

**MINUTES OF REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
MAY 21, 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 21st day of May, 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
Clifford Linhardt, Treasurer
Ronald Bendall, Secretary
Stephen Throneberry, 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)

Debbie McInnis
Gail Cramer

**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.

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

**PUBLIC
COMMENTS**

The homeowners present asked about the timing of landscape work in the community and a timeline to repair the bridge. Board discussion followed.

CONSENT AGENDA

The Board considered the following Board meeting minutes:

- April 16, 2025, as amended.
- April 30, 2025, as amended.
- May 12, 2020, as amended.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Throneberry, 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 April 30, 2025
Total Claims	\$90,922.86

Following discussion, upon motion, duly made by Director Glass, seconded by Director Throneberry 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 April 30, 2025.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending April 30, 2025.

**CONTRACTOR/
CONSULTANT
REPORTS**

Landscaping Updates- CDI Landscape, LLC:

Monthly Report: The Board reviewed the Monthly Report.

Fixing Drip Irrigation Through the District: The Board discussed fixing the drip irrigation throughout 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: None.

LEGAL MATTERS

Douglas County Maintenance Agreement: The Board reviewed the language in the Douglas County Maintenance Agreement.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the Douglas County Maintenance Agreement, subject to inclusion of the finalized exhibits.

HOA Easement Agreement Form: The Board reviewed the proposed HOA Easement Agreement form.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the HOA Agreement form. The Board directed that the form be sent to each HOA within the District.

Chavez Service Agreement: The Board reviewed the Chavez Service Agreement to repair cracks in the Community Park parking lot.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the Chavez Service Agreement.

Permit Addendum for Music Events: The Board deferred discussion to the June Board meeting.

Next Steps for Executive Homes Detention Pond Drainage Issues: The Board discussed the next steps and updates regarding the Executive Homes detention pond drainage issues.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board authorized legal

counsel to engage a water attorney to evaluate the situation and advise the Board on its options for resolving this matter.

Update on Discussions with the DA, Sheriff and County Regarding Enforcement of the District's Rules: No action was taken.

Other: None.

AGENDA PRIORITIES

Agreement with JPL: The Board reviewed the Agreement with JPL for cleaning the trickle channel adjacent to Rampart Range Rd, relocating rocks, and changes to the xeriscape area.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board ratified approval of the Agreement with JPL.

Discussion Regarding Locate Service Provider: The Board discussed switching to another Locate Service Provider. No action was taken.

Community Park Playground Update: Director Glass updated the Board on the Community Park Playground.

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

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board authorized SDMS to get proposals.

District Newsletter Verbiage: The Board discussed the newsletter verbiage, content, format, and the cost for mailing it to residents.

Proposal from Ark Ecological Services: The Board reviewed the proposal from Ark Ecological Services for weed management.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Bendall, and, upon vote, unanimously carried, the Board approved Ark Ecological Services' proposal.

Sterling Ranch Amendment: The Board discussed the proposed Sterling Ranch Amendment. No action was taken.

Bear Conflict Grant: The Board discussed the Bear Conflict Grant. No action was taken.

Other: None.

**OPERATION AND
MAINTENANCE
MATTERS**

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

Community Permits: The Board discussed a request for a Movie Night.

Following discussion, upon motion, the Board approved the request for a Movie Night.

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.

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.

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

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the installation of additional plants at a cost not to exceed \$1,500.

Signage Committee: No action was taken.

Environmental Committee Update: No action was taken.

Other: None.

OTHER MATTERS

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

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 Linhardt, and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: 
Secretary for the Meeting