

## RECORD OF PROCEEDINGS

### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD FEBRUARY 10, 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 10<sup>th</sup> day of February, 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:

Ephram Glass  
Brendan Coupe  
Mark Rubic  
Travis Jensen

Director Absent:

Debra Prysby (excused)

#### Also In Attendance Were:

Andrew Montoya, Resident  
Jennifer Rhein, Resident  
Debbie McInnis, Resident  
Christine Stahl, Resident  
Michelle Perry, Resident

CALL TO ORDER At 6:00 p.m. the meeting was called to order.

#### I. ADMINISTRATIVE MATTERS

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

## **II. PUBLIC COMMENTS/HOMEOWNER REQUESTS**

Debbie McInnis asked if there was a decision to resume maintenance services. Director Glass noted that the board would discuss it but a final decision would not be made until February 19th at the earliest.

Jennifer Rhein asked if the Roxborough Ridge HOA owned tracts would be maintained by RVMD in relation to the proposed ballot measure. Director Glass noted that the proposed ballot would allow for it if a ballot measure passed with language stating such.

## **III. BOARD DISCUSSION MATTERS**

### **A. Discuss placing a ballot measure up for a vote in May regarding maintenance of HOA owned property and discuss what language should be used.**

The Board discussed the proposed ballot language options. The consensus of the Board was to use some variation of the simpler ballot language that did not list out the various license agreements. There was discussion about adding a second measure to include a mill levy or other funding mechanism to cover costs associated with the extra maintenance, which would only pass if both measures received a majority vote. The Board also discussed whether to resume maintenance services until the May election. Due to lack of time, the Board opted to try to finalize the language at the meeting on February 19th.

### **B. Discuss issues with Farnsworth invoices.**

After a brief discussion, the consensus of the Board was to only pay invoices where the final product was delivered and the hours were billed correctly without rounding up to the nearest hour.

### **C. Discuss the 2025 Landscape Maintenance Agreement and if the listed options should be included.**

After a brief discussion, the consensus of the Board was not to include the additional options for fall pre-emergent herbicide treatment of turf or herbicide treatment of noxious weeds in non-irrigated areas.

**D. Discuss proposal for adding stone around shade shelter pillars in Chatfield Farms playground.**

Director Glass noted the proposal was to provide a solution to the potential trip hazard around the shade shelter columns. After a brief discussion, the consensus of the board was not to pursue the proposal at this time.

**E. Discuss fixing drip irrigation across the district and possibly extending some in Community Park to help sickly trees.**

Director Glass reviewed the non-functional drip irrigation areas with the Board. The consensus of the Board was to fix the drip irrigation where trees were water stressed. These areas included locations in Chatfield Farms and Community Park but excluded east of Rampart Range Rd where power lines restrict trees.

**F. Discuss where to focus tree planting efforts.**

Director Rubic proposed focusing tree planting efforts near the new playground in Community Park and in and around the adjacent parking lot. The consensus of the Board was to do that in conjunction with repairing and extending the drip irrigation to existing stressed trees on the west side of the parking lot.

**G. Discuss creating an agreement to perform wildfire maintenance on Douglas County School District property north of Filing 16B.**

After a brief discussion, the Board opted not to attempt to pursue an agreement with the Douglas County School District due to the timing of the ongoing wildfire mitigation work.

**H. Update from Roxborough Ridge HOA with regard to having RVMD include their medians in the maintenance agreement with Douglas County.**

The Board discussed the request by the Roxborough Ridge HOA to include the medians on Red and Blue Mesa into the maintenance agreement with Douglas County. The Board decided to postpone a decision until the end of May in case the proposed ballot measure affected any HOA agreements.

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

The item was deferred to a later date.

**J. Update on Community Park RFP.**

Director Glass noted the RFP had not been sent out yet. Director Rubic requested that it be publicized on the District website, social media, and elsewhere.

**K. Update on Landscape Maintenance and Snow Removal RFP.**

Director Glass noted the RFP had been sent out yet and had a deadline in early March. Director Rubic requested that it be publicized on the District website, social media, and elsewhere.

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

Director Glass noted he spoke with Kurt Miller, the supervisor for Roxborough Park Foundation, and he would be attending the March 10th meeting to answer questions from the Board. Director Glass also noted that the hours estimated for an assistant manager warranted a part-time position only. Director Rubic was concerned about who the employee would report to. The Board requested that Director Glass get more input from the District Attorney about government employment laws pertaining to benefits, termination, and other restrictions.

**M. Updates on the following items:**

**1. District signage;**

Director Glass noted SDMS is receiving updated proposals.

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

There were no updates.

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

Director Glass noted SDMS is obtaining proposals.

**4. Chatfield Farms Playground Spinner Equipment;**

There were no updates.

**5. Turf replacement (xeriscape) project;**

There were no updates.

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

Director Glass noted that SDMS would be asking other local electricians about installing solar in conjunction with installing an outlet at the Community Park gazebo.

**N. Environmental Committee Update**

There were no updates.

**O. 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.**

Director Glass noted the little league asked if they could install footers in the ball field for outfield fences. After some discussion, the Board directed Director Glass to receive input from legal counsel to see if he had concerns with installation of anything by volunteers.

**IV. OTHER MATTERS**

**A. Other**

Director Glass asked if the Board had issues with a proposed agreement with Filing 14B HOA to perform snow removal for a fee. The Board did not have any objections and asked

to have the agreement put up for approval at the February 19th meeting.

**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 Jensen, seconded by Director Coupe, and upon vote, unanimously carried, the Special Meeting was adjourned at 8:00 p.m.

*Travis C Jensen*

Respectfully submitted