

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

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

## NOTICE OF REGULAR BOARD MEETING AND AGENDA

**DATE:** August 16, 2022  
**TIME:** 6:00 p.m.  
**LOCATION:** Douglas County Public Library  
8357 N. Rampart Range Rd. #200  
Littleton, CO 80125  
**ACCESS:** Join the meeting via Zoom:

**URL:**  
<https://us02web.zoom.us/j/84786948351?pwd=e3oTnELAp8k4wlgaNCOEReUT32JLL.1>

**Call: 346-248-7799**  
**Meeting ID: 847 8694 8351**  
**Passcode: 509172**

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Mathew Hart	President	May, 2025
Ephram Glass	Vice President	May, 2023
Mark Rubic	Treasurer	May, 2025
Travis Jensen	Secretary	May, 2025
Calvin Brown	Assistant Secretary	May, 2023

### **I. ADMINISTRATIVE MATTERS**

- A. Call to order.
- B. Declaration of quorum / Director qualifications / disclosure matters.
- C. Approve agenda.
- D. Public comment and/or guests (15 minutes).  
(Note: Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. Questions may be asked of the Board but will not be answered at this time. Please refer to the Code of Conduct for additional guidelines:  
<https://www.roxboroughmetrodistrict.org/2022-meetings> and attached hereto.)

## **II. CONSENT AGENDA**

- A. Review and consider approval of minutes from July 11, 2022 special Board meeting, July 19, 2022 special Board meeting, July 28, 2022 special Board meeting, August 2, 2022 special Board meeting, August 4, 2022 special Board meeting (to be distributed).
- B. Review and consider approval of current claims, approve transfer of funds and ratify payment of autopay claims and ratify approval of previous (enclosure).
- C. Review Bailey Tree Monthly Report (to be distributed).

## **III. FINANCIAL MATTERS (5 minutes)**

- A. Review and consider acceptance of June 30, 2022 Unaudited Financial Statements (to be distributed).
- B. Update on insurance claim for tree damage/loss in storm.
- C. Update on reimbursement for main line repairs.
- D. Other.

## **DISCUSSION AGENDA**

*(Note: Some items are included in the packet for the Board's information and if not discussed at a Board meeting, may not be included in future packets.)*

## **IV. ACTION ITEMS (30 minutes)**

- A. Follow up discussion for attorney selection.
- B. Update/discussion regarding RFPs for management, accounting, payroll and engineering.
- C. Ratify approval of contract with BrightView Landscape Services through October 31, 2022 in an amount not to exceed \$50,000 (to be distributed).
- D. Update from BrightView Landscape Services (enclosure).
- E. Discuss fence repairs in Roxborough Village First (enclosure).
- F. Review and consider approval of Bailey Tree proposal to remove trees behind Red Mesa Ct. in the amount of \$7,500.00 (enclosure).
- G. Review and consider approval of Bailey Tree proposal to remove leaning tree in the amount of \$2,225.00 (enclosure).
- H. Other.

**V. LANDSCAPING MATTERS (10 minutes)**

- A. Discuss procedure regarding dragging and striping the softball field.
- B. Discuss incomplete Metco work.
- C. Community Park sidewalk/path stone/rock installation and safety corrections.
- D. Tire rut repair in Community Park (seeded area issues).
- E. Correcting mulch volcano correction.
- F. New trees are dying and need supplemental watering.
- G. Playgrounds need additional wood chips.
- H. Other.

**VI. DIRECTOR MATTERS (10 minutes)**

- A. Environmental Committee Report (enclosure).
- B. Discuss forming Wildfire Mitigation Committee.
- C. Tree inventory update.
- D. Update on playground removal, replacement, repair and maintenance search.
- E. Discuss repair/replacement of remaining deteriorated concrete paths (enclosure).
- F. Discuss Roxborough Water staging area issues.
- G. Other.

**VII. MANAGER MATTERS (20 minutes)**

- A. Update on revised mosquito contract.
- B. Discuss tennis court cleaning contract renewal.
- C. Other.

**VIII. LEGAL MATTERS (5 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 Conflict of Interest questionnaire.
- C. Discuss possible payment to Scott Snow (enclosure).
- D. Discuss Ireland Stapleton's availability to attend Board meetings on the first Monday, fourth Monday, any Wednesday, first Thursday, third Thursday or fourth Thursday of each month.
- E. Other.

**IX. OTHER BUSINESS (5 minutes)**

- A. Confirm Quorum for September 20, 2022 Regular Meeting.

**X. ADJOURNMENT**

**Roxborough Village Metro District  
Claims Listing  
07/01/22-07/31/22**

<b>Vendor</b>	<b>Invoice #</b>	<b>Description</b>	<b>Balance</b>
<b>ACH</b>			
CORE Electric Cooperative	22-Jun	Utilities	\$ 49.00
CORE Electric Cooperative	22-Jun	Utilities	23.32
CORE Electric Cooperative	22-Jun	Utilities	18.50
CORE Electric Cooperative	22-Jun	Utilities	559.70
CORE Electric Cooperative	22-Jun	Utilities	100.55
CORE Electric Cooperative	22-Jun	Utilities	516.00
CORE Electric Cooperative	22-Jun	Utilities	21.00
CORE Electric Cooperative	22-Jun	Utilities	21.61
CORE Electric Cooperative	22-Jun	Utilities	22.35
CORE Electric Cooperative	22-Jun	Utilities	21.00
			1,353.03
*Roxborough Water & Sanitation District	22-Jun	Nonpotable water purchase usage	110.50
*Roxborough Water & Sanitation District	22-Jun	Nonpotable water purchase usage	307.75
*Roxborough Water & Sanitation District	22-Jun	Nonpotable water purchase usage	1,046.75
*Roxborough Water & Sanitation District	22-Jun	Nonpotable water purchase usage	1,217.75
*Roxborough Water & Sanitation District	22-Jun	Nonpotable water purchase usage	9,247.67
			11,930.42
Xcel Energy	21-May	Utilities	19.16
			19.16
		<b>Total ACH</b>	<b>\$ 13,302.61</b>
<b>Check or Epayment</b>			
<b>General</b>			
ARK Ecological Services, LLC	3549	Landscape weed control	2,383.85
ARK Ecological Services, LLC	3549	Landscape weed control	3,565.93
ARK Ecological Services, LLC	3554	Landscape weed control	10,285.24
Bailey Tree, LLC	12070	Tree maintenance	9,000.00
Bailey Tree, LLC	12150	Tree maintenance	15,800.00
Browns Hill Engineering & Controls, LLC	23436	Landscape irrigation maintenance	866.00
C & L Water Solutions, Inc.	2897	Repairs and maintenance	24,330.34
CDR Construction	1218	Skate Park maintenance	2,650.00
Chavez Services LLC	CW-2022-136	New Playground	4,000.00
CliftonLarsonAllen, LLP	3315146	Election expense	1,016.78
CliftonLarsonAllen, LLP	3315146	District management	14,592.56
CliftonLarsonAllen, LLP	3344932	Accounting	4,051.47
CliftonLarsonAllen, LLP	3345228	District management	16,397.27
Folkestad Fazekas Barrick & Patoile, P.C	45648	Legal services	7,456.00
Folkestad Fazekas Barrick & Patoile, P.C	46359	Dues and licenses	3,469.88
Folkestad Fazekas Barrick & Patoile, P.C	46359	Legal services	12,491.00
Foothills Park & Recreation District	SALES000000034253	Foothills Park and Recreation fees	1,003.76
Foothills Park & Recreation District	SALES000000034378	Foothills Park and Recreation fees	1,701.42
Good Plumbing Service	79225	Repairs and maintenance	375.00
Lightning Mobile Services, LLC	11669	Graffiti removal/ vandalism	900.00
Livable Cities Studio, Inc.	1675	Master plan	2,712.50
Livable Cities Studio, Inc.	1676	Master plan	5,941.22
Metco Landscape, LLC	5696344	Landscape maintenance & repairs	450.00
Metco Landscape, LLC	5696398	Landscape irrigation maintenance	157.59
Metco Landscape, LLC	5697704	Landscape maintenance & repairs	500.00

Metco Landscape, LLC	56976856	Landscape irrigation maintenance	750.00
Metco Landscape, LLC	56977176	Landscape irrigation maintenance	900.00
Metco Landscape, LLC	56977177	Landscape maintenance & repairs	20,280.00
Metco Landscape, LLC	56980136	Landscape irrigation maintenance	750.00
Metco Landscape, LLC	56980353	Landscape irrigation maintenance	900.00
Metco Landscape, LLC	56981083	Tree maintenance	1,451.20
Metco Landscape, LLC	56981569	Landscape irrigation maintenance	308.56
Metco Landscape, LLC	56981702	Landscape maintenance & repairs	10,000.00
Metco Landscape, LLC	56981704	Repairs and maintenance	875.00
Metco Landscape, LLC	SM213994	Landscape contract	14,921.00
Metco Landscape, LLC	SM213995	Landscape contract	14,921.00
Metco Landscape, LLC	SM213996	Landscape contract	14,921.00
Metco Landscape, LLC	SM217679	Landscape contract	14,921.00
Mulhern MRE Inc.	MMRE62969	Engineering	1,789.85
Mulhern MRE Inc.	MMRE62992	Engineering	408.00
Mulhern MRE Inc.	MMRE62993	Engineering	3,939.10
Mulhern MRE Inc.	MMRE63005	Engineering	4,824.62
Mulhern MRE Inc.	MMRE63006	Engineering	272.00
Patriot Pest Control	966272	Mosquito control	1,500.00
Patriot Pest Control	966346	Mosquito control	1,500.00
Planet Scuba	11416	Repairs and maintenance	831.85
Special District Association of Colorado	CalvinBrown2022	Miscellaneous	375.00
Special District Association of Colorado	EphramGlass2022	Miscellaneous	375.00
Special District Association of Colorado	MarkRubic2022	Miscellaneous	375.00
T Enterprises dba 1 Vision	2220487	Election expense	17,266.79
United Site Services	114-13193844	Portable restrooms	408.00
United Site Services	114-13193845	Portable restrooms	408.00
Utility Notification Center of Colorado	222061282	Miscellaneous	118.30
			<u>\$ 276,388.08</u>
		<b>TOTAL Checks/Epayment</b>	<u>\$ 289,690.69</u>



**MONTHLY MAINTENANCE REPORT  
ROXBOROUGH METRO DISTRICT  
AUGUST 2022**

Recipients  
Board Members  
Anna Jones  
Dennis Bedford

**FOR: Roxborough Metro District**

**SUBMITTED BY: Dennis Bedford**

**DATE: 8/8/2022**

**REVIEW OF OPERATIONS:**

**General Updates:**

Brightview officially took over Landscape Maintenance 8/1/2022. We are getting up to speed with projects, irrigation, and routine services. Main focus is on getting irrigation up and running and then creating a Gantt chart for services for the remainder the term.

**Trees:**

We noticed one broken tree near Crystal Lake which we removed free of charge. There are several new pines trees planted by Metco on the southside of Crystal Lake that will not make it. Aside from these items we have not noticed any other significant tree issues

**Irrigation:**

Since taking over we've had a few major issues that are currently being addressed in order to restore water to the district. Below is a brief list of everything we are working on from an irrigation perspective:

1. There are multiple solenoids that are bad that will need to be replaced. Weathertrak let us know.
2. Tim called Applied Engineering. They could not help with why the pumps will not go to auto without help from engineers. They gave him a number and he called Jim that did the PCL. Tim needs a call back before can get pumps on. If he leaves them in Manual, they could possibly cause damage to piping systems.
3. Tim ordered 3' or 6 million gallons of water. So far, they have delivered 861,000 gallons. Takes 41 hours to put 1 million into the lake. Can't run full on as the golf course needs water too. By Monday they should have approx. 3 million to the pond.
4. The pond is so low that the shroud is exposed inside the well which could cause overheating
5. Mainline break at W. Village Circle is a street crossing that should be abandoned because they have never watered on that site of the street. There is a leak there and a big hole that is marked – taped and coned. We believe it is best to cap it as we would not be using that line.
6. Tim talked to Scott B. there was a big leak in Community Park but Scott said it was repaired

- 7. Did trouble shooting on pump system and located leak on VCW and checked for leaks throughout the system because the pump was not coming up to pressure.
- 8. Tim will be back early next week (8/8). For now, there is still no irrigation water for main system. The Two small parks are on.
- 9. We also picked up the flow meter from Metco to install in the fall – RVMD has already paid for it.
- 10. Left to do: need to talk to engineering firm. May need Applied Engineering to check pump operation. Need to cap leak at VCW – bypass crossing to eliminate leak on both sites of the road. Clocks are not programmed, no station locations, etc. He did find the locations of all clocks by serial number. The Western Clock at the park was on bypass and Tim tuned the bypass off so it could come up to pressure. Will need to program controllers. He does not think the opti-flow with the Weathertrak system is operable.

Site Policing/Sign Projects & Misc. other Landscape Projects :

Brightview will be onsite for landscape maintenance on Tuesdays and Wednesdays. We will be site policing and dog station servicing on Tuesdays and Fridays.

We are aware of the native seeding backfill project along the newly developed path. We will work with Ephram on the seed mix.

We will investigate the softball fields to see if we can restore it to a better condition with minimal construction.



## Herschberg, Natalie

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**To:** Jones, Anna  
**Subject:** RE: [External] FW: Roxborough Village First Fence Damage

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**From:** [joannarfhoa@gmail.com](mailto:joannarfhoa@gmail.com) <[joannarfhoa@gmail.com](mailto:joannarfhoa@gmail.com)>  
**Sent:** Monday, August 8, 2022 11:44 AM  
**To:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Subject:** RE: [External] FW: Roxborough Village First Fence Damage

You don't often get email from [joannarfhoa@gmail.com](mailto:joannarfhoa@gmail.com). [Learn why this is important](#)

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

Hi Anna,

I am going to attend the meeting on August 16<sup>th</sup> to discuss with the board the below information regarding the fence damage at 8001 Eagleview. Our president of the Board will be out of town that evening, so I will be there as the HOA rep. Can you add the following information and image to their board packet regarding this address as well? There are two fences that are damaged on this property. One from the District's tree, the other from Metco.

*During the spring snowstorm, a large cottonwood branch fell on the homeowner's split rail fence at 8001 Eagleview. This cottonwood tree is located on District property along village circle west, west of Eagleview. Metco removed the branches, but the damaged split rail fence was left as is. Is this something maybe Brightview could repair as well? The homeowner has tried to repair it and has not been successful.*

Also, since there are several new board members, I would like to request access to the District's banner posts that are south of the Marketplace for the PTO to hang banners advertising our events during the school year. Just want to check in to see if this is okay and if there is any communication that is needed before we hang banners.

I would also like to provide comment about the tennis court signage if possible.

Thank you so much, I appreciate it! Let me know if you have any questions about the above info.  
 Joanna

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**From:** Angela Christensen <[Angela.Christensen@kchoa.com](mailto:Angela.Christensen@kchoa.com)>  
**Sent:** Thursday, August 4, 2022 4:04 PM  
**To:** Debbie McInnis ([Debbiervfhoa@gmail.com](mailto:Debbiervfhoa@gmail.com)) <[Debbiervfhoa@gmail.com](mailto:Debbiervfhoa@gmail.com)>; Joanna Waldenmyer ([joannarfhoa@gmail.com](mailto:joannarfhoa@gmail.com)) <[joannarfhoa@gmail.com](mailto:joannarfhoa@gmail.com)>; Leah RVFHOA <[leahrvfhoa@gmail.com](mailto:leahrvfhoa@gmail.com)>; Shanna Schrempp ([shannarfhoa@gmail.com](mailto:shannarfhoa@gmail.com)) <[shannarfhoa@gmail.com](mailto:shannarfhoa@gmail.com)>; Yaderia Burnett ([YadeiraRVFHOA@gmail.com](mailto:YadeiraRVFHOA@gmail.com)) <[YadeiraRVFHOA@gmail.com](mailto:YadeiraRVFHOA@gmail.com)>  
**Subject:** FW: [External] FW: Roxborough Village First Fence Damage  
**Importance:** High

Good Afternoon,

Are any Board members available to attend either meeting?

Thank you,

**Angela Christensen, CAM**

Community Association Manager | KC & Associates, LLC  
 10106 W. San Juan Way, Suite 210 | Littleton, Colorado 80127  
 Direct: 303-634-2875 | Office: 303-933-6279 | Fax: 303-933-9299  
[www.kchoa.com](http://www.kchoa.com) | [How are we doing?](#)



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**From:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Sent:** Thursday, August 4, 2022 3:57 PM  
**To:** Angela Christensen <[Angela.Christensen@kchoa.com](mailto:Angela.Christensen@kchoa.com)>  
**Cc:** Herschberg, Natalie <[Natalie.Herschberg@claconnect.com](mailto:Natalie.Herschberg@claconnect.com)>  
**Subject:** FW: [External] FW: Roxborough Village First Fence Damage

Hi Angela –

Bill never brought this to my (or the Board's) attention and this is really a Metco problem to fix. Unfortunately I don't have any information on this and don't have anyone at Metco to ask at this point.

If the HOA would like the Board to address this I think the best way is to have you or the resident make the request directly to the Board for them to consider. This can be done in person (next meeting is tonight – which is a special meeting at 6:00, or the next regular meeting will be held 8/16 at 6:00 at the library), or via a letter addressed to the Board.

Let me know your thoughts.

Thanks,

Anna



**Anna Jones (she/her/hers)**  
 Public Manager  
 State and Local Government  
 CLA (CliftonLarsonAllen LLP)

**Direct 303-793-1478**  
[anna.jones@CLAconnect.com](mailto:anna.jones@CLAconnect.com)

[Discover why CLA is a Great Place to Work\\*](#).

**From:** Angela Christensen <[Angela.Christensen@kchoa.com](mailto:Angela.Christensen@kchoa.com)>  
**Sent:** Thursday, August 4, 2022 7:22 AM  
**To:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Cc:** Herschberg, Natalie <[Natalie.Herschberg@claconnect.com](mailto:Natalie.Herschberg@claconnect.com)>  
**Subject:** RE: [External] FW: Roxborough Village First Fence Damage

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

Hi Anna,

I have attached some pictures of the damage. It is on the fence at 8001 Eagleview Dr. Ashley is the owner. The phone number I have on file is 907-301-7072 and her email is [ashleywsaiz@gmail.com](mailto:ashleywsaiz@gmail.com). If there is anything else you need, please let me know.

Thank you,

**Angela Christensen, CAM**

Community Association Manager | KC & Associates, LLC  
 10106 W. San Juan Way, Suite 210 | Littleton, Colorado 80127  
 Direct: 303-634-2875 | Office: 303-933-6279 | Fax: 303-933-9299  
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


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**From:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Sent:** Wednesday, August 3, 2022 7:00 PM  
**To:** Angela Christensen <[Angela.Christensen@kchoa.com](mailto:Angela.Christensen@kchoa.com)>  
**Cc:** Herschberg, Natalie <[Natalie.Herschberg@claconnect.com](mailto:Natalie.Herschberg@claconnect.com)>  
**Subject:** RE: [External] FW: Roxborough Village First Fence Damage

Thanks for your email – can you please send a photo of the damage along with an approx. address?

 **Anna Jones (she/her/hers)**  
Public Manager  
State and Local Government  
CLA (CliftonLarsonAllen LLP)

Direct 303-793-1478  
[anna.jones@CLAconnect.com](mailto:anna.jones@CLAconnect.com)

[Discover why CLA is a Great Place to Work\\*](#).

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**From:** Angela Christensen <[Angela.Christensen@kchoa.com](mailto:Angela.Christensen@kchoa.com)>  
**Sent:** Monday, August 1, 2022 9:17 AM  
**To:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Subject:** [External] FW: Roxborough Village First Fence Damage

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Hi Anna,

I am the manager for Roxborough Village First. In June Metco's crew damaged the Association's fence along Village Circle West. I had been speaking to Bill about repairing the fence. He assured me Metco would handle the repair but unfortunately did not follow through on this. As Metco is not longer in business, I am reaching you to you to see how we can get this addressed. I am happy to schedule a contractor to go out and make the repair and send you the invoice. If you prefer to have your contractor make the repair, that is fin as well. Please let me know your preference.

Thank you,

**Angela Christensen, CAM**

Community Association Manager | KC & Associates, LLC  
10106 W. San Juan Way, Suite 210 | Littleton, Colorado 80127  
Direct: 303-634-2875 | Office: 303-933-6279 | Fax: 303-933-9299  
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**From:** Angela Christensen  
**Sent:** Wednesday, July 6, 2022 7:07 AM  
**To:** Bill Barr <[BillB@metcolandscape.com](mailto:BillB@metcolandscape.com)>  
**Cc:** Ross Brown <[RossB@metcolandscape.com](mailto:RossB@metcolandscape.com)>  
**Subject:** RE: Roxborough Village First Fence Damage

Bill,

The address is 8001 Eagleview Dr. right along Village Circle West.

***I will be out of the office from July 7<sup>th</sup> until July 10<sup>th</sup>. All voice mails and emails will be replied to upon my return to the office. If you have an emergency such as no water or a water leak, please call the main office at 303-933-6279 and follow the prompts to reach the emergency manager on call.***

Thank you,

**Angela Christensen, CAM**

Community Association Manager | KC & Associates, LLC  
10106 W. San Juan Way, Suite 210 | Littleton, Colorado 80127  
Direct: 303-634-2875 | Office: 303-933-6279 | Fax: 303-933-9299  
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**From:** Bill Barr <[BillB@metcolandscape.com](mailto:BillB@metcolandscape.com)>  
**Sent:** Tuesday, July 5, 2022 4:58 PM  
**To:** Angela Christensen <[Angela.Christensen@kchoa.com](mailto:Angela.Christensen@kchoa.com)>  
**Cc:** Ross Brown <[RossB@metcolandscape.com](mailto:RossB@metcolandscape.com)>  
**Subject:** RE: Roxborough Village First Fence Damage

Can you confirm the address the field manager has a hard time locating fence

With Best Regards,  
 Bill Barr | SWMaintenance | [billb@metcolandscape.com](mailto:billb@metcolandscape.com)  
 Metco Landscape | 1325 Quincy Ave | Englewood, CO 80110  
 phone: 303-619-4047




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**From:** Angela Christensen <[Angela.Christensen@kchoa.com](mailto:Angela.Christensen@kchoa.com)>  
**Sent:** Tuesday, July 5, 2022 7:05 AM  
**To:** Bill Barr <[BillB@metcolandscape.com](mailto:BillB@metcolandscape.com)>  
**Cc:** Ross Brown <[RossB@metcolandscape.com](mailto:RossB@metcolandscape.com)>  
**Subject:** RE: Roxborough Village First Fence Damage

Hi Bill,

I was out last week and saw this has not yet been repaired. Do you have a timeline of when this will be completed? If not, I can schedule one of my contractors to repair the damage caused by your crew and send the invoice to you. These homeowners have dogs and this needs to be addressed.

*Our office is closed on July 4<sup>th</sup> in observation of Independence Day. All voice mails and emails will be replied to upon my return to the office. I will also be out of the office from July 9<sup>th</sup> until July 12<sup>th</sup>. If you have an emergency such as no water or a water leak, please call the main office at 303-933-6279 and follow the prompts to reach the emergency manager on call.*

Thank you,  
**Angela Christensen, CAM**  
 Community Association Manager | KC & Associates, LLC  
 10106 W. San Juan Way, Suite 210 | Littleton, Colorado 80127  
 Direct: 303-634-2875 | Office: 303-933-6279 | Fax: 303-933-9299  
[www.kchoa.com](http://www.kchoa.com) | [How are we doing?](#)



We at KC & Associates hope everyone is staying healthy and positive during this time. We greatly appreciate your understanding and patience while we work to have employees safely and effectively working remotely, as to ensure lack of interruption to our clients daily needs.

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---

**From:** Bill Barr <[BillB@metcolandscape.com](mailto:BillB@metcolandscape.com)>  
**Sent:** Tuesday, June 14, 2022 1:54 PM  
**To:** Angela Christensen <[Angela.Christensen@kchoa.com](mailto:Angela.Christensen@kchoa.com)>  
**Cc:** Ross Brown <[RossB@metcolandscape.com](mailto:RossB@metcolandscape.com)>  
**Subject:** RE: Roxborough Village First Fence Damage

Thanks I will follow up with that.

With Best Regards,  
 Bill Barr | SWMaintenance | [billb@metcolandscape.com](mailto:billb@metcolandscape.com)



---

**From:** Angela Christensen <[Angela.Christensen@kchoa.com](mailto:Angela.Christensen@kchoa.com)>  
**Sent:** Tuesday, June 14, 2022 11:04 AM  
**To:** Bill Barr <[BillB@metcolandscape.com](mailto:BillB@metcolandscape.com)>  
**Cc:** Ross Brown <[RossB@metcolandscape.com](mailto:RossB@metcolandscape.com)>  
**Subject:** RE: Roxborough Village First Fence Damage

Hi Bill,

Thank you for the quick response. The stain color for the fence is Behr Redwood Naturaltone (SC 122)

Thank you,  
**Angela Christensen, CAM**  
*Community Association Manager | KC & Associates, LLC*  
10106 W. San Juan Way, Suite 210 | Littleton, Colorado 80127  
Direct: 303-634-2875 | Office: 303-933-6279 | Fax: 303-933-9299  
[www.kchoa.com](http://www.kchoa.com) | [How are we doing?](#)



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**From:** Bill Barr <[BillB@metcolandscape.com](mailto:BillB@metcolandscape.com)>  
**Sent:** Tuesday, June 14, 2022 10:56 AM  
**To:** Angela Christensen <[Angela.Christensen@kchoa.com](mailto:Angela.Christensen@kchoa.com)>  
**Cc:** Ross Brown <[RossB@metcolandscape.com](mailto:RossB@metcolandscape.com)>  
**Subject:** RE: Roxborough Village First Fence Damage

I will take a look at it. We can replace the slats

With Best Regards,  
Bill Barr | SWMaintenance | [billb@metcolandscape.com](mailto:billb@metcolandscape.com)  
Metco Landscape | 1325 Quincy Ave | Englewood, CO 80110  
phone: 303-619-4047



---

**From:** Angela Christensen <[Angela.Christensen@kchoa.com](mailto:Angela.Christensen@kchoa.com)>  
**Sent:** Tuesday, June 14, 2022 9:50 AM  
**To:** Bill Barr <[BillB@metcolandscape.com](mailto:BillB@metcolandscape.com)>  
**Subject:** Roxborough Village First Fence Damage

Hi Bill,

I am the manager for Roxborough Village First HOA. I received a call from a homeowner at 8001 Eagleview Dr., noting the landscapers accidentally put a hole in the Association fence with their equipment yesterday. I found your email on the Metro district website. How do we go about getting this repaired?

On another note, the phone number they have listed on the Metro District website is not correct.

Thank you,

**Angela Christensen, CAM**

*Community Association Manager | KC & Associates, LLC*

10106 W. San Juan Way, Suite 210 | Littleton, Colorado 80127

Direct: 303-634-2875 | Office: 303-933-6279 | Fax: 303-933-9299

[www.kchoa.com](http://www.kchoa.com) | [How are we doing?](#)



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**CliftonLarsonAllen LLP**

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# Bailey Tree LLC

13165 W. Yale PL.  
Lakewood, Co 80228  
720-940-6519  
baileytreetrimming@gmail.com

## PROPOSAL

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accept and schedule  
work

- Licensed with the Colorado Department of Agriculture for Pesticide Application
- Tree Services Licensed with all Cities in the Denver Metro Area
- Fully Insured with \$4m Liability & Workers Compensation Insurance

### Roxborough Metro District c/o Clifton Larson Allen 20220

Estimator: Steven Bailey

Thursday, August 11, 2022

Roxborough Metro District c/o Clifton  
Larson Allen  
8390 E Crescent Parkway Suite 300  
Greenwood Village, CO 80111

303-779-5710

Worksite: Roxborough

Address: 7197 Red Mesa Ct  
Littleton, CO 80125

Contact:

### Requested Services

Task #	Tree/Shrub(Location)	Service Description	Quantity	Cost
1	Tree(s)	<b>Removal</b>  4 dead trees as shown in the attached pictures. Cut the trees down to as low of a stump as is reasonable. cut up logs and limbs into smaller pieces and leave on site.	4	\$2,500.00
2	Tree(s)	<b>Debris Removal and Clean Up</b>  Haul away all generated debris from tree cutting.	4	\$5,000.00

(This is an estimate, if the board is serious about doing this work we will need to go over logistics and that may affect pricing based upon access and equipment)

Requested Services Total:

\$7,500.00



ISA Certified Arborists

Robert Bailey RM-0603A  
George Biedenstein RM-0756B

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**TERMS & CONDITIONS:**

- 1--Our minimum service fee for trimming and/or removal work is \$262.50
- 2--Our minimum service fee for stump grinding is \$115.50
- 3--Our minimum service fee for Plant Health Care (PHC) services (injections and spraying) is \$105.00
- 4--Please make sure no cars are parked under or near the tree(s) on the day of service.
- 5--All moveable objects under and around the tree, and in the pathway between the tree and the service truck, should be moved out of the work zones prior to a service crews arrival.
- 6--Tree services performed in the vicinity of delicate flowers and shrubs may result in some damage to those flowers and shrubs. To avoid this possibility please request a fall or winter schedule date.
- 7--All animal excrement in the areas the service crews will be working must be removed prior to the crews arrival. Failure to do so may result in an incomplete clean up.
- 8--Bailey Tree LLC will not be held responsible for damage to underground utilities not included in a standard locate request during removal, planting, stump grinding, or any subsurface application or service. All repairs will be billed accordingly. Underground utilities include, but are not limited to; sprinkler lines, heads of equipment, electric dog fences, private landscape wiring such as irrigation wires, or any unspecified buried outdoor wiring.
- 9--Prices quoted for or during winter months may need a requote if service is requested or required during non-winter months.
- 10--Cancellations requested with less than 24 hrs. notice may be subject to a \$210 mobilization fee.
- 11--All invoices are due upon completion. Monthly finance charges at 18% per annum will accrue after 30 days.
- 12--The customer warrants that all trees upon which work is being performed either belong to the homeowner or that permission to work on them has been obtained by the owner. **IN THE EVENT OF ANY ERROR, BAILEY TREE LLC IS NOT TO BE HELD RESPONSIBLE.**
- 13--This estimate is for completing the job as described above. It is based on our evaluation and does not include additional services requested or required during or after this service is provided. Project timing is subject to change based on weather and other unforeseen circumstances.
- 14--Any changes to an accepted proposal must be emailed to us 24 hours prior to work being performed.
- 15--To accept a proposal is to acknowledge & accept these terms and conditions.



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George Biedenstein RM-0756B

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International Association of Home...

Wingrove Consulting

7197 Red Mesa Ct,  
Littleton, CO 80125

Chrysalis Creative Group  
Temporarily closed

Torq Engineering

Smart Masonry

Village Cir W

Eagle Rock Dr

Turkey Rock Rd

Red Mesa Dr

Turkey Rock Rd

Pine Hills Way

Villa

20

Rox

R

F

















# Bailey Tree LLC

13165 W. Yale PL.  
Lakewood, Co 80228  
720-940-6519  
baileytreetrimming@gmail.com

## PROPOSAL

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accept and schedule  
work

- Licensed with the Colorado Department of Agriculture for Pesticide Application
- Tree Services Licensed with all Cities in the Denver Metro Area
- Fully Insured with \$4m Liability & Workers Compensation Insurance

### Roxborough Metro District c/o Clifton Larson Allen 2022

Estimator: Steven Bailey

Thursday, August 11, 2022

Roxborough Metro District c/o Clifton  
Larson Allen  
8390 E Crescent Parkway Suite 300  
Greenwood Village, CO 80111

303-779-5710

#### Worksite:

Address: 7571 Pintail Pl  
Littleton, CO 80125

Contact:

### Requested Services

Task #	Tree/Shrub(Location)	Service Description	Quantity	Cost
1	Cottonwood (Back Yard)	<b>Removal</b> <u>Backyard between fence and pathway.</u> This is the leaning cottonwood tree identified by the tree mapping company. This tree grew like this and is relatively structurally sound. Removal is not urgent but understandable. Cut the tree down to as low of a stump as is reasonable. Haul away all wood and debris. Clean up work areas.	1	\$1,900.00
2	Cottonwood (Back Yard)	<b>Stump Grinding</b> <u>Backyard between fence and pathway.</u> Grind the stump down 6 to 8 inches below grade. Stump grindings are put back in the hole and may leave a small mound, excess grindings are hauled away and disposed of. <b><i>*Bailey Tree will not be held responsible for damage done to any sprinkler or small electric lines within the vicinity of the stump.</i></b>	1	\$325.00
<b>Requested Services Total:</b>				<b>\$2,225.00</b>



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- 4--Please make sure no cars are parked under or near the tree(s) on the day of service.
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- 10--Cancellations requested with less than 24 hrs. notice may be subject to a \$210 mobilization fee.
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- 14--Any changes to an accepted proposal must be emailed to us 24 hours prior to work being performed.
- 15--To accept a proposal is to acknowledge & accept these terms and conditions.



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**Action Items:**

Approve Chavez proposal – if needed.

**Environmental Committee Notes****Greenhouse:**

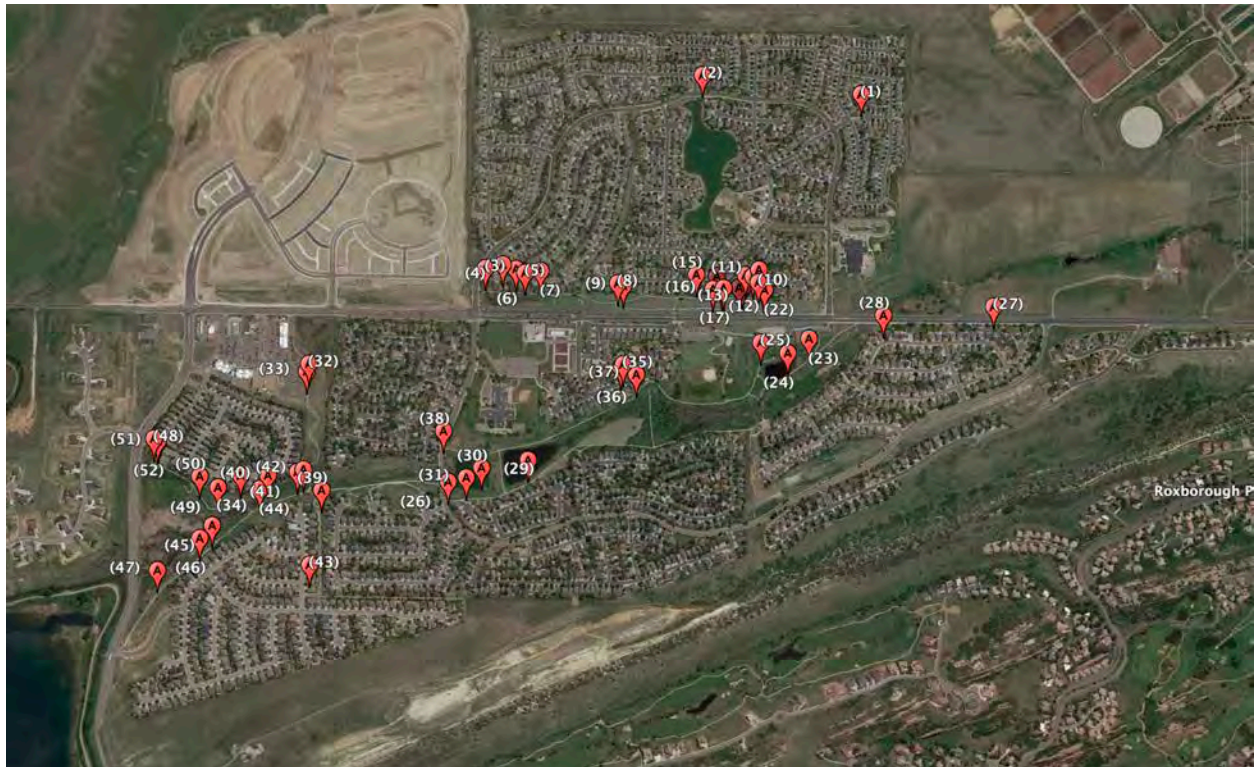
We're coordinating with Chavez and the school district on a schedule for getting the greenhouse foundation installed. We expect this to be done within the next couple weeks.

**Wildfire Mitigation:**

We're obtaining bids for clearing the fence lines with the aim of getting the work done this fall. We're also looking into grant opportunities.

**Seed Collection:**

Since the greenhouse likely won't be up and running until late 2022, seed collection will continue to ensure we have fresh seed. We're looking into partnering with the local schools to plant native seeds in classrooms that can be transplanted around the district in the spring. We're also looking adding some wildflower seeds to the grass seed mix Roxborough Water will be using to restore their construction area.



Index	Photo	Description	Location
1		Uneven pavement	39.46834 -105.06654



Index	Photo	Description	Location
2		Broken slab	39.47238 -105.06601
3		Broken corner	39.47781 -105.07249
4		5 cracked slabs	39.47737 -105.07236
5		Multiple cracked slabs	39.47680 -105.07262

Index	Photo	Description	Location
6		7 cracked slabs with plant growth	39.47703 -105.07250
7		4 cracked slabs	39.47641 -105.07254
8		Cracked Slab	39.47444 -105.07291
9		Easement access - assume this will be replaced once easement work is complete.	39.47430 -105.07299





Index	Photo	Description	Location
10		3 cracked slabs	39.47087 -105.07280
11		Multiple cracked slabs with plant growth	39.47086 -105.07283
12		Multiple cracked slabs with plant growth	39.47101 -105.07261
13		Cracked corner	39.47120 -105.07257

Index	Photo	Description	Location
14		Multiple cracked corners	39.47193 -105.07262
15		3 cracked slabs with plant growth	39.47245 -105.07258
16		Cracked and separated slabs with plant growth	39.47202 -105.07305
17		Cracked slabs with plant growth	39.47175 -105.07301





Index	Photo	Description	Location
18		Cracked slabs with plant growth	39.47179 -105.07301
19		Fine crack running through multiple slabs	39.47136 -105.07298
20		Broken slab	39.47127 -105.07298
21		Cracked slab with plant growth	39.47073 -105.07305

Index	Photo	Description	Location
22		Different concrete, cracked with plant growth	39.47071 -105.07304
23		3 cracked slabs	39.46956 -105.07462
24		2 cracked slabs	39.47009 -105.07511
25		Broken corner	39.47078 -105.07478

Index	Photo	Description	Location
26		<p>What's the plan with this? Rough surface</p>	<p>39.47866 -105.07954</p>
27		<p>Bad patch?</p>	<p>39.46488 -105.07346</p>
28		<p>Heavily cracked slabs, at end of current Chavez phase 3 - is this part of Chavez contract or do we need to add this?</p>	<p>39.46768 -105.07381</p>
29		<p>Fine crack through multiple slabs</p>	<p>39.47664 -105.07878</p>

Index	Photo	Description	Location
30		Fine crack through multiple slabs Vandalism	39.47782 -105.07906
31		Large cracked slab	39.47820 -105.07939
32		2 cracked slabs	39.48225 -105.07574
33		2 cracked slabs	39.48230 -105.07599



Index	Photo	Description	Location
34		Uneven pavement	39.48393 -105.07946
35		<p>3 cracked slabs This is the area the HOA wants district to take over. Wonder if we are already fixing concrete if we should just go ahead and fix this?</p>	39.47427 -105.07558
36		<p>+3 cracked slabs This is the area the HOA wants district to take over. Wonder if we are already fixing concrete if we should just go ahead and fix this?</p>	39.47433 -105.07568
37		<p>This is the area the HOA wants district to take over. Wonder if we are already fixing concrete if we should just go ahead and fix this?</p>	39.47393 -105.07590

Index	Photo	Description	Location
38	 A photograph of a concrete sidewalk. One section of the sidewalk is uneven and has a large area of spalling, where the top layer of concrete has broken away, revealing the aggregate underneath. The surrounding area is grass.	Uneven surface, spalling slab	39.47880 -105.07787
39	 A photograph of a concrete sidewalk with a prominent vertical crack running down the center of a slab. The surrounding area is grass.	Cracked slab	39.48187 -105.07989
40	 A photograph of a concrete sidewalk with a prominent vertical crack running down the center of a slab. The surrounding area is grass.	Cracked slab	39.48324 -105.07943
41	 A photograph of a concrete sidewalk with a prominent vertical crack running down the center of a slab. The surrounding area is grass.	Cracked slab	39.48249 -105.07930

Index	Photo	Description	Location
42		Cracked slabs	39.48234 -105.07922
43		Broken & uneven slabs	39.48214 -105.08235
44		Multiple finely cracked slabs	39.48344 -105.07989
45		Spalling slab	39.48463 -105.08111

Index	Photo	Description	Location
46		Cracked slab	39.48494 -105.08154
47		Uneven, broken, spalling slabs	39.48600 -105.08262
48		Cracked slab	39.48615 -105.07829
49		3 cracked slabs	39.48450 -105.07986

Index	Photo	Description	Location
50		2 cracked slabs	39.48497 -105.07950
51		Multiple cracked slabs	39.48604 -105.07839
52		Cracked & uneven slabs	39.48605 -105.07836

Approx total 117 “slabs”  
Plus 3-4 edge grindings

Notes: Sidewalk inside water main easement area could not be surveyed. If it is returned to the same condition it was in prior to the work, there may be additional concrete damaged concrete in that area.

# INVOICE

Scott Snow

423.779.8876  
dscottsnow@gmail.com

864 Road P69  
Bailey, CO 80421

Attention: Roxborough Metro District c/o Shauna D'Amato  
Date: June 19, 2022

Project Title: Roxborough Park Disc Golf Course  
Project Description: Consultation  
Invoice Number: 6192022

Description	Quantity	Unit Price	Cost
Disc Golf Course Consultation			\$1,000.00
Total			<b>\$1,000.00</b>

Submit check to the name and address above. Let me know if another method of payment is preferred.

Thanks,  
Scott Snow

## Herschberg, Natalie

---

**From:** Katie James <james@ffcolorado.com>  
**Sent:** Wednesday, July 6, 2022 3:55 PM  
**To:** Jones, Anna; Tina Vildibill  
**Cc:** DAmato, Shauna; Herschberg, Natalie  
**Subject:** RE: [External] Re: Roxborough Metro District - New Board Disc Golf Course Decision

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

This is difficult as he clearly put work into it, but I always understood that these were proposals for doing the design/build. Do we have any correspondence with him that would indicate firmly he was giving proposals for services versus expecting payment for assembling the proposals?

If nothing more than the various proposals for services, then I would not say the District is obligated to pay him but they could certainly decide to if they wish.

Thank you,

Katie James

Kathryn T. James  
 Attorney at Law  
**FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.**  
 18 South Wilcox Street, Suite 200  
 Castle Rock, Colorado 80104-1909  
 Phone: 303.688.3045  
 Fax: 303.688.3189  
[james@ffcolorado.com](mailto:james@ffcolorado.com)  
[www.ffcolorado.com](http://www.ffcolorado.com)

---

**From:** DAmato, Shauna <[Shauna.DAmato@claconnect.com](mailto:Shauna.DAmato@claconnect.com)>  
**Sent:** Monday, June 20, 2022 2:30 PM  
**To:** Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Subject:** FW: [External] Re: Roxborough Metro District - New Board Disc Golf Course Decision

Hi Anna,

Please see the email below from Scott Snow (Disc Golf Vendor) that I received over the weekend and please advise on how to proceed with this one...

Thank you!



**Shauna D'Amato (she/her/hers)**  
 Public Management Analyst

**Direct 303-265-7867**  
 CLA (CliftonLarsonAllen LLP)  
[shauna.damato@CLAconnect.com](mailto:shauna.damato@CLAconnect.com)

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**From:** Scott Snow <[dscottsnow@gmail.com](mailto:dscottsnow@gmail.com)>  
**Sent:** Sunday, June 19, 2022 5:35 PM  
**To:** DAmato, Shauna <[Shauna.DAmato@claconnect.com](mailto:Shauna.DAmato@claconnect.com)>  
**Subject:** [External] Re: Roxborough Metro District - New Board Disc Golf Course Decision

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Hi Shauna,

Apologies for taking so long to respond. This past month has been nonstop for me. I have had my hands full with running a grand opening event at a course I designed and built in Virginia this past year. And my local workload has been much higher than normal.

I was definitely disappointed to read your last email. Per one of our initial conversations, this is another perfect example of why I have only worked with private properties the past five years. After six months invested into emails, phone calls, proposals, property studies, a site survey, and jumping through all the hoops, I now have no work as a result and have not seen a penny along the way. I did all that in good faith and believing that this was a legitimate project to pursue.

I also have to say I was a bit surprised to find this email after having executed an agreement with the board. This doesn't just impact me. I had already begun initiating arrangements for equipment and labor that I have to cancel.

Building disc golf courses is already a very small and undervalued industry, so to get a cancellation like this after so much effort was invested just to get to this point is a huge blow to my timeline. I could have been pursuing other projects instead.

I am attaching an invoice for the past six months of consultation and work that I've done. It should really be much higher, but I'll settle on this being fair enough. Let me know if I need to send it to someone else.

Thanks,  
Scott

On May 20, 2022, at 2:15 PM, DAmato, Shauna <[Shauna.DAmato@claconnect.com](mailto:Shauna.DAmato@claconnect.com)> wrote:

Hi Scott,

I hope you're doing well and staying warm during hopefully our last storm of the season!



As a result of the recent Board elections, the Roxborough Metro District has three new Board members. Unfortunately, at their Board meeting this week, those members (who now hold a majority of the Board) chose to reverse the decision made by the previous board regarding the disc golf course and have decided to not move forward with the course at this time.

I hope this does not cause any inconvenience and please accept my apologies.

Thank you for all of your work on this project and let me know if you have any questions at all.

Best Regards,



**Shauna D'Amato (she/her/hers)**  
Public Management Analyst

**Direct 303-265-7867**  
CLA (CliftonLarsonAllen LLP)  
[shauna.damato@CLAconnect.com](mailto:shauna.damato@CLAconnect.com)

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