

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD JANUARY 13, 2025

A Special Meeting of the Board of Directors (referred to hereafter as the "Board") of Roxborough Village Metropolitan District (the "District") was convened on Monday, the 13th day of January, 2025 at 6:00 p.m. at the Roxborough Library, 357 N Rampart Range Rd # 200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Debra Prysby
Ephram Glass
Brendan Coupe
Mark Rubic

Director Absent:
Travis Jensen (excused)

Also In Attendance Were:

Steve Throneberry, Resident

CALL TO ORDER At 6:01 p.m. the meeting was called to order.

I. ADMINISTRATIVE MATTERS

Upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board excused Director Jensen's absence.

A. Disclosure of Potential Conflicts of Interest

The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Director Glass noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors' Disclosure Statements to be filed.

B. Additions/Deletions/Approval of Agenda

Following discussion, upon motion duly made by Director Prysby, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the agenda.

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

There was no public comment.

III. BOARD DISCUSSION MATTERS

A. Discuss possible town hall dates to discuss maintaining HOA owned property.

Following discussion, the consensus of the Board was to hold one town hall meeting on Tuesday, January 28th and one additional meeting on Sunday on either February 2nd or 9th subject to meeting room availability. The consensus was to format the meetings with an initial presentation followed by a Q&A session and/or a public comment session depending on meeting attendance. If participation exceeded the available time, any questions or comments would be sent to the District Manager. An exit poll would be used to gauge participants' opinions. Director Rubic noted that a statement of the issue was needed in the meeting notices and in the presentation.

B. Discuss adjustments to the district website, specifically the landing pages for the menu items.

After a brief discussion, the consensus of the Board was to direct SDMS to update the menu pages to ensure submenu links were shown. The Board directed Director Glass to develop a list of suggested changes in menu structure to better organize the website.

C. Discuss whether to request Xcel to install charging stations in the district where they cover most or all of the cost of installation.

After a brief discussion, the consensus of the Board was that if any charging stations were installed, they were best located at the Roxborough Marketplace. However, the Board noted that additional information was needed before any decisions could be made.

D. Updates from Arrowhead Shores HOA meeting.

Director Glass provided a brief update of the questions posed during the Arrowhead Shores

HOA meeting. Director Glass noted that the letters intended to go out to the HOAs in early December were never sent out by SDMS, the district management company. The Board reviewed newly drafted notification letters and the consensus of the Board was to remove the paragraph noting town hall meetings were planned.

E. Discuss who to appoint to Director Rubic's vacant position on the Operations Committee.

The Board discussed the Operations Committee vacancy. Director Rubic explained his reasoning for resigning from the Committee. He suggested that due to the lack of inclusion of all members of the Committee, it may be better to disband the Committee all together and just have the Board President assume all of those functions. Director Prysby noted she was interested in filling the position. It was also noted that the official designation of a new committee member was scheduled for January 15th.

F. Update on Community Park RFP.

The Board discussed the playground RFP draft. Director Glass requested that if the board members had any suggested changes to submit them with tracked changes to him.

G. Discuss any updates on the 2025 Landscape Agreement.

Director Glass reviewed the changes he made and did not make to the 2025 Landscape Agreement in response to CDI's requested changes. The Board did not suggest any further changes beyond those presented. The Board will put the language up for approval on January 15th and request an updated proposal based on the language approved.

H. Discuss possible employee hires, including what type of employee, what their scope of work would be, and any other prerequisites for hiring an employee.

The Board discussed the work scope of both possible employee positions. The consensus of the Board was to proceed with a slightly modified version of the Assistant Manager position as a part-time position only. The Board directed Director Glass to eliminate the Project Management term and use terms like 'coordinator'. Director Glass suggested that moving forward with field services positions in the near future would save the district money and improve services. Director Prysby had the opinion that it would end up costing more money and the District Engineer should step in to do more project management. The Board tabled the discussion about the field services employees until after the District was successful in hiring a productive Assistant Manager.

I. Updates on the following items:

1. District signage;

Director Glass noted SDMS had several proposals to be discussed at a future meeting.

2. Douglas County updates on proposed maintenance agreement for medians and roadsides; Waterton Rd safety, and Executive Homes drainage issues;

The Board discussed the language in the edited license agreement. Director Rubic noted he had a few suggested changes that he would send to Director Glass primarily pertaining to liability.

3. Information or proposal(s) for repairs/maintenance of playground equipment throughout the District;

There were no new updates.

4. Chatfield Farms Playground Spinner Equipment;

The Board discussed the color options presented and the consensus of the Board was to utilize the denim color to match the existing equipment.

5. Turf replacement (xeriscape) project;

Director Glass noted the turf replacement project along Rampart was mostly complete with minor work to occur in the spring. He also noted that Pinyon had provided a preliminary xeriscape design and many of the needed plants were transplanted in preparation for the project.

6. Broken electric line under N Rampart Range Road repair project;

Director Glass noted that the load data showed 489 kWh for mid-November to mid-December. He noted this was extraordinarily high for LED lights and would require a very large solar installation to power something on the southeast corner where the power was severed. Director Coupe said he would investigate with Director Glass about why the load was so high.

7. Status of the holiday lights purchase and display;

Director Glass noted that CDI was planning to take down the holiday lights in the next week.

J. Environmental Committee Update

The updates were provided under the Turf replacement topic.

K. Review lists of current approved and requested community permits, if any. (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.) and/or any new resident inquiries or correspondence.

There were no new requests to report.

IV. OTHER MATTERS

A. Other

Director Glass asked the Board if the District should comment on the latest County referral regarding the proposed regulation amendments to regulate natural medicine businesses (referral DR2024-003). After some discussion, the consensus of the Board was not to provide any comments.

Director Glass noted that N&D Tree was looking to start wildfire mitigation work on January 23rd or 28th, though the date would be weather dependent. Once a start date was picked, he noted communications would be sent out to the district.

The Board discussed switching the April Board-only meeting date. The consensus of the Board was to switch it to April 7th.

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

There was no public comment.

VI. ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Glass, seconded by Director Prysby, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:57 p.m.

Travis C Jensen

Respectfully submitted