

# 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:** April 20, 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/85471622789?pwd=QkovUTZ6eUxpY1JlelZ5a2NzWFJYdz09>
  2. To attend via telephone, dial 346-248-7799 and enter the following additional information:
    - a. Meeting ID: 854 7162 2789
    - b. Passcode: 999417

<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 March 16, 2021 and April 6, 2021 Special Meeting Minutes (enclosed)
- B. Review and Accept the Cash Position and Property Tax Schedule for February (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. CONSIDER CORRECTION AND AMENDMENT OF PAST MINUTES IN REGARD TO CONSULTANT CAPACITY**

**VII. FINANCIAL ITEMS**

- A. Other

**DISCUSSION AGENDA**

**VIII. DIRECTOR ITEMS (10 minutes)**

- A. Environmental Committee Update (enclosed)
  - 1. Review and Consider Approval of Ark Ecological Services Proposal to Mitigate Smooth Brome (enclosed)
  - 2. Aqua Sierra Update
  - 3. Update on Greenhouse Process and Next Steps
- B. Community Celebration Update
  - 1. Partnership with Roxborough Music Festival
- C. Other

**IX. MANAGER MATTERS (30 MINUTES)**

- A. Master Plan Feasibility Follow-Up
  - 1. Feasibility Study Follow-Up (Kim, Rick)
  - 2. Communications Update (Ben, enclosed)

i. Discuss Frequently Asked Questions (enclosed)

B. Master Plan Spillway Follow-Up

1. Spillway Design Updates, Douglas County Follow Up/Next Steps and Final Budget (Scott)

C. Update on New Playground Design (Todd)

D. Review and Consider Waiving Fee and Deposit for Gazebo Reservation Request by Douglas County Library (enclosed)

E. Other

**X. 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. Encroachments Update

D. Discuss Meeting Protocols (enclosed)

E. Other

**XI. ENGINEERING MATTERS (10 MINUTES)**

A. Update on RWSD Sanitary Sewer Repair Within RVMD Property

B. Update from Aqua Sierra Regarding Stocking Carp

C. Update on Imperial Park Use and New Fence Installation (enclosed)

D. Discuss Rampart Range Median Repairs (enclosed)

E. Other

**XII. LANDSCAPING MATTERS (10 MINUTES)**

A. Bailey Tree Update via Written Enclosure (to be distributed)

B. Metco Landscape Report (enclosed)

- C. Review and Consider Approval of Proposals
  - 1. Reparatons to Resident Landscaping in District Right of Way (enclosed)
  - 2. Mowing to Mitigate Smooth Brome and Replace Tree (enclosed)
- D. Other

**XIII. OTHER BUSINESS (5 MINUTES)**

- A. Confirm Quorum for May 18, 2021 Special Meeting via Zoom

**XIV. ADJOURNMENT**

RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
Tuesday, March 16, 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, March 16, 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, Joyce Stiles; 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; Evolution builders  
Todd Wenskoski; Livable Cities Studios  
Jeff & Amy Boyce; Residents at 7412 Eagle Rock Drive  
Travis Jenson; Resident at 4734 Eagle Rock Drive

CALL TO ORDER

The meeting was called to order at 6:01 p.m.

DECLARATION OF  
QUORUM/DIRECTOR  
QUALIFICATIONS/  
DISCLOSURE MATTERS

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

APPROVE AGENDA

The Board discussed amending the agenda to move the encroachment issue discussion so that residents attending the meeting could participate in the conversation. Upon a motion duly made by Director Brown, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved the Agenda as amended.

## RECORD OF PROCEEDINGS

PUBLIC COMMENT and/or  
GUESTS

Residents who received letters regarding encroachments onto District property spoke to the Board about their concerns to remediate the encroachments. Following discussion, the Board requested Mr. Barr bring proposals for consideration at the April 20, 2021 Board meeting.

CONSENT AGENDA**February 16, 2021 Special Meeting Minutes:****Cash Position and Property Tax Schedule for January:****Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims:**

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

FINANCIAL MATTERS

**Other:** None.

DIRECTOR MATTERS

**Environmental Committee:** Director Glass reviewed the Environmental Committee report with the Board. Director Glass and Mr. Barnett will discuss water levels in Crystal Lake with Roxborough Water and Sanitation District. Director Glass noted the bird houses need maintenance and the Environmental Committee would like to assume those responsibilities.

**Open Space Management Map from Ark Ecological Services:** The Environmental Committee recommended Smooth Brome reduction by mowing once annually. Mr. Barr will bring a proposal to the April 20, 2021 Board meeting regarding such. Director Glass will contact Ark Ecological to obtain a proposal to mitigate the Smooth Brome.

**Waterton Tree Concepts:** Director Glass reviewed the packet enclosures. Mr. Barr will provide a proposal for the tree plantings at the April 20, 2021 Board meeting. Mr. Barnett indicated the suggested planting areas may be in Douglas County right-of-way.

**Greenhouse Process and Next Steps:** Director Glass provided an update to the Board regarding the status of the project. Attorney James recommended a general contractor be retained to build the greenhouse prior to moving the project ahead. Ms. Jones will look for a contractor to lead the project. Director Glass will discuss the option of the

## RECORD OF PROCEEDINGS

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school district leading the greenhouse construction and the District funding the project.

### **Community Celebrations:**

**Summer Party:** Director Brown and Ms. Jones discussed the idea of launching an educational effort regarding the potential Rec Center TABOR vote with the community. Mr. Carlson will begin preparations.

**Fall Festival:** Director Brown discussed the possibility of planning a Fall Festival for the Community. He noted it may be in partnership with the Roxborough Music Festival.

**Other:** None.

## MANAGER MATTERS

### **Master Plan:**

**Feasibility Study Follow-Up:** Ms. Armitage provided an update to the Board.

**Communications Follow-Up by Ben Kelly:** Mr. Kelly provided an update to the Board regarding the task force process. The Board requested a Special meeting so they could review conceptual design ideas created so far. The Special meeting to review will be set in early April.

### **Spillway Follow-Up:**

#### **Spillway Schedule, Douglas County Follow-Up and Budget:**

Mr. Barnett provided an update to the Board indicating the drawing his team submitted have been approved by Douglas County and he is beginning to work with the Contractors to get the project underway.

**New Playground Design:** Mr. Wenskoski provided a report to the Board regarding the latest design concepts. Ms. James indicated she has been in touch with Xcel regarding potential easements and discussed the impact they may have on the project and location.

**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**

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**of Receiving Legal Advice on Special Legal Questions, if requested:** No action taken.

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

**Water Line Project for Roxborough Water and Sanitation District (RWSD):** Attorney James provided an update to the Board noting that the hard winter ground is preventing any progress.

**Chatfield Farms Inclusion and Reimbursement Agreement:** Attorney James provided the Board with the history of Chatfield Farms Inclusion via separate email and asked the Board to review the information and let her know of any specific questions, individually.

**Encroachment Updates:** This item was discussed earlier in the meeting for the properties located along Eagle Rock Drive. Other encroachment letters are being sent this week to property owners located at 6728 Old Ranch Trail, 7595 Jared Way and 7573 Jared Way.

**Financial Advisor and Bond Counsel for Possible TABOR Vote:** Attorney James and Ms. Jones provided the Board with a report regarding the Financial Advisor role. The Board requested Attorney James and Ms. Jones invite two financial advisors to interview at the April Special Board meeting.

**Other:** None.

ENGINEERING MATTERS

**Resident Landscaping in District Right of Way:** Per the amendment to Agenda at the start of the meeting, this item was discussed and noted under Public Comment.

**RWSD Sanitary Sewer Repair Within RVMD Property:** No update was provided.

**Aqua Sierra Regarding Stocking Carp:** Director Glass, Director Prysby and Mr. Barnett will meet with Aqua Sierra to discuss the Board's concerns and provide a report to the full Board at the April 20, 2021 Board meeting.

**Mapping Update on the Hogback Open Space:** Mr. Barnett and Director Glass provided an update on mapping efforts, field



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reconnaissance and efforts to create a mapped trail to the hogback.

**Other:** None.

**LANDSCAPING MATTERS**

**Bailey Tree Update:** The Board reviewed the update provided by Bailey Tree.

**Metco Landscape Report:** The Board reviewed the update provided by Metco Landscape.

**Review and Consider Approval of Proposals:**

**Proposal to Clean Up Debris:** No action was taken.

**Proposal to Oversee Ballfield:** Upon a motion duly made by Director Prysby, seconded by Director Glass and, upon vote, unanimously carried, the Board approved the proposal to oversee the ballfield.

**Proposal for Annual Flower Installation:** Upon a motion, second and upon vote, unanimously carried, the Board approved the annual flower installation.

**Other:** None.

**OTHER BUSINESS**

**Quorum for April 20, 2021 Special Meeting via ZOOM:** A quorum was confirmed.

**ADJOURNMENT**

Upon a motion duly made by Director Prysby, seconded by Director Glass and, upon vote, unanimously carried, the Board adjourned the meeting at 8:38 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Calvin Brown, President

Attest:

By: \_\_\_\_\_  
Ed Wagner, Secretary

RECORD OF PROCEEDINGS

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

HELD

Tuesday, April 6, 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, April 6, 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 & Joyce Stiles; CliftonLarsonAllen LLP (“CLA”)  
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Ben Kelly; Strategic Communications Consultant  
Kimberly Armitage; Evolution Builders  
Don Dethlefs; Perkins and Will  
Cassie and Sawyer Roberts; Residents at 7637 Verandah Court  
Katie Graham; Resident  
Mark and Marcy Rubic; Residents at 7735 Verandah Court  
Aaron and Carrie Gerdes; Residents at 7695 Verandah Court  
Gale Cramer; Resident at 7733 Rampart Way  
Monica Stevens; Resident at Elk Mountain Circle  
Dayna Marcilliott; Resident at Lark Court  
Megan and Jeff Sims; Residents at 7556 Dawn Court  
Kat Coderre; Resident at 7783 Verandah Court  
Dennis and Amy Corneillie; Residents at 7647 Verandah Court  
Daniel Simpson; Resident at Mule Deer Place  
Travis Dodd; Resident at 7657 Verandah Court  
Kristen and Ken Marshall; Residents at 7611 Halleys Drive  
Mark Taylor; Resident at 5738 Indian Paint Run  
Josh Dalbey; Resident at 10088 Silvercliff Lane  
Holly Delants; Resident at 7574 Halleys Drive  
Tsvety Bachiyska; Resident at Fairwood Street

CALL TO ORDER

Director Brown called the meeting to order at 6:04 p.m.

## RECORD OF PROCEEDINGS

DECLARATION OF  
QUORUM/DIRECTOR  
QUALIFICATIONS/  
DISCLOSURE MATTERS

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

APPROVE AGENDA

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

PUBLIC COMMENT and/or  
GUESTS

Residents Cassie Roberts, Katie Graham, Mark Rubic, Aaron Gerdes, and Gale Cramer provided their comments on the proposed recreation center design, location and programming.

- Cassie Roberts: Cassie Roberts commented that Marcy Rubic is her neighbor and is on the task force and is keeping the other neighbors informed on Verandah Court. Her concerns include decreased area of the kids' sledding hill, traffic, noise and size. She also had concerns about the proposed facility potentially being located right next door to a park and open space.
- Katie Graham: Katie Graham commented about her concerns that the proposed facility should be closed off to non-residents, she would prefer to keep it closed and not open to the public and keep use to District residents only.
- Mark Rubic: Mark Rubic commented on his concerns about the proposed facility size, location, and costs. He expressed concerns about the location and decreased area of the sledding hill, safety concerns with Rampart Range Road and traffic, the proximity to the neighborhood in terms of parking and noise. Mr. Rubic questioned other sites that were part of the feasibility study and whether any other site might be further from neighborhoods, or whether with this location whether the proposed facility could be further up the slope or with a 100 foot buffer from the neighborhood. He expressed a desire that if the proposed facility was on the community park site that the location of the facility itself be changed within the park area.
- Aaron Gerdes: Aaron Gerdes commented that he reiterated Mark Rubic's comments, his other concerns were the proposed facility potentially being an eyesore in an open space area. He asked the Board to consider commercial space rather than park space for a proposed location. He also noted he did not believe anyone would drive from other neighborhoods or surrounding areas like Littleton or Sedalia in order to use the facility and

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did not feel non-resident use was a viable projection. Mr. Gerdes also suggested a bridge or under the road walkway to cross Rampart Range Road and noted safety concerns at that crossing and some specific incidents that have occurred there.

- Gale Cramer: Gale Cramer expressed concern that there was not a specific representative from her HOA, which is Rampart Way, on the task force. Ms. Cramer requested a future meeting with the Rampart Way HOA to ask more specific questions. She expressed concerns with the location of the proposed facility in regard to homes that expected the park to remain open space when they moved next to it. She had concerns about increasing taxes after the debt service mill levy drops off at the end of 2021. Her other concerns related to non-resident use, assistance with payment of the facility, and the possibility that Sterling Ranch would be allowed to join when she felt that they were not appropriate users.

### FINANCIAL ITEMS

**Financial Advisor Interviews:** Representatives from Hilltop Financial Advisors, North Slope Capital Advisors, and Piper Sandler made presentations to the Board. The Board engaged in discussion and asked questions. No action was taken.

**Other:** None.

### REC CENTER DESIGN

Mr. Dethlefs from Perkins and Will presented recreation center design options to the Board. The Board engaged in discussion and asked questions. No action was taken.

### OTHER BUSINESS

**Quorum for April 19, 2021 Special Meeting via ZOOM:** A quorum was confirmed.

### ADJOURNMENT

Upon a motion duly made by Director Wagner, seconded by Director Prysby and, upon vote, unanimously carried, the Board adjourned the meeting at 8:32 p.m.

RECORD OF PROCEEDINGS

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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 April 13, 2021**

	General Fund	Debt Service Fund	Capital Projects Fund	Total
<b><u>FirstBank - Checking Account</u></b>				
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 Colotrust	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)
02/10/21 - Transfer from Colotrust	21,854.56	-	8,145.44	30,000.00
02/16/21 - Roxborough Water Payment January	(1,290.15)	-	-	(1,290.15)
02/17/21 - Bill.com Payment	(24,010.87)	-	(11,861.70)	(35,872.57)
02/22/21 - IREA Payment	(899.71)	-	-	(899.71)
03/01/21 - Xcel Energy January	(21.24)	-	-	(21.24)
03/10/21 - ADP Payroll/taxes	(538.25)	-	-	(538.25)
03/10/21 - Bill.com Payment	(92.00)	-	-	(92.00)
03/15/21 - Roxborough Water Payment February	(1,290.15)	-	-	(1,290.15)
03/15/21 - Transfer from Colotrust	94,319.11	1,200.00	44,480.89	140,000.00
03/16/21 - Bill.com Payment	(96,633.81)	(1,200.00)	(40,764.69)	(138,598.50)
03/18/21 - ADP Payroll/taxes	(538.25)	-	-	(538.25)
03/22/21 - IREA Payment	(819.87)	-	-	(819.87)
03/29/21 - Xcel Energy February	(20.96)	-	-	(20.96)
04/08/21 - ADP Payroll/taxes	(538.25)	-	-	(538.25)
04/09/21 - IREA Payment	(732.65)	-	-	(732.65)
Anticipated ADP Payroll/taxes - April	(538.25)	-	-	(538.25)
Anticipated Payables	(84,487.82)	-	(107,217.00)	(191,704.82)
Anticipated Transfer from Colotrust	92,783.00	-	107,217.00	200,000.00
<i>Anticipated Balance</i>	<u>56,681.49</u>	<u>-</u>	<u>-</u>	<u>56,681.49</u>
<b><u>Colotrust - Plus</u></b>				
Balance as of 12/31/20	531,441.93	646,661.08	1,623,892.50	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
02/10/21 - January PTAX	34,095.68	16,129.40	-	50,225.08
02/10/21 - Transfer to Checking	(21,854.56)	-	(8,145.44)	(30,000.00)
02/28/21 - Interest Income	55.25	128.93	-	184.18
03/10/21 - February PTAX	418,144.15	309,871.89	-	728,016.04
03/15/21 - Transfer to Checking	(94,319.11)	(1,200.00)	(44,480.89)	(140,000.00)
03/22/21 - CAB Deposit	-	-	6,927.50	6,927.50
03/22/21 - CTF Q1	-	-	10,226.61	10,226.61
03/31/21 - Interest Income	53.37	124.54	-	177.91
04/09/21 - March PTAX	57,034.85	30,684.51	-	87,719.36
Anticipated Transfer to Checking	(92,783.00)	-	(107,217.00)	(200,000.00)
Anticipated June 1 D/S Payment	-	(14,768.50)	-	(14,768.50)
<i>Anticipated Balance</i>	<u>816,631.69</u>	<u>987,806.70</u>	<u>1,471,727.72</u>	<u>3,276,166.11</u>
<b><u>UMB - 1993 A &amp; B Bond Fund</u></b>				
Balance as of 12/31/20	-	582,949.53	-	582,949.53
Subsequent activities:				
01/31/21 - Interest Income	-	11.86	-	11.86
02/28/21 - Interest Income	-	4.96	-	4.96
03/31/21 - Interest Income	-	4.48	-	4.48
Anticipated June D/S Payment	-	(22,358.50)	-	(22,358.50)
<i>Anticipated Balance</i>	<u>-</u>	<u>560,612.33</u>	<u>-</u>	<u>560,612.33</u>
<b><u>Anticipated Balances</u></b>	<u>\$ 873,313.18</u>	<u>\$ 1,548,419.03</u>	<u>\$ 1,471,727.72</u>	<u>\$ 3,893,459.93</u>

**Yield information (as of 03/31/20):**

First Bank - 0.0%

Colotrust Plus - 0.0648%

**ROXBOROUGH VILLAGE METRO DISTRICT**  
**Property Taxes Reconciliation**  
**2021**

	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	\$ 37,888.63	\$ -	\$ 12,904.78	\$ -	\$ (568.33)	\$ 50,225.08	2.22%	2.22%	\$ 51,417.22	2.53%	2.53%
February	727,901.87	-	11,032.71	-	(10,918.54)	728,016.04	42.56%	44.78%	770,614.81	42.52%	45.05%
March	72,025.94	-	16,751.34	22.81	(1,080.73)	87,719.36	4.21%	48.99%	70,389.11	3.52%	48.57%
April	-	-	-	-	-	-	0.00%	48.99%	151,956.43	6.87%	55.44%
May	-	-	-	-	-	-	0.00%	48.99%	136,830.81	9.23%	64.67%
June	-	-	-	-	-	-	0.00%	48.99%	649,033.71	33.79%	98.46%
July	-	-	-	-	-	-	0.00%	48.99%	32,201.29	0.96%	99.42%
August	-	-	-	-	-	-	0.00%	48.99%	17,508.76	0.35%	99.78%
September	-	-	-	-	-	-	0.00%	48.99%	15,757.39	0.05%	99.83%
October	-	-	-	-	-	-	0.00%	48.99%	14,808.13	-0.26%	99.57%
November	-	-	-	-	-	-	0.00%	48.99%	15,349.36	-0.06%	99.51%
December	-	-	-	-	-	-	0.00%	48.99%	14,012.63	0.00%	99.51%
<b>Total</b>	<b>\$ 837,816.44</b>	<b>\$ -</b>	<b>\$ 40,688.83</b>	<b>\$ 22.81</b>	<b>\$ (12,567.60)</b>	<b>\$ 865,960.48</b>	<b>48.99%</b>	<b>48.99%</b>	<b>\$ 1,939,879.65</b>	<b>99.51%</b>	<b>99.51%</b>

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
\$ 971,106	56.78%	\$ 475,721.88	48.99%
739,155	43.22%	362,094.56	48.99%
<b>\$ 1,710,261</b>	<b>100.00%</b>	<b>\$ 837,816.44</b>	<b>48.99%</b>

Chatfield Farms
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**Property Tax**

General Fund	\$ 971,106	56.78%	\$ 475,721.88	48.99%	\$ 141,527.27
Debt Service Fund	739,155	43.22%	362,094.56	48.99%	-
	<b>\$ 1,710,261</b>	<b>100.00%</b>	<b>\$ 837,816.44</b>	<b>48.99%</b>	<b>\$ 141,527.27</b>

**Specific Ownership Tax**

General Fund	\$ 136,821	100.00%	\$ 40,688.83	29.74%
Debt Service Fund	-	0.00%	-	0.00%
	<b>\$ 136,821</b>	<b>100.00%</b>	<b>\$ 40,688.83</b>	<b>29.74%</b>

**Treasurer's Fees**

General Fund	\$ 14,567	56.78%	\$ 7,136.03	48.99%	\$ 2,122.96
Debt Service Fund	11,087	43.22%	5,431.57	48.99%	-
	<b>\$ 25,654</b>	<b>100.00%</b>	<b>\$ 12,567.60</b>	<b>48.99%</b>	<b>\$ 2,122.96</b>

**Roxborough Village Metro District  
Claims Listing  
04.13.21**

Vendor	Invoice #	Description	Balance
<b>ACH</b>			
*Intermountain Rural Electric Association	25968000Mar21	Utilities	\$ 21.79
*Intermountain Rural Electric Association	85210100Mar21	Utilities	97.11
*Intermountain Rural Electric Association	85350300Mar21	Utilities	21.23
*Intermountain Rural Electric Association	85311102Mar21	Utilities	504.00
*Intermountain Rural Electric Association	21367302Mar21	Utilities	21.57
*Intermountain Rural Electric Association	26129901Mar21	Utilities	21.00
*Intermountain Rural Electric Association	85311000Mar21	Utilities	24.17
*Intermountain Rural Electric Association	25782000Mar21	Utilities	42.78
			753.65
*Roxborough Water & Sanitation District	7121316Mar21	Nonpotable water purchase usage	96.30
*Roxborough Water & Sanitation District	7122027Mar21	Nonpotable water purchase usage	192.60
*Roxborough Water & Sanitation District	7122381Mar21	Nonpotable water purchase usage	106.60
*Roxborough Water & Sanitation District	7124611Mar21	Nonpotable water purchase usage	96.30
			491.80
		<b>Total ACH</b>	\$ 1,245.45
<b>Check or Epayment</b>			
<b>General</b>			
CliftonLarsonAllen, LLP	2774527	Accounting	5,029.21
CliftonLarsonAllen, LLP	2815985	District management	9,635.93
CO Special Districts Property and Liability	POL-006244	Insurance	20,127.00
Folkestad Fazekas Barrick & Patoile, P.C	39193	Legal services	4,772.50
Utility Notification Center of Colorado	221011195	Utily Locates	55.44
Utility Notification Center of Colorado	221031246	Utily Locates	154.44
Utility Notification Center of Colorado	221021206	Utily Locates	68.64
Mulhern MRE Inc.	MMRE62412	Engineering- locates	272.00
Mulhern MRE Inc.	MMRE62409	Engineering	1,517.28
Metco Landscape, LLC	558547	Tree maintenance	1,500.00
Metco Landscape, LLC	564815	Landscape irrigation repairs	650.00
Metco Landscape, LLC	562028	Landscape irrigation repairs	1,170.00
Metco Landscape, LLC	562027	Landscape irrigation repairs	2,709.50
Metco Landscape, LLC	SM200018	Landscape Contract	14,210.83
Metco Landscape, LLC	563405	Snow removal	90.00
Metco Landscape, LLC	563406	Snow removal	180.00
Metco Landscape, LLC	563404	Snow removal	10,440.00
Metco Landscape, LLC	563403	Snow removal	2,520.00
Metco Landscape, LLC	558000	Snow removal	4,220.00
Metco Landscape, LLC	562026	Tree maintenance	1,500.00
Metco Landscape, LLC	564876	Tree maintenance	1,500.00
United Site Services	114-11683093	Portable restrooms	185.75
Foothills Park & Recreation District	SALES0033697	Foothills Park and Recreation fees	889.66
Mission Communication LLC	1049001	Communications/website	347.40
United Site Services	114-11683094	Portable restrooms	185.75
United Site Services	114-11669992	Portable restrooms	43.69
			83,975.02
<b>Capital</b>			
Ben Kelly	008.3.2021.1	Master plan	3,600.00
CliftonLarsonAllen, LLP	2815985	District management	6,438.00
Livable Cities Studio, Inc.	1426	Master plan	3,425.00
LRE Water	16115	Water rights	2,750.00
LRE Water	16514	Water rights	2,750.00
LRE Water	16383	Water rights	2,750.00
Metco Landscape, LLC	564814	Irrigation upgrades	84,280.00
Mulhern MRE Inc.	MMRE62410	Engineering- Site Feasibility	272.00
Mulhern MRE Inc.	MMRE62411	Spillway	952.00
			107,217.00
		<b>TOTAL Checks/Epament</b>	\$ 191,192.02



## Environmental Committee Updates

### Greenhouse:

We still have not identified a contractor as of yet, but the Fire Department and Douglas County have been contacted to determine what requirements are needed, and they seem pretty minimal (basic site plan, manufacturer instructions, and some additional engineering details). The School District is reaching out to its normal contractors to see if any are interested in building the greenhouse for us.

### Crystal Lake:

With regard to Crystal Lake's water level, we have yet to schedule a meeting with Roxborough Water, but Scott and Bill provided information regarding things within the Metro District's control. Scott also provided a detailed sonar mapping of the lake with an associated table that indicates how many gallons are in each 1-foot increment of elevation. We expect to have an update next month once we've spoken with Roxborough Water.

### Bird houses:

Carrie Hanson proactively cleaned out the birdhouses in the district and repaired those in disrepair. Many thanks to her efforts!

### Grass Carp:

We have not yet had a phone/zoom conversation with Aqua-Sierra, but from a series of emails, we seem to be on the same page. Kendra Holmes confirmed grass carp will not take care of the blue-green algae and really are only necessary when aquatic vegetation becomes so dense that it causes water stagnation (we do not have this issue in any of the ponds). We expect to have an update next month once we've met with Kendra and outlined a plan of action that meets the Board's goals.

### Smooth Brome Reduction:

Ray Sperger provided a plan of action for reducing the smooth brome in the field south of Tadpole Pond:

- 1) In late April, conduct a short mow (2 inches) to remove cover and stimulate growth of Smooth Brome (this might take two passes)
  - 2) A late-April to Mid-May (maybe later) herbicide application before seed set with Glyphosate and Polaris
  - 3) If needed, additional cover removal, possibly with mowing or weed whacking individual plants that are coming back up in early to mid-September.
  - 4) A glyphosate only application in early to mid-October (possibly later)
  - 5) Seeding wildflowers and possibly lower growing bunch grasses in late-October to early-December.
- Continue to spot spray smooth brome with Glyphosate as needed for two years or more as needed.

Ray estimates his pieces of the project would cost \$500. We are still waiting for an estimate from Metco.



### Tree Planting:

We are planning on planting the trees Carrie ordered on Sunday, April 25th. Volunteers are welcome!

**Herschberg, Natalie**

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**From:** Ephram Glass <ephramglass@gmail.com>  
**Sent:** Thursday, April 15, 2021 5:16 PM  
**To:** Herschberg, Natalie; Jones, Anna  
**Subject:** [External] Fwd: Smooth Brome Management

**Think Security – This email originated from an external source. Be cautious with any links or attachments.**

Here's Ray's quote and instructions.

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

**From:** Ray and Erin <ersperger@gmail.com>  
**Date:** Mon, Mar 22, 2021, 5:14 PM  
**Subject:** Re: Smooth Brome Management  
**To:** Ephram Glass <ephramglass@gmail.com>

Hi Ephram,

Sorry, it looks like the bidding info. was accidentally sent before I completed it. Thanks for the great background information.

I think we should try to follow the timing of the plan on the Habitat Management Fact Sheet that you sent, except do the steps about 3 to 4 weeks later, since this is focused on Central Nebraska (165 -185 day growing season, average last spring freeze to first fall freeze ) which is longer than of this part of Colorado (125 - 135).

Here is the process I see happening this year: 1) In late March to Mid April conduct short mow (2 inches) as you suggested to remove cover and stimulate growth of Smooth Brome (this might take two passes); 2) A late April to Mid May herbicide application (maybe later) as you said before seed set with Glyphosate and Polaris; 3) If needed, additional cover removal, possibly with mowing or weed whacking individual plants that are coming back up in early to mid Sept.; 4) A glyphosate only application in early to mid October, or possibly later: 5) seeding wildflowers and possibly lower growing bunch grasses in late Oct. - early

Dec. Continue to spot spray smooth brome with Glyphosate as needed for two years or more as needed.

### **Cost to do the assessment and herbicide applications**

Evaluate the best sites within the larger area to do the Smooth Brome removal and restoration - \$100

1) First Application with ATV and Glyphosate and Polaris - planning, cost to create areas, and spray 24,000 sq. ft.

a. First Application - Marking/flagging areas, loading and spraying with ATV, and cost of the herbicide and surfactants - \$250.

2) Second Application - loading and spot or small areas of Smooth Brome still present with Glyphosate.

a. Second Application - Re-marking areas as needed, loading and spraying with Backpack sprayer, and cost of the herbicide and surfactants - \$150.

Total cost for 2021 for the restoration project herbicide applications - \$500.

Let me know if you need anything else.

Thanks,  
Ray Sperger

On Mon, Mar 22, 2021 at 4:52 PM Ray and Erin <[ersperger@gmail.com](mailto:ersperger@gmail.com)> wrote:

Hi Ephram,

Thanks for the great information.

I think we should try to follow the timing of the plan on the Habitat Management Fact Sheet that you sent, except do the steps about 3 to 4 weeks later, since this is focused on Central Nebraska (165 -185 day

growing season, average last spring freeze to first fall freeze ) which is longer than of this part of Colorado (125 - 135).

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Cost to do the herbicide applications;

1) First Application with ATV and Glyphosate and Polaris - planning, cost to create areas, and spray 24,000 sq. ft.

Marking areas, loading and spraying with ATV, and cost of the herbicide and surfactants -

On Wed, Mar 17, 2021 at 12:18 PM Ephram Glass <[ephramglass@gmail.com](mailto:ephramglass@gmail.com)> wrote:

Ray,

The board approved us initiating steps to mitigate the smooth brome. Per your request, here are two sites I was looking at with regard to smooth brome management:

[https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjK4ab28rfvAhWBJ80KHbq\\_BccQFjABegQIBBAD&url=http%3A%2F%2Fconservationtoolbox.org%2Fwp-content%2Fuploads%2F2015%2F09%2FSmooth-Brome-Management.pdf&usg=AOvVaw0Towl42g15IVj\\_4IEghpHo](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjK4ab28rfvAhWBJ80KHbq_BccQFjABegQIBBAD&url=http%3A%2F%2Fconservationtoolbox.org%2Fwp-content%2Fuploads%2F2015%2F09%2FSmooth-Brome-Management.pdf&usg=AOvVaw0Towl42g15IVj_4IEghpHo)

[https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjK4ab28rfvAhWBJ80KHbq\\_BccQFjAGegQIAxAD&url=https%3A%2F%2Fwww.nrcs.usda.gov%2Fwps%2Fportal%2Fnrcs%2Fdetail%2Fks%2Fnewsroom%2Ffeatures%2F%3Fcid%3Dnrcs142p2\\_033533&usg=AOvVaw1NCOp3JnN9lqnildzVRWW](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&ved=2ahUKEwjK4ab28rfvAhWBJ80KHbq_BccQFjAGegQIAxAD&url=https%3A%2F%2Fwww.nrcs.usda.gov%2Fwps%2Fportal%2Fnrcs%2Fdetail%2Fks%2Fnewsroom%2Ffeatures%2F%3Fcid%3Dnrcs142p2_033533&usg=AOvVaw1NCOp3JnN9lqnildzVRWW)

I'm estimating we'd want to use the herbicide regime on approximately a third of the field south of Tadpole Pond (~24,000 sq. ft.) in "island" patches that we could seed with wildflowers in the fall/early winter. Could you put together a quote to spray the herbicide regimen we talked about? We'd bring that quote to the April board meeting in conjunction with a mowing quote from Metco.

Based on the above smooth brome management information in the attached links, let me know if you have suggestions as to when and how the field should be mowed. My thinking is that we time it to right before smooth brome sets seed with a very low (~2 inch) cutting blade.

Thanks,  
Ephram

--

Raymond H. Sperger  
Principal Ecologist and Business Manager

Ark Ecological Services, LLC  
*Conserving and restoring native species and landscapes for future generations*  
6560 Dover Street  
Arvada, CO 80004

303-985-4849 (home and business)  
720-224-8955 (business cell)  
[ersperger@gmail.com](mailto:ersperger@gmail.com)

--

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M E M O R A N D U M

APRIL 14, 2021

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

FR: BEN KELLY

RE: UPDATE ON REC CENTER TASK FORCE & COMMUNICATIONS

---

**SUMMARY OF TASK FORCE PROGRESS SO FAR**

The March 22 Task Force meeting opened with a re-cap of the extensive ground that the Task Force has covered up to this point. The Task Force has:

- Reviewed the community input and market research generated in 2019 and 2020 in the Master Plan and the subsequent Feasibility Study’s market analysis. Both initiatives indicate the community’s priorities for a rec center that meets a range of fitness, health and community space needs.
- Looked at the Community Park site recommended in the Feasibility Study phase one analysis, and the site’s advantages and challenges.
- Discussed the building blocks of potential financing, including a “Mill Levy 101” review.
- Provided feedback on three conceptual designs of different sizes and features.

At the prior meeting on March 1, project architects Will & Perkins presented three potential building layouts for the Community Park site. The diagrams of these conceptual designs are in the [meeting #3 slide deck](#) posted on the Metro District’s website.

The key Task Force takeaways for the next round of design were: 1) continue with an indoor pool facility for year-round use; 2) include a multi-use gymnasium; and 3) include flexible space for a range of community activities, clubs, classes, events and meetings. Another discussion point from the Task Force was that the smallest option—a clubhouse with an outdoor pool; smaller spaces for fitness and community uses; and no gymnasium—would not adequately meet the community’s needs.

**CONCEPTUAL DESIGN UPDATE**

Perkins & Will presented the updated conceptual design, accessible [here on the Metro District’s website](#) and is the same presentation provided to the Board on April 6. In the updated design concept, the health partner space (e.g., a physical therapy provider) space was eliminated, and some administrative/office spaces were reduced and redistributed. At this stage, the design concept is a

55,000 square foot building with these features:

- Indoor lap pool and separate leisure pool (shallow), with sliding doors for an indoor-outdoor feel
- Fitness and health: 8,000-10,000 s.f. fitness center with cardio and strength equipment (8,000-10,000 s.f. total), 2 fitness studios (1,250 s.f.)
- Multi-use gym sized for high school sports dimensions, with curtain divider for multiple activities
- Flexible community space: multipurpose community program space (2,500 s.f.), and a studio/community room with attached teaching kitchen (2,000 s.f.)
- Child care space (1,500 s.f.) for caregivers using the facility (not full- or extended-day care)
- Locker rooms (men's, women's, family)
- Outdoor terraces and a menu of potential improvements
- 225 parking spaces (which could change pending Douglas County review)

### **TASK FORCE DISCUSSION**

The Task Force discussion generated many insights, questions and opinions on the conceptual design. I'll briefly summarize some general themes from the discussion:

- The proposed design includes features that have been consistently identified as priorities. The use of windows and rooftop monitors for natural lighting is effective.
- Extra sensitivity must be put into the design to mitigate light and noise impacts to neighbors close to and around Community Park, reflecting concerns about the site from neighbors north of the park.
- The menu of improvements to the areas around the proposed facility to integrate it with the outdoor park space are exciting, and the community has expressed a desire to maintain the sledding hill which the architects are taking into account.
- Fire access and parking will eventually need approvals from West Metro Fire and Douglas County.

Another important theme in the Task Force discussion connects back to the financial structure of this proposed facility—construction cost, cost to operate, revenue opportunities, membership and fees, and mill levy needed to finance this type of rec center. These are all topics of the next meeting on April 22.

**The presentation information from all 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](mailto: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 fourth meeting of the Roxborough Village Rec Center Task Force was held on Monday, March 22, with an agenda focusing on conceptual design and architecture, combined with information on how the proposed facility features would operate. The presentation provided to the Task Force at this meeting can be found at [www.roxboroughmetrodistrict.org/rec-center-task-force](http://www.roxboroughmetrodistrict.org/rec-center-task-force). Here is a summary of the meeting:

#### Preliminary Conceptual Design

At the Task Force's previous meeting (March 1), project architects Perkins & Will presented three potential building layouts for the Community Park site, each of them oriented to take advantage of the park's location, access points, views of the hogback and foothills, and the slope of the park. Based on feedback from the Task Force at that meeting, Perkins & Will returned on March 22 with an updated design. As discussed in prior meetings, and drawing from community feedback in the Master Plan process and market research commissioned by the Metro District, the conceptual designs are focused on creating a "multi-dimensional" facility that combines the fitness and wellness features of a recreation center—including an indoor swimming pool for year-round use and a gym—plus spaces for non-fitness activities that allow the community to gather, socialize, connect and interact.

The resulting conceptual design and building diagrams are included in the [meeting #4 slide deck](#), posted on the Rec Center Task Force page of the Metro District's website. The design and programming are both conceptual at this stage, and both provide a framework for the architectural design if this project is approved by the community.

#### Features

The conceptual design contains these features and amenities:

- Indoor aquatic center with a lap pool, and a leisure

pool that could include a zero-entry (shallow) feature and play structure for families with young children.

- Multi-purpose gymnasium for basketball, volleyball, futsal, pickle ball, etc., with a curtain divider. This flexible design allows for multiple sports and activities to use the gym space at the same time.
- Fitness, cardio and yoga studios, with flexible-use areas for fitness classes.
- Community program rooms with flexible spaces for events, meetings, classes.
- Youth space, including a child care area when caregivers are using the fitness amenities.

#### Architecture & Design

The Task Force reviewed how the 55,000 square foot conceptual design would be built into the slope at Community Park with an entry level off the current parking lot area, and a roofline that maintains views to the hogback and foothills to the west. Roof skylighting and west-facing windows and doors in the pool and fitness areas allow for extensive natural light, and an indoor-outdoor feel. The preliminary design also includes a menu of options to integrate the building into the recreation setting of Community Park with potential terraces, and flexible outdoor spaces.

#### What's Next

The next meeting will focus on financing. This will include estimates on construction and operating costs, revenue opportunity, and sources of financing.

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





# Rec Center Task Force Meeting #4 – March 22, 2021



# AGENDA

<b>7:00pm (10 mins)</b>	<b>Convene, quick updates (Ben Kelly) Communications &amp; Information-sharing</b>
<b>7:15pm (70 mins)</b>	<b>Design &amp; Programming (Don Detlefs, Steve King - Perkins &amp; Will, Kimberly Armitage)</b> <i>Second floor</i> <i>Child care /community rooms</i> <i>Gym</i> <i>Studios</i> <i>Fitness - equipment</i> <i>Pool</i> <i>Outdoors</i>
<b>8:25pm (5 mins)</b>	<b>Wrap-up, next meeting</b>
<b>8:30pm</b>	<b>Adjourn</b>



# TASK FORCE PROCESS

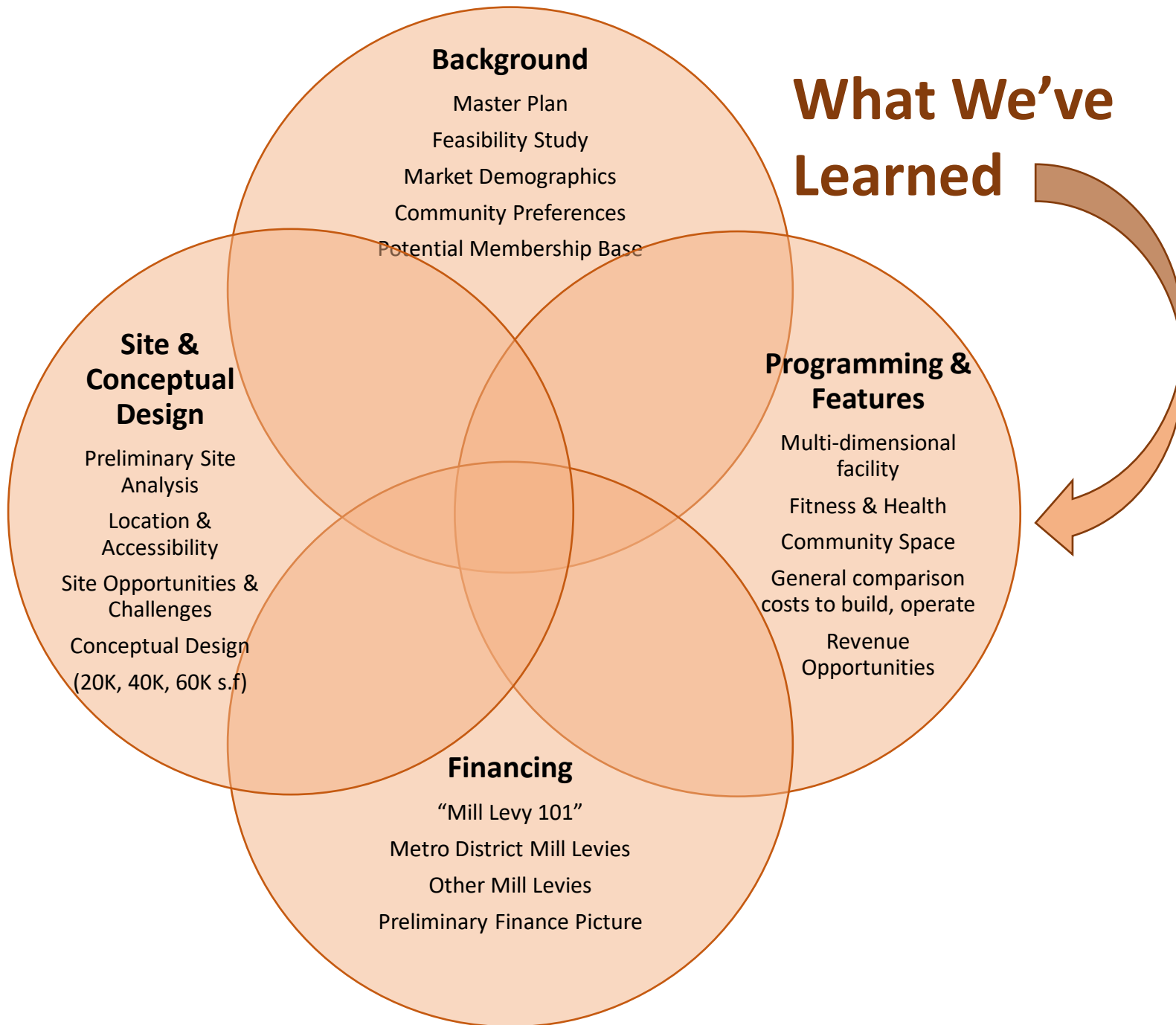
Overview & Orientation	Programming & Facility Options	Design	Financing	Wrap-up & Recommendations	Metro District Board
<i>Introductions</i> <i>Background</i> <i>Work-to-Date</i>	<i>Facility components</i>  <i>Costs</i>  <i>Revenue opportunities</i>	<i>Preliminary Finance</i>  <i>Conceptual design and architecture</i>	<i>Construction costs and operating costs</i>  <i>Mill Levy</i>  <i>Revenue</i>	<i>Summary</i>  <i>Recommendations to RVMD Board</i>	<i>RVMD Board Review</i>  <i>Public hearing</i>  <i>Decision on TABOR Election</i>
<b>JANUARY 11</b>	<b>FEBRUARY 8</b>	<b>MARCH 1 &amp; MARCH 22</b> <i>Conceptual design and architecture</i>	<b>APRIL 22</b>	<b>MAY</b>	<b>JUNE &amp; JULY</b>

*Conceptual design and architecture*

↑  
We are here



# What We've Learned



**Next Meeting: April 22**

- **Construction costs estimate**
- **Operating costs estimate**
- **Mill levy and estimated cost per average home**
- **Compare scenarios on external revenue**



# Getting the Word Out

## Metro District Communications

- Newsletter issues (spring & summer)
- E-mail communications
- Community questions & comments: send email to [info@RoxboroughMetroDistrict.org](mailto:info@RoxboroughMetroDistrict.org)
- Website ↓



## You're encouraged to:

- Refer neighbors to Rox Village Metro District website for Rec Center Task Force info
- Connect us with HOAs, community groups
- Post links to Rec Center Task Force info on social media

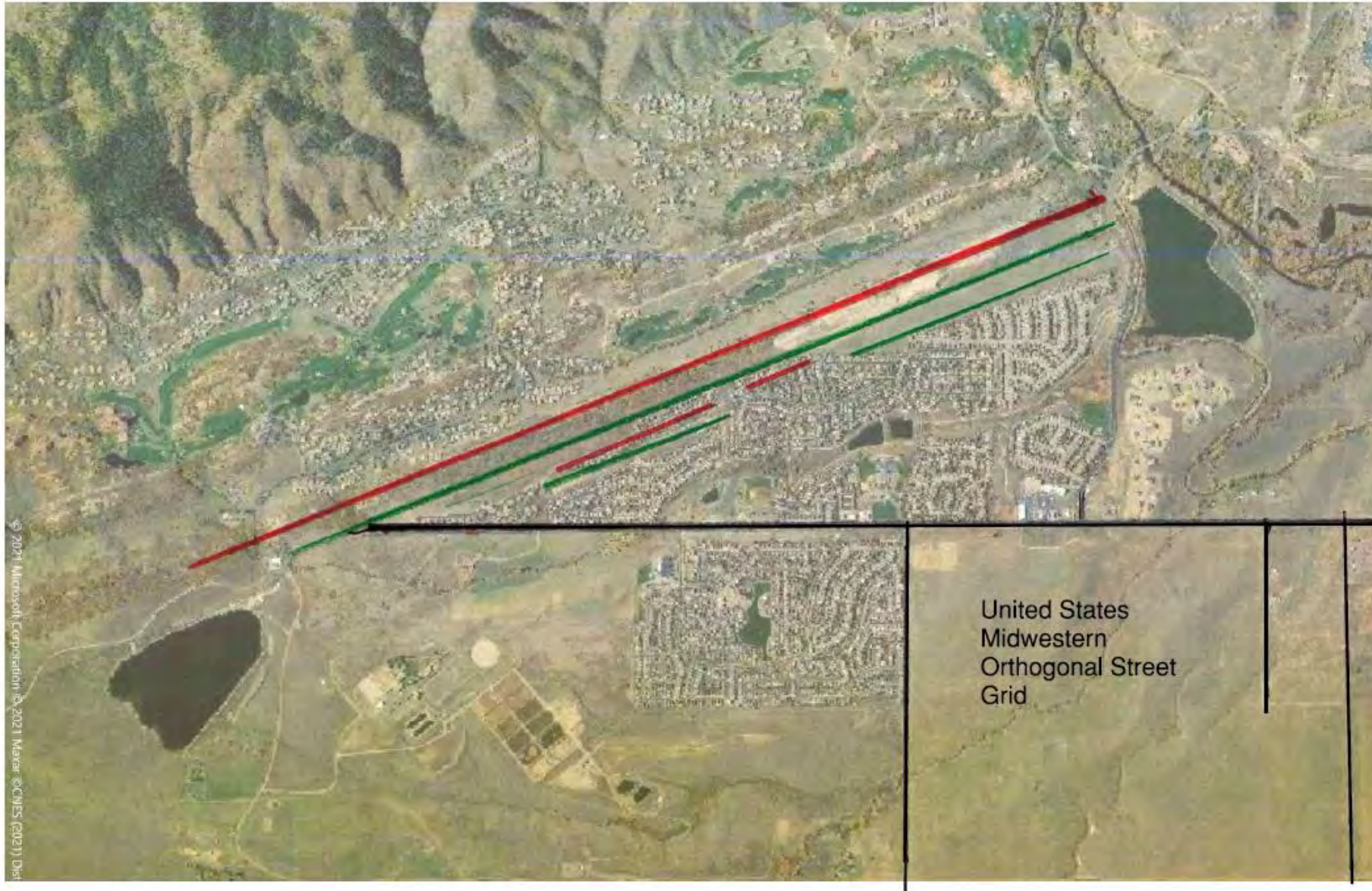
# Design & Programming

## CONCEPTUAL Design & Programming Presentation

- Second floor
- Child care/community rooms
- Gym
- Studios
- Fitness - equipment
- Pool
- Outdoors



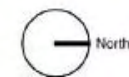
<b>Roxborough Village: Recreation Center</b>			
Meeting: March 22, 2021 Prepared by Perkins&Will			
<b>Review of 4 Major Options</b>			
Existing On Site Parking: 88 spaces at main lot, 19 spaces at tennis lot			
<b>Option 1: The Clubhouse</b> Approximately 20,000 Square Feet	<b>Option 2: Recreation Center</b> Approximately 40,000 Square Feet	<b>Option 3: Larger Recreation Center</b> Approximately 60,000 Square Feet	<b>Option 4: Larger Recreation Center - After Meeting</b> <b>Approximately 55,000 Square Feet</b>
Proposed Parking: 150 spaces	Proposed Parking: 200 spaces	Proposed Parking: 250 spaces	<b>Proposed Parking: 225 spaces</b>
<b>Program Elements</b>			
Outdoor Pool Outdoor Splash and Play Area	Future Outdoor Pool Option Outdoor Splash and Play Area Oversized 6 Lane Lap Pool	Future Outdoor Pool Option Outdoor Splash and Play Area Oversized 6 Lane Lap Pool Adjacent Leisure Pool Area	Future Outdoor Pool Option Outdoor Splash and Play Area Oversized 6 Lane Lap Pool Adjacent Leisure Pool Area - smaller
Smaller Fitness Center with Cardio and Strength	8,000 SF Fitness Center, with Cardio and Strength	8-10,000 SF Fitness Center, with Cardio and Strength	8-10,000 SF Fitness Center, with Cardio and Strength
Studio/Community Room with attached teaching kitchen (2,500 SF) 1/2 Court Gym	Studio/Community Room with attached teaching kitchen (2,500 SF) High School Gym (50' x 84')	Studio/Community Room with attached teaching kitchen (2,500 SF) High School Gym (50' x 84') Middle School Gym (42' x 74')	Studio/Community Room with attached teaching kitchen (2,000 SF) High School Gym (50' x 84') Middle School Gym (42' x 74')
Small Indoor to Outdoor Locker Room	3 Family Locker Rooms Men's and Women's Locker Rooms	6 Family Locker Rooms Men's and Women's Locker Rooms	6 Family Locker Rooms Men's and Women's Locker Rooms
1 Fitness Studio (1,250 SF)	2 Fitness Studios (1,250 SF each) 2,500 SF Community Programs 2,500 SF Kid Zone	2 Fitness Studios (1,250 SF each) 2,500 SF Community Programs 1,500 SF Child Watch Area	2 Fitness Studios (1,250 SF each) Purposed. 2,500 SF Community Programs Multi-Purpose 1,500 SF Child Zone, no direct terrance playground
Admin Offices	Admin Offices	Admin Offices Physical Therapy/ Wellness Partner (4-5,000 SF)	small offices in active zones
Outdoor Terrace Space with Fire Pit	Outdoor Terrace Space with Fire Pit	Outdoor Terrace Space with Fire Pit	Outdoor Terrace Space with Fire Pit

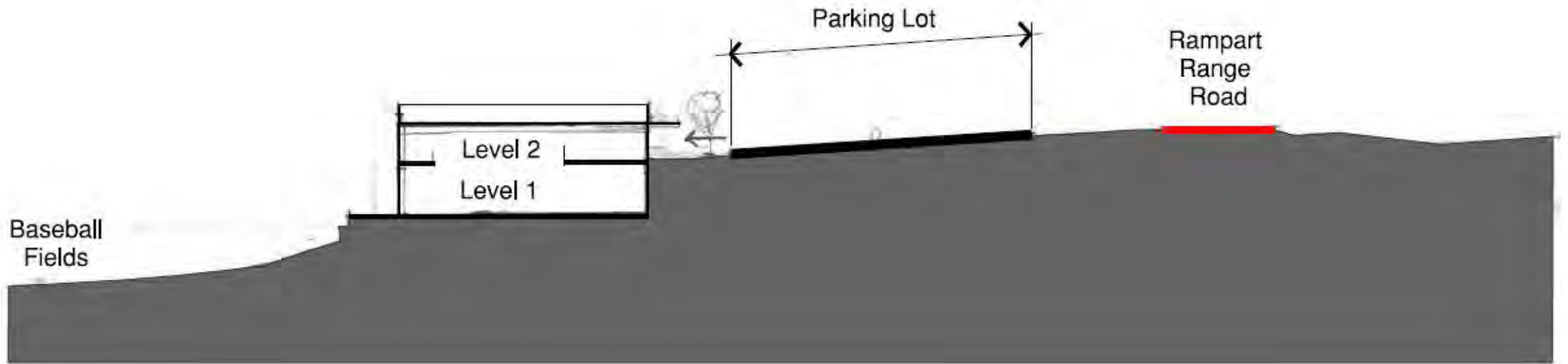


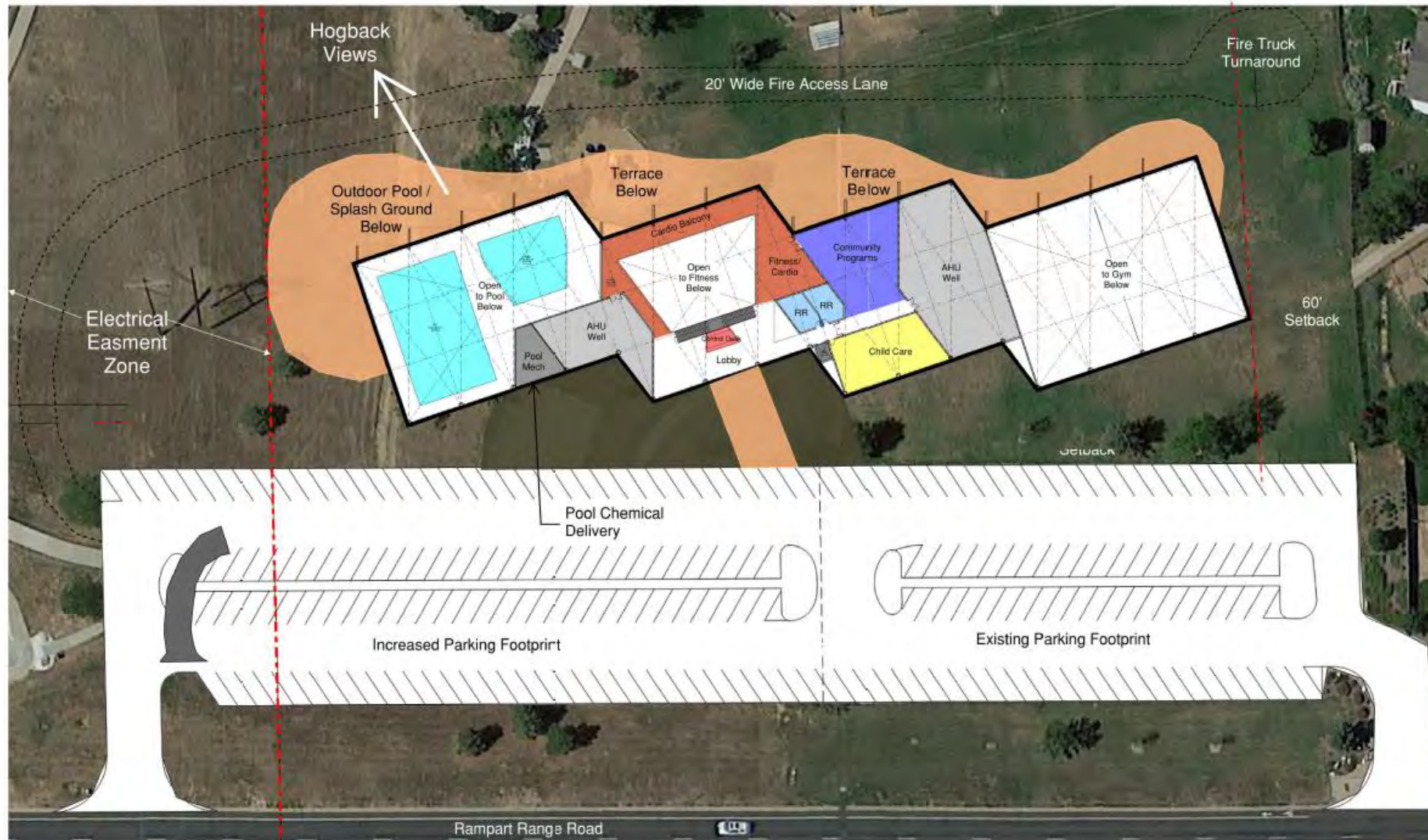












### Site Constraints & Limitations

- Electrical easement (to south)
- 60' Setback from north park boundary
- parking footprint
- potential fire access lane

**Perkins&Will**

March 22, 2021

Conceptual design

Upper Level (Entry)





**East Side View**  
-sunset/late afternoon  
-adjacent to Rampart  
Range Road, looking  
southwest to hogback

Conceptual design





**East Side View**  
-early morning/sunrise  
-adjacent to Rampart  
Range Road, looking  
southwest to hogback

Conceptual design





**East Side - Entryway**  
-Sunset  
-North-facing rooftop skylights to allow natural light

Conceptual design







**East Side - Entryway**  
-close-in view of covered entryway

Conceptual design



East Side - Entryway



Conceptual design





**West Side View from  
park baseball field**  
-looking southeast  
-gymnasium is on the  
left, studio/fitness area is  
in the middle, swimming  
pool is on the far right

Conceptual design





**Gymnasium, west side view**

- outdoor terraced area for exercise/training
- natural light access into gymnasium

Conceptual design





**West side gymnasium view, looking south**  
-terrace area for outside exercise/activity  
-natural light into gymnasium

Conceptual design





**West side view –  
gymnasium area**  
-evening view, looking  
southeast

Conceptual design



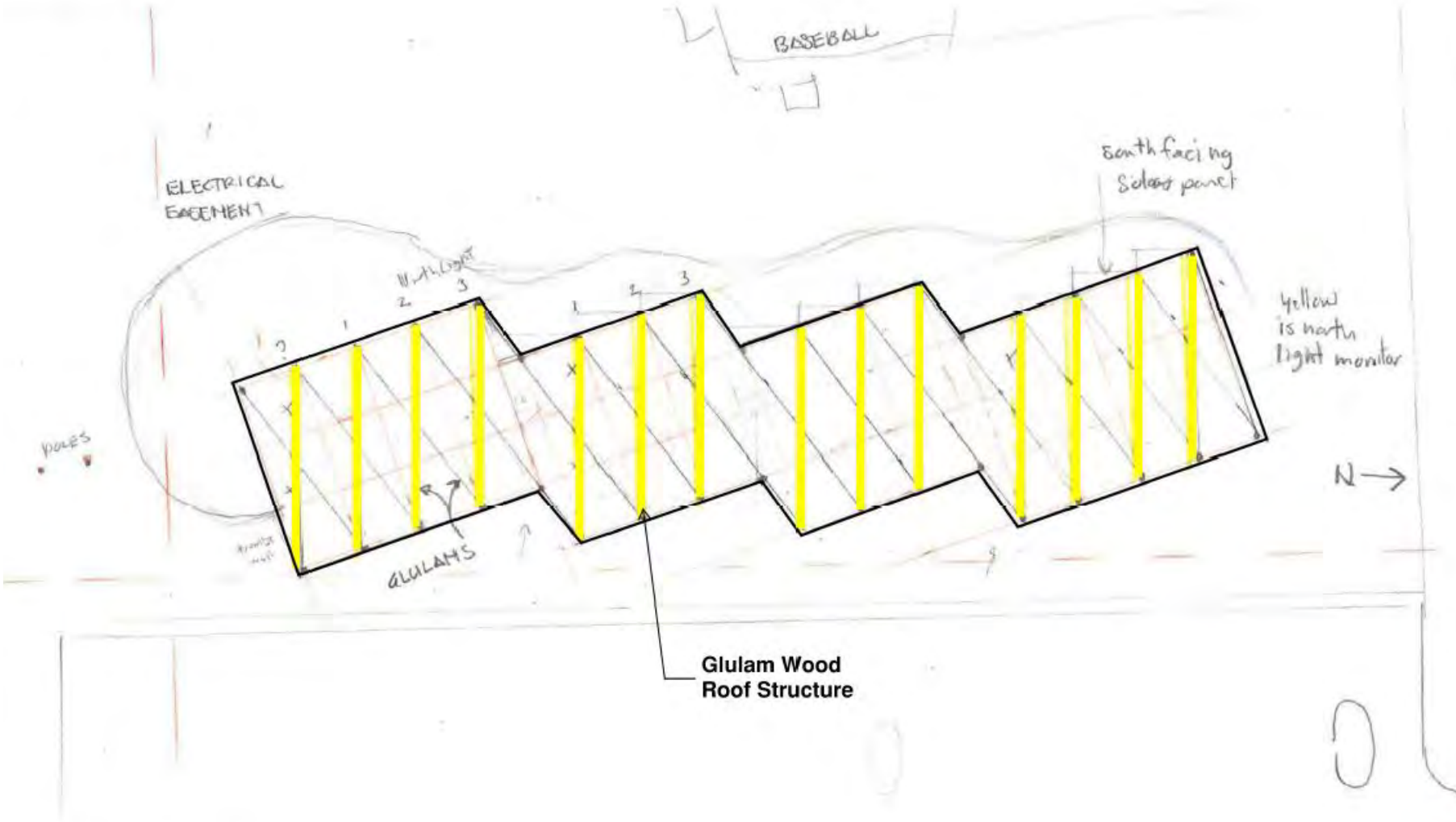


**Building interior and fitness area overlook**  
-north-facing skylights for natural light  
-interior wood structure on ceiling, extended throughout facility

Conceptual design



**Roxborough Village**  
Metropolitan District  
— COLORADO —



**Perkins&Will**  
 March 22, 2021

Conceptual design

**Roof Construction  
 Concept**



**Roxborough Village**  
 Metropolitan District  
 COLORADO

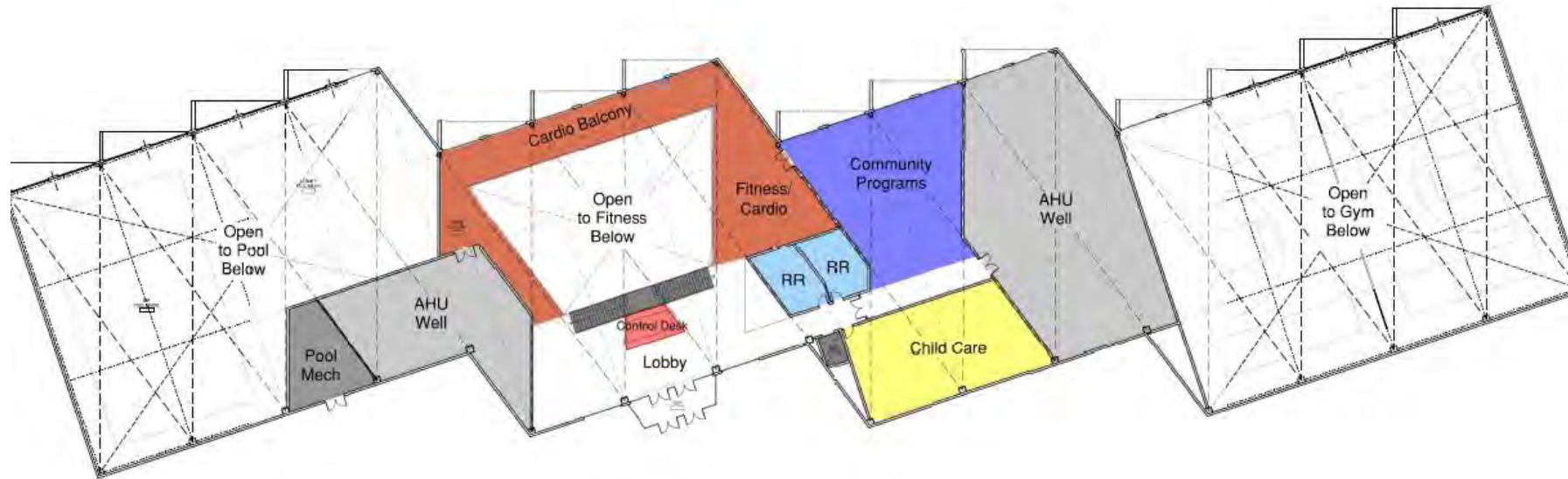


**Area Summary:**

Lower Level 42,432 sf

Upper Level 13,116 sf

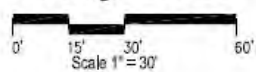
Total Area: 55,548 sf

**Entry level diagram**

- upper floor, with entry way off of the current surface parking lot area
- entry level includes community program space, child care, cardio and fitness balcony, lobby/entry desk
- descend to gym, pool, additional fitness and community spaces
- AHU = air-handling unit (inside building, not on the roof)

**Perkins&Will**  
March 22, 2021

**Entry Level**



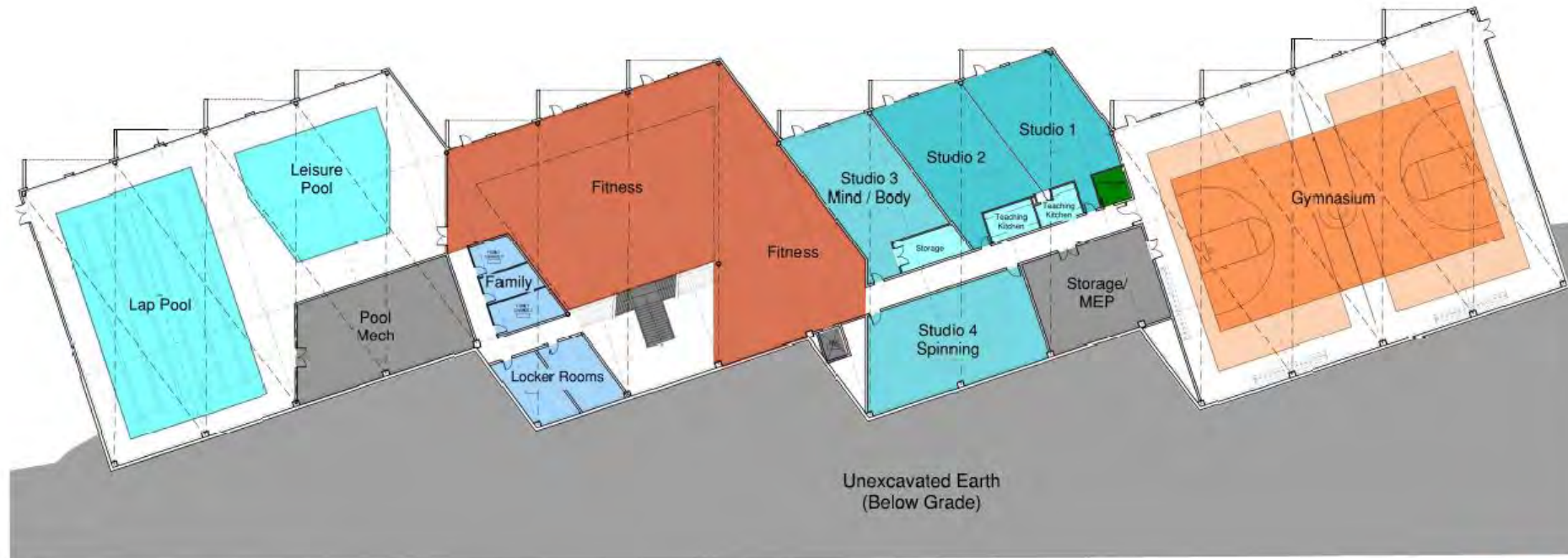
Conceptual design

**Area Summary:**

Lower Level 42,432 sf

Upper Level 13,116 sf

Total Area: 55,548 sf

**Lower Level diagram**

-multi-purpose gymnasium  
 – HS-sized court (dark) and 2 MS-sized courts (light), with divider curtain. Space allows for 4 volleyball courts, 4 pickleball courts

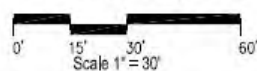
-3 fitness studios  
 -1 spinning studio  
 -fitness/cardio/weights

6-lane lap pool  
 Leisure pool with zero-entry

Locker rooms, restrooms, storage

**Perkins&Will**

March 22, 2021

**Lower Level**

Conceptual design

Child & youth space



Illustrative examples





**Community space-  
multipurpose**  
 -community programs  
 -teaching kitchen  
 -flexible for fitness,  
 meetings, events, classes

Community Space- multipurpose



Illustrative examples



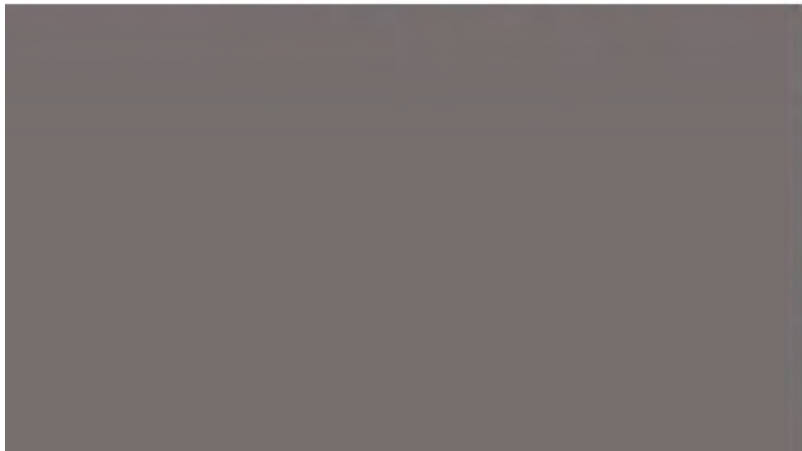
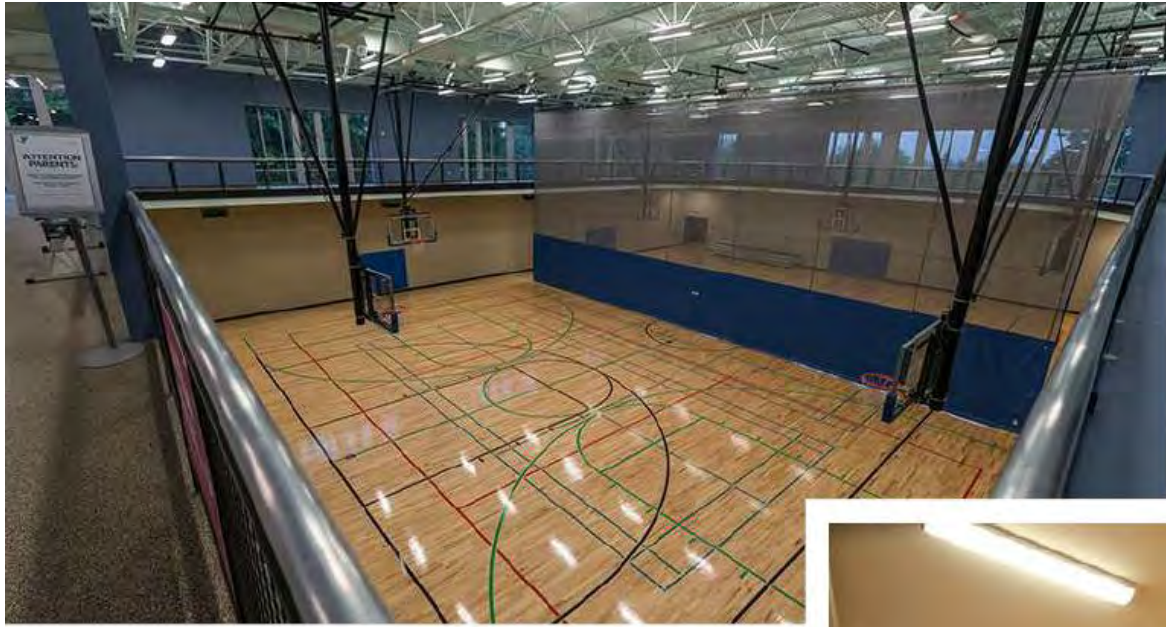
Community Lounge space



**Community Lounge Space**  
 -comfortable waiting, reception, small group meeting space

Conceptual design



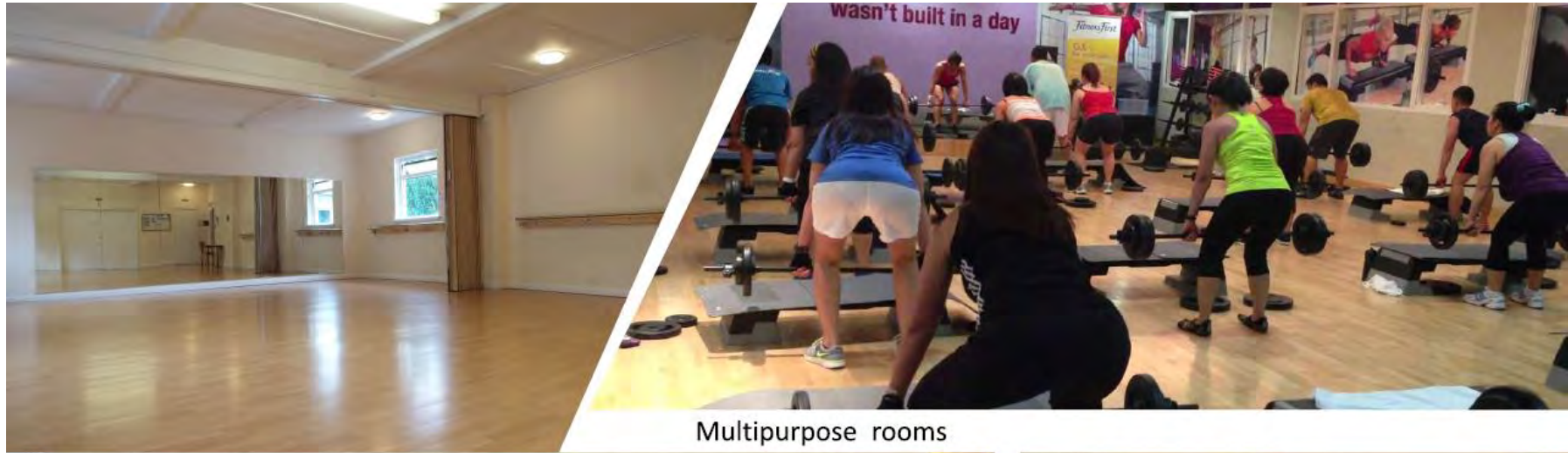


**Gymnasium**

- 1 HS-sized court combined with 2 MS-sized courts
- divider for multi-purpose programming
- overhead-mounted gym equipment

Illustrative examples





Multipurpose rooms



Illustrative examples

**Multi-purpose rooms**  
-flexible spaces for fitness, cardio, yoga, meetings, events (weddings, graduation parties, receptions)





**Fitness, cardio space**  
 -balcony space with cardio equipment (bottom left)  
 -natural light

Fitness / Cardio



Illustrative examples







Pool indoor leisure with lap pool to maximize Activities

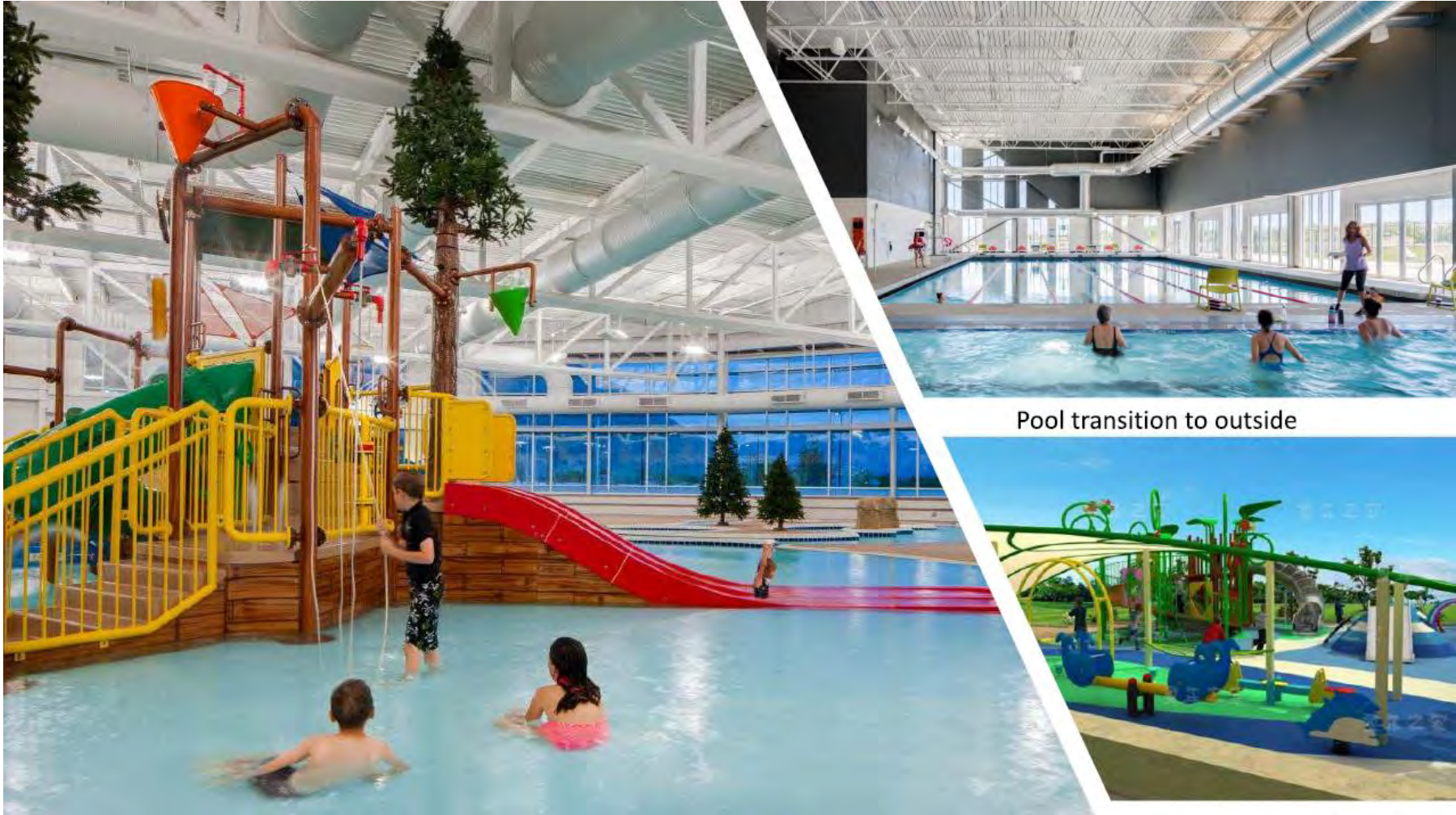
**Swimming**

- year-round
- 6-lane lap pool and leisure pool combination
- natural light/views

-Roxborough concept calls for sliding glass doors opening to outdoors terrace area

Illustrative examples





**Swimming pool**  
-year round  
-play structure in zero entry leisure pool  
-natural light/views  
-pool transition to outside thru glass sliding doors

Pool transition to outside

Illustrative examples



**Roxborough Village**  
Metropolitan District  
— COLORADO —



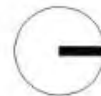
**Conceptual site plan**  
 -potential outdoor uses  
 -Community Park  
 baseball field remains  
 intact



**Perkins&Will**  
 March 22, 2021

Conceptual design

Site Plan



# 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](mailto: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 METRO DISTRICT**  
**REC CENTER FREQUENTLY ASKED QUESTIONS**

*(This FAQ will be regularly updated)*

<b>Where did the rec center idea come from?</b>
---

**What Is the Origin of the Rec Center Study?**

The Roxborough Village Metro District developed a Master Plan in 2019-2020 that outlines a long-range vision for the community’s parks, recreation and open spaces. (You can find it at [www.MasterPlan/RoxboroughMetroDistrict.org](http://www.MasterPlan/RoxboroughMetroDistrict.org).) Through hundreds of community touchpoints at in-person public meetings, town halls and surveys, residents of all ages identified a community center and swimming pool as the highest recreational priority. Building on the community’s feedback, and based on the recommendations that emerged from the Master Plan, the Metro District launched a Feasibility Study in early 2020 to:

- Continue community outreach, engagement and feedback to understand residents’ programming and facility preferences
- Research market demand for a new facility
- Identify a preferred location
- Prepare initial design concepts
- Develop financing and cost scenarios

The Feasibility Study is still underway and is anticipated to conclude in June/July when preliminary design, costs and programming are finalized and shared with the community.

**How are Roxborough Village residents involved in the process?**

Roxborough Village residents expressed their interest in rec center in surveys and community outreach during the 2019-2020 Master Plan process. To explore options more in-depth, a community-based Task Force was formed in January 2021, representing the geographic and demographic diversity of Roxborough Village. Meeting monthly, they provide input on facility features, design options, and financing. The Task Force concludes in May 2021 as they make recommendations to the Metro District Board. To keep the community informed, the Master Plan and Rec Center Task Force process have been featured in the Metro District newsletters, and all of the Task Force’s meeting materials are shared on the Metro District’s website, [www.RoxboroughMetroDistrict.org/rec-center-task-force](http://www.RoxboroughMetroDistrict.org/rec-center-task-force).

## Location

### **Why is Community Park the proposed site?**

Community Park was identified as the best location in an analysis of several sites. The park is centrally located in Roxborough Village, with enough room to accommodate a recreation and community center facility, along with the required parking. Community Park is also accessible to residents across Roxborough Village through the pedestrian and bikepath network. (About 90 percent of Roxborough Village homes are within a one-mile walk or bike ride from Community Park.) Importantly, Community Park is the only site in Roxborough Village that is both owned by the Metro District and has zoning in place for a recreation facility.

### **Were there other sites considered?**

The Master Plan reviewed two potential sites—Community Park, and a privately-owned site south of the Safeway. In the subsequent Feasibility Study, three additional sites were analyzed on the northern and southern edges of Roxborough Village, all of which are privately owned. The Community Park site rose to the top of the list because of its central location, size, and its setting within other park amenities. The site analysis phase of the Feasibility Study can be found at [www.roxboroughmetrodistrict.org/rec-center-task-force](http://www.roxboroughmetrodistrict.org/rec-center-task-force).

### **Where is the proposed location within the 18-acre Community Park?**

The proposed site is on the slope adjacent to the surface parking lot on the park's east side, off of Rampart Range Road. Community Park is big, but there are several limiting features: the skatepark and the softball field (which will both remain), wetlands and flood plain areas to the west and south, and limited options for parking and vehicle access. The park is also bisected by an easement for the power transmission line, beneath which no structures can be built.

### **How much parking would be provided?**

Currently, the preliminary design plans for 225 parking spaces. This number might change based on Douglas County's requirements.

## PROPOSED FEATURES

### **What features are included in the current design?**

The conceptual design includes these features:

- Indoor lap pool and a leisure pool (year-round use)
- Gymnasium

- Fitness center with state-of-the-art equipment
- Studios for yoga, pilates, fitness classes
- Community meeting space for clubs, family activities, meetings
- Teaching kitchen
- Family locker rooms
- Child care area

### **What are the proposed swimming amenities?**

The conceptual design calls for a leisure pool and a lap pool—paired to meet the needs of the widest range of households and ages—in an indoor facility that the community can use year-round. The current design proposes large rolling doors that open to the outside to create an indoor-outdoor feel. Activities would include a mix of swim lessons, tots-guardian aquatics, water aerobics, lap swimming, and more.

### **What are the proposed fitness and exercise features?**

The proposed design includes fitness studios, spin classes, a fitness area for high-intensity interval training and group exercise, and flexible spaces that can serve multiple health, exercise and fitness functions.

### **What would be included in the proposed gymnasium?**

The proposed design features a multi-court gymnasium to allow for flexible programming and different users at one time, including basketball, volleyball, pickle ball, futsal and other sports. Court areas can be separated with curtain dividers.

### **How would the community spaces be used?**

Surveys and community input have indicated that Roxborough Village residents want a community center that offers a wide range of community-building programs and activities, in addition to fitness and swimming. The current design includes the potential for a variety of uses: meeting space for clubs, cooking classes, family activities and community meetings. A multi-purpose room is also proposed that can be rented for special events, meetings and birthday parties—providing a flexible activity space that is not currently available in Roxborough Village.

### **Would there be space for child care?**

The proposed design includes 1,500 square feet area for caregivers to drop off their kids only while they use the recreation facility. As proposed, it would not be a full-day or extended daycare facility.

### **Why combine swimming, fitness and community activity space in one building?**

A guiding principle of the rec center process is to design a facility that meets the community’s needs, desires and priorities, while ensuring the building’s long-term financial sustainability. A much smaller facility with limited amenities that do not adequately serve Roxborough Village residents presents the risk of diminishing relevance and an eroding user base over time. In contrast, a facility designed to serve the entire community in many ways, and one that offers multiple features for the community to gather and connect, is better positioned to evolve over years, meet the community’s changing needs, and respond to trends in health and fitness.

### **What about sustainability?**

The conceptual design is prioritizing strategies to make the facility sustainable. More information on sustainability features will be presented as design and financial analysis work continues.

## **USERS AND MEMBERSHIPS**

### **Who would be able to use it?**

The financial analysis on construction and operations, including the estimated costs for Roxborough Village homeowners and potential outside memberships, is all underway and will be presented in the next two months to the Task Force, Metro District Board of Directors and the community.

## **DESIGN**

### **What would the rec center look like?**

The conceptual building design—which is not final and will evolve as the Task Force, Metro District board and the community weigh in—takes advantage of the slope of Community Park so the two-story building does not block views from the east. The low-slung building has three main sections: the swimming pool area to the south, the fitness and community meeting spaces in the middle (along with the main entry), and the gymnasium on the north. The conceptual design includes rooftop skylights to allow for significant natural lighting, plus openings and windows to the west to take advantage of views of the hogback and foothills. The building orientation and design features are focused on mitigating the visual and noise impacts on surrounding neighborhoods. Preliminary designs can be found here:

### **Is the architecture and floor plan finalized?**

The architecture and floor plans at this phase are conceptual and not final. If Roxborough Village voters approve financing the facility, which is required before any financing could be obtained, architects will complete the design for the building interiors and exteriors, a process that will include additional



community feedback and guidance. All site plans would need to be approved by Douglas County.

### **How long would it take to build?**

If approved by voters, the timeline for design and construction would be approximately two to two-and-a-half years.

## **FINANCE**

### **How would the rec center construction be paid for?**

The primary source of funding to build the facility would be an increased mill levy (a property tax) paid by Roxborough Village residential and commercial property owners. This mill levy increase requires voter approval among Metro District residents.

### **How much would it cost Roxborough Village Metro District homeowners?**

The financial analysis on construction and operations, including the estimated costs for Roxborough Village homeowners and outside memberships, is all underway and will be presented in the next two months to the Task Force, Metro District Board of Directors and the community.

### **How does this relate to the property taxes levied by the Metro District?**

The Metro District's mill levy for general operations has been set at 12.087 mills since the District's inception. Metro District homeowners have paid 34 mills for debt service as recently as 2017. The debt service mill levy was reduced to 10 mills last year (2020) and to 9 mills this year (2021). The existing debt service mill levy will be fully paid off at the end of 2021, creating the unique opportunity—if voters approve—to invest that revenue in an asset identified by the community as a top priority.

### **Who would own the facility?**

The facility would be owned by the Roxborough Village Metro District, and the Metro District Board of Directors would have oversight on all operations.

## **OPERATIONS**

### **Who would operate the facility?**

The Metro District would most likely contract with a management entity to operate the facility, instead of the District taking on the operations. The process to contract this service would be addressed by the Metro District after an election if the election is successful and financing the facility is approved.

**How much would it cost to operate?**

The construction and operations analysis, including the estimated costs for Roxborough Village homeowners and outside memberships, is all underway and will be presented in the next two months to the Task Force, Metro District Board of Directors and the community.

**DIDN'T ROXBOROUGH USED TO HAVE A POOL?****Wasn't there already a swimming pool and clubhouse at Arrowhead Shores that didn't work out for the community?**

The Arrowhead Shores HOA had a clubhouse and outdoor swimming pool built that was built by the Arrowhead Shores developer. The facility was small, designed solely for Arrowhead Shores HOA resident use and only had the HOA members as the source of revenue to fund the facility. It also housed a day care center for a short time. As the costs mounted to maintain and repair the facility, the developer proposed transferring ownership to the Arrowhead Shores HOA for HOA-wide use, but the proposal was rejected by the HOA members. With significant repairs clouding the pool's long-term viability, the developer removed the clubhouse and pool a couple years ago and converted the property to homesites.

**ELECTION****If there's an election, who can vote and when would it be?**

If the Metro District Board of Directors sends the proposal to the ballot, ballots will arrive in Roxborough Village mailboxes around the third week of October, and voting will continue through Election Day, November 2, 2021. Only registered voters in the Metro District will vote on the measure, and it must be approved by a majority of votes cast in the election.

**MORE INFO****Where can I learn more?**

The Metro District's website—[www.RoxboroughMetroDistrict.org](http://www.RoxboroughMetroDistrict.org)—has more information, including the materials, studies and data reviewed by the Metro District and the Rec Center Task Force. More information will be shared in the weeks ahead in newsletters, email updates and community events.

**How can I share my input?**

The Metro District welcomes all comments and questions on the rec center concept. Please send us an e-mail at [info@RoxboroughMetroDistrict.org](mailto:info@RoxboroughMetroDistrict.org), and we will reply within one business day. Questions will be routed to the appropriate person for answers and many questions will be combined into the FAQs for greater dissemination of information to the public. Also keep an eye out for community events and Metro District Board of Directors meetings where the rec center will be discussed.

2020

REQUEST FOR RESERVATION OF PARK AREAS / GAZEBO IN ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

Residents of the Roxborough Village Metropolitan District may reserve the park areas/gazebo. Please complete the entire form and submit to Roxborough Village Metropolitan District, Attention: Natalie Herschberg, 8390 E. Crescent Pkwy., Suite 300, Greenwood Village, CO 801111 or via email at Natalie.Herschberg@CLAconnect.com. The park areas/gazebo is available for reservation as a convenience for the District's residents for a refundable deposit of \$100. Incomplete forms will be returned.

Resident's Name: Douglas County Libraries in Roxborough contact: Lisa Casper
Home Phone: Work phone 720-348-9522 Cell Phone: 720-339-6061
Address: 8357 N. Rampart Range Road Suite 200
E-mail Address: lcasper@dclibraries.org

Purpose of Reservation: Outdoor Storytime (with registration for tracking and limited #s)
Park Requested: Community Park Softball field [ ] Chatfield Farms
Area(s) Requested: Community Park near Gazebo closest to Library
1st Preference (Date & Times): Mondays April 26 to July 26th Storytimes set up 9:30, Storytime at 10am to 10:30am and clear
2nd Preference (Date & Times):
Approximate Number of People in Attendance: 25 which includes staff and a volunteer

Comments:

We would like to alternate storytimes between the community park and Sterling Ranch park and I'm in contact with them. I just want to know if this is possible and also if there's an outlet we could use for our mic sound system. We plan on spreading out each family with 6ft of space, it is a registration only so we can track for Health Guidelines and it will be limited numbers per guidelines. We will also have a hand sanitizer station. Thank you.

I recognize the presence of COVID-19 in the state of Colorado and agree to abide by all state and local orders and regulations regarding the same. Current state orders as of 9/15/2020 regarding use of outdoor Parks limit groups to no more than 25 people, require 6 feet of social distancing between persons of different households, and encourage use of a face mask or face covering.

Signature: Lisa Casper, Community Relations Liaison, Douglas County Libraries

To be Completed by Office Personnel:

Reservation: Approved [x] Denied Reason:

Insurance Required: Yes No [x] Insurance Requested Insurance Received
3/24/2021

Park Use Permit Sent Park Rules and Regulations Sent

Refundable Deposit Fee Received: Pending Board discussion Fee Returned:

## Herschberg, Natalie

---

**To:** Casper, Lisa  
**Cc:** Carlson, Nicholas  
**Subject:** RE: [External] Douglas County Libraries Outside Storytimes

---

**From:** Casper, Lisa <[lcasper@dclibraries.org](mailto:lcasper@dclibraries.org)>  
**Sent:** Tuesday, March 23, 2021 9:24 AM  
**To:** Herschberg, Natalie <[Natalie.Herschberg@claconnect.com](mailto:Natalie.Herschberg@claconnect.com)>  
**Subject:** [External] Douglas County Libraries Outside Storytimes



Think Security  
at CLA

This email originated from an external source.

Hello Natalie,

I'm Lisa Casper, Community Relations Liaison at Douglas County Libraries Highlands Ranch and Roxborough. I am working with Becky Spilver on booking park space for once a week outdoor storytimes starting April 26<sup>th</sup> at 10am until 10:30am.

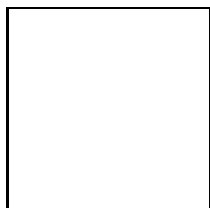
Becky would like to hold storytime on Mondays April 26<sup>th</sup> through July 26<sup>th</sup>. We are hoping to alternate weeks between the Rox community park near the library near its gazebo area and the park in Sterling Ranch. I am contacting them about this. I just wanted to reach out to you first to see if this was even possible in the park, and also which Mondays would work best if it is possible.

Storytimes would be registration only to keep numbers within guidelines and for tracking purposes with COVID-19. We would separate the families 6 ft. from each other and have a hand sanitizer station. Because they will be spread out, we plan on using our storytime sound system to amplify voice and then the music for the song or two we do during storytimes. There will be no interactive games like the parachute, just storytime.

Please let me know if you have any questions or concerns. Call my cell phone 720-339-6061 as I'm working in several offices and at home, too.

Thank you for considering.

All the best,  
 Lisa Casper



Lisa Casper | Community Relations Liaison  
 720-348-9522 | [lcasper@dclibraries.org](mailto:lcasper@dclibraries.org)  
 Douglas County Libraries | Highlands Ranch Library  
 9292 Ridgeline Blvd. | Highlands Ranch, CO 80129  
[DCL.org](http://DCL.org) [Facebook](#) [Twitter](#)

# Proposed Protocols for Rec Center Community Meetings & Presentations

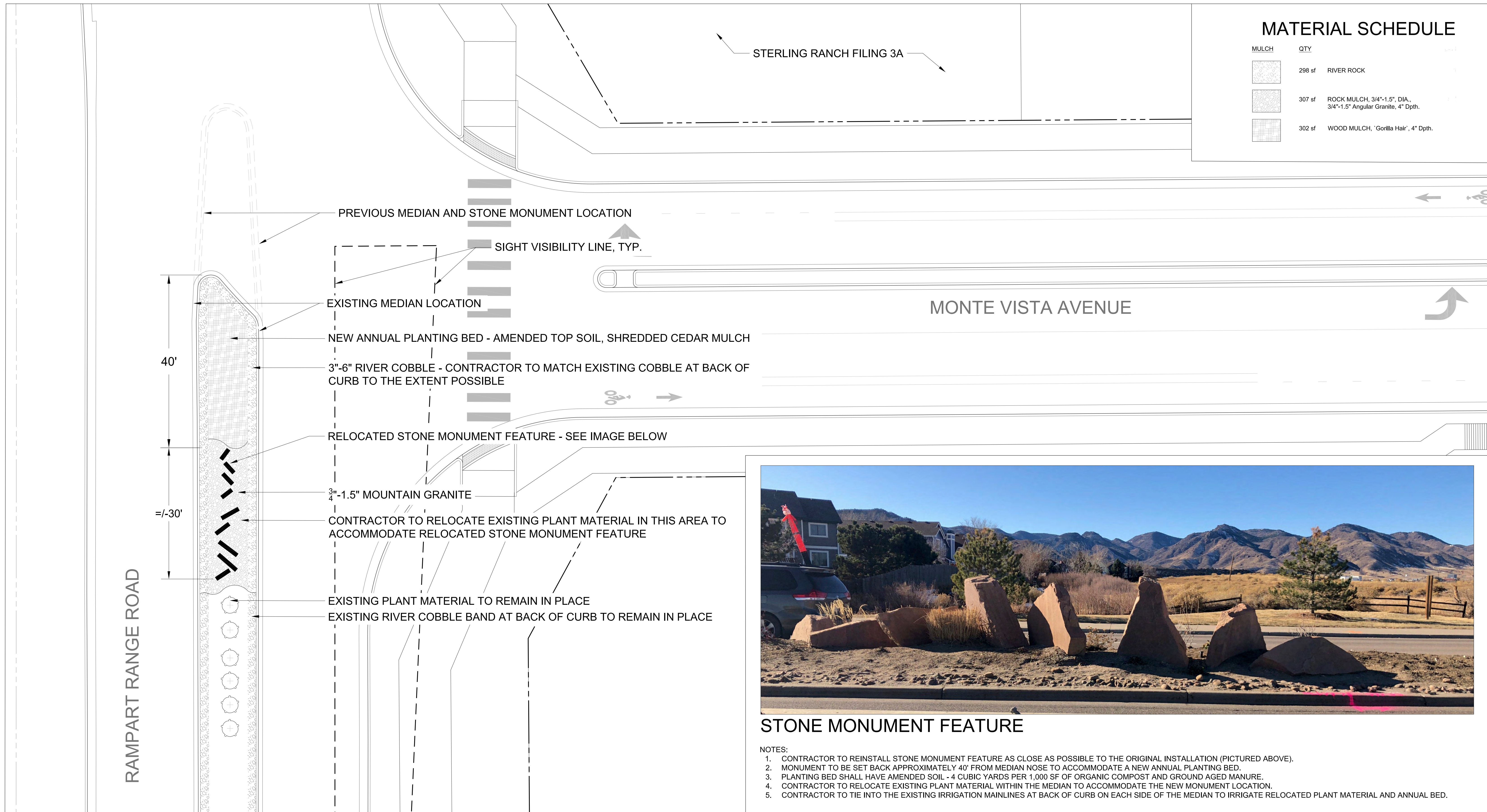
## Information Meetings Hosted by RVMD

- Posted and publicly noticed
- Request that written questions be provided in advance to help us make sure we cover those in the meeting
- Format:
  1. Present overview of rec center conceptual proposal & process
  2. Time for Q&A and public comment
    - Q&A questions submitted in advance and submitted in chat
    - Time allowances and Q&A duration are determined by the Board Chair
- Questions we don't get to in Q&A and public comment will be answered in writing in the FAQ
- FAQ posted on RVMD website and updated every Tuesday

## Meetings Hosted by HOAs/Community Groups

- Requests for presentation must be made by e-mail to [info@RoxboroughMetroDistrict.org](mailto:info@RoxboroughMetroDistrict.org) (posted on Rec Center page on RVMD website).
- Weekly summary of meeting requests will be shared with project team and RVMD board.
- Agenda time allocated to Rec Center topic is determined by the host HOA/Group
- Project team will request that written questions be provided in advance to help us make sure we cover those in the meeting
- Key consultants will attend
- Board members may attend (up to 2)
- Key project team members will provide a standard presentation on Rec Center conceptual proposal and the process
- Questions we don't get to in Q&A and public comment will be answered in writing in the FAQ
- FAQ posted on RVMD website and updated every Tuesday





**MATERIAL SCHEDULE**

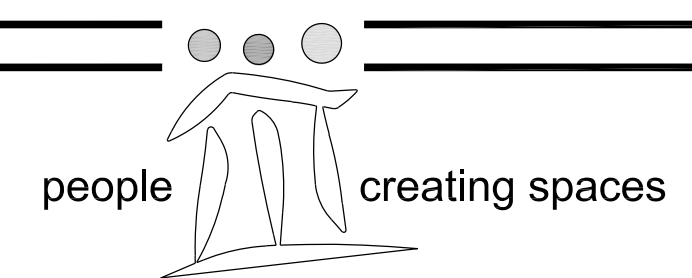
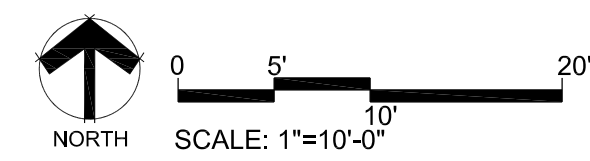
MULCH	QTY	
	298 sf	RIVER ROCK
	307 sf	ROCK MULCH, 3/4"-1.5", DIA., 3/4"-1.5" Angular Granite, 4" Dpth.
	302 sf	WOOD MULCH, 'Gorilla Hair', 4" Dpth.



**STONE MONUMENT FEATURE**

- NOTES:
1. CONTRACTOR TO REINSTALL STONE MONUMENT FEATURE AS CLOSE AS POSSIBLE TO THE ORIGINAL INSTALLATION (PICTURED ABOVE).
  2. MONUMENT TO BE SET BACK APPROXIMATELY 40' FROM MEDIAN NOSE TO ACCOMMODATE A NEW ANNUAL PLANTING BED.
  3. PLANTING BED SHALL HAVE AMENDED SOIL - 4 CUBIC YARDS PER 1,000 SF OF ORGANIC COMPOST AND GROUND AGED MANURE.
  4. CONTRACTOR TO RELOCATE EXISTING PLANT MATERIAL WITHIN THE MEDIAN TO ACCOMMODATE THE NEW MONUMENT LOCATION.
  5. CONTRACTOR TO TIE INTO THE EXISTING IRRIGATION MAINLINES AT BACK OF CURB ON EACH SIDE OF THE MEDIAN TO IRRIGATE RELOCATED PLANT MATERIAL AND ANNUAL BED.

**RAMPART RANGE ROAD MEDIAN ADJACENT TO STERLING RANCH FILING 3A**  
**- RELOCATED STONE MONUMENT & LANDSCAPE ADJUSTMENTS**  
 STERLING RANCH  
 DOUGLAS COUNTY, COLORADO



**pcs group inc.** www.pcsgroupco.com  
 #3, B-180 Independence plaza  
 1001 16th street . denver co 80265  
 † 303.531.4905



METCO LANDSCAPE, INC.

## Monthly Maintenance Report for Roxborough Village Metropolitan District

Submitted by: Bill Barr 4/12/2021 Recipients: Anna Jones, Public Manager

### REVIEW OF GANTTED OPERATIONS

#### Turf

Turf was Aerated and Fertilized looks to have come out of winter in good condition

#### Shrub Beds

Shrub beds have been pre-treated for weed control and all grasses cut back

#### Trees

Trees look to be coming out of winter in good condition all newly planted trees are doing well

#### Irrigation

Techs have installed New Controllers and are now setting them up and downloading information for watering. Start up for irrigation should go the end of this month.

#### Site Policing

We continue to service all trash and dog stations. We have noticed over the past season the trash has been 30 percent more than in years past I'm sure do to the pandemic.

#### Overall Site

Things look good overall the following up of our Service Locates for our water lines keeps techs busy due to all the construction activity.

#### Review of Operatons for Upcoming Month:

*Schedule, Gantt, special Needs, Concerns, Areas of Focus*

We start mowing operations the 19th





\_\_\_\_\_ Street, Aurora, CO, 80011

Tel: (303) 421-3100

Date \_\_\_\_\_

Total: **\$24,750.00**

**NS OF** *This proposal is valid for 60 days. After 60 days, pricing may need to be revised*

CONDITIO

**Extra Work Proposal 4/14/2021**

**CONTRACT SPECIFICATIONS & LIMITATIONS**

All material is guaranteed to be as specified in

Unit Prices – The Base

Alternates / Time &

Scheduling – Landscape enhancement contracts

Watering and Maintenance

Seeding – Re-seeding or re-sodding of

**GUARANT**

Our guarantee is

All claims for

Plant Material Guarantee – Metco Landscaping guarantees

We will not guarantee plants damaged or

**TERMS**

Invoices will be sent after the contract work is completed,

**CANCELL**

This contract may be cancelled by either party with a 30-

**DISPUTES**

All disputes shall be

**PHOTOS  
DAILY**

Metco  
Landscape,

**SIGNAGE**

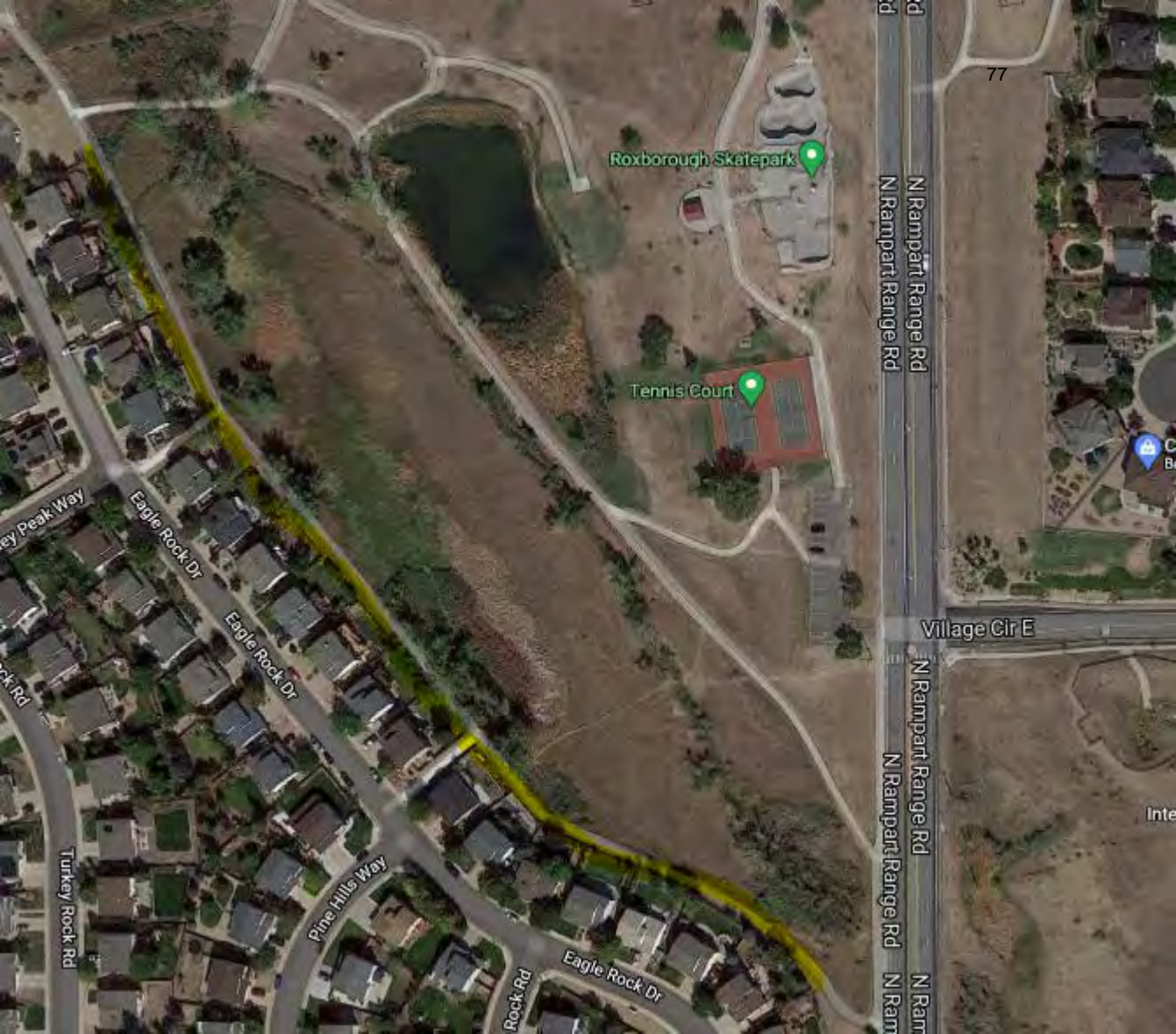
By signing  
this contract  
you, the  
Owner, are

**UTILITIES/UNKNOWN OBSTRUCTIONS**

reasonable  
caution will  
be taken to  
prevent  
damage to  
existing  
pavement,  
septic tanks,  
septic fields  
and

**OWNER'S RESPONSIBILITIES**

Harmless -  
To the fullest  
extent  
permitted by



Roxborough Skatepark

Tennis Court

Village Cir E

N Rampart Range Rd  
N Rampart Range Rd

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Pine Hills Way

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**Extra Work Proposal****4/12/2021**Total: **\$1,925.00****CONDITIONS OF CONTRACT***THESE CONDITIONS ARE A PART OF YOUR CONTRACT.***CONTRACT SPECIFICATIONS & LIMITATIONS**

All material is guaranteed to be as specified in this contract; Metco Landscape, Inc. only uses premium quality materials. All work shall be completed using sound practices and in a workmanlike manner and shall conform to local building codes and regulations set forth by the town in which the work is being performed. Any alteration or deviation from specifications involving extra costs will be executed only upon written confirmation, and will become an extra charge over and above the base contract price. All agreements are contingent upon accidents, weather or delays beyond our control. Our workers are fully covered by Worker's Compensation Insurance.

Unit Prices – The Base Contract price, if any is set forth, is the only guaranteed price in this contract. Any change in materials or services under the original contract may result in a change to individual unit prices and/or the Contract price.

Alternates / Time & Materials – Any work specified as an Alternate or as Time and Material will be charged as an extra to this contract and will increase the Contract price.

Scheduling – Landscape enhancement contracts accepted after October will be completed during the Fall as long as weather permits. Any work not completed in the Fall will be completed the following Spring. Work will be invoiced as items have been completed. Landscape enhancement contracts that extend into June, July or August, and include seeding, may require a delay in completion until after September 1 when newly seeded lawns will readily germinate. Sodding can be performed at any time of year for an additional charge if not already specified in the contract.

Watering and Maintenance – Metco Landscape, Inc. will perform watering of all new and/or transplanted plant material each day we are on site for the duration of a landscape enhancement contract. Metco Landscape, Inc. is not responsible for watering or maintaining plant material after completion of a landscape enhancement contract unless expressly stated in writing.

Seeding – Re-seeding or re-sodding of new grass areas may be required due to insects, diseases, mechanical damage, neglect, under watering, over watering, heavy rainfall, weather or animals. In addition, seeding that is not performed between April 1 – May 15 or September 1 – October 15 will typically require follow-up re-seeding. All such re-seeding, re-sodding, and/or re-establishment of soil is not included in the contract work, unless otherwise stated in writing, and will be charged as an extra to this contract.

**GUARANTEES**

Our guarantee is expressly conditioned upon on-time payment of invoices. This guarantee is void if payment in full has not been received within 30 days from the invoice date.

All claims for loss must be reported in writing within the one (1) year guarantee period.

Plant Material Guarantee – Metco Landscaping guarantees to replace any tree or shrub, which we purchase and plant, that dies from natural causes within a period of one year from the date of planting, provided that the Owner has fully complied with all of the terms of this contract. This guarantee is not transferable. Plant material not covered in this guarantee includes, but is not limited to, herbaceous material such as: annual flowers, bulbs, roses, perennials, groundcovers and turf or wildflower seed germination. However, for a fee equal to 8% of the cost of the herbaceous plant materials, Metco Landscaping will guarantee all herbaceous items, with the exception of annual flowers and bulbs, for one year from installation as long as the Owner has made a good faith effort to keep the plant material properly watered and cared for.

We will not guarantee plants damaged or killed by insects, mechanical damage, neglect, under watering, over watering, severe seasonal conditions, natural disasters, disease or animal damage. Plants installed in pots, planter boxes or containers are not guaranteed. Transplanted material is not guaranteed. Metco Landscape, Inc. will satisfy its responsibility under the guarantee by furnishing and installing replacement plant material of equal type and size that was originally planted. The replacement material shall be

**TERMS OF PAYMENT/SUSPENSION OF WORK**

Invoices will be sent after the contract work is completed, or progress billings will be issued during or at the end of each month through contract completion. Accounts remaining unpaid 30 days past the invoice date will lose the plant guarantee and will be charged interest at a rate of 1.5% per month on the unpaid balance. Accounts remaining unpaid 60 days past the invoice date may result in Metco Landscaping's election to suspend work on the project. Contractor shall recover all expenses incurred in enforcing this agreement, including all collection agency charges, lein fees, court cost, attorney fees, and all expenses incurred in collecting on any judgement.

**CANCELLATION**

This contract may be cancelled by either party with a 30-day written notice should either party fail substantially to perform in accordance with the terms of the contract through no fault of the other. The notified party shall be provided an opportunity to explain and rectify the circumstances. In the event of termination, Metco Landscape, Inc. shall be compensated fully for all services performed and expenses incurred up to the date of termination. In the event of early termination of this contract, the amount paid to date will be compared to the amount that would have been charged on a time and material basis and the difference in this comparison will result in a final payment due or a refund issued.

**DISPUTES**

All disputes shall be settled by binding arbitration pursuant to the commercial arbitration rules of the American Arbitration Association.

**PHOTOGRAPHY**

Metco Landscape, Inc. may take photographs of the property for use in promotional advertising, training, and educational classes unless the Owner communicates in writing that this

**SIGNAGE**

By signing this contract you, the Owner, are granting Metco Landscape, Inc. permission to install a temporary site sign on your property while our work is being performed. Upon completion of our work, we will remove the site sign or ask for permission to have it remain for an agreed to amount of time. If you do not wish to grant Metco Landscape, Inc. permission to install a temporary site sign on your property, please initial here. \_\_\_\_\_.

**UTILITIES/UNKNOWN OBSTRUCTIONS**

All reasonable caution will be taken to prevent damage to existing pavement, septic tanks, septic fields and underground utility lines. Underground gas, phone, and electric utilities will be marked by a representative from the utility companies, at the request of Metco Landscape, Inc., prior to any machine excavation. However, Metco Landscape, Inc. will not be held responsible for the accuracy of any utility line marking done by the utility companies.

It is the Owner's responsibility to conspicuously mark and advise Metco Landscape, Inc. of the location of any other underground utilities including: drainage pipes, plumbing, irrigation, propane lines, electric dog fence, cable TV, lighting, etc. Any delays in crew time and/or costs involved in repairing unmarked systems are the responsibility of the Owner. The cost of removing or circumventing concealed and/or undisclosed obstructions which prevent installation of the site improvements according to plan shall be charged as an extra to this contract. Examples of such obstructions include ledge rock, very large boulders, buried foundations, buried stumps, septic tanks, driveways/pavement, uncharted utilities, unsuitable soil, etc.

**OWNER'S RESPONSIBILITIES**

Hold Harmless - To the fullest extent permitted by law, the Owner will hold harmless Metco Landscape, Inc. and its officers, representatives, partners and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and court costs and liability arising in whole or in part and in any manner from injury and/or death of a person, or damage to or loss of any property resulting from the acts, omissions, breach or default of the Owner, except those caused by the negligence of Metco Landscape, Inc..





**THE FOLLOWING ARE POST PACKET ITEMS:  
ITEMS THAT WERE DISTRIBUTED AT THE MEETING  
AND NOT IN THE ORIGINAL PACKET**



## Bailey Tree LLC

1801 W Union Ave  
Englewood, Co 80110

720-940-6519  
[baileytreetrimming@gmail.com](mailto:baileytreetrimming@gmail.com)

### **Roxborough Metro District Arborist Report 4/18/2021**

Pruning will begin on April 26<sup>th</sup> and Spring fertilization will begin approximately the same time.

I am expecting more spring frost damage and storm damage from the upcoming storm system as some of the trees have begun to leaf out.

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](mailto:baileytreetrimming@gmail.com)