

**MINUTES OF REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
MARCH 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 19th day of March, 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.

**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 all Board members with potential conflicts had filed the Disclosure statements.

Attorney Ross read an e-mail from Director Rubic asking if the Conflicts of Interest previously filed are sufficient. Attorney Ross confirmed that they are sufficient. Attorney Ross also clarified that any e-mails sent from a Board member to legal counsel cannot be kept from other Board members.

**ADMINISTRATIVE
MATTERS**

Agenda: District Manager Ripko reviewed with the Board the proposed Agenda.

Amendment to the agenda: The Board discussed amending the Agenda to remove the February 26, 2025 minutes from the agenda.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved the Agenda with the February 26, 2025 minutes removed.

**PUBLIC
COMMENTS**

None.

CONSENT AGENDA The Board considered the following Board meeting minutes:

- March 10, 2025

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

**FINANCIAL
MATTERS**

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

Fund	Period Ending February 28, 2025
Total Claims	\$124,666.36

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe 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 February 28, 2025.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending February 28, 2025.

2025 Budget Amendment Hearing: The President opened the public hearing to consider amendment of the 2025 Budget.

It was noted that publication of Notice stating that the Board would consider amendment of the 2025 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to the public hearing. No public comments were received, and the public hearing was closed.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Prysby, and, upon vote, carried with Directors Prysby, Coupe, Glass, and Jensen voting yes and Director Rubic voting no, the Board approved amending the 2025 Budget as updated during the meeting.

Invoice from Mission Communications: The Board reviewed the invoice from Mission Communications.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved payment of the invoice from Mission Communications.

CONTRACTOR/ CONSULTANT REPORTS

Landscaping Updates- CDI Landscape, LLC:

Monthly Report: The Board reviewed the Monthly Report.

Proposal for Dog Station Repair: The Board reviewed the proposal for the dog station repair. No action was taken.

Proposal for Wildflower Plugs: The Board reviewed the proposal for wildflower plugs. No action was taken.

Update on Outstanding Invoices: District Manager Ripko updated the Board on the outstanding invoices and stated that all past due invoices with CDI have been resolved.

Engineering Updates- Farnsworth:

Update on Crystal Lake: No action taken.

Design Survey Proposal: The Board reviewed the Design Survey Proposal.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved the Design Survey Proposal subject to a deadline of three weeks from execution of the agreement.

Other: None.

AGENDA PRIORITIES

Agreement between the District and Chavez Services, LLC for Snow and Ice Removal Services: The Board reviewed the proposed Agreement for Snow and Ice Removal Services between the District and Chavez Services, LLC.

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

Director Coupe, and, upon vote, carried with Directors Prysby, Coupe, Glass, and Jensen voting yes and Director Rubic voting no, the Board approved the Agreement for Snow and Ice Removal Services.

Community Park Playground Proposals: The Board reviewed the Community Park Playground proposals.

Following discussion, upon motion, duly made by Director Coupe, seconded by Director Rubic, and, upon vote, carried with Directors Prysby, Coupe, Rubic, and Jensen voting yes and Director Glass voting no, the Board approved the Community Park Playground proposal with A to Z, Option 1, subject to A to Z updating its proposal to reflect the changes and clarifications discussed by the Board.

Landscape Maintenance Proposals: The Board reviewed and discussed the landscape maintenance proposals. Following discussion, the Board opted to remain with CDI for 2025.

Resuming Maintenance Services of HOA Owned Areas for Arrowhead Shores, Roxborough Village 1st, and Filing 14B HOAs: The Board discussed resuming maintenance services of HOA owned areas for Arrowhead Shores, Roxborough Village 1st, and Filing 14B HOAs.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, carried with Directors Prysby, Coupe, Glass, and Jensen voting yes and Director Rubic voting no, the Board approved resuming maintenance services of HOA owned areas for Arrowhead Shores, Roxborough Village 1st, and Filing 14B HOAs.

2025 Landscape Maintenance Contract with CDI: The Board reviewed the proposed 2025 Landscape Maintenance Contract with CDI.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, carried with Directors Prysby, Coupe, Glass, and Jensen voting yes and Director Rubic abstaining, the Board approved the 2025 Landscape Maintenance Contract with CDI.

Other: None.

OPERATION AND MAINTENANCE MATTERS

District Management Updates: The Board discussed the following District Management update:

- Appointing a Board member to the Signage Committee.

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

General Updates Regarding Ongoing Projects or Activity:

Proposals from JPL regarding improvements related to the turf replacement program were deferred.

**DIRECTOR
MATTERS**

District Signage/Committee Update: The Board discussed the new District signs.

Environmental Committee Update: The Board discussed the environmental committee update.

Other: None.

LEGAL MATTERS

Discuss Legal Differences Between Hiring Employees as a Government Entity Compared to a Private Company: The Board deferred discussion at this time.

Discuss Legal Considerations if the District Enters a Maintenance Agreement with Roxborough Park Foundation: The Board deferred discussion at this time.

Other: None.

OTHER MATTERS

Action Items and Task Spreadsheet: The Board reviewed the action items and task spreadsheet.

**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 Coupe, and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: Travis C Jensen
Secretary for the Meeting