

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

8390 E. Crescent Pkwy, Suite 300
Greenwood Village, CO 80111
303-779-5710
www.roxboroughmetrodistrict.org

NOTICE OF SPECIAL BOARD MEETING AND AGENDA

DATE: February 16, 2021

TIME: 6:00 p.m.

LOCATION: Given current events and current advice and directives from local, state and federal jurisdictions related to COVID-19, this meeting is being held by teleconference and virtual meeting only.

Board members, consultants and members of the public may participate by teleconference or by computer/tablet by utilizing the following information:

- ACCESS:**
1. To attend via Zoom Videoconference, use the link: URL:
<https://us02web.zoom.us/j/85099065618?pwd=aWZVK0FvM0ppdndYUEVXbDJRSW1zZz09>
 2. To attend via telephone, dial 346-248-7799 and enter the following additional information:
 - a. Meeting ID: 850 9906 5618
 - b. Passcode: 689765

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Calvin Brown	President	May, 2023
Debra Prysby	Vice President	May, 2022
Ephram Glass	Treasurer	May, 2023
Edward Wagner	Secretary	May, 2022
Garry Cook	Assistant Secretary	May, 2022

I. CALL TO ORDER

II. DECLARATION OF QUORUM/DIRECTOR QUALIFICATIONS/DISCLOSURE MATTERS

III. APPROVE AGENDA

IV. PUBLIC COMMENT and/or GUESTS

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.

V. CONSENT AGENDA (5 MINUTES)

(Note: All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of these items unless a Board member or a member of the audience so requests.)

- A. Review and Consider Approval of the January 12, 2021 and January 19, 2021 Special Meeting Minutes (enclosed)
- B. Review and Accept the Cash Position and Property Tax Schedule for December (enclosed)
- C. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosed)

VI. FINANCIAL ITEMS

- A. Review and Consider Approval of December 31, 2020 Unaudited Financial Statements (enclosed)
- B. Other

DISCUSSION AGENDA

VII. DIRECTOR ITEMS (10 minutes)

- A. Environmental Committee Update (enclosed)
 - i. Update on Open Space Management from Ark Ecological Services (enclosed)
- B. Discuss Greenhouse Planning
- C. Other

VIII. MANAGER MATTERS (30 MINUTES)

Master Plan

- A. Feasibility Follow-Up
 - i. Feasibility Study Follow-Up (Kim, Rick)
 - ii. Communications Update (Ben, enclosed)

Roxborough Village Metropolitan District

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- B. Spillway Follow-Up
 - i. Spillway Design Updates, Douglas County Follow Up/Next Steps and Final Budget (Scott)
- C. Update on New Playground Design (Todd)
- D. Baseball Field Deposit Checks (Nic, enclosed)
- E. Other

IX. LEGAL MATTERS (10 MINUTES)

- A. Update Regarding Final Water Due Diligence Filing and Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) and for the Purposes of Receiving Legal Advice on Specific Legal Questions, if requested
- B. Update on Emergency Disaster Declaration
- C. Update on Water Line Project for Roxborough Water and Sanitation District (RWSD)
- D. Update Other Encroachment Issues
 - i. Staircase (to be distributed)
 - ii. Pebble Path (to be distributed)
 - iii. Other (enclosed)
- E. Other

X. ENGINEERING MATTERS (10 MINUTES)

- A. Update on RWSD Sanitary Sewer Repair Within RVMD Property
- B. Review and Consider Approval of Proposal from Aqua Sierra to Stock Carp (enclosed)
- C. Other

XI. LANDSCAPING MATTERS (10 MINUTES)

- A. Bailey Tree Update via Written Enclosure (enclosed)
- B. Metco Landscape Report (enclosed)

C. Review and Consider Approval of Proposals

i. None.

D. Other

XII. OTHER BUSINESS (5 MINUTES)

A. Confirm Quorum for March 16, 2021 Special Meeting via Zoom.

XIII. ADJOURNMENT

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

HELD

Tuesday, January 12, 2021

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, January 12, 2021 at 6:00 p.m. via ZOOM. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Ed Wagner
Ephram Glass
Garry Cook

Also in Attendance were:

Anna Jones; CliftonLarsonAllen LLP (CLA)
Katie James, Folkestad Fazekas Barrick & Patoile, PC
Todd Wenskoski; Livable Cities Studio

CALL TO ORDER

Director Brown called the meeting to order at 6:15 p.m.

**DECLARATION OF
QUORUM/DIRECTOR
QUALIFICATIONS/
DISCLOSURE MATTERS**

A quorum was declared present. No new conflicts were disclosed.

APPROVE AGENDA

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Agenda as presented.

**PUBLIC COMMENT and/or
GUESTS**

There was no public comment.

**DISCUSS PLAYGROUND
DESIGN OPTIONS**

Mr. Wenskoski reviewed the purpose of the meeting and provided background information to the Board. The Board discussed the options presented. Mr. Wenskoski will incorporate the Board’s suggestions and bring updated playground design options to the Board.

RECORD OF PROCEEDINGS

OTHER BUSINESS

- A. Confirm Quorum for January 19, 2021 Special Meeting via ZOOM

A quorum was confirmed.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Cook, the Board adjourned the meeting at 7:34 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ed Wagner, Secretary

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

HELD

Tuesday, January 19, 2021

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, January 19, 2021 at 6:00 p.m. via ZOOM. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Ed Wagner
Ephram Glass
Garry Cook

Also in Attendance were:

Anna Jones & Nic Carlson; CliftonLarsonAllen LLP (CLA)
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Bill Barr; Metco Landscaping
Scott Barnett; Mulhern MRE, Inc.
Ben Kelly; Strategic Communications Consultant
Kimberly Armitage; YMCA

CALL TO ORDER

The meeting was called to order at 6:04 p.m.

**DECLARATION OF
QUORUM/DIRECTOR
QUALIFICATIONS/
DISCLOSURE MATTERS**

A quorum was declared present. No new conflicts were disclosed.

APPROVE AGENDA

Upon a motion duly made by Director Prysby, seconded by Director Glass, and upon vote unanimously carried, the Board approved the Agenda as presented.

**PUBLIC COMMENT and/or
GUESTS**

There was no public comment.

CONSENT AGENDA

- A. Consider Approval of the December 15, 2020 Special Meeting Minutes
- B. Review and Accept the Cash Position and Property Tax Schedule for November

RECORD OF PROCEEDINGS

- C. Review and Consider Approval of Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims

Upon a motion duly made by Director Wagner, seconded by Director Glass, and upon vote unanimously carried, the Board approved the Consent Agenda, as presented.

FINANCIAL MATTERS

- A. Other – None.

DISCUSSION AGENDA

DIRECTOR MATTERS

- A. Environmental Committee Update

Director Glass reviewed the Environmental Committee report with the Board.

- B. Other

Director Prysby indicated the pedestrian crossing lights have been installed on Waterton Canyon Road.

MANAGER MATTERS

Master Plan

- A. Feasibility Follow-Up

- i. Feasibility Study Follow-Up

Ms. Armitage provided an update on the feasibility roll-out plan.

- ii. Communications Follow-Up by Ben Kelly

Mr. Kelly provided an update on the Rec Center Task Force, referencing the memo he prepared for the packet.

- B. Spillway Follow-Up

- i. Spillway Schedule, Douglas County Follow-Up and Budget

Mr. Barnett provided an update to the Board regarding the spillway, noting the drawings have been submitted to Douglas County.

Mr. Barnett reviewed the Chavez proposal for concrete installation in the amount of \$55,967.00. Mr. Barnett

RECORD OF PROCEEDINGS

reviewed the 53Corporation proposal for spillway repairs and related services in the amount of \$39,249.00. Mr. Barnett also noted erosion control measures would have to be added to one of the contracts for approximately \$10,000.00.

Following discussion, upon a motion duly made by Director Prysby, seconded by Director Cook and, upon vote unanimously carried, the Board approved the Chavez proposal in the amount of \$55,967.00, the 53 Corporation proposal in the amount of \$39,249.00.

C. Update on New Playground Design

No update was provided. No action was taken.

D. Other

Ms. Jones discussed the issue of Imperial Park and the use of remote-control race cars and dirt bikes. The Board discussed whether offering a different location for the activity would help curb improper use of Imperial Park. Ms. Jones will follow up with Mr. Wenskoski to determine if there is a possible way to include a track for remote control race cars in the new park design. Director Glass will forward information to Ms. Jones to share with Mr. Wenskoski.

LEGAL MATTERS

A. Update Regarding 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 taken.

B. Update on Emergency Disaster Declaration

Upon a motion duly made by Director Prysby, seconded by Director Cook and, upon vote unanimously carried, the Board ratified the Continuation of the Emergency Disaster Declaration.

C. Drone Use and Rules and Regulations

Ms. James reviewed the email she sent to the Board prior to the Board meeting with proposed language to address drone use in the rules and regulations. Following discussion, upon a motion duly made by Director Glass, seconded by Director Cook and,

RECORD OF PROCEEDINGS

upon vote unanimously carried, the Board approved option 1 as outlined in Ms. James' memo.

D. Update on Water Line Project for Roxborough Water and Sanitation District

Ms. James provided an update to the Board.

E. Update on Other Encroachment Issues

- i. Staircase
- ii. Pebble Path
- iii. Other

Ms. James provided an update on the encroachment issues listed previously. Ms. James will send another letter to the "pebble path" residence requesting its removal. Ms. James will also send letters addressing the hardscape/staircase and several encroachments identified in a recent Environmental Committee Report.

F. Update on Arrowhead Shores HOA Dispute with Developer over Access Easement to Crystal Lake Park Area

Ms. James reviewed the Arrowhead Shores HOA dispute with the Developer over the access easement to Crystal Lake Park with the Board to keep the Board informed. No action was taken.

G. Open Space Request from Chatfield Farms 1A HOA

Ms. James reviewed the open space request from Chatfield Farms 1A HOA. The HOA requested the District take over maintenance of between 1 and 4 Tracts owned by the HOA, one of which is impacted by upcoming roadwork by the CAB at Rampart Range Road and Waterton Road. Following discussion with the Board, the Board declined to take action or accept any maintenance responsibility of the Tracts.

H. Ratify Approval of Roxborough Water and Sanitation District Request to Access Easement for Sewer Repairs

Ms. James reviewed the Roxborough Water and Sanitation District request to access an easement for sewer repairs with the Board. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote unanimously carried, the Board ratified approval of the Roxborough Water and Sanitation District request to access an

RECORD OF PROCEEDINGS

easement for sewer repairs which Director Brown had approved on an emergency basis. The Board asked Ms. James to ensure restoration work occurred and in the manner of seeding for native grass as applicable.

I. Review and Consider Approval of Ark Ecological Services Proposal for 2021 Open Space Management

Following review, upon a motion duly made by Director Prysby, seconded by Director Glass and upon vote unanimously carried, the Board approved the Ark Ecological Services Proposal for 2021 Open Space Management. The Board requested Ms. Jones obtain an update on the overall goal of getting native grass to the maintenance stage.

J. Review and Consider Approval of Resolution 2021-01-01 Designating Location for Posting of 24-Hour Notice for Year 2021

Following review, upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote unanimously carried, the Board approved Resolution 2020-01-01 Designating Location for Posting of 24-Hour Notice for Year 2021.

K. Other – None.

ENGINEERING MATTERS

A. Update on Little Willow Creek Handrail

Mr. Barnett reviewed the recommendation provided to the Board regarding Little Willow Creek Handrail. Following discussion, the Board agreed to delay efforts per Mr. Barnett's recommendation.

B. Update on Imperial Park Use and New Fence Installation

This item was discussed earlier in the meeting and is noted under the Manager Matters update.

C. Other – None.

LANDSCAPING MATTERS

A. Bailey Tree Update via Written Enclosure

The Board reviewed the update provided by Bailey Tree.

B. Metco Landscape Report

Mr. Barr reviewed the Metco Landscape Report.

RECORD OF PROCEEDINGS

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- i. Review and Consider Approval of Proposals – None.

C. Other

The Board discussed the roadway work by the Sterling Ranch CAB/Douglas County in the median to the south of Waterton Canyon Road requested that Mr. Barnett let the County know that the Board preferred that stamped concrete be used to provide a buffer.

OTHER BUSINESS

- A. Confirm Quorum for February 16, 2021 Special Meeting via ZOOM

A quorum was confirmed.

ADJOURNMENT

Upon a motion duly made by Director Wagner, seconded by Director Prysby, the Board adjourned the meeting at 8:12 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ed Wagner, Secretary

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
Schedule of Cash Position
December 31, 2020
Updated as of February 8, 2021

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
<u>FirstBank - Checking Account</u>				
Balance as of 12/31/20	\$ 52,965.53	\$ -	\$ -	\$ 52,965.53
Subsequent activities:				-
01/08/21- Roxborough Water Payment November	(1,304.82)	-	-	(1,304.82)
01/14/21 - ADP Payroll/taxes	(538.25)	-	-	(538.25)
01/12/21 - Transfer from Colotrult	30,524.44	-	9,475.56	40,000.00
01/19/21 - Bill.com Payment	(19,279.09)	-	(5,813.00)	(25,092.09)
01/25/21 - IREA Payment	(879.30)	-	-	(879.30)
01/27/21 - Roxborough Water Payment December	(1,290.15)	-	-	(1,290.15)
02/01/21 - Bill.com Payment	-	-	(3,662.50)	(3,662.50)
02/01/21 - Xcel Energy December	(21.31)	-	-	(21.31)
<i>Anticipated ADP Payroll/taxes - February</i>	(538.25)	-	-	(538.25)
<i>Anticipated Payables</i>	(24,010.87)	-	(8,145.50)	(32,156.37)
<i>Anticipated IREA Payment</i>	(812.37)	-	-	(812.37)
<i>Anticipated Transfer from Colotrult</i>	21,854.56	-	8,145.44	30,000.00
<i>Anticipated Balance</i>	<u>56,670.12</u>	<u>-</u>	<u>-</u>	<u>56,670.12</u>
<u>Colotrult - Plus</u>				
Balance as of 12/31/20	631,441.93	646,661.08	1,523,892.50	2,801,995.51
Subsequent activities:				
01/08/21 - December PTAX	14,012.63	-	-	14,012.63
01/12/21 - Transfer to Checking	(30,524.44)	-	(9,475.56)	(40,000.00)
01/19/21 - Rental Fee	1,200.00	-	-	1,200.00
01/31/21 - Interest Income	74.94	174.85	-	249.79
<i>Anticipated Transfer to Checking</i>	(21,854.56)	-	(8,145.44)	(30,000.00)
<i>Anticipated Balance</i>	<u>594,350.50</u>	<u>646,835.93</u>	<u>1,506,271.50</u>	<u>2,747,457.93</u>
<u>UMB - 1993 A & B Bond Fund</u>				
Balance as of 12/31/20	-	582,949.53	-	582,949.53
Subsequent activities:				
01/31/21 - Interest Income	-	11.86	-	11.86
<i>Anticipated Balance</i>	<u>-</u>	<u>582,961.39</u>	<u>-</u>	<u>582,961.39</u>
<i>Anticipated Balances</i>	<u><u>\$ 651,020.62</u></u>	<u><u>\$ 1,229,797.32</u></u>	<u><u>\$ 1,506,271.50</u></u>	<u><u>\$ 3,387,089.44</u></u>

Yield information (as of 01/31/20):

First Bank - 0.0%

Colotrult Plus - 0.1055%

ROXBOROUGH VILLAGE METRO DISTRICT
Property Taxes Reconciliation
2020

	Current Year							Prior Year			
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Net Amount Received	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received	
							Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 36,897.20	\$ -	\$ 15,073.46	\$ -	\$ (553.44)	\$ 51,417.22	2.04%	2.04%	\$ 107,497.35	2.53%	2.53%
February	771,470.09	-	10,716.77	-	(11,572.05)	770,614.81	42.57%	44.61%	1,366,897.70	42.52%	45.05%
March	60,864.98	-	10,431.17	6.03	(913.07)	70,389.11	3.36%	47.97%	138,944.83	3.52%	48.57%
April	144,308.02	-	9,813.05	-	(2,164.64)	151,956.43	7.96%	55.93%	242,363.71	6.87%	55.44%
May	127,842.92	-	10,840.72	65.81	(1,918.64)	136,830.81	7.06%	62.99%	319,919.86	9.23%	64.67%
June	644,839.65	-	13,678.06	191.48	(9,675.48)	649,033.71	35.59%	98.57%	1,092,289.73	33.79%	98.46%
July	16,440.90	-	15,590.90	422.42	(252.93)	32,201.29	0.91%	99.48%	60,808.27	0.96%	99.42%
August	3,876.58	-	13,540.16	152.46	(60.44)	17,508.76	0.21%	99.69%	40,946.33	0.35%	99.78%
September	1,081.11	-	14,647.26	45.92	(16.90)	15,757.39	0.06%	99.75%	31,451.65	0.05%	99.83%
October	1,023.15	-	13,740.70	60.62	(16.34)	14,808.13	0.06%	99.81%	18,662.53	-0.26%	99.57%
November	1,064.50	-	14,220.71	82.73	(18.58)	15,349.36	0.06%	99.87%	26,396.63	-0.06%	99.51%
December	-	-	14,012.63	-	-	14,012.63	0.00%	99.87%	32,171.88	0.00%	99.51%
Total	\$ 1,809,709.10	\$ -	\$ 156,305.59	\$ 1,027.47	\$ (27,162.51)	\$ 1,939,879.65	99.87%	99.87%	\$ 3,478,350.47	99.51%	99.51%

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
\$ 982,751	54.23%	\$ 981,466.81	99.87%
829,326	45.77%	828,242.29	99.87%
\$ 1,812,077	100.00%	\$ 1,809,709.10	99.87%

Chatfield Farms
\$ 261,722.00
-
\$ 261,722.00

Property Tax

General Fund
 Debt Service Fund

Specific Ownership Tax

General Fund
 Debt Service Fund

Treasurer's Fees

General Fund
 Debt Service Fund

**Roxborough Village Metro District
Claims Listing
02.08.21**

Vendor	Invoice #	Description	Balance
ACH			
*Intermountain Rural Electric Association	85210100JAN21	Utilities	\$ 99.03
*Intermountain Rural Electric Association	25782000JAN21	Utilities	44.25
*Intermountain Rural Electric Association	25968000JAN21	Utilities	22.02
*Intermountain Rural Electric Association	26129901JAN21	Utilities	21.00
*Intermountain Rural Electric Association	85311000JAN21	Utilities	100.39
*Intermountain Rural Electric Association	21367302JAN21	Utilities	21.68
*Intermountain Rural Electric Association	85311102JAN21	Utilities	504.00
			<u>812.37</u>
*Roxborough Water & Sanitation District	7122027DEC20	Nonpotable water purchase usage	192.60
*Roxborough Water & Sanitation District	7121316DEC20	Nonpotable water purchase usage	96.30
*Roxborough Water & Sanitation District	7124611DEC20	Nonpotable water purchase usage	96.30
*Roxborough Water & Sanitation District	7122381DEC20	Nonpotable water purchase usage	106.60
*Roxborough Water & Sanitation District	7122162DEC20	Nonpotable water purchase usage	798.35
			<u>1,290.15</u>
		Total ACH	<u><u>\$ 2,102.52</u></u>
Check or Epayment			
General			
CliftonLarsonAllen, LLP	2718671	District management	\$ 14,390.50
Direct Mail Concepts	34421	Newsletter and printing	1,727.87
Good Plumbing Service	75180	Community park - repairs and maint.	3,391.00
United Site Services	114-11456512	Portable restrooms	185.75
United Site Services	114-11456515	Portable restrooms	185.75
			<u>19,880.87</u>
Capital			
Ben Kelly	008.1.2021.1	Master plan	2,750.00
CliftonLarsonAllen, LLP	2718671	District management	2,925.00
Folkestad Fazekas Barrick & Patoile, P.C	37742	Legal services	1,558.00
LRE Water	15898	Water rights enhancements	912.50
			<u>8,145.50</u>
		TOTAL Checks/Epayment	<u><u>\$ 28,026.37</u></u>

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
FINANCIAL STATEMENTS
DECEMBER 31, 2020

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
BALANCE SHEET - GOVERNMENTAL FUNDS
DECEMBER 31, 2020

	General	Debt Service	Capital Projects	Total
ASSETS				
Checking - FirstBank	\$ 52,966	\$ -	\$ -	\$ 52,966
Colotrust	631,442	646,661	1,523,893	2,801,996
Bond Fund 1993 A&B	-	582,950	-	582,950
Receivable from County Treasurer	14,013	-	-	14,013
Property tax receivable	971,106	739,155	-	1,710,261
Prepaid insurance	10,394	-	-	10,394
TOTAL ASSETS	\$ 1,679,921	\$ 1,968,766	\$ 1,523,893	\$ 5,172,580
 LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
CURRENT LIABILITIES				
Accounts payable	\$ 44,716	\$ -	\$ 18,300	\$ 63,016
CAB deposit	-	-	3,020	3,020
Total Liabilities	44,716	-	21,320	66,036
 DEFERRED INFLOWS OF RESOURCES				
Deferred property tax revenue	\$ 971,106	\$ 739,155	\$ -	\$ 1,710,261
Total Deferred Inflows of Resources	971,106	739,155	-	1,710,261
 FUND BALANCES				
Total Fund Balances	664,099	1,229,611	1,502,573	3,396,283
 TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
	\$ 1,679,921	\$ 1,968,766	\$ 1,523,893	\$ 5,172,580

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2020

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GENERAL FUND

	Annual Budget	Year to Date Actual	Variance
REVENUES			
Interest income	\$ 10,000	\$ 8,187	\$ (1,813)
Miscellaneous income	7,000	1,346	(5,654)
Other revenue	-	70,041	70,041
Property taxes	982,751	981,467	(1,284)
Specific ownership tax	163,087	156,306	(6,781)
Sports field fees	1,000	-	(1,000)
TOTAL REVENUES	<u>1,163,838</u>	<u>1,217,347</u>	<u>53,509</u>
EXPENDITURES			
Accounting	45,000	53,253	(8,253)
Algae control	5,000	-	5,000
Auditing	5,200	4,950	250
Communications/website	15,000	10,802	4,198
Community events	35,000	68	34,932
Contingency	30,000	-	30,000
County Treasurer's fee	14,741	14,731	10
Directors' fees	8,000	7,600	400
District management	120,750	137,548	(16,798)
Dues and licenses	1,200	1,217	(17)
Election expense	65,000	8,549	56,451
Engineering	45,000	31,267	13,733
Foothills Park and Recreation fees	20,000	7,899	12,101
General repairs and maintenance	20,000	38,589	(18,589)
Graffiti removal/ vandalism	5,000	3,030	1,970
Insurance and bonds	13,000	9,960	3,040
Landscape contract	164,800	165,564	(764)
Landscape irrigation maintenance	25,000	54,630	(29,630)
Landscape maintenance & repairs	75,000	95,943	(20,943)
Landscape weed control	20,000	35,484	(15,484)
Legal services	70,000	88,087	(18,087)
Miscellaneous	4,000	3,564	436
Mosquito control	16,000	14,000	2,000
Newsletter and postage	3,000	5,427	(2,427)
Nonpotable water purchase usage	70,000	81,496	(11,496)
Open space maintenance / fire mitigation	25,000	-	25,000
Payroll taxes	612	581	31
Playground repairs and maintenance	30,000	7,641	22,359
Portable restrooms	3,000	3,965	(965)
Seasonal lights	14,000	8,750	5,250
Skate Park maintenance	15,000	625	14,375
Snow removal	40,000	26,980	13,020
Tree maintenance	80,000	72,640	7,360
Tree spraying	40,000	-	40,000
Utilities	15,000	13,947	1,053
TOTAL EXPENDITURES	<u>1,158,303</u>	<u>1,008,787</u>	<u>149,516</u>
NET CHANGE IN FUND BALANCES	5,535	208,560	203,025
FUND BALANCES - BEGINNING	<u>436,348</u>	<u>455,539</u>	<u>19,191</u>
FUND BALANCES - ENDING	<u>\$ 441,883</u>	<u>\$ 664,099</u>	<u>\$ 222,216</u>

SUPPLEMENTARY INFORMATION

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
 SCHEDULE OF REVENUES, EXPENDITURES AND
 CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
 FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2020

DEBT SERVICE FUND

	<u>Annual Budget</u>	<u>Year to Date Actual</u>	<u>Variance</u>
REVENUES			
Property taxes	\$ 829,326	\$ 828,242	\$ (1,084)
Interest income	55,000	24,031	(30,969)
TOTAL REVENUES	<u>884,326</u>	<u>852,273</u>	<u>(32,053)</u>
EXPENDITURES			
County Treasurer's fee	12,440	12,431	9
Paying agent fees	2,700	2,700	-
Bond interest - Series 1993	138,407	139,394	(987)
Bond interest - Series 2014	47,299	47,299	-
Bond principal - Series 2014	875,000	875,000	-
Bond principal - Series 1993	900,000	900,000	-
Contingency	5,000	-	5,000
TOTAL EXPENDITURES	<u>1,980,846</u>	<u>1,976,824</u>	<u>4,022</u>
NET CHANGE IN FUND BALANCES	(1,096,520)	(1,124,551)	(28,031)
FUND BALANCES - BEGINNING	<u>2,331,025</u>	<u>2,354,162</u>	<u>23,137</u>
FUND BALANCES - ENDING	<u>\$ 1,234,505</u>	<u>\$ 1,229,611</u>	<u>\$ (4,894)</u>

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2020

CAPITAL PROJECTS FUND

	Annual Budget	Year to Date Actual	Variance
REVENUES			
Lottery proceeds	\$ 36,000	\$ 37,049	\$ 1,049
TOTAL REVENUES	<u>36,000</u>	<u>37,049</u>	<u>1,049</u>
EXPENDITURES			
Accounting	3,000	-	3,000
Baseball field improvements	5,000	-	5,000
Contingency	100,000	-	100,000
District management	40,000	47,650	(7,650)
Engineering	20,000	19,288	712
Irrigation upgrades/replacement	150,000	-	150,000
Legal services	5,000	7,069	(2,069)
Master plan	325,000	173,958	151,042
Parking lot improvements	3,000	-	3,000
Spillway / embankment	150,000	14,062	135,938
Trails/bike path	25,000	51,799	(26,799)
Water rights enhancements	20,000	19,250	750
TOTAL EXPENDITURES	<u>846,000</u>	<u>333,076</u>	<u>512,924</u>
NET CHANGE IN FUND BALANCES	(810,000)	(296,027)	513,973
FUND BALANCES - BEGINNING	<u>1,553,426</u>	<u>1,798,600</u>	<u>245,174</u>
FUND BALANCES - ENDING	<u>\$ 743,426</u>	<u>\$ 1,502,573</u>	<u>\$ 759,147</u>

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
SCHEDULE OF REVENUES AND EXPENDITURES
FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2020

CHATFIELD FARMS

	Annual Budget	Year to Date Actual	Variance
REVENUES			
Property taxes	\$ 261,722	\$ 291,986	\$ 30,264
TOTAL REVENUES	261,722	291,986	30,264
EXPENDITURES			
Accounting	6,750	9,360	(2,610)
Algae control	750	-	750
Auditing	750	747	3
Communications/website	80	1,631	(1,551)
Community events	5,250	10	5,240
County Treasurer's fee	3,926	4,383	(457)
Directors' fees	1,200	1,148	52
District management	18,112	20,770	(2,658)
Dues and licenses	180	184	(4)
Election expense	9,750	1,291	8,459
Engineering	6,750	4,721	2,029
General repairs and maintenance	3,000	5,827	(2,827)
Graffiti removal/ vandalism	750	458	292
Insurance and bonds	1,950	1,504	446
Landscape contract	40,000	40,000	-
Landscape irrigation maintenance	3,750	8,249	(4,499)
Landscape maintenance & repairs	11,250	14,487	(3,237)
Landscape weed control	3,000	5,358	(2,358)
Legal services	10,500	13,301	(2,801)
Miscellaneous	600	538	62
Mosquito control	2,400	2,114	286
Newsletter and postage	450	565	(115)
Nonpotable water purchase usage	10,500	12,306	(1,806)
Portable restrooms	1,500	1,983	(483)
Seasonal lights	2,100	-	2,100
Skate Park maintenance	2,250	-	2,250
Snow removal	6,000	4,074	1,926
Tree maintenance	6,000	-	6,000
Utilities	2,250	-	2,250
Capital outlay / expenses	48,750	-	48,750
Water rights / enhancements	3,000	-	3,000
TOTAL EXPENDITURES	213,498	155,009	58,489
NET CHANGE IN FUND BALANCES	48,224	136,977	88,753
FUND BALANCES - BEGINNING	611,139	611,139	-
FUND BALANCES - ENDING	\$ 659,363	748,116	\$ 88,753
INTEREST ON SHORTFALL		14,058	
CAPITAL RESERVE CONTRIBUTION			
Annual Contribution - Prior Years		(391,604)	
Annual Contribution - Current Year		(31,198)	
		\$ 339,372	

Environmental Committee Updates

Native Plant Nursery:

We now have official permission from the school district to build a greenhouse on their property. At this point, we just need to iron out some details with the school's project manager about maintenance and water connections. Once that's complete, we'll need to draft a license agreement. Once the paperwork is signed, we can get going on ordering a greenhouse.

Spring Tree Plantings:

We met with Bill to consider what we need planted this upcoming spring. We're going to focus on adding some trees along Waterton Rd with an eye toward a larger plan to have a windbreak north of the soccer field. The windbreak will need to be done in conjunction with CDOT and Douglas County, so we're going to defer that for now until we have more time and room in the budget.

Ark Ecological Services

Condition of the Roxborough Village Open Space After the 2020 Management Season.

The overall condition of the open space has improved greatly over the last 8 years since Ark started managing the open space in 2013. The diversity of weeds has been greatly reduced throughout all community types including grasslands, foothill shrublands, riparian woodlands, riparian shrublands, riparian wetlands, and other man-made plant communities in the open space. Herbaceous plants managed include over 55 broadleaf species and about five annual and one perennial grass species as well as a few species of invasive shrubs and small trees.

Broadleaf weeds were the primary focus of our activities over the first 5-6 years and we have also been working on reducing cheatgrass invasions throughout the site, much of which is now found mostly on the slope of the hogback. Ecological restoration was done in areas where weeds once dominated, and needs to continue in the bare ground areas found mostly along roads. These restored areas can better compete with invading plant species.

Areas dominated by grasses (grasslands and prairies) are easier to manage mostly due to: 1) accessibility; 2) there are more of a variety of herbicides that can be used to control all species of weeds present; and 3) because grasses are fairly competitive. So these communities generally now have the fewest weeds. Roadside grasslands and trailside grasslands, as well as those that back to homes, generally receive more disturbance and so generally have more weeds and sometimes more bare ground than other grassland communities.

The foothill shrublands west of most of the homes, although somewhat more difficult to manage, are in good to excellent condition. Shrublands that are on the slopes west of the homes generally have cheatgrass as the primary invasive species, but are also somewhat susceptible to weeds (e.g. Knapweed (tumble weed), Prickly Lettuce (seeds float in the wind)) blowing in from the surrounding unmanaged land. The movement of people and wildlife along and through the hogback also continues the spread other weeds into these areas. These areas need to continue to be managed to maintain the improved condition.

Because riparian plant communities have a source of water, wildlife are attracted to them and many species of weeds are transported by the wildlife as they move through the vegetation. Also, when stream levels rise due to high water or flooding, weed seeds can move in to the Roxborough riparian open spaces from untreated upstream prosperities.

Because of the constant influx of seeds on these sites from the surrounding unmanaged open space areas, resident properties, and bodies of water that move through the open space, weed management will continue to be needed. The long term difficulty of eradicating deep-rooted perennial species such as Canada Thistle, Bindweed, and Leafy Spurge will continue as well in part due to their locations around woody vegetation, or just adjacent to water, which limits the herbicides choices. Although there are good and effective choices, some of the best and most active products cannot be used around

woody vegetation because they may kill or damage desirable trees and shrubs by uptake via the roots of these woody plants. Also, some herbicides cannot be used near water or in high water tables due to the possibility of ground or surface water contamination. Hence, these good and effective herbicides take longer to control the target weeds, but do less damage to other aspects of the plant community and overall ecosystem.

Within about 2-3 years Ark should be at a "maintenance level" approach to weed management. Most of the work will be on the boundaries of the property, along areas that have some level of human disturbance or disturbance by wildlife and other areas like frequently mowed areas that are susceptible to re-infestation or continued disturbance. Disturbance includes the pond shoreline areas and banks of the creek where water levels fluctuate and adjacent ground water may also fluctuate. Thus riparian communities will be a large chunk of the management work that continues in this phase. Additionally, the edges between two plant communities are often places where continued management is needed.

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M E M O R A N D U M

FEBRUARY 10, 2021

TO: ROXBOROUGH VILLAGE METRO DISTRICT; CALVIN JONES, ED WAGNER – METRO DISTRICT REC CENTER COMMITTEE; ANNA JONES

FR: BEN KELLY

RE: UPDATE ON REC CENTER TASK FORCE & COMMUNICATIONS

Here's a summary on the work of the Roxborough Village Metro District Rec Center Task Force.

- We had an impactful set of topics for the second Task Force meeting, which focused on “Facility Programming”: the features, amenities, and services that could be included in a facility.
- Perkins & Will—the architects on board to prepare conceptual design options—opened the meeting with a review of the Community Park site’s challenges and opportunities. The key challenge of the park’s slope also presents opportunities for design. For example, the views across the park to the hogback create a beautiful setting, and the site allows for the building to be built into the slope and protect westerly views for the residential area across Rampart Range Road.
- Kimberly Armitage (YMCA and lead of the Feasibility Study) reviewed the community research and market research that’s been conducted. The research of residents of Roxborough Village and in the market area within an 8-mile radius provides insights into their priorities and preferences. The charts, graphs, data and key findings from the research are provided in the slide deck posted on the Rec Center Task Force page on the Metro District website (<https://www.roxboroughmetrodistrict.org/rec-center-task-force>).
- A key finding from the research is that there is high interest in both fitness-related features and social spaces for non-fitness activities that build community (classes, clubs, group meetings, teaching kitchen). The importance of designing a facility with versatile spaces is that they can serve multiple needs/demographics, function as a “third place” (beyond home and work/school) for the community, and help ensure financial sustainability in the long-term.
- The Task Force discussion generated some very important questions that we are going to focus on in future meetings:
 - What is the estimated market for membership for people who a) live outside the Metro District, and b) would be interested in using the Roxborough Village facility if the services, amenities and features were attractive? (The data from the research indicated that 4 out of 5 survey respondents in Roxborough Village said they are “very likely” or “extremely likely” to join as a member, and 34 percent of respondents outside of Roxborough Village said they are likely to join.) The Task Force commented that the data and financial modeling on that membership structure is an important future topic.

- What are the design features for some of the main features under consideration—pool, gymnasium, fitness center—that make the spaces versatile and financially viable? The construction costs, operating costs and revenue opportunity (membership retention and program) are key parts of the decision-making.
- The next Task Force meeting is scheduled for March 1 – this will be the first of two meetings in March (the other is March 22).
- The presentation information from the January and February task force meetings, plus meeting summaries, are posted on the Metro District’s website at <https://www.roxboroughmetrodistrict.org/rec-center-task-force>.
- Any questions and comments on the Rec Center Task Force can be sent to info@roxboroughmetrodistrict.org and we will respond within one business day. We encourage members of the community to submit questions, ideas and concerns.

Roxborough Village Metro District: Rec Center Task Force Meeting Summary



The kick-off meeting of the Roxborough Village Rec Center Task Force was held on Monday, January 11. The presentation provided to the Task Force at this meeting can be found at www.roxboroughmetrodistrict.org/rec-center-task-force. Here is a summary of the meeting:

Task Force Background

The kick-off meeting started with introductions of task force members, comprised of 14 Roxborough Village residents who represent a cross-section of the community. Two Metro District board members are non-voting, *ex officio* members of the Task Force. As an advisory group, the Task Force will meet six times between January and May, and make recommendations to the Metro District board of directors.

Master Plan & Feasibility Study Background

An overview was provided of the Roxborough Village Master Plan, a community-led process completed in 2020 that establishes the community's vision for the open space, parks and other areas that are the responsibility of Metro District.

The Master Plan's community engagement included surveys and open houses revealed that a community center, pool and gathering place are highly desired amenities. Additional Master Plan analysis looked at two potential sites for a new community center and pool. Community Park is the preferred site—it is centrally located, highly accessible, has great views and site features, and is close to park and open space amenities.

The Metro District commissioned a Rec Center Feasibility Study, which includes next-level, in-depth analysis via community surveys, site analysis and facility programming. A follow-up survey showed 4 out of 5 survey respondents in Roxborough Village said they are "very likely" or "extremely likely" to join a Roxborough facility as a member.

Financing

The Task Force reviewed the main points of the District's property tax mill levies, which would likely be a primary financing source for a rec facility. The District's debt mill levy is scheduled to conclude at the end of 2021. With that development, there is an opportunity to take the mill levy that has been in place for nearly 30 years, and instead finance an amenity—such as a recreation facility—that serves the community's goals.

The Metro District board could decide this summer to refer a ballot measure on rec center financing to the November 2021 election. Roxborough Village voters will have the final say.

Additional Fact-Finding

In addition to the Master Plan, the Metro District has commissioned a feasibility study to look at the potential features, programs and services in a facility that meet the community's needs and desires. An architecture firm has been brought on board to perform conceptual design of the Community Park site.

Also, the Metro District board has toured other recreation and community centers in October 2020 to learn more about these facilities.

What's Next

The Task Force will meet in February to learn more about facility programming, and what types of features, options and amenities are desired and make the most sense for Roxborough Village and the proposed site.

For more information, visit the Rec Center Task Force page at www.roxboroughmetrodistrict.org/rec-center-task-force. Questions and comments can also be sent to info@RoxboroughMetroDistrict.org.



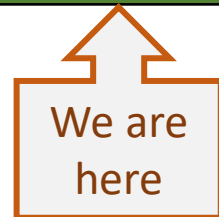
Roxborough Village
Metropolitan District
— COLORADO —

Rec Center Task Force Meeting #2 - February 8, 2021



TASK FORCE PROCESS

Overview & Orientation	Programming & Facility Options	Design	Financing	Wrap-up & Recommendations
<i>Introductions</i> <i>Background</i> <i>Work-to-Date</i>	<i>Facility components</i> <i>Costs</i> <i>Revenue opportunities</i>	<i>Conceptual design and architecture</i> <i>Two sessions</i>	<i>Construction costs and operating costs</i> <i>Mill Levy</i> <i>Revenue</i>	<i>Summary</i> <i>Recommendations to RVMD Board</i>
JANUARY 11	FEBRUARY 8	MARCH 1 & 22	APRIL	MAY



 We are here

AGENDA

7:00pm (10 mins)	Welcome, updates
7:10pm (10 mins)	Site Challenges & Opportunities – Perkins & Will
7:20pm (15 mins)	Facility Programming – Kimberly Armitage Community Needs & Priorities Facility Size
7:35pm (15 mins)	Questions & Comments
7:50pm (15 mins)	Facility Options: Cost to build & operate, revenue opportunity
8:05pm (15 mins)	Questions & Comments
8:20pm (10 mins)	Next Steps
8:30pm	Adjourn



Programming & Facility Options

Site Challenges & Opportunities

Community Needs, Preferences & Facility Size

Facility Program Options



Site Challenges & Opportunities



ROXBOROUGH Community Center SITE EXTENTS DIAGRAM

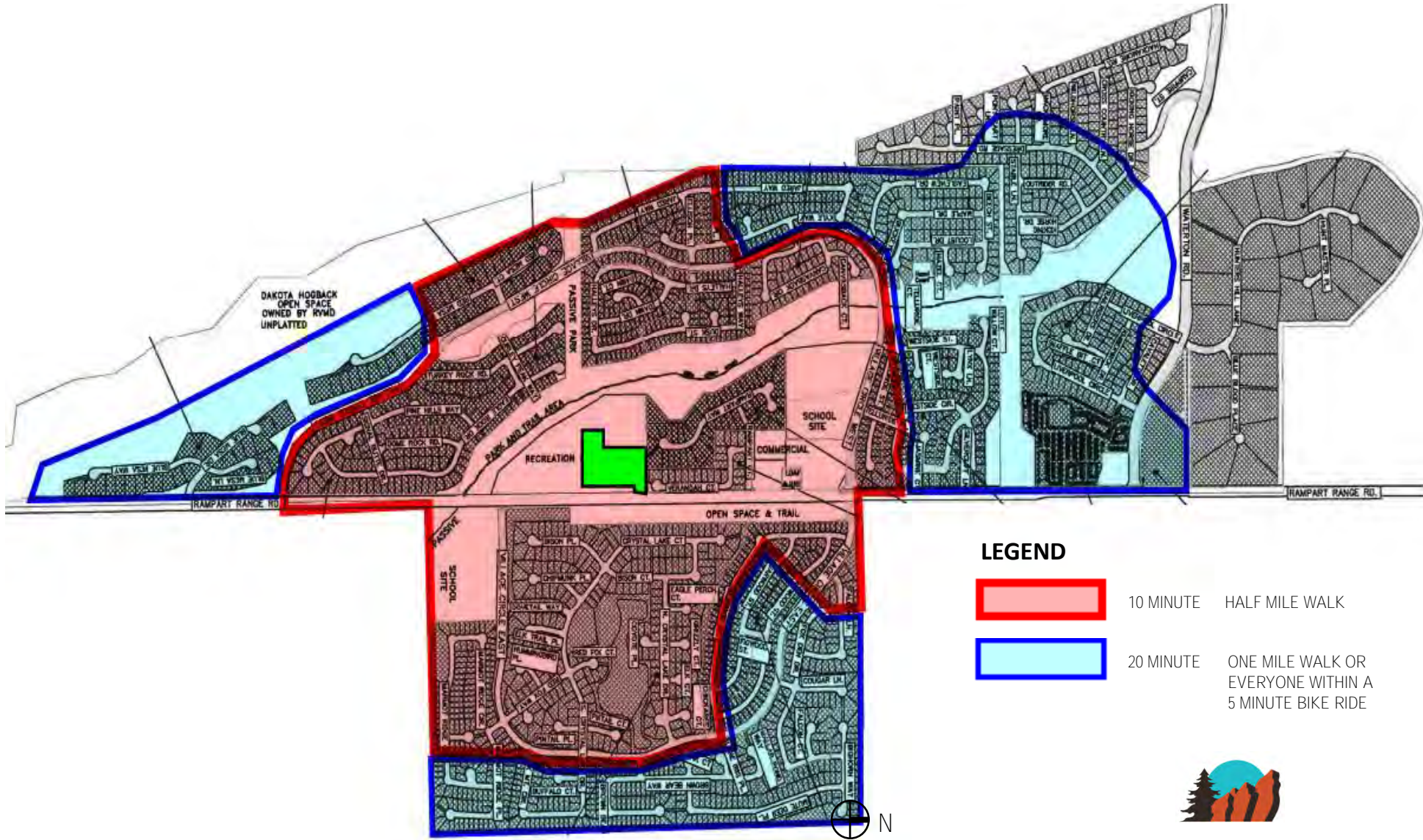
Perkins&Will



- VIEWS FROM SITE
- RESIDENTIAL VIEWS
- SUN ANGLES / SUSTAINABILITY
- PEDESTRIAN / BIKE ACCESS
- PARKING QUANTITY AND LOCATION
- FIRE LANE ACCESS
- TRUCK ACCESS / CHEMICAL DELIVERY
- SOIL CONDITIONS
- GEOTECHNICAL DIPPING ZONE
- DRAINAGE / STORM RETENTION
- UTILITIES



Roxborough Village
Metropolitan District
— COLORADO —



ROXBOROUGH Community Center – PEDESTRIAN / BIKING DIAGRAM

Perkins&Will



6



Roxborough Village
Metropolitan District
— COLORADO —

Programming & Facility Options

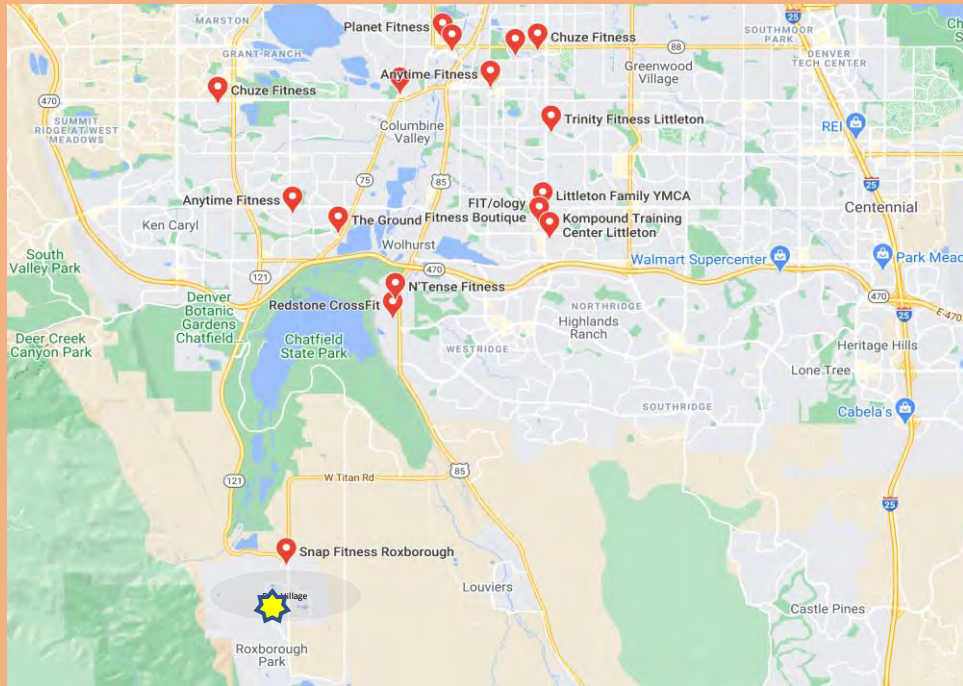
Site Challenges & Opportunities

Community Needs, Preferences & Facility Size

Facility Program Options



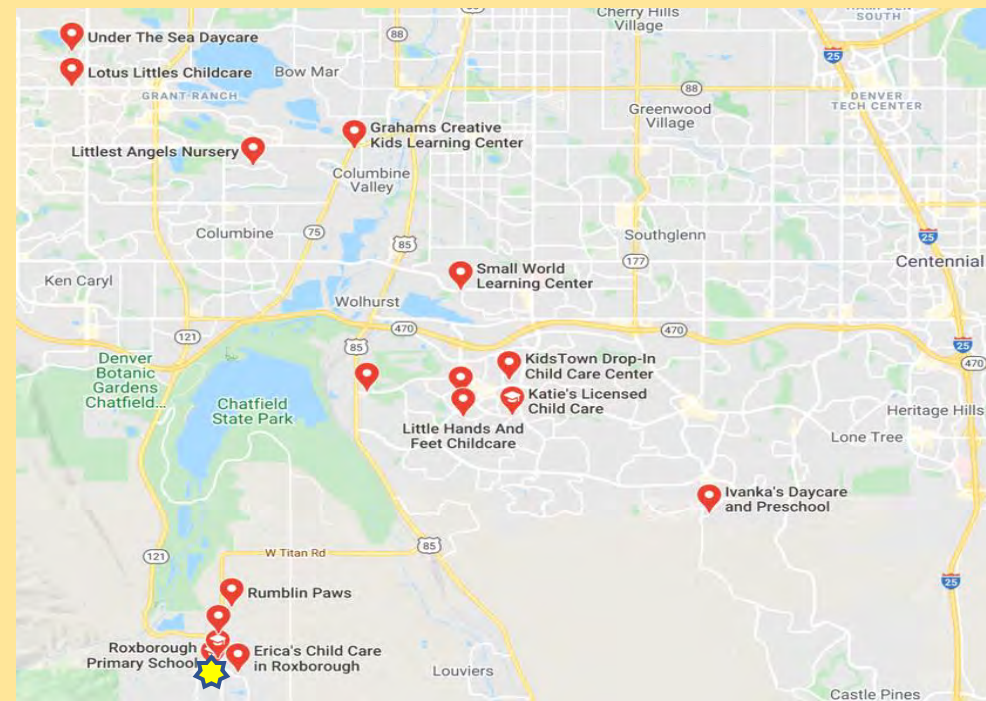
Health and Wellness / Fitness Providers



Within 10-mile radius of Roxborough Village, there are approximately 10 fitness and health facilities. In Feasibility Study survey, 38% of respondents do not use area facilities for these top reasons:

- “No places close to my home” (35%)
- “No time” (11%)
- “Too expensive” (8%)

Childcare / Youth Development Providers



Roxborough Village youth are active: 93% of parents in survey said their children participate in activities.

- *Activities children participate in: sports (60%), music (31%), swim (31%), art class (22%), fitness (22%), dance (20%)*
- *Many of these programs are done at the child's school.*



Feasibility Study Key Findings

4 out of 5 survey respondents in Roxborough Village said they are “very likely” or “extremely likely” to join as a member.

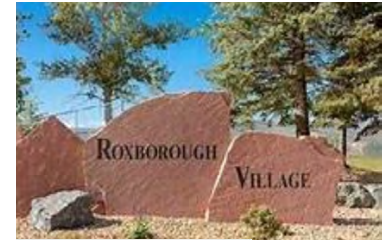
Health-related activities are highly desired—but non-fitness activities, social gathering, and community-building spaces are also highly desired. A combination will differentiate Roxborough Village’s facility in the market.

Key areas to capitalize on the growth potential and differentiate the facility as an “experience destination” resource in the community:

- Offer a **variety of activities** at different life stages, and across different interests and age groups.
- Activities need to include **both physical and non-physical activities**, and provide opportunities for communities to connect and interact.
- Activities should be both **structured/organized** and **informal/organic**.
- Facility should be designed to allow for **social/hang-out spaces**.

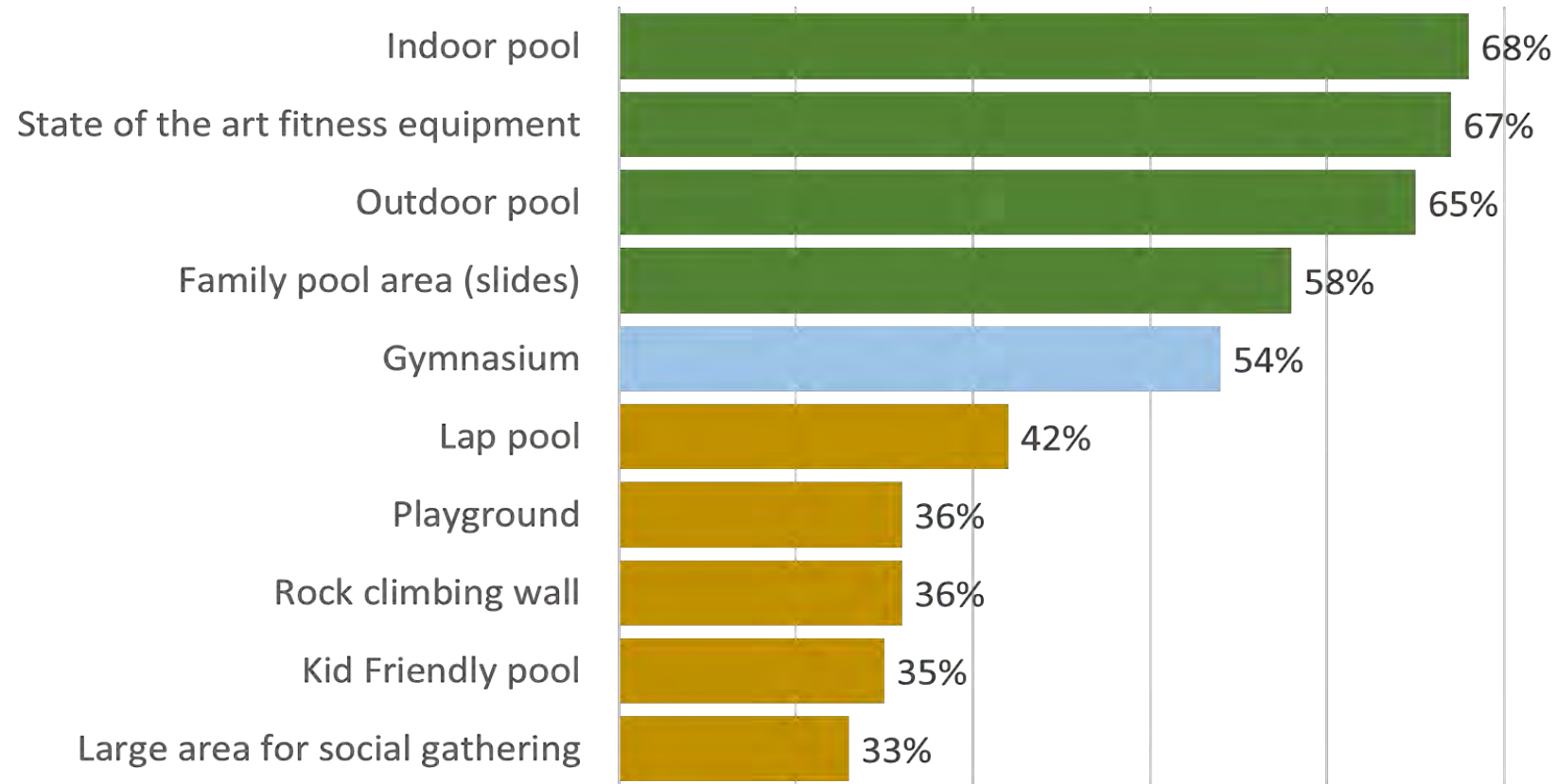
Guiding Principles:

- Sustainable and relevant for long-term
- Multi-dimensional to meet ranges of interests and schedules under one roof
- Maximize operational efficiencies and return on investment



Feasibility Study Community Survey: Key Findings

Survey respondents identified their most desired amenities for community/rec center



Roxborough Village Preferences

Community research reveals preferences on fitness/activity amenities, non-fitness activities, and characteristics of the facility that attract and retain users and members.

1

HIGHEST RATED AMENITIES

Indoor pool 68% > outdoor pool 65%
(pool variations—lap pool, kid-friendly pool,
family pool area with slides—also rated highly)

State-of-the-Art Fitness Center 67%

Gymnasium 54%

Rock Climbing Wall 36%

Large social/gathering area 33%

2

HIGHEST RATED NON-PHYSICAL ACTIVITIES (adults & seniors)

Nutritional Cooking Classes, Art
Classes

Club gatherings (book, travel, card
game), Family Fun Night, Trivia
Game, Additional Classes (Music,
Computer, Spanish)

3

HIGHEST RATED QUALITIES

Convenient to home

Non-intimidating environment

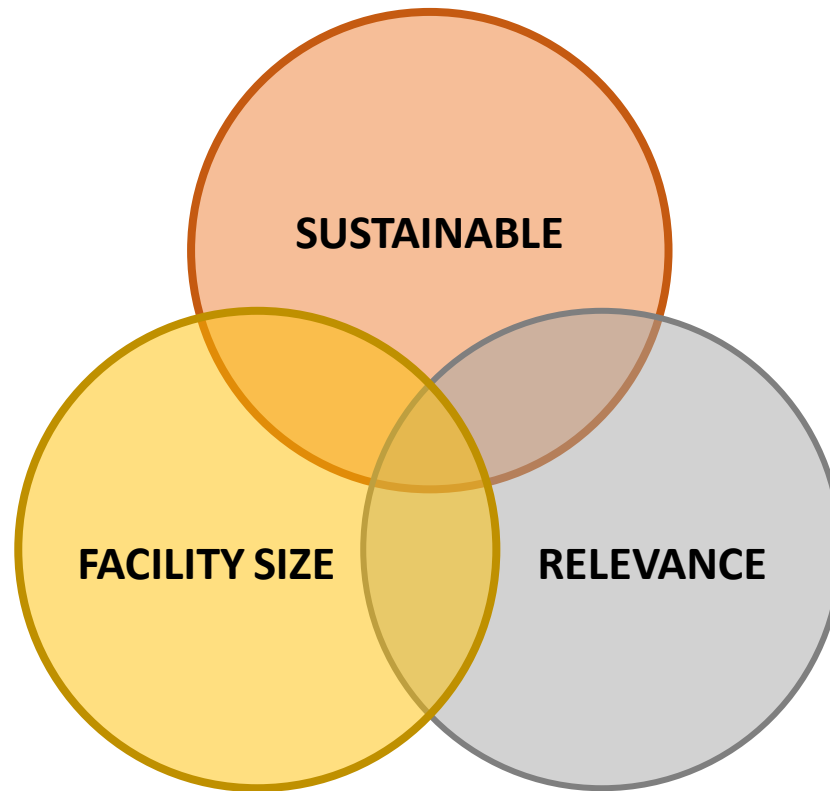
Convenient parking

Inclusive /welcoming to all



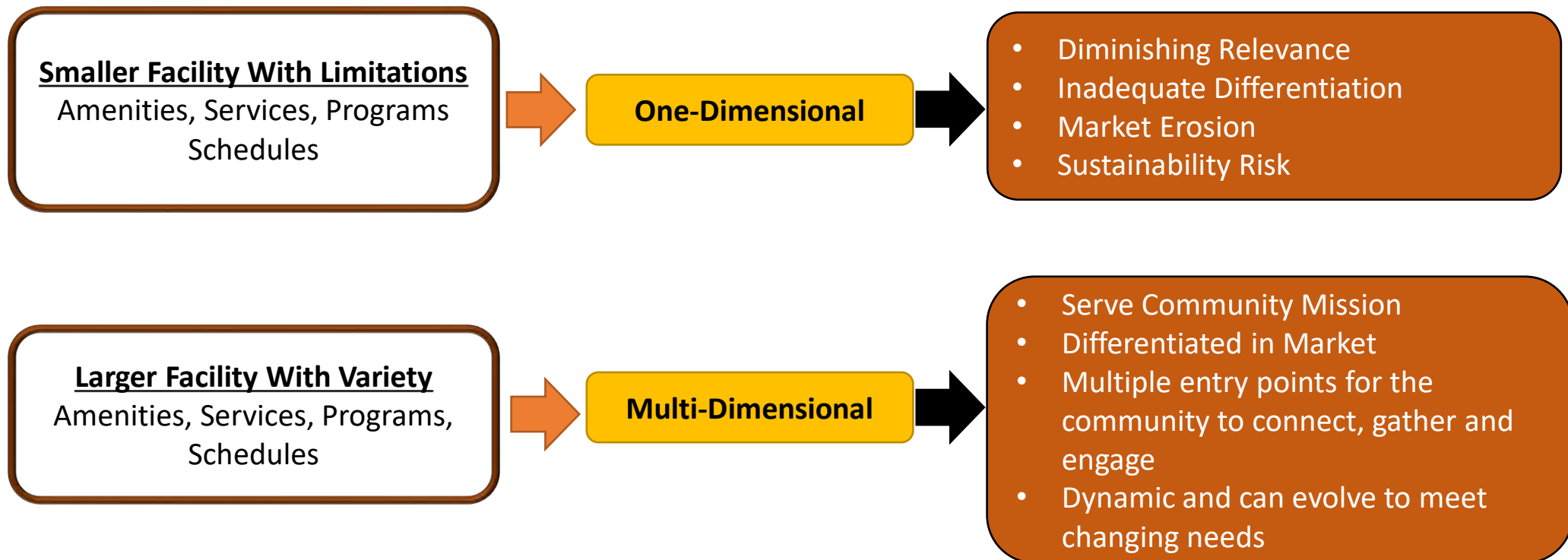
Facility Size

The relevance and sustainability of a community/recreation facility is directly related to the facility size.

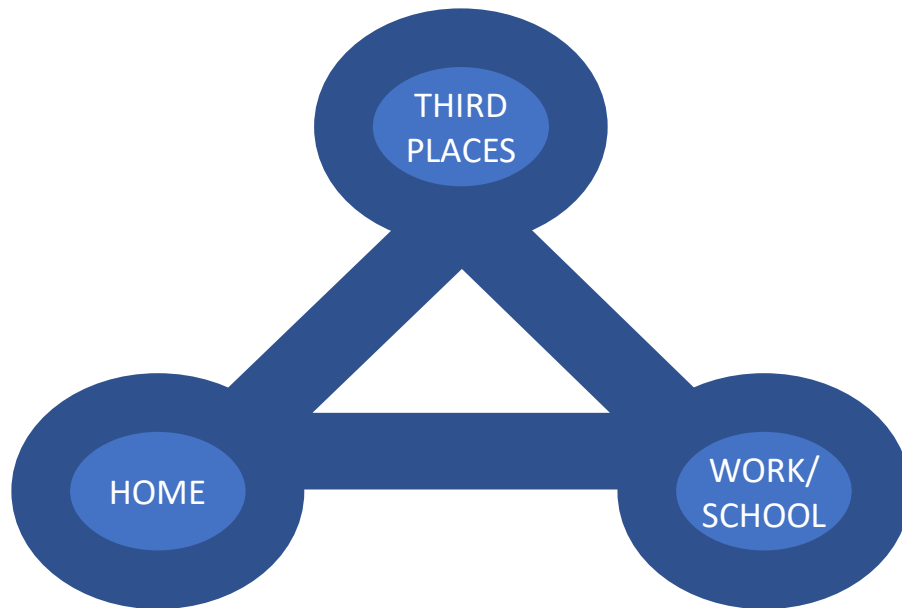


Multi-Dimensional > One Dimensional

The optimal size for a successful and sustainable recreation & community center is tied to meeting multiple household needs



Concept of “Third Places” as Community-Builders



“...the most effective [locations] for **building real community** seem to be **physical places** where **people can easily and routinely connect** with each other: churches, parks, recreation centers, hairdressers, gyms and even fast-food restaurants.”

“Third Places as Community Builders,” S. Butler, C. Diaz - Brookings Institute [\[link\]](#)

Discussion

- Is the research on track, aligned with community needs?
- What programs and activities should be available:
 - With membership?
 - As fee-based?



Programming & Facility Options

Site Challenges & Opportunities

Community Needs, Preferences & Facility Size

Facility Program Options



Facility Program Options

- Thinking and planning in three dimensions:
 - Construction cost
 - Operating cost
 - Revenue opportunity
- What are your top priorities to be included in this facility?



* = incentive for membership					
SPACE INFO	CONSTRUCTION COSTS Per square foot	OPERATING COSTS	REVENUE POTENTIAL	SIZE RECOMMENDATION square feet	
Indoor Pool*	Year-round, high use, high energy use, specialized equipment	★★★★★	★★★★★	★★★★★	6,000 – 9,000
Outdoor Pool	May-Sep use, also requires indoor equipment space	★★	★★★	★★★	14,000 – 16,000
Fitness Center*	Multi-functional, cardio & strength equipment, state of art technology, special flooring	★★★	★★★	★★★	7,000 – 9,000
Gymnasium*	Multi-use, basketball, volleyball, youth & adult sports programs	★★	★★★	★★★	5,500 – 7,500
Studio – Mind/Body	Yoga, pilates, tai-chi, soothing design, sound insulated	★★★	★	★★	1,000 – 1,500
Studio – Cardio*	Conditioning, Zumba, body pump, Silver Sneakers	★★★	★	★	1,000 – 1,500
Studio – High Intensity	Small group/personal training, conditioning (similar to OrangeTheory)	★★★	★	★★★	2,000 – 2,500
Teaching Kitchen	Appliances, classroom capabilities, community gatherings, nutrition/health opportunities	★★★★	★	★★	500 – 700
Community Space	Multi-purpose, dividable spaces, event rental, family & community gathering space(s)	★★★★	★	★★	2,000 – 3,000
Locker Rooms	Required for pool, studio, fitness uses; changing/prep areas	★★★★★	★★	★	2,200 – 2,500
Physical Therapy Space	Therapy space + reception area, exam/treatment rooms, leased to provider to offset operational cost	★★★★	★	★★★	4,000 – 6,000
Youth Program	Options: before & after school care, dance, language, art classes, music/STEM opportunities	★★★★	★★	★★	1,200 – 1,600

Discussion

- What are your top priorities to be included in the facility?



NEXT STEPS

- Meeting feedback and follow-up
 - Task Force post-meeting survey
- Meeting summary to post/share/circulate
- Refer neighbors to Roxborough Village Metro District website for information →
- Community questions & Comments: send email to info@RoxboroughMetroDistrict.org



Roxborough Village Metropolitan District

ABOUT RESIDENT RESOURCES MEETINGS MASTER PLAN DISTRICT DOCUMENTS CONTACT US

Recreation Center Task Force

The application period for the Roxborough Village Rec Center Task Force closed on November 13th. The community-based Recreation Center Task Force will meet several times between January-May 2021, and provide their recommendations on a rec center that meets the community's needs and vision.

Background:

The Roxborough Village Metro District completed a long-range Master Plan process in 2019-2020. There was a great deal of interest from the community in exploring a recreation facility, and surveys were conducted that also indicated strong community support. Read more here in the recent [Metro District Newsletter](#).

The Metro District board of directors has authorized preliminary studies to explore options and see what is possible and feasible for our residents across the community. The Metro District board also



Roxborough Village
Metropolitan District
— COLORADO —

Appendices

- Community Park, site opportunities & challenges – table from Feasibility Study
- Roxborough Community Research – Feasibility Study, Summer 2020



Feasibility Study – Site Selection Analysis

SITES	PROS	CONS
PARK RECOMMENDED SITE	district owned	substantial earthwork
	lot size	requires creative design around existing topography
	current recreation area	overhead power lines
	synergy with existing use and functions	
	county zoning & ease of development	
	visibility / view / exposure	
	central location	
	adjacent to main thoroughfare	
	access	
	no lost tax revenue	
	return on investment	



Feasibility Study – Site Selection Analysis

FINDINGS

Our analysis has resulted in recommending the site referred to as the “Park” for the future recreation center. This central location is currently a recreation area that is owned by the district. This site has risen to the top for several reasons. The most important reason is the overall impact this location can have on the community as a whole.

This site offers physical connections to two schools and most of the residents through an extensive trail system. It also acts as an anchor for a lifestyle of leisure as it is already home to a skate park, ball field, basketball hoop, tennis courts, scenic wetlands, bike trails, open space and parking. Advancing the development of this area into a modern recreation facility will ensure the protection of this space and foster a mindset of wellness and happiness throughout the community. These intangible factors, in our opinion, far outweigh quantifiable variations between one site and another.



Task Force Meeting #2 APPENDIX

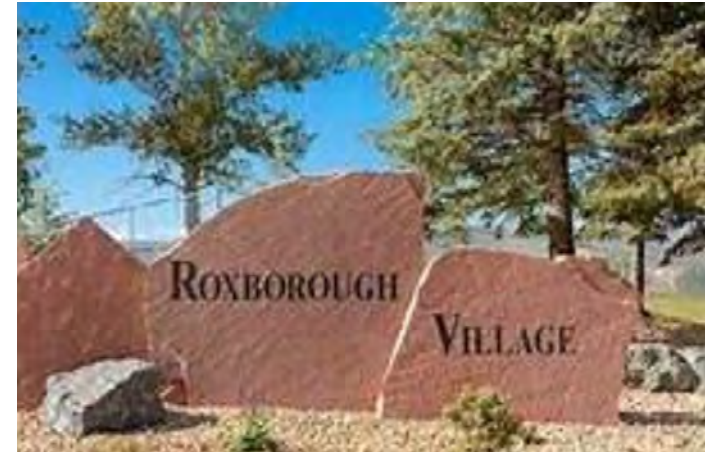
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT COMMUNITY CENTER

Prepared By:

Greater Than > Analytics™
Business Intelligence Specialists

www.greaterthananalytics.com

JANUARY 2021



PRIORITIES IN LIFE (Roxborough Community)

Priorities in Life	Rox. Village	
Time with Family / Friends	68%	T1
Working On / Maintaining Health	60%	
Giving my children the best start in life	38%	T2
Job / Career	35%	
Travel – Experiencing Different Places / Culture	31%	
Taking time to slow down / time out for ME	20%	

Priorities in Life	Non-Rox Comm.	
Time with Family / Friends	60%	T1
Working On / Maintaining Health	53%	
Travel – Experiencing Different Places / Culture	40%	T2
Job / Career	30%	
Giving my children the best start in life	24%	
Taking time to slow down / time out for ME	21%	
Trying new things / Expanding my comfort zone	18%	

KEY FACTOR IN SPACE UTILIZATION OUTSIDE HEALTH IS SPACE FOR CONNECTING WITH FAMILY AND FRIENDS

TRAVEL, LIKE FOOD, IS AN INDICATOR OF THE IMPORTANCE OF EXPERIENCE...

IN THESE PEOPLE'S LIVES

Barriers to Living Life to Fullest Potential	Rox. Village	
Not enough time	43%	T1
Stress	27%	
Access to affordable health and wellness / fitness centers	26%	T2
Lack of Money	25%	
Access to health and wellness / fitness centers	25%	
Family Too Busy (a lot of different activities)	21%	
I Work Long-Hours	20%	
Lack of Resources	13%	
Lack of Social connection	13%	
I am the barrier	11%	
All Alone	5%	
No One Supporting My Goals	3%	
My current health keeps me inactive	3%	
No Opportunities to give back	2%	
Other (Please specify)	4%	

Barriers to Living Life to Fullest Potential	Non-Rox Comm. (n=223)
Lack of Money	34%
Not enough time	24%
Stress	23%
I am the barrier	20%
Family Too Busy (a lot of different activities)	18%
Lack of Social connection	15%
Lack of Resources	14%

PUTTING FINDINGS INTO CONTEXT

**Having a full-resource in neighborhood
– saves time running around**

**Exercise, Sports, Fun and Laughter
Reduce Stress**

Large Recreation Space

Family Fun

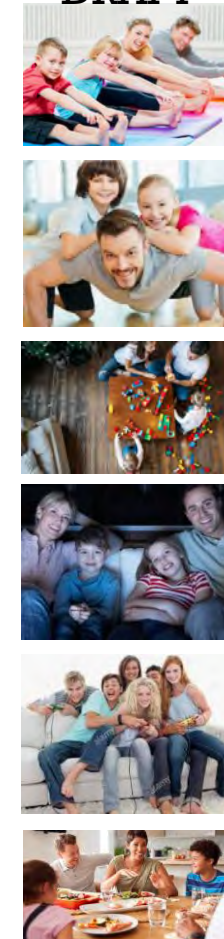
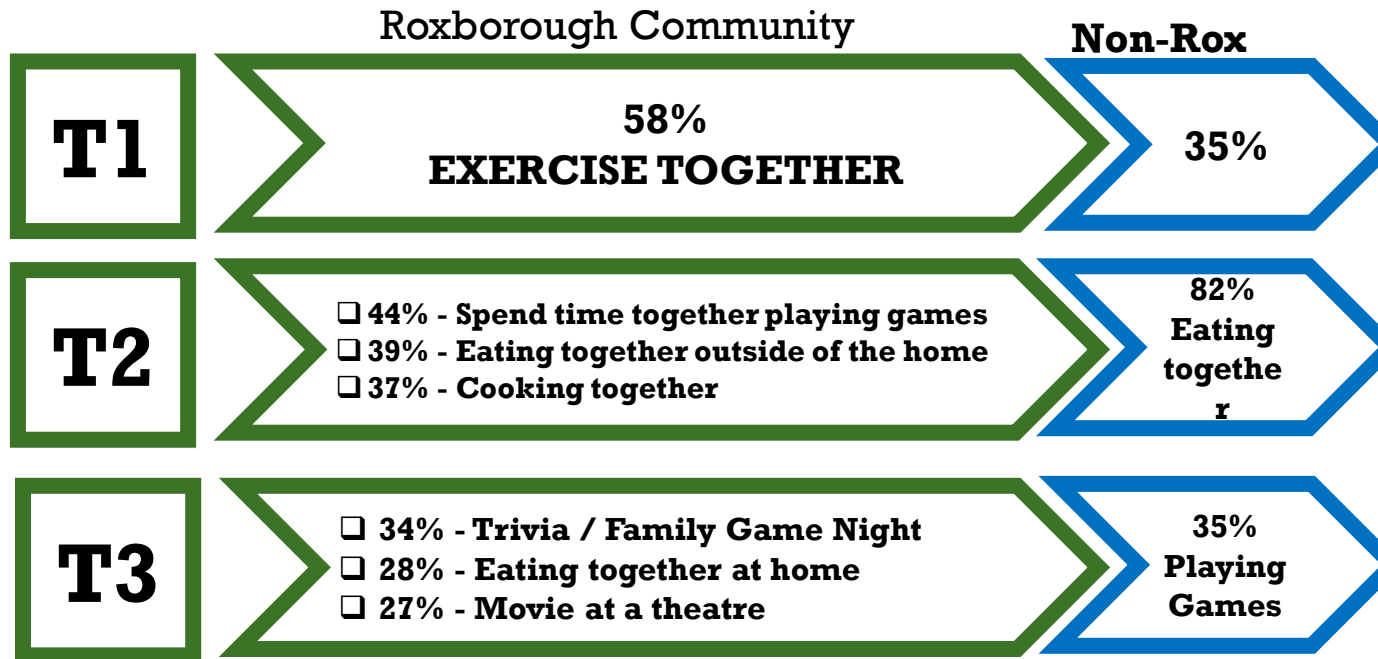
24-Hr Access

Affordability

PROFILE OF THE ROXBOROUGH VILLAGE & SURROUNDING COMMUNITY

DRAFT

ACTIVITIES WANTING TO DO MORE AS A FAMILY



Although exercise is a dominant activity that families wish they could do together more frequently, the non-physical activities that allow people to stay connected is equally important, and something to keep in mind when designing the rec center.

Another insight that can be inferred beyond the space needed for these types of activities is the environment—the atmospheric feeling that the space produces. (e.g., warm, safe, comfortable)

NON-PHYSICAL ACTIVITIES

Residences of Roxborough Village show high interest in non-physical activity programs. Identifying those that score T1 and T2 based on statistical significance (at least 20% of residents indicating interest) we observe the following based on each consumer group.

ADULT (rating 20% or Greater)	T1	Nutritional Cooking Classes, Art Classes
	T2	Family Fun Night, Book Club, Trivia Game, Spanish Language, Travel Clubs, Music Classes
SENIOR (rating 20% or Greater)	T1	Art Classes, Card Game Club, Travel Clubs, Book Clubs, Computer Classes, Nutritional Cooking Classes
	T2	Family Fun Nights, Spanish Language
YOUTH (rating 20% or Greater)	T1	Art Classes, Music, Family Fun Night, Basic STEAM
	T2	Ski Clubs, Nutritional Cooking Classes, Computer Classes, Drama Classes, Spanish Language, Book Clubs

SPORT PROGRAM DESIRED

Overall, Roxborough Village is an active community that desires multiple activities offered in a recreation center. Below represent the T1 and T2 items (those that were rated significantly higher than others by category).

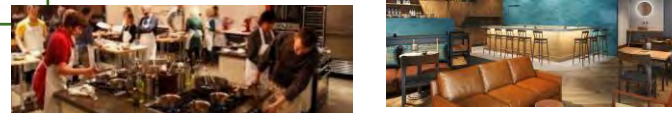
ADULT (rating 20% or Greater)	T1	Racquetball, Tennis, Volleyball and Basketball
	T2	Dance, Master Swim, Billiards and Ninja Warrior
CO-ED (rating 20% or Greater)	T1	Volleyball and Tennis
	T2	Basketball, Indoor Soccer
FAMILY PROGRAM (20% or Greater)	T1	Tennis
	T2	Sport Mix, Basketball, Racquetball, Ping Pong, Volleyball, Master Swim
Youth (20% or Greater)	T1	Tumbling, Basketball, T-Ball, Indoor Soccer, Dance
	T2	Ninja Warrior, Tennis, Volleyball, Lacrosse, Master Swim, Sport Mix

AMENITIES DESIRED (NON-ROXBOROUGH AND ROXBOROUGH VILLAGE COMMUNITY)

Amenities in H&W Facility	Non-Rox. Village Comm. (n=223)	
State of the art fitness equipment	53%	T1
Indoor Pool	48%	
Gymnasium	33%	T2
Therapy Pool	33%	
Lap Pool / Competitive Swim Pool	27%	
Outdoor Pool	26%	T3
Snack Shack (Basic Menu of Sandwiches, Snacks and Beverages)	25%	
Large area to socialize and relax (Eating / Gathering Area [bring your own food in to eat with friends])	22%	
Rock Climbing Wall	21%	
Smoothie Bar	21%	
Chef's Kitchen (cooking classes, renting out for group gatherings, etc.)	17%	
Family Pool Area (Slides and Games)	17%	
Coffee Depot / Stand	16%	
Family Room (large TV, comfortable couches and chairs, etc.)	16%	
Game Room (pool table, ping pong, x-box, PlayStation)	16%	
Virtual (VR – technology) Fitness Equipment	16%	
Kid friendly pool	15%	
Playground	15%	
Computer Lab / Workstation	13%	
Other (Please specify)	5%	



Overall, the amenities desired among the Roxborough Residents and the surrounding area are relatively similar, highlighting that no additional accommodations are needed to attract additional people to become members of the recreation center.



About 20%-25% in both markets express interest in food options, as well as a chef kitchen.

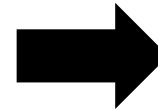
Food is a key social connector and extends an entity beyond a fitness / h&w center.

Rox. Village

Rank	Amenities	Total
1	Indoor Pool	68%
2	State of the art fitness equipment	67%
3	Outdoor Pool	65%
4	Family Pool Area (Slides and Games)	58%
5	Gymnasium	54%
6	Lap Pool / Competitive Swim Pool	42%
8	Playground	36%
7	Rock Climbing Wall	36%
9	Kid friendly pool	35%
10	Large area to socialize and relax (Eating / Gathering Area [bring your own food in to eat with friends])	33%
12	Game Room (pool table, ping pong, x-box, PlayStation)	26%
11	Chef's Kitchen (cooking classes, renting out for group gatherings, etc.)	26%
13	Therapy Pool	22%
15	Smoothie Bar	20%
14	Snack Shack (Basic Menu of Sandwiches, Snacks and Beverages)	20%
16	Coffee Depot / Stand	15%
17	Virtual (VR – technology) Fitness Equipment	10%
18	Computer Lab / Workstation	7%
19	Family Room (large TV, comfortable couches and chairs, etc.)	6%

**SPECIALTY PROGRAMS DESIRED
(NON-ROXBOROUGH AND ROXBOROUGH VILLAGE COMMUNITY)**








SPECIALTY SERVICES DESIRED IN H&W FACILITY	Non-Rox. Village Comm. (n=223)	
Physical Therapy	73%	T1
Occupational Therapy	20%	T2
Outpatient Rehab	17%	
Respite Care	10%	
Other (Please specify)	13%	



Physical Therapy is a key interest area among both Roxborough Village residents and the surrounding area.



PREFERENCES DESIRED (NON-ROXBOROUGH AND ROXBOROUGH VILLAGE COMMUNITY)

Preferences in H&W Facility	Non-Rox. Village Comm. (n=223)		
 Convenience (close to home)	69%	T1	 Supports opportunity among those that reside within a 5- Mile radius of the Roxborough Village Community.
Non-intimidating environment	46%		
 Convenient Parking	39%	T2	 62% say parking is critical
Inclusive / Welcoming to All	39%		
Family Friendly (people of all ages / child friendly)	31%	T3	 Like the Roxborough Village Community, having the center accessible to all 24 hrs. / day is a draw among outside the community.
Adult only (no one under 18 allowed in)	30%		
24-HR Access	28%		
 Abundant Parking	23%		
			 Parking will be a key factor to attract those outside the Roxborough Village Community.
Convenience (close to work)	22%		
Towel Services	17%		
Programs offered outside of Health and Wellness center (your place of work, local parks, schools, universities)	16%		
Access to a National Network of Centers	14%		
Exclusive / Private Club	8%		
Valet Parking	5%		
Other (Please specify)	5%		

Roxborough Village Metro District
Manager's Memo
2-16-2021

Dear Board,

- I recently found a binder in a desk that belonged to a former CLA employee that contained Roxborough Village MD park reservation checks dated within the past 3 years that were not deposited.
- The checks were all dated between 2017 and 2019.
- While some were security deposit checks that should have been shredded, several were park reservation fee checks that should have been collected.
- Upon finding this binder, I worked with CLA accounting, Anna, and Katie to determine a solution.
- We were able to collect \$1,200 in outstanding fees, but \$1,525 of funding remained outstanding and uncollectable.
- CLA will reimburse RVMD for the outstanding amount on the February invoice.
- Natalie, Anna and I have revisited our park reservation process to ensure that this doesn't happen again.

Sincerely,

Nic Carlson



Aaron W. Barrick
 Marc C. Patoile
 Kathryn T. James
 Matthew S. Patton
 Lindsay J. Miller
 Joe D. Kinlaw, II
 Lauren O. Patton

February 11, 2021

SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Travis Jensen
 7434 Eagle Rock Drive
 Littleton, Colorado 80125

Re: Encroachment into a District owned open space parcel adjacent to Roxborough Village Filing No. 14B
 By 7434 Eagle Rock Drive, Littleton, Colorado 80125
 Lot 54, Roxborough Village #14B

Dear Mr. Jensen:

I am District Legal Counsel for Roxborough Village Metropolitan District, the owner of the 61.363 acre open space parcel adjacent to Roxborough Village #14B. It has recently come to our attention that you have added rocks along your back fence outside the boundary of your lot and in our open space. An aerial photograph is enclosed to illustrate this encroachment.

The District's policy is as follows:

Encroachments onto property maintained by the District is prohibited. These areas must be free of obstructions to permit snow removal, grass mowing, to promote public safety, and to maintain a uniform appearance of the open space.

The District also has Rules and Regulations that state that it is unlawful for any person "to construct, place, or maintain any kind of road, trail, structure, sign, fence, marker, enclosure, communication equipment or other improvement within any Parks or Open Space without written approval from the District Manager."

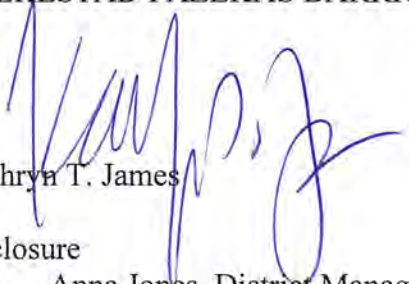
Please remove the rocks immediately. If a District contractor is required to remove the rocks, you will be billed for the service.

If you have any questions about this policy, the Rules and Regulations, or about the District's property boundaries, please call Anna Jones, District Manager at (303) 793-1478.

Thank you in advance for your cooperation.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.



Kathryn T. James

Enclosure

cc: Anna Jones, District Manager
Scott Barnett





Aaron W. Barrick
 Marc C. Patoile
 Kathryn T. James
 Matthew S. Patton
 Lindsay J. Miller
 Joe D. Kinlaw, II
 Lauren O. Patton

February 11, 2021

SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Jeffrey and Amy Boyce
 7412 Eagle Rock Drive
 Littleton, Colorado 80125

Re: Encroachment into a District owned open space parcel adjacent to Roxborough Village
 Filing No. 14B
 By 7412 Eagle Rock Drive, Littleton, Colorado 80125
 Lot 52, Roxborough Village #14B

Dear Mr. and Mrs. Boyce:

I am District Legal Counsel for Roxborough Village Metropolitan District, the owner of the 61.363 acre open space parcel adjacent to Roxborough Village #14B. It has recently come to our attention that you have added a raised mulched area surrounded by stones along your back fence outside the boundary of your lot and in our open space. An aerial photograph is enclosed to illustrate this encroachment.

The District's policy is as follows:

Encroachments onto property maintained by the District is prohibited. These areas must be free of obstructions to permit snow removal, grass mowing, to promote public safety, and to maintain a uniform appearance of the open space.

The District also has Rules and Regulations that state that it is unlawful for any person "to construct, place, or maintain any kind of road, trail, structure, sign, fence, marker, enclosure, communication equipment or other improvement within any Parks or Open Space without written approval from the District Manager."

Please remove the raised mulch area surrounded by stones immediately. If a District contractor is required to remove the mulch and stones, you will be billed for the service.

If you have any questions about this policy, the Rules and Regulations, or about the District's property boundaries, please call Anna Jones, District Manager at (303) 793-1478.

office. 303.688.3045 • fax. 303.688.3189

18 South Wilcox Street, Suite 200

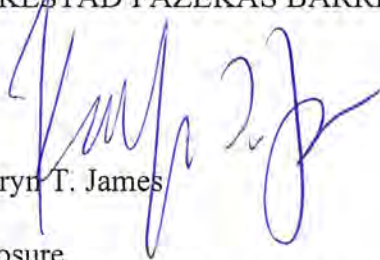
Castle Rock, Colorado 80104-1909

ffcolorado.com

Thank you in advance for your cooperation.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.



Kathryn T. James

Enclosure

cc: Anna Jones, District Manager
Scott Barnett





Aaron W. Barrick
Marc C. Patoile
Kathryn T. James
Matthew S. Patton
Lindsay J. Miller
Joe D. Kinlaw, II
Lauren O. Patton

February 11, 2021

SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Carla Goodwin
7372 Eagle Rock Drive
Littleton, Colorado 80125

Re: Encroachment into a District owned open space parcel adjacent to Roxborough Village
Filing No. 14B
By 7372 Eagle Rock Drive, Littleton, Colorado 80125
Lot 48, Roxborough Village #14B

Dear Ms. Goodwin:

I am District Legal Counsel for Roxborough Village Metropolitan District, the owner of the 61.363 acre open space parcel adjacent to Roxborough Village #14B. It has recently come to our attention that you have added rocks in front of your gate behind your back fence outside the boundary of your lot and in our open space. An aerial photograph is enclosed to illustrate this encroachment.

The District's policy is as follows:

Encroachments onto property maintained by the District is prohibited. These areas must be free of obstructions to permit snow removal, grass mowing, to promote public safety, and to maintain a uniform appearance of the open space.

The District also has Rules and Regulations that state that it is unlawful for any person "to construct, place, or maintain any kind of road, trail, structure, sign, fence, marker, enclosure, communication equipment or other improvement within any Parks or Open Space without written approval from the District Manager."

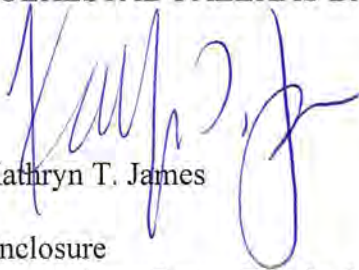
Please remove the rocks immediately. If a District contractor is required to remove the rocks, you will be billed for the service.

If you have any questions about this policy, the Rules and Regulations, or about the District's property boundaries, please call Anna Jones, District Manager at (303) 793-1478.

Thank you in advance for your cooperation.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.



Kathryn T. James

Enclosure

cc: Anna Jones, District Manager
Scott Barnett



Aaron W. Barrick
Marc C. Patoile
Kathryn T. James
Matthew S. Patton
Lindsay J. Miller
Joe D. Kinlaw, II
Lauren O. Patton

February 11, 2021

SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Hill Family Trust
7454 Eagle Rock Drive
Littleton, Colorado 80125

Re: Encroachment into a District owned open space parcel adjacent to Roxborough Village Filing No. 14B
By 7454 Eagle Rock Drive, Littleton, Colorado 80125
Lot 56, Roxborough Village #14B

Dear Hill Family Trust:

I am District Legal Counsel for Roxborough Village Metropolitan District, the owner of the 61.363 acre open space parcel adjacent to Roxborough Village #14B. It has recently come to our attention that you have added rocks along your back fence outside the boundary of your lot and in our open space. An aerial photograph is enclosed to illustrate this encroachment.

The District's policy is as follows:

Encroachments onto property maintained by the District is prohibited. These areas must be free of obstructions to permit snow removal, grass mowing, to promote public safety, and to maintain a uniform appearance of the open space.

The District also has Rules and Regulations that state that it is unlawful for any person "to construct, place, or maintain any kind of road, trail, structure, sign, fence, marker, enclosure, communication equipment or other improvement within any Parks or Open Space without written approval from the District Manager."

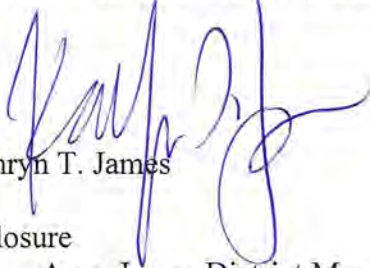
Please remove the rocks immediately. If a District contractor is required to remove the rocks, you will be billed for the service.

If you have any questions about this policy, the Rules and Regulations, or about the District's property boundaries, please call Anna Jones, District Manager at (303) 793-1478.

Thank you in advance for your cooperation.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.



Kathryn T. James

Enclosure

cc: Anna Jones, District Manager
Scott Barnett



February 11th, 2021

Scott Barnett
188 Inverness Drive West, Suite 140
Englewood, CO 80112



Dear Mr. Barnett,

Below you will find the recommended proposal for stocking triploid grass carp in all ponds at Roxborough Valley Metro District. Please note, triploid grass carp are sterile per Colorado Parks and Wildlife law. These fish will help consume the excessive vegetation in the resources. All the fish are tested annually and are certified disease free.

Table 1: Triploid Grass Carp Stocking Recommendation

Resource	Species	Size	Number	Unit Cost	Cost
Heron Pond	Triploid Grass Carp	8-10"	55	\$18.00 each	\$990.00
Tadpole Pond	Triploid Grass Carp	8-10"	85	\$18.00 each	\$1,530.00
Prebies Pond	Triploid Grass Carp	8-10"	12	\$18.00 each	\$216.00
7-Acre Pond	Triploid Grass Carp	8-10"	60	\$18.00 each	\$1,080.00
<i>Subtotal</i>					\$3,816.00
<i>Delivery Fee</i>					\$742.40
Total					\$4,558.40

*all fish prices and availability subject to availability at the time of delivery

*\$500 minimum w/o delivery

*payment for fish is COD

Thanks for reaching out to Aqua Sierra for your aquatic needs. Let me know if you have any questions.

Sincerely,

Greg Sayles
Fisheries Biologist



Bailey Tree LLC

1801 W Union Ave
Englewood, Co 80110

720-940-6519
baileytreetrimming@gmail.com

Roxborough Metro District Arborist Report 2/10/2021

We have pruning scheduled for the beginning of March. We will be saving a few pruning days after spring realizing there may be a bit of snow damage later in the spring.

The soil is exceptionally dry at the present time due to lack of precipitation and higher temperatures. Winter watering is recommended.

Other than that, the trees are looking pretty good at the present time.

George Biedenstein

ISA Board Certified Master Arborist #RM 0756B

Email: baileytreetrimming@gmail.com



METCO LANDSCAPE, INC.

Monthly Maintenance Report for Roxborough Village Metropolitan District

Submitted by: Bill Barr Feb-21 Recipients: Anna Jones, Public Manager

REVIEW OF GANTTED OPERATIONS

Turf

Winter Dormancy

Shrub Beds

Pre-emergant herbicide treatment will start the end of the month

Trees

Winter water continues on all the newly planted Trees

Irrigation

Working on installing the Weather-Trac Irrigation Controllers

Site Policing

Policing for trash and dog stations are done on Monday and Thursday we will keep a better eye on the shoreline at the lake for wind blown debris.

Overall Site

Site looks good, trying to figure out who has been depositing several trash bags of dog poop in our trash cans out at the Community Park. This has been going on for several months.

Review of Operatons for Upcoming Month:

Schedule, Gantt, special Needs, Concerns, Areas of Focus We will continue to work on installation of Irrigation controllers and if weather is good fire up the system the end of March