

**MINUTES OF REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
JULY 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 July, 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:

Ephram Glass, President

Debra Prysby, Vice President

Ronald Bendall, Secretary

Stephen Throneberry, Assistant Secretary

Director Absent:

Clifford Linhardt, Treasurer (excused)

Also In Attendance:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, P.C.

Alisha Bignell and Kara Dunham; 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)

Tom Sistare, Hoelting & Company, Inc.

Homeowners In Attendance:

Christine and Scott Venn

**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 Prysby, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the Agenda, as amended to remove the dog station and Farnsworth proposals.

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

**PUBLIC
COMMENTS**

None.

CONSENT AGENDA

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

- Minutes of the April 7, 2025 Board meeting.
 - Minutes of the June 18, 2025 Board meeting.
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**FINANCIAL
MATTERS**

Hoelting & Company, Inc. Presentation: Mr. Sistare from Hoelting & Company, Inc. presented to the Board the draft audit of the District's 2024 financial statements.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Throneberry and, upon vote, unanimously carried, the Board approved the 2024 Audit.

Claims: The Board considered the claims paid for the period ending June 30, 2025 for a total of \$206,268.12.

Following discussion, upon motion, duly made by Director Prysby, 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 June 30, 2025.

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

Unapproved Invoices in Bill.com: The Board reviewed the unapproved invoices in Bill.com. It was noted that as of July 16, 2025, the only invoices that have been outstanding for over 10 days are either waiting for completion of the project or detail from the vendor.

Date for Determining Invoice Aging: The Board discussed changing the date from which invoices will be tracked as accounts payable. The consensus of the Board was for Gemsbok to use the date invoices are received for accounts payable tracking.

**CONTRACTOR/
CONSULTANT
REPORTS**

Landscaping Updates - CDI Landscape, LLC:

Monthly Report: Mr. Barker reviewed with the Board the Monthly Report.

Update on Drip Irrigation: The Board discussed fixing drip irrigation throughout the District and adding drip irrigation to the west and east sides of the Community Park parking lot. The drip irrigation along Campfire Street is working. The next area will be the South end of Village Circle West.

Pump Issues at Crystal Lake and Marmot Ridge: Mr. Barker updated the Board regarding the pump issues at Crystal Lake and Marmot Ridge.

Updates on Crystal Lake Intake and Little Willow Creek Bridge: None.

Other: None.

LEGAL MATTERS **Update on HOA Easement Agreement Form:** The Board discussed the status of the HOA Easement Agreements. Five Homeowner Associations have signed the agreement. The rest are in process.

Homeowners Landscaping Outside Their Fences: The Board discussed options handling the homeowners who are landscaping outside their fences on District property. Attorney Ross is preparing a easement agreement form those homeowners must sign to continue engaging in that activity.

Executive Homes Detention Pond: The Board discussed the status of the Executive Homes detention pond drainage issues. The water law attorney retained by the District has advised there currently are no federal wetlands restrictions.

Other: None.

AGENDA
PRIORITIES

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

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the park playground design.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the concrete work to be performed in connection with the new playground installation.

Rampart Way Bridge Replacement Proposals: The Board discussed the Rampart Way Bridge replacement proposals.

Following discussion, upon motion, duly made by Director Bendall, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board authorized Attorney Ross and the Operations Committee to negotiate an appropriate agreement with TrueNorth Steel, Inc. The Board also requested that District Manager Ripko solicit proposals for a temporary repair to make the bridge safe pending full replacement.

Field Supervisor: The Board discussed posting a job opening for a field supervisor. Following the discussion the consensus of the Board was for Attorney Ross and SDMS to start the preliminary work for the District to hire an employee.

Newsletter Verbiage and Costs for Mailing: The Board discussed the newsletter, which has been distributed.

Emergency Contact Numbers: The Board discussed the emergency contact numbers and updating the website's emergency contacts. District Manager Ripko reported that the website has been updated with after-hours contact numbers.

District Signage: The Board discussed the updates on the District signage. The Board directed SDMS to get additional proposals.

Rescheduling the September Regular Meeting: The Board discussed rescheduling the September regular meeting to avoid overlapping with the Special District Association Conference.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Bendall, and, upon vote, unanimously carried, the Board approved rescheduling the September regular meeting to September 10, 2025.

Other: None.

**OPERATION AND
MAINTENANCE
MATTERS**

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

Community Permits: The Board reviewed the lists of current approved and requested community permits.

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

Status of District Website: The Board discussed the status of the District's website updates.

General Updates:

General Repairs and Maintenance of Existing Playground Equipment: The Board discussed the status of identifying vendor(s) for general repairs and maintenance of existing playground equipment. The consensus of the Board was to use CDI or Starr Playgrounds for future repairs.

Turf Replacement/Xeriscape: The Board discussed the turf replacement and xeriscape projects.

Other: None.

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 Throneberry, seconded by Director Prysby, and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: 
Secretary for the Meeting