

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 • 800-741-3254
<https://www.roxboroughmetrodistrict.org/>

NOTICE OF SPECIAL MEETING AND AGENDA

| <u>Board of Directors:</u> | <u>Office:</u> | <u>Term/Expires:</u> |
|----------------------------|---------------------|----------------------|
| Mark Rubic | President | 2025/May 2025 |
| Debra Prysby | Vice President | 2027/May 2027 |
| Ephram Glass | Treasurer | 2027/May 2027 |
| Travis Jensen | Secretary | 2025/May 2025 |
| Mat Hart | Assistant Secretary | 2025/May 2025 |

DATE: September 12, 2023
TIME: 6:00 p.m.
LOCATION: Roxborough Library Meeting Room
8357 North Rampart Range Road #200
Littleton, CO 80125

Google Meet joining info
Video call link: <https://meet.google.com/qcr-uuke-uyj>
Or dial: (US) +1 240-704-6971 PIN: 744 193 209#
More phone numbers: <https://tel.meet/qcr-uuke-uyj?pin=4799921396450>

** Agenda is preliminary and subject to change by majority vote of the Board at the meeting.
* Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (pripko@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

I. ADMINISTRATIVE MATTERS (5 minutes)

A. Disclosure of Potential Conflicts of Interest.

B. Additions/Deletions/Approval of Agenda.

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS (15 minutes)*

A. 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 Meeting Code of Conduct for additional guidelines: <https://www.roxboroughmetrodistrict.org/2022-meetings>

III. BOARD DISCUSSION MATTERS

A. Discuss status of replacement of playground equipment including any updates from engineer on accessible areas and footprint.

- B. Discuss Budget Preparation/Timeline and Board Priorities/Identify Capital Projects for 2024.

- C. Updates on Game-Set-Match Inc replacement of net and installation of windscreen and court striping.

- D. Review any proposals for repairing damage and issues at Community Park restroom building (enclosures)

- E. Discuss fixing the volleyball court (enclosure)

- F. Updates on Chatfield Farms planter facade replacement and electrical fixes on Rampart median (to be distributed)

- G. Discuss getting quotes to fix concrete paths in the district

- H. Identify and Discuss any Additional Projects to Complete for 2023

- I. Discuss who wants to be on the signs committee

- J. Update on the drainage issues caused by Douglas County

- K. Discuss how to fairly maintain HOA owned tracts considering TABOR rules

- L. Discuss and update from meeting with Douglas County and Commissioner Lora and Operations Committee concerning safety concerns along Waterton Road

- M. Discuss priorities needed to be conveyed to CDI for Landscape Maintenance

- N. Update on any Community Park Restroom cleaning proposals (to be distributed)

- O. Discuss/Consider use of ADA compliant port-a-potty units at Community Park and Chatfield Farms (provided we have cost and size information)

- P. Review lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.)

Q. Review/Discuss revised tree fertilization proposal

R. Review action spreadsheet

S. Approve Gemsbok and SDMS to update the capital contributions for Chatfield Farms

IV. OTHER MATTERS

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

VI. ADJOURNMENT

THE NEXT REGULAR MEETING IS SCHEDULED FOR SEPTEMBER 20, 2023.



Estimate

4191 Inca St

Denver CO 80211

Phone (303) 350-4778 Fax (303) 232-3344

Date: 9/5/2023

Job # 8330MNT

Roxborough Village
Special District
7671 N Rampart Range Rd.
Littleton, CO 8125

Bid Description: Bathroom Repairs

Item Name: Item Cost

Notes - This estimate is to make bathroom repairs. Bathrooms need new identification men/women's signs. The soap dispensers are missing from both bathrooms. The men's restroom needs a new air freshener. The men's restroom needs sediment cleaned off the urinal. It is splashing water on the floor. Fix the toilets that are not held to the wall correctly. We will install new signs, soap dispensers, and air freshener. Clean the sediment off the urinal. Install washers on the backside of the toilets.

- 1) Install a new metal Men's sign on the door.
- 2) Install a new metal Women's sign on the door.
- 3) Install a new soap dispenser in the men's restrooms.
- 4) Install a new soap dispenser in the women's restrooms.
- 5) Install a new air fresher in the Men's restroom, Install cage to protect.
- 6) Clean sediment off the urinal to keep it from splashing the ground.
- 7) Install (8) 3" washers on the backside of the wall to keep the toilets from moving.
- 8) Clean up job related debris.



Vandal Proof

Notes

- 1) Job will take one day to complete, weather dependent.
- 2) Any items not listed above or unforeseen conditions will result in change order.
- 3) 30% commencement is required for the order of material.

Total

\$ 1,849.00



Respectfully submitted by _____

Shela Oscarson, Property Solutions Team

ACCEPTANCE OF PROPOSAL / CONTRACT

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted by: _____

Printed Name & Title: _____

Terms and Conditions & Exclusions:

- * All material is guaranteed to be as specified, the work to be performed in accordance with the drawings and/or specifications submitted (if any), and the job completed in a substantial workmanlike manner.
- * This Proposal is based on our interpretation of the plans, specifications, or description of the work supplied by Owner. Estimate subject to equitable adjustment due to Owner directed changes in anticipated specifications, sequence, scope, or schedule.
- Excludes any utility relocates or repairs that may be required.
- Excludes any and all associated cost with winter conditions and will be addressed on a time and material bases if required. (i.e. Including but not limited to acts of God, excessive snow, frozen ground, below freezing temperatures and other unforeseen conditions)
- I reserve the right to revise this report if and when additional information is provided.
- * This proposal is valid for a period of 30 days from its effective date.
- Note: The owner to have the property tested for asbestos and lead prior to start of work on any building constructed prior to October 12, 1988, as per Colorado Department of Public Health and Environment Regulation No. 8 part B - Asbestos section III subparagraph III.A.I.d., all abatement by OWNER.
- Note: If the estimate contains materials that fluctuate in price, i.e. steel, petroleum, etc. the estimate may change if not accepted within 30 days.
- * If accepted, the above items noted as "OPTIONS" will be incorporated into the contract through a change order, therein modifying the contract amount accordingly.

Exclusions:

- * Engineering, life safety, or permits.
- * Code related upgrades or corrections.
- * Bonding, permitting, or any related fees.
- * Remediation, removal, or abatement of any hazardous or toxic materials (e.g. lead paint, asbestos, etc.).
- * EPA regulations and requirements are the responsibility of the owner.



Estimate

4191 Inca St

Denver CO 80211

Phone (303) 350-4778 Fax (303) 232-3344

Date: 9/5/2023

Job # 8331MNT

Roxborough Village
Special District
7671 N Rampart Range Rd
Littleton, CO 80125

Bid Description: Replace Sewage Fountain Pit Cover

| | |
|------------|-----------|
| Item Name: | Item Cost |
|------------|-----------|

Notes - This estimate is to replace the existing sewage fountain pit cover. We will make a new lid for the fountain box. The new cover will be made to be similar in size and shape. The existing top is squared, and shingled 4'7" by 4'7". At the PST shop we will gather all necessary materials. Build a new wood top that is 4'7" x 4'7". We will weather-treat the wood.

- 1) Buy new 2"x4", 2"x6" boards, and 1/2 OSB and roofing shingles.
- 2) Measure and cut the new wood.
- 3) Assemble the new sewage fountain cover.
- 4) Weather-treat the wood.
- 5) Take it to the existing sewage fountain pit.
- 6) Remove the old pit cover.
- 7) Install the new 4'7" x 4'7" sewage fountain pit cover.
- 8) Reinstall the existing lock.
- 9) Clean up job-related debris.



Notes

- 1) Job will take one day to complete, weather dependent.
- 2) Any items not listed above or unforeseen conditions will result in change order.
- 3) 50% commencement is required for the order of material.

Total

\$ 1,950.00

Respectfully submitted by _____
Sheila Oscarson, Property Solutions Team

ACCEPTANCE OF PROPOSAL / CONTRACT

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.



Payment will be made as outlined above.

Accepted by: _____

Printed Name & Title: _____

Terms and Conditions & Exclusions:

- * All material is guaranteed to be as specified, the work to be performed in accordance with the drawings and/or specifications submitted (if any), and the job completed in a substantial workmanlike manner.
- * This Proposal is based on our interpretation of the plans, specifications, or description of the work supplied by Owner. Estimate subject to equitable adjustment due to Owner directed changes in anticipated specifications, sequence, scope, or schedule.
Excludes any utility relocates or repairs that may be required.
Excludes any and all associated cost with winter conditions and will be addressed on a time and material bases if required. (i.e. Including but not limited to acts of God, excessive snow, frozen ground, below freezing temperatures and other unforeseen conditions)
I reserve the right to revise this report if and when additional information is provided.
- * This proposal is valid for a period of 30 days from its effective date.
Note: The owner to have the property tested for asbestos and lead prior to start of work on any building constructed prior to October 12, 1988, as per Colorado Department of Public Health and Environment Regulation No. 8 part B - Asbestos section III subparagraph III.A.I.d., all abatement by OWNER.
Note: If the estimate contains materials that fluctuate in price, i.e. steel, petroleum, etc. the estimate may change if not accepted within 30 days.
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- * Code related upgrades or corrections.
- * Bonding, permitting, or any related fees.
- * Remediation, removal, or abatement of any hazardous or toxic materials (e.g. lead paint, asbestos, etc.).
- * EPA regulations and requirements are the responsibility of the owner.



Estimate

4191 Inca St

Denver CO 80211

Phone (303) 350-4778 Fax (303) 232-3344

Date: 9/5/2023

Job # 8329MNT

Roxborough Village
Special District
7671 N Rampart Range Rd.
Littleton, CO 80125

Bid Description: Redo the Volleyball Court

Item Name: Item Cost

Notes - This estimate is to redo the Volleyball Court. We will take down the existing net and 6"x6" Post. Remove the retaining border wood trim from the outer edge of the existing court. We will excavate the existing court sand. We will excavate the new area to be 42'W x 68'L and depth of approx. 32". Then we will install a French drainage system. Install crushed granite to a depth of 6". Install 12" of Road Base. Install 2,856 sq ft of landscape fabric. Install approx. 12" of Mason sand. Install a new post for the net. Install the new volleyball net. Install new roped boundary lines. The new court size will extend to allow for 8' safety border around court layout, this is according to state requirements and NCAA requirements.

- 1) Remove the existing (2) 6"x6" Posts.
- 2) Remove the existing retaining border that is around the outer edge of court.
- 3) Excavate the existing sand/soil to a depth of approx.: 32".
- 4) Excavate 42' x 68' area that is 32" in depth.
- 5) Install a new French drain system around the perimeter of the court, will have 4 outlets.
- 6) Install 6" x 2,856 sq/ft of crushed granite.
- 7) Install 12" x 2,856 sq/ft of Road base.
- 8) Install new landscape fabric 2,856 sq/ft.
- 9) Install approx. 12" x 2,856 sq/ft of Mason sand.
- 10) Install a new 8" high x 4" rubber edging around the exterior of the court.
- 11) Install new metal post sleeve 36" into the ground, set in 4000psi concrete.
- 12) Install the (2) new posts into sleeves and blot according to manufacture requirements.
- 13) Install the roped boundary lines adjustable volleyball system - 1".
- 14) Clean up job-related debris.



Existing Court



Example of New





Notes

- 1) Job will take one week to complete, weather dependent.
- 2) Any items not listed above or unforeseen conditions will result in change order.
- 3) 50% commencement is required for the order of material.

Total

\$ 51,185.71

Respectfully submitted by _____

Shela Oscarson, Property Solutions Team

ACCEPTANCE OF PROPOSAL / CONTRACT

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Accepted by: _____

Printed Name & Title: _____

Terms and Conditions & Exclusions:

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I reserve the right to revise this report if and when additional information is provided.
- * This proposal is valid for a period of 30 days from its effective date.
Note: The owner to have the property tested for asbestos and lead prior to start of work on any building constructed prior to October 12, 1988, as per Colorado Department of Public Health and Environment Regulation No. 8 part B - Asbestos section III subparagraph III.A.I.d., all abatement by OWNER.
Note: If the estimate contains materials that fluctuate in price, i.e. steel, petroleum, etc. the estimate may change if not accepted within 30 days.
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- * Code related upgrades or corrections.
- * Bonding, permitting, or any related fees.
- * Remediation, removal, or abatement of any hazardous or toxic materials (e.g. lead paint, asbestos, etc.).
- * EPA regulations and requirements are the responsibility of the owner.