

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
JANUARY 15, 2025**

A regular meeting of the Board of Directors (referred to hereafter as the “Board”) of the Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 15th day of January, 2025 at 6:00 p.m. at the Roxborough Library 8357 N Rampart Range Rd # 200, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

CALL TO ORDER

District Manager Ripko called the meeting to order the 6:00 p.m.

ATTENDANCE

Directors In Attendance Were:

Ephram Glass, President
Debra Prysby, Vice President
Brendan Coupe, Assistant Secretary

Directors Absent Were:

Travis Jenson, Secretary (excused)
Mark Rubic, Treasurer (excused)

Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq. and Kelley Duke; Ireland Stapleton Pryor & Pascoe, P.C.

Alisha Bignell; Gemsbok Consulting Inc. (“Gemsbok”) (for a portion of the meeting)

Daniel Levine and Damon Barker; Consolidated Divisions, Inc. d/b/a CDI Environmental Contractor (“CDI”) (for a portion of the meeting)

Homeowners In Attendance Were:

Steve Thornberry
Debbie McInnis
Christine & Scott Venn
Gygentha Swofford

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

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. District Manager Ripko 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.

ADMINISTRATIVE MATTERS

Agenda/Director Absences: District Manager Ripko reviewed with the Board the proposed Agenda.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the Agenda and excused the absences of Director Rubic and Director Jensen.

PUBLIC COMMENTS

Homeowners Requests/Comments: Homeowners asked about the open houses to discuss landscaping.

FINANCIAL MATTERS

Claims: The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending December 31, 2024
Total Claims	\$99,219.73

Following discussion, upon motion, duly made by Director Glass, seconded by Director Prysby and, upon vote, unanimously carried, the Board ratified approval of the claims.

Unaudited Financial Report: The Board reviewed the unaudited financial report for the period ending December 31, 2024.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending December 31, 2024.

Hoelting & Company, Inc. Engagement Letter for 2024 Audit: The Board reviewed the Hoelting & Company, Inc. Engagement Letter for a total of \$7,500 for the 2024 District Audit.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the Hoelting & Company, Inc. Engagement Letter for a total of \$7,500 for the 2024 District Audit.

CONTRACTOR/

Landscaping Updates- CDI Landscape, LLC:

**CONSULTANT
REPORTS**

Monthly Report: The Board reviewed the Monthly Report.

2025 Landscape Agreement: The Board discussed the update on the 2025 Landscape Agreement.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the 2025 Landscape Agreement subject to finalization of the compensation schedule.

Update on Outstanding Invoices: The Board discussed the outstanding invoices.

Engineering Updates- Farnsworth:

Community Park Parking Lot Permit Application: The Board reviewed draft plans for sidewalk designs and gave direction to Farnsworth to update the plans.

Other: None.

LEGAL MATTERS

Update on Agreements for N&D Tree, Rocky Mountain Recreation and CDI:

The Board discussed the updates on the agreements for N&D Tree, Rocky Mountain Recreation, and CDI for wildfire mitigation, playground spinner replacement, and drip irrigation repair respectively. It was noted that N&D has an appointment with Director Glass on Friday, January 17th to review the area. Rocky Mountain Recreation: the agreement has been finalized; the Board approved the color on Monday, January 13th. Drip irrigation: Per attorney Ross, this is already in the agreement and therefore an agreement is not needed. An e-mail will be sent in the spring confirming the work and price.

Urban Drainage : Ms. Duke updated the Board regarding the Urban Drainage Executive Home drainage issue.

2025 Election Resolution: The Board reviewed the 2025 Election Resolution.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the resolution and directed Attorney Ross to draft potential ballot language for landscaping maintenance and snow removal.

**AGENDA
PRIORITIES**

Town Hall Meetings: The Board discussed scheduling the town hall meetings in January to discuss maintaining HOA owned property. The meetings are scheduled for January 28, 2025 and February 2, 2025 or February 9, 2025, pending confirmation of room reservations. The Board reviewed the draft letters to the homeowner associations.

Following discussion, upon motion, duly made by Director Glass, seconded by

Director Coupe, and, upon vote, unanimously carried, the Board approved the letters and directed Attorney Ross to draft a statement regarding why the town halls are taking place.

Operations Committee: The Board discussed appointing a new member of the Operations Committee.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board appointed Director Prysby to the Operations Committee.

Other: None.

**OPERATION AND
MAINTENANCE
MATTERS**

District Management Updates:

Community Permits: The Board reviewed the list of current approved and requested community permits.

SDMS Monthly Report: Ms. Ripko presented the monthly report to the Board.

General Communications to the District or CORA Requests: Two e-mails have been received requesting information regarding the upcoming election.

Invoice from Foothills Park & Recreation: The Board reviewed the monthly invoice from Foothills Park & Recreation re: December 2024 Roxborough Village Resident Use.

Status of District Website: Ms. Ripko provided an update regarding the status of the District website.

General Update:

General Repairs and Maintenance of Existing Playground Equipment: There were no updates at this time.

Turf Replacement/Xeriscape Contract: There were no updates at this time.

**DIRECTOR
MATTERS**

Signage Committee: The Board discussed an update from the Signage Committee.

Environmental Committee: The Board discussed the estimate from the Environmental Committee.

Other: None.

OTHER MATTERS

Action Items: The Board reviewed action items and adding them to the task spreadsheet.

Other: The Board discussed an agreement for snow removal for Filing 14B Homeowners' Association.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board authorized Attorney Ross to draft an agreement for snow removal for Filing 14B Homeowners' Association.

**PUBLIC
COMMENTS/HOME
OWNER REQUESTS**

None.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Prysby, seconded by Director Glass and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: Travis C Jensen
Secretary for the Meeting