

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
FEBRUARY 19, 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 19<sup>th</sup> day of February, 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 at 6:00 p.m.

**ATTENDANCE**

**Directors In Attendance Were:**

Ephram Glass, President  
Debra Prysby, Vice President  
Mark Rubic, Treasurer  
Travis Jensen, Secretary  
Brendan Coupe, Assistant Secretary

**Also In Attendance Were:**

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

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

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

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

**Homeowners In Attendance Were:**

Michael Schnelle  
Matt Brewer  
Christine & Scott Venn  
Gygentha Swofford  
Gloria Gearhart  
Matthew P  
Christine & Scott Venn  
Debbie McInnis  
Jeff Leal  
Leah Charleson  
Steve Throneberry  
Jeanette McClellan  
Joanna

Bill Hallinan  
Chris and De Ann Queen  
Jeremy Taylor  
Will's iPhone  
Ron  
Kyle Dean  
Monica S  
Gabriel  
Tiffani  
Christina's Crisp  
Trish G.  
Anna Kam  
April  
Jeff  
Prabhat  
Gabe  
Kim Dugan  
Linda Kelly  
Eva's iPad  
Cory Calvert  
Debbie McInnis  
Chad Bergman  
Miles Grant  
Keith Segura  
Samsung SM-F711U  
Samsung SM-S908U1  
Ana  
Andrew Sommers

**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 filed.

District Manager Ripko and Attorney Ross discussed that Conflicts of Interest were needed for the discussion regarding putting a ballot on the May 6, 2025 election.

**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, as amended to move legal items and ballot to the end of the meeting, add an executive session, a discussion regarding snow removal, and invoice for Mission Communications and move the discussion regarding the landscape contract to earlier in the meeting.

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**PUBLIC  
COMMENTS**

**Homeowners Requests/Comments:** Homeowners asked about tennis court reservations, and maintenance of association tracts. The District Manager discussed the Code of Conduct regarding meetings and the approved procedures regarding Public Comment.

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**CONSENT AGENDA** The Board considered the following Board meeting minutes:

- October 16, 2024
- January 13, 2024
- January 15, 2024
- January 22, 2024
- February 10, 2024

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the Consent Agenda items.

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**FINANCIAL  
MATTERS**

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

Fund	Period Ending January 31, 2025
Total Claims	\$88,551.49

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass 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 January 31, 2025.

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 January 31, 2025.

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**CONTRACTOR/  
CONSULTANT  
REPORTS**

**Landscaping Updates- CDILandscape, LLC:**

**Monthly Report:** The Board reviewed the Monthly Report.

Proposal to Remove and Replace Dog Stations Cans: The Board discussed the proposal to remove and replace six (6) dog station cans.

Following discussion, the Board directed CDI to do a visual inspection of all dog station cans in the District and submit a proposal for all. They requested that all replacements be aluminum.

Update on Outstanding Invoices: Ms. Ripko gave an update, stating that most issues have been resolved and any remaining invoices are in process.

Snow Removal: The Board discussed snow removal concerns, including the number of hours being billed by CDI and expenditures year-to-date. Per the District's agreement with CDI, when 2/3 of the annual budget has been spent, Priority 2 areas on the snow removal map will only be done at Board direction. Ms. Ripko provided proposals from two companies. The Board directed her to solicit additional proposals and bring to the next meeting.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board authorized the snow removal for Priority 2 areas for the storm anticipated to occur February 20 and February 21, 2025.

**Engineering Updates- Farnsworth:**

Update on Crystal Lake Intake Work and Little Willow Creek bridge work: The District is waiting for the plans from Farnsworth to be finalized, which should be done by the end of the month.

Other: None.

**AGENDA**  
**PRIORITIES**

**Chavez Services Agreement:** The Board discussed the Chavez Services Agreement to repair asphalt surfaces and add ADA upgrades.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the Chavez Services Agreement with the exception of the Community Park parking lot, to repair asphalt surfaces and add ADA upgrades.

**2025 Landscape Agreement:** The Board deferred discussion at this time.

**Measure on the May Ballot:** The Board deferred discussion at this time.

**Resuming Maintenance Services of HOA Owned Areas:** The Board deferred discussion at this time.

**Other:** None.

**OPERATION AND  
MAINTENANCE  
MATTERS**

**District Management Updates:**

*Community Permits:* The Board discussed a request to install a fence in the outfield of the softball field. The Board directed the District Manager to solicit bids for installation, separating materials and labor.

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

*General Communications to the District or CORA Requests:* No requests were received.

*Invoice from Foothills Park & Recreation:* The Board reviewed the monthly invoice from Foothills Park & Recreation re: January 2025 Roxborough Village Resident Use.

*Status of District Website:* The Board deferred discussion at this time.

*Game-Set-Match for Tennis Court Maintenance:* The Board deferred discussion at this time.

**General Updates:**

*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.

*Landscape Maintenance RFP:* Requests for Proposals were sent out with a deadline of March 7, 2025.

*Community Park Playground RFP:* Requests for Proposals were sent out with a deadline of March 14, 2025.

**Signage Committee:** The Board deferred discussion at this time.

**Environmental Committee:** The Board deferred discussion at this time.

**Other:** None.

**OTHER MATTERS**

**Action Items:** The Board deferred discussion at this time.

**Other:** None.

**PUBLIC  
COMMENTS/HOME  
OWNER REQUESTS**

Homeowners asked questions regarding the budget, snow removal, and landscape maintenance on Association tracts. The District Manager reminded those present of the Code of Conduct. Director Rubic expressed concern regarding what he perceived to be personal comments directed toward him and reminded those present the Code of Conduct does not permit comments of that nature.

**LEGAL MATTERS**

**Ratify the 1st Amendment to the N&D Tree Agreement:** The Board deferred discussion at this time.

**Snow Removal Agreement with Filing 14B HOA:** The Board reviewed the Snow Removal Agreement with Filing 14B Homeowner's Association.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, carried with Directors Rubic, Coupe, Glass, and Prysby voting yes and Director Jensen abstaining, the Board approved the Snow Removal Agreement with Filing 14B Homeowners' Association.

**Urban Drainage:** The Board deferred discussion at this time.

**Other:** None.

**EXECUTIVE SESSION:** Pursuant to C.R.S. 24-6-402(4)(b), upon motion duly made by Director Prysby, seconded by Director Coupe, and, upon vote, unanimously carried, the Board convened in executive session at 7:45 p.m. to receive advice of legal counsel regarding potential Directors' conflict of interest. Attorney Ross certified for the record that the executive session would constitute a confidential attorney-client privileged communication and would not be recorded.

**RETURN TO OPEN PUBLIC MEETING:** Upon a motion, duly made by Director Prysby, seconded by Director Glass and, upon vote, unanimously carried, at approximately 8:04 p.m. the Board came out of Executive Session.

The Board discussed a date to hold a Special Meeting and sending a notice to all residents by USPS. The meeting was scheduled for February 26, 2025 at 6pm via Zoom. The Board declined to send the notice of the meeting by mail.

**ADJOURNMENT**

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

Respectfully submitted,

By: Travis C Jensen  
Secretary for the Meeting

I hereby attest that the information communicated during the Executive Session, which was held for the purpose of receiving advice of legal counsel on potential directors' conflict of interest, constituted a confidential attorney-client privileged communication.

Dino A. Ross  
Dino Ross, Esq.

I hereby attest that the Executive Session was confined to receiving advice of legal counsel as authorized by C.R.S. §24-6-402(4)(b).

Ephram Glass  
Ephram Glass, Board President