

**MINUTES OF REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
APRIL 16, 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 16th day of April, 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)

Kim
Christine and Scott Venn
Ron

**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.

**ADMINISTRATIVE
MATTERS**

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

Amendment to the agenda: The Board discussed amending the Agenda to add possible approval of annotation to signature on Resolution of Advocacy, Possible action on CDI 2025 Landscape Maintenance Agreement, Posting documents on the District's website under Legal Matters, C, D & E.

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 adding approval of annotation to signature on Resolution of Advocacy, action on CDI 2025 Landscape Maintenance Agreement, Posting documents on the District's website under Legal Matters, C, D & E.

**PUBLIC
COMMENTS**

None.

CONSENT AGENDA

The Board considered the following Board meeting minutes:

- February 26, 2025
- March 19, 2025

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 abstaining from voting, 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 March 31, 2025
Total Claims	\$78,374.12

Following discussion, upon motion, duly made by Director Glass, seconded by Director Jensen 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 March 31, 2025.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Jensen, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending March 31, 2025.

Unapproved Invoices in Bill.com: The Board reviewed the unapproved invoices in Bill.com.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, carried with Directors Prysby, Coupe and Glass voting yes and Directors Jensen and Rubic abstaining from voting, the Board approved the unapproved invoices in Bill.com.

**CONTRACTOR/
CONSULTANT
REPORTS**

Landscaping Updates- CDI Landscape, LLC:

Monthly Report: The Board reviewed the Monthly Report.

Hogback Trail Grading: The Board discussed the Hogback Trail Grading proposal that was included for information purposes only for a potential future grant.

Trail Work: The Board discussed the sign install and log moving proposal from CDI to prevent further erosion caused by pedestrians.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Coupe, and, upon vote, carried with Directors Prysby, Coupe, and Jensen voting yes, Director Glass abstaining, and Director Rubic voting no, the Board approved the work.

Dog Station Repairs: The Board discussed replacing the current cans with aluminum cans and replacing the lid on #7, if possible.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved replacing the current cans with aluminum cans and replacing the lid on #7 with a salvaged lid, if possible.

Fixing Drip Irrigation Through the District: The Board discussed fixing drip irrigation through the district and adding drip irrigation to the west side of the Community Park parking lot.

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

Engineering Updates- Farnsworth:

Update on Crystal Lake: No action taken.

Other: The Board discussed the Rickety Bridge safety issues.

Following discussion, upon motion, duly made by Director Rubic, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved letting Homeowner Venn talk during this process.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Rubic, and, upon vote, unanimously carried, the Board approved if different wet/dry, not to exceed an amount of \$1,000.

LEGAL MATTERS

Douglas County Maintenance Agreement: There were no updates at this time.

Solutions for Executive Homes Detention Pond Drainage Issues: The Board discussed the challenges and updates regarding the Executive Homes detention pond drainage issues.

Annotation to Signature on Resolution of Advocacy: No action needed.

CDI 2025 Landscape Maintenance Agreement No action needed.

Posting Documents on the District Website: The Board discussed posting documents on the District website and directed District Manager Ripko to stop posting redlines as a part of the Board packets, and only sending redlines to the Board.

Other: None.

AGENDA PRIORITIES

Community Park Playground Update: The Board discussed the update on the Community Park Playground proposals.

Following discussion, upon motion, duly made by Director Rubic, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the updated design and to remove stand-alone items.

Adding Aerators to District Ponds: The Board discussed adding aerators to the District ponds.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved adding aerators to the District ponds, two solar and one conventional

Human Bear Conflict Reduction Grant: The Board deferred discussion at this time.

Adding Signage to Stay on Paths: The Board discussed adding signage to stay on paths.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Coupe, and, upon vote, carried with Directors Prysby, Coupe and Jensen voting yes, Director Glass abstaining from voting and Director Rubic voting no, the Board approved adding signage to stay on paths with locking bolts, Do Not Enter and revegetation, in an amount not to exceed \$350.00.

Diversified Underground Agreement: The Board reviewed the Diversified Underground Agreement. Following discussion, the Board authorized Attorney Ross to update the Agreement and execute.

OPERATION AND MAINTENANCE MATTERS

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

Community Permits: The Board discussed a request from Douglas County Library.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Prysby, and, upon vote, carried with Directors Prysby, Coupe, Jensen and Glass voting yes, Director Rubic abstaining from voting, the Board approved the request from Douglas County Library.

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

General Communications to the District or CORA Requests: The Board reviewed the CORA request received by the District.

Invoice from Foothills Park & Recreation: The Board reviewed the monthly invoice from Foothills Park & Recreation.

Status of District Website: All updates requested by the Board have been completed.

General Updates:

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

Turf Replacement/Xeriscape Contract: The Board discussed the update on the Turf Replacement and Xeriscape Contract and proposals to install wildflower plugs.

Following discussion, upon motion, duly made by Director Rubic, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the proposal from CDI to install wildflower plugs.

Proposal from JPL for Relocating River Rock: The Board reviewed the Proposal from JPL for Relocating the River Rock from the xeriscape area to areas missing rock.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved the Proposal from JPL for Relocating the River Rock from the xeriscape area to areas missing rock, pending the location of the rocks.

**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.

OTHER MATTERS

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

Broadcasting Community Watch Meeting: The Board approved broadcasting a community watch meeting.

Other: None.

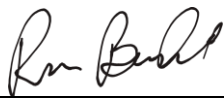
**PUBLIC
COMMENTS/HOME
OWNER REQUESTS**

None.

ADJOURNMENT

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

Respectfully submitted,

By: 
Secretary for the Meeting

**RECONVENE
MEETING**

Following discussion, upon motion, duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board reconvened the meeting.

**BOARD DISCUSSION
MATTERS**

Owl Camera System: The Board reviewed the Owl Camera System.


Following discussion, upon motion, duly made by Director Prysby, seconded by Director Coupe, and, upon vote, carried with Directors Prysby, Coupe and Glass,

voting yes and Director Rubic abstaining from voting, the Board approved purchasing the Owl Camera System in the amount of \$1,400.00.

ADJOURNMENT

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

Respectfully submitted,

By: 
Secretary for the Meeting