

**MINUTES OF REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
JUNE 18, 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 18th day of June, 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
Stephen Throneberry, Assistant Secretary

Director Absent:

Ronald Bendall, Secretary (excused)

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, resident

**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, as amended to add a discussion on whether a warning sign should be installed at the “rickety bridge” and a discussion regarding the community park concrete proposals.

Director Absence: Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board excused the absence of Director Bendall.

**PUBLIC
COMMENTS**

None.

CONSENT AGENDA

Upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the Consent Agenda with the following items:

- May 21, 2025
 - May 27, 2025
 - June 4, 2025 Landscape Walk
 - June 9, 2025 Landscape Walk
 - June 9, 2025 Special Meeting
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**FINANCIAL
MATTERS**

Claims: The Board considered the claims paid for the period ending May 31, 2025 for a total of \$84,266.75.

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

Unaudited Financial Report: The Board reviewed the unaudited financial report for the period ending May 31, 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 May 31, 2025.

**CONTRACTOR/
CONSULTANT
REPORTS**

Landscaping Updates - CDI Landscape, LLC:

Monthly Report: The Board reviewed the Monthly Report. The consensus of the Board was for Director Glass to purchase a warning sign for the “rickety bridge.”

Controller Replacement at 7804 Canvasback: The Board discussed replacement of the controller at 7804 Canvasback.

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

Village Circle and Park Tree Pruning/Removals: The Board discussed the Village and Park Tree Pruning/Removals. No action was taken.

Rock Dam Fill-In Proposal: The Board discussed the proposal for rock dam fill-in.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the proposal on condition that the rock match the existing rock.

Bridge Area Swell Cuts: The Board discussed the bridge area swell cuts.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the bridge area swell cuts, using 3-5 inch Colorado river rock to match the existing rock.

Proposal to Install Irrigation for New Trees: The Board discussed the proposal to install irrigation to water new trees throughout the District.

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

Native Mowing Concerns: The Board discussed the native mowing concerns. No action was taken.

Update on Drip Irrigation Through the District: Mr. Barker updated the Board on the drip irrigation through the District.

Update on Outstanding CDI Invoices: The Board discussed the update on outstanding invoices. It was noted that all invoices have been addressed except a snow removal invoice for which CDI needs to provide pictures.

Engineering Updates- Farnsworth:

Update on Crystal Lake and Willow Creek Bridge Projects: Director Glass updated the Board on the Crystal Lake intake line extension and the Little Willow Creek bridge projects.

Letter Regarding Invoice Question/Concerns: The Board discussed the letter from Farnsworth addressing some of the Board's questions and concerns about Farnsworth's outstanding invoices. The Board directed legal counsel to draft a response.

Other: None.

LEGAL MATTERS **Changes to HOA Easement Agreement Form**: The Board discussed Village First HOA's requested changes to the HOA Easement Agreement form. The consensus of the Board was the form agreement needs to be uniform for all participating HOAs and declined to make Village First HOA's changes.

N&D Tree Agreement: The Board reviewed the proposed N&D Tree Agreement to plant new trees.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the N&D Tree Agreement to plant new trees.

Update Regarding Executive Homes Detention Pond Drainage Issue: The Board discussed the updates regarding the Executive Homes detention pond drainage issue. No action was taken.

Other: None.

AGENDA **PRIORITIES**

Community Park Playground Update: Director Glass updated the Board on the Community Park Playground project. The Board discussed the concrete work that will need to be performed as a part of the project. The Board directed SDMS to publish a notice soliciting contractor proposals to perform the concrete work.

Rampart Way Bridge Replacement Proposal: No action was taken.

Newsletter Verbiage and Costs for Mailing: The Board discussed the newsletter verbiage and costs for mailing to residents. The consensus of the Board was the newsletter should be mailed to all homes once finalized.

Locate Services Provider: The Board discussed the status of finding another locate services provider, noting that an alternative provider has not yet been identified.

District Signage: The Board discussed the District signage project. District Manager Ripko and Director Glass have a meeting scheduled with the Company to discuss the design of the signage.

Update Regarding New Dominion Waterline: The Board discussed the New Dominion water line to be installed south of Waterton Road. 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 reviewed the softball league's request to maintain the field. The consensus of the Board was to deny the request.

SDMS Monthly Report: District Manager 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.

General Updates:

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

Swing Replacement at Kyle Way The Board discussed replacing the swing at Kyle Way. The consensus of the Board was to purchase two swings, so that there is one in reserve.

Turf Replacement/Xeriscape: The Board discussed JPL's progress on the turf replacement and xeriscape projects.

OTHER MATTERS

Action Items and Task Spreadsheet: The Board reviewed the action items and task spreadsheet. No action was taken.

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.

APPROVAL:

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Roxborough Village Metropolitan District, are a true and accurate record of the meeting held on the date stated above.



Ron Bendall, Secretary