July 14, 2022. Attorney James will send the list to the Board and CLA by Monday, July 18, 2022. CLA will then review and discuss the changes with the principals. If a special meeting is desired by CLA to work on CLA's scope, CLA will schedule it. If a special meeting is not desired by CLA, CLA will inform the Board and the procurement search will begin. Directors Rubic and Glass will work on a draft Request for Proposals for new management and accounting.

Hiring Additional Help for the District, i.e. General Contractor:
This item was not discussed.

Tree Inventory & Next Steps for Comprehensive Tree Planning:
This item was not discussed.

Mosquito Control Status: [Note: this item was discussed #5]
Director Glass will send a map to CLA regarding additional areas for Patriot Pest to consider performing mosquito control measures in. Director Jensen will ask an environmental science expert for assistance in advising best methods for mosquito control.

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Upon a motion duly made by Director Brown, seconded by Director Hart and, upon vote, majority carried, the Board directed Patriot Pest to spray with Demand CS and update the scope of work accordingly. Director Rubic abstained. Director Glass opposed.

Waiver Request for Softball League Field Use: [Note: this item was discussed #6] The Board discussed the requirements, payment and timing for the softball league to submit their field use application request. Following discussion, upon a motion duly made by Director Rubic, seconded by Director Brown and, upon vote, unanimously carried, the Board determined to allow the payment be due on July 29, 2022. The Board clarified the weekend use fee is \$70 per day, not \$100 per day.

Comprehensive Playground Removal, Replacement and Maintenance Plan: [Note; this item was discussed #3] Ms. Jones and Mr. Carlson provided an update to the Board regarding playground removal, replacement, and maintenance. The Board requested additional mulch be applied to all the parks except Community Park. At Airplane Park, the mulch is just to be applied where the swings are. The Board directed signage be laminated and posted at the closed parks. The Board requested Metco Landscape monitor the fencing at Airplane Park. The Board also discussed doing something special for the community to offset the fact of playground closures, while replacement is pending. They will discuss ideas at the July 19, 2022 meeting.

Environmental Committee Update: This item was not discussed.

Board Representation / Attendance of One Roxborough Meetings: [Note: this item was discussed #7] Following discussion, upon a motion duly made by Director Hart, seconded by Director Rubic and, upon vote, unanimously carried, the Board determined Director Glass will attend One Roxborough meetings on behalf of the District.

Communication Topics:

Resident Communications.

Agenda Item Explanations.

These items were not discussed.

Formation of Additional Committees and Public Engagement. Suggested Committees: Events, Public Engagement, District Maintenance, Project Management, Wildfire Mitigation, etc.: [Note: this item was discussed with item #3] The Board discussed forming an events committee to develop community events for the

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summer and bring back ideas for further discussion by the Board. The committee may solicit input from members of the community as committee volunteers, as needed. Following discussion, upon a motion duly made by Director Rubic, seconded by Director Glass and, upon vote, unanimously carried, the Board formed an events committee and appointed Directors Hart and Rubic to the events committee.

Other: None.

ACTION ITEMS

Legal Counsel RFP and Preliminary List of Prospective Attorneys:

Trisha Harris, White Bear Ankele Tanaka & Waldron

Dino A. Ross, Ireland Stapleton

Other Potential Candidates [Note: this item was discussed #2]

Following discussion, upon a motion duly made by Director Glass, seconded by Director Rubic and, upon vote, unanimously carried, the Board approved the legal counsel RFP.

The Board determined Icenogle Seaver Pogue, P.C. and Seter & Vander Wall, P.C. likely have conflicts of interest. Following discussion, the Board directed CLA to distribute the RFP to all the attorneys on the preliminary list of prospective attorneys except for those with conflicts of interest.

Proposals for Chatfield Farms Park Swale Enhancement in the amount of \$10,700.10: [Note: this item was discussed #4]

The Board reviewed the proposal and determined that sales tax needs to be removed from the Keesen Landscape proposal. The Board requested Keesen check on the culvert under the breezeway. The Board recommended performing the work in the fall since there is no irrigation there. The Board requested a crude drawing in advance of starting the work.

Following discussion, upon a motion duly made by Director Hart, seconded by Director Rubic and, upon vote, unanimously carried, the Board approved the Keesen Landscape proposal for Chatfield Farms Park Swale Enhancement in the amount of \$10,700.10, pending the resolution of the aforementioned requests.

Amended Code of Conduct: This item was not discussed.

Amended Colorado Open Records Act Policy: This item was not discussed.

Miscellaneous District Procedures: This item was not discussed.

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Public Financial Disclosure for Directors: [Note; this item was discussed #3] This item was not discussed.

Director Rubic inquired about posting the updated Rules and Regulations to the website. Attorney James will finalize and make sure they are ready to post.

MANAGER MATTERS

Process of Signage Replacement – Regulatory and Interpretive: This item was not discussed.

Pickleball Striping: This item was not discussed.

Annual Roxborough Music Festival: [Note: this item was discussed #9] Following discussion, upon a motion duly made by Director Hart, seconded by Director Jensen and, upon vote, unanimously carried, the Board determined to contribute \$1,000.00 towards the Annual Roxborough Music Festival. CLA is to inquire as to what benefits/promotions might come with that level of donation.

Other: None.

LEGAL MATTERS

Final Water Due Diligence Filing and Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) and for the Purpose of Receiving Legal Advice on Special Legal Questions, if requested: No action was taken.

Possible Payment to Scott Snow: This item was not discussed.

Chatfield Farms Estates Irrigation Water Service Agreement: This item was not discussed.

Chatfield Farms Electricity Box: This item was not discussed.

Sterling Ranch Signs on District Owned Land: This item was not discussed.

Other: None.

EXECUTIVE SESSION

Executive Session pursuant to §24-6-402(4)(b), C.R.S., for the specific legal question of ratifying election-related legal fees and Livable Cities invoice (updated on agenda by Motion): An Executive Session was not taken.

OTHER BUSINESS

First Tuesday Meeting Date / Potential Conflicts: This item was not discussed.

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Suggested Agenda Items for Next Meeting: This item was not discussed.

Quorum and Location for July 19, 2022 Regular Meeting: A quorum was confirmed.

ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Director Hart, seconded by Director Brown and, upon vote, unanimously carried, the Board adjourned the meeting at 8:30 p.m.

Respectfully submitted,

DocuSigned by:
Mathew Hart
By: _____
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Mat Hart, President

Attest:

DocuSigned by:
Travis C Jensen
By: _____
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Travis Jensen, Secretary