

## RECORD OF PROCEEDINGS

### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD JUNE 9, 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 9<sup>th</sup> day of June, 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	President/Chairperson
Debra Prysby	Vice President
Clifford Linhardt	Treasurer
Ronald Bendall	Secretary
Stephen Throneberry	Assistant Secretary

**CALL TO ORDER** Chairperson Glass called the meeting to order at 6:01 p.m.

#### **I. ADMINISTRATIVE MATTERS**

##### **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 Linhardt, seconded by Director Bendall, and, upon vote, unanimously carried, the Board approved the agenda as presented.

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

There were no public comments.

#### **III. BOARD DISCUSSION MATTERS**

**A. Update on Community Park playground.**

Director Glass noted he had met with Chavez Services and AtoZ, the playground vendor, at the playground site and used a laser level to determine if a playground could be built without retaining walls taller than four feet to avoid county permitting. The two options in the packet were viable without requiring permitting. Director Glass noted that the existing sidewalk could remain with enough room for the planned play equipment and Option #2 would be approximately \$30,000 more but would allow for sidewalk access to the basketball court and provide more room for additional play equipment. After some discussion, the consensus of the Board was that Option #2 was preferable and directed Director Glass to provide more detailed drawings for Option #2 so Chavez Services and AtoZ could provide detailed estimates.

**B. Discuss Chavez Services asphalt project:**

**1. Discuss missed striping in the tennis court parking lot.**

Director Glass noted Chavez Services had missed striping part of the tennis court parking lot. Following discussion, the consensus of the Board was to have Chavez Services add the striping when the larger parking lot striping is performed.

**2. Discuss and consider approval of Chavez Services scope change increasing the asphalt contract by \$5,893.00.**

Director Glass noted Chavez Services had missed submitting a change order for the asphalt project at the tennis court parking lot. Following discussion, upon motion duly made by Director Linhardt, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved paying the \$5,893.00 change order.

**C. Discuss and consider approval of change to HOA easement agreement language.**

The Board discussed Roxborough Village First Homeowners' Association's changes to the language in the District's easement agreement form that the Board approved for use with all HOAs that want the District's maintenance services.. After some discussion, the consensus of the Board was that it was preferable to have the same language in the easement agreement form for all HOAs and that Roxborough Village First HOA's changes weren't substantive enough to warrant delays in getting easement agreement form signed. The Board directed Director Glass to reach out to Roxborough Village First HOA to see if they would be ok with the original language.

**D. Updates from discussions with the DA, Sheriff, and County about rule enforcement in the District.**

Director Glass relayed the results of his meetings with the District Attorney (DA) from the 23rd Judicial District and the attorneys from the Sheriff's Office and the County. The DA had said they would prosecute for any law-breaking act if they had video evidence regardless of the source of the video as long as they had the manufacturer information for the camera. While the DA and the other attorneys agreed that violations of the District's rules and regulations could be enforced by the Sheriff, the deputies were unlikely to be familiar with the rules and regulations. The direction from the meeting was for the District to tie its rules

and regulations to state law or county ordinances. A “cheat sheet” of the cross-referenced state law or county ordinance could be provided to the deputies to make it easier for them to enforce the District’s rules and regulations.

**E. Update on turf-removal projects.**

Director Glass noted JPL had sprayed for weeds along N Rampart Range Rd but it looked like those areas may need an additional spraying. JPL still needs to purchase the plants needed to complete the xeriscape work.

**F. Discuss tree planting proposals and consider approval of one.**

The Board discussed the tree planting proposals it received. The consensus of the Board was to have Dino Ross, the District’s attorney, draft an agreement with N&D Tree that would be considered for approval at the June 18th meeting.

**G. Discuss electric proposals for repairs and work to connect aerator.**

The Board reviewed the proposals for electric repairs and projects in the District. The consensus of the Board was to hold off on smaller projects until either the aerators were being installed or the solar project moved forward.

**H. Discuss CDI mowing on private property behind Red Mesa houses.**

Director Glass noted a resident had complained again that CDI mowed on private property behind the homes west of Red Mesa. Following discussion, upon motion duly made by Director Bendall, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved reimbursing Director Glass up to \$300.00 to purchase “No Mowing” signs behind the houses along Red Mesa.

**I. Discuss hiring employees.**

Director Glass discussed the benefits of having employees. Following discussion, the consensus of the Board was to proceed with attempting to hire an initial field supervisor to perform various tasks and projects while supervising work performed by contractors. Any equipment purchased would temporarily be housed in self-storage units until it made financial sense to build a facility on District owned or maintained property. Director Glass directed the Board to provide him with the scope the Board would like to see in the job listing.

**J. 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 there were two requests: one for use of Community Park for a birthday party and one by the Little League to drag the infield more frequently. Following discussion, the consensus of the Board was to direct SDMS to approve the birthday party permit and to let the Little League know that the infield could be dragged more often by CDI only if they reimburse the District for the additional expense.

**1. Discuss whether to approve dumpster events in the future.**

This item was not discussed.

**IV. OTHER MATTERS**

**A. Other**

Director Glass noted that the Special Districts Association (SDA) conference would be held in September and recommended attending. He noted that the standing policy of the District was to reimburse Board members for mileage and lodging up to the federal IRS and GSA rates.

Director Glass asked when the Board was available for a training session to review financial reports and the 10-year budget. The consensus of the Board was to hold the session on any Friday. Director Glass said he'd find out which Fridays the District's accounting firm, Gemsbok, might be available.


**V. PUBLIC COMMENTS/HOMEOWNER REQUESTS**

There were no public comments.

**VI. ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made by Director Prysby, seconded by Director Bendall, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:53 p.m.

Respectfully submitted,

By:  \_\_\_\_\_  
Secretary for the Meeting