

**ROXBOROUGH VILLAGE METROPOLITAN  
DISTRICT**

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<https://www.roxboroughmetrodistrict.org/>

**NOTICE OF SPECIAL MEETING MINUTES**

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Mark Rubic	President	2025/May 2025
Debra Prysby	Vice President	2027/May 2027
Ephram Glass	Treasurer	2027/May 2027
Travis Jensen	Secretary	2025/May 2025
Mat Hart	Assistant Secretary	2025/May 2025

DATE: July 9, 2024  
TIME: 6:00 p.m.  
LOCATION: Roxborough Library Meeting Room  
8357 North Rampart Range Road #200  
Littleton, CO 80125

- I. **ADMINISTRATIVE MATTERS Meeting was called to order at 6:02 pm. Board Members Rubic, Glass, and Jensen present.**
  - A. Disclosure of Potential Conflicts of Interest. **None**
  - B. Additions/Deletions/Approval of Agenda. **Motion to approve agenda as is by Director Jensen, seconded by Director Glass, approved 3-0.**
- II. **PUBLIC COMMENTS/HOMEOWNER REQUESTS No members of the public present. Director Prysby joined the meeting at 6:05pm.**
- III. **BOARD DISCUSSION MATTERS**
  - A. Discuss the Community Park playground placement area and access alternatives,

considering ADA requirements, to the area from parking lot(s). (Farnsworth enclosures, if any). **No new updates or information.**

- B.** Discuss and review revised HOA cost allocation for maintenance services letters as Board directed Legal to provide at the June 26, 2024 meeting. (enclosures). **Board reviewed the draft letters. Director Rubic requested a change to add verbiage in next to last paragraph the clarification that the association can enter into an agreement with the District to compensate the District for the services to avoid termination. The Board agreed to have Legal to revise the letters to include such language.**
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- C.** Discuss and review proposals for the replacement of the soccer field goals. (enclosures). **The Board reviewed the proposals and indicated a preference for option 2 along with corkscrew anchors. The Board discussed the options of having the goal assembled and installed separately by another party to save money, noting that for installation the irrigation in the field will need to be marked. The Board determined to have SDMS contact the vendor for an itemized price of the goal, delivery, assembly and installation and to also contact CDI for a proposal to assemble and install the goal. The Board will review the updated information at its July 17<sup>th</sup> meeting.**
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- D.** Updates and review of any proposals of the pedestrian bridge near Rampart Way. (enclosures, if any). **No new updates or information.**
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- E.** Review Chatfield Farms planter project new estimates, if available. (enclosures). **Director Glass noted he met with another vendor and is awaiting a proposal. The Board hopes to have proposal and review all proposals at July 17<sup>th</sup> meeting.**
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- F.** Discuss and review any updated information or proposal for repairs/maintenance of playground equipment throughout the District. (enclosures, if any). **No new updates or information.**
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- G.** Discuss and review any proposed maintenance agreement with Douglas County for medians and roadsides. (enclosures, if any). **No new updates or information.**
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H. Discuss the use of paid/unpaid volunteers to assist with upkeep of the District (weeding, beauty band mowing, other small projects) and/or hiring an employee, considering the advice from legal. **The Board reviewed and discussed the information that it was provided by Legal ~~at~~ its last meeting. Director Glass noted the obstacles Legal mentioned in order to pay volunteers or provide insurance coverage. The Board noted it is awaiting information from Legal and SDMS on some estimates of costs to set up the administrative framework to have District employees.**

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I. Update and Status of various projects: condition/progress of the completed softball field renovation; Airplane Park playground timetable; turf replacement (xeriscape) project; Chatfield Farms Playground Spinner Equipment. **No new updates or information on these items. Director Rubic noted that the basketball nets have been replaced.**

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J. Update and review, if available, a “brochure” of picnic tables and benches so the board can discuss a design aesthetic for future replacements. (enclosure, if available). **No new updates or information.**

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K. Review and discuss any correspondence(s) received by the District from the public. (enclosures, if available). **Director Rubic noted that SDMS did receive ~~and~~ inquiry requesting information (CORA request). SDMS replied by sending the requestor the District’s CORA request form and has not received any further correspondence from the requestor.**

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L. Updates on the correspondence sent to Sherman-Williams and McDonald’s concerning use of tracts. (enclosures). **Director Glass noted that Sherwin-Williams stated it did not cut the grass, nor did they hire the vendor that did so. The Board will try to seek additional information.**

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M. Review request received concerning Tract G, Chatfield Farms Filing No. 1-A (i.e., McDonald’s area) to discuss a landscape/irrigation maintenance agreement for the area. (enclosure). **The Board noted the request received from McDonald’s. Director Glass stated he will talk with Legal and note that the Board will maintain this area as it does other areas of the District and not to any specific standard or preference of the adjacent landowner. He will also have Legal relay the message that McDonald’s can buy the parcel(s).**

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N. Discuss and review any proposals to add or adjust swales near the soccer field. (enclosures, if any). Director Glass noted that he has not received any reply from the vendor he contacted for a proposal. He stated he will follow-up and can seek a proposal from another vendor also.

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O. Discuss Records Retention Document(s) distributed to the Board and scheduled to be reviewed at the July 17<sup>th</sup> regular board meeting. The Board agreed that it will be ready to review the documents at the July 17<sup>th</sup> meeting.

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P. Discuss timeline for repairing the broken electric line under N Rampart Range Rd and impacts to holiday lighting and irrigation. Director Glass noted that Douglas County does not plan to repair the road pavement in this area until 2026~~5~~. The Board discussed waiting until then to consider any repairs. It was noted that doing so would limit the District's displaying any holiday lights in this area again. The Board noted that it should start seeking vendors to either look into repairing this sooner or have one in place once Douglas County is prepared to begin the road improvements in this area. Director Rubic noted that RWSD did some boring under another area of Rampart Range Road earlier this year and that we may be able to identify a vendor from them. Director Glass stated he would contact RWSD.

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Q. Discuss implementing a survey to gather suggestions from the community on what they'd like to see the District do or improve. The Board discussed the merits of implementing a survey. Director Prysby raised a concern. Director Glass noted that the idea would be an initial general survey/question of having residents suggest ideas or improvements. The timeline would be sometime after the new District website is fully up and running.

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R. Discuss newsletter topics to be sent out to the community regarding items that are completed, in progress, or soon to be initiated. The Board discussed the merits of a newsletter. The Board members agreed that this is a good idea. The idea is to have something put together once the new District website is fully up and running. The newsletter would contain information about the survey and other relevant information. The Board discussed some initial topics and assigned some responsibilities for drafting draft articles: Director Glass – GIS, Greenhouse, Xeriscaping; Director Jensen – Playground updates; Director Prysby – District Signage; and Director Rubic – Amended District Rules and Regulations.

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- S. Review and discuss Douglas County eReferral (SB2024-038), approval of a final plat application for 182 single-family detached residential lots, 6 tracts, and associated public roads on approximately 306 acres within the Canyons South Planned Development. (enclosure). **The Board noted the location of the application and the distance from the District. The Board determined to take no action.**
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- T. Signage Committee Update. No new updates or information. **Director Rubic noted that he has prepared some signage templates and will provide them to Director Prysby.**

- U. Environmental Committee Update. **No new updates or information.**
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- V. Review lists of current approved and requested community permits, if any. (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.)  
**None.**

#### IV. OTHER MATTERS

- A. **Director Glass discussed the revised Foothills agreement. He noted that Foothills would prefer a 30-day notice for all items that have a time period as well as an increase in the annual amount to avoid hitting the 2/3 threshold given that growth of the actual costs wasn't dramatically increasing. ~~to reduce the provision that or other language that does not necessitate any action/warning that the District's budgeted amount was getting close to its limit.~~ The Board agreed that setting a budgeted amount of \$40k would be an acceptable alternative and will have Legal draft appropriate language.**
- B. **Director Glass noted that the SDA Annual Meeting is set for September 10-12. He noted that past meetings have been very informative and provided useful information and contacts.**
- C. **Director Glass provided a follow-up from Legal concerning the noise ordinance discussion. He stated that basically the way state law is written, it is too unclear/general for us to have the county to enforce it for road noise.**
- D. **Director Rubic noted that SDMS has not received any response from the county about having the grass along Rampart Range Road cut. He stated that if SDMS does not have a response by the July 17<sup>th</sup> meeting he will raise the proposal to have CDI mow beauty bands along the sides of the road.**
- E. **The Board discussed if there have been any benefits from the county's re-striping and speed limit changes on Waterton Road. The Board noted some initial confusion on part of motorists, but since things have improved to some degree ~~somewhat improved~~. The consensus though was it is still too early to draw any**

definitive conclusions.

- V. PUBLIC COMMENTS/HOMEOWNER REQUESTS None
- VI. ADJOURNMENT Director Jensen made motion to adjourn, seconded by Director Glass and was approved 4-0. Meeting adjourned at 7:55pm.

Respectfully submitted,

*Travis C Jensen*