

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
JULY 17, 2024**

A regular meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 17<sup>th</sup> day of July, 2024 at 6:00 p.m. via Zoom. The meeting was open to the public.

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**CALL TO ORDER**

Ms. Ripko called the meeting to order at 6:00 p.m.

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**ATTENDANCE**

**Directors In Attendance Were:**

Mark Rubic, President  
Debra Prysby, Vice President  
Ephram Glass, Treasurer  
Travis Jensen, Secretary

**Also In Attendance Were:**

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

Dino Ross, Legal Counsel for the District

Dale Draper; Consolidated Divisions, Inc. d/b/a CDI Environmental Contractor (“CDI”) (for a portion of the meeting)

Tom Sistare; Auditor (for a portion of the meeting)

Brenna Karamigios; Gemsbok Consulting Inc. (“Gemsbok”) (for a portion of the meeting)

Gary Cook, Joanna, Calvin Brown, Homeowner

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**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. Ms. 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 there are no Directors’ Disclosure Statements to be filed.

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**ADMINISTRATIVE MATTERS**

**Agenda:** Ms. Ripko reviewed with the Board the proposed Agenda.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the agenda as amended to add Irrigation Controller Proposals and Noxious Weeding Program.

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**PUBLIC COMMENTS**

**Homeowner Correspondence- Tennis Courts:** Homeowners asked about the easement agreements regarding landscaping maintenance and the signage for the tennis courts.

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**CONSENT AGENDA**

The Board considered the following actions:

- June 26, 2024 Minutes (as corrected)

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

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**CONTRACTOR/CONSULTANT REPORTS**

**CDI Landscape, LLC (“CDI”) Updates:** The Board discussed the following CDI landscaping updates.

1. Review Monthly Report. The Board asked questions regarding irrigation status and requested that the crews pay attention to trash during their weekly service.
2. Irrigation Controller Proposals. The Board discussed the irrigation controller proposals.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved replacing three irrigation controllers with remote controllers for a total cost of \$10,424.01.

**Engineering Updates – Farnsworth:**

1. The Board discussed the update on status of bridge replacement permits. Director Glass is trying to reach someone at Douglas County to discuss.
2. The Board discussed the parking lot drawings to ascertain what ADA improvements can be made. Drafts have been received and will be discussed at the next Board only meeting scheduled for August 13th.

3. The Board discussed the Community Park playground engineering drawings. Drafts have been received and will be discussed at the next Board only meeting scheduled for August 13th.

**FINANCIAL MATTERS**

**Claims:** The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending June 30, 2024
Total Claims	\$83,002.21

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen 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 June 30, 2024.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and upon vote unanimously carried, the Board accepted the unaudited financial report for the period ending June 30, 2024.

**Update on 2023 Audit:** An extension for the 2023 Audit was filed and approved; the new due date for the Audit is September 30, 2023.

**Hoelting & Company, Inc. Presentation:** Hoelting & Company, Inc. Presented to the Board the draft 2023 Audit. Following discussion, the consensus of the Board was to table this matter to the regular August Board meeting.

**LEGAL MATTERS**

**Intergovernmental Agreement for Use of Foothills Recreation Amenities:** The Board discussed the Intergovernmental Agreement for Use of Foothills Recreation Amenities. The Agreement has been finalized and signed.

**Filing 16B HOA Easement Conveyance:** The Board reviewed Filing 16B HOA Easement Conveyance. The easement has been finalized and recorded.

**Maintenance Agreement with Douglas County:** The Agreement has been drafted and will be reviewed at an upcoming meeting.

**Records Management Manual:** The Board reviewed the proposed Records Management Manual. Attorney Ross discussed the changes recommended by Director Glass.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Rubic, and upon vote unanimously carried, the Board adopted the Records

Management Manual, which will be submitted to the Colorado State Archives Office for approval.

**Tract G, Chatfield Farms Filing No. 1-A:** The Board discussed Tract G, Chatfield Farms Filing No. 1-A. The Board gave direction to legal counsel that the District is not interested in a maintenance agreement but would be amenable to selling the tract.

**Employment of Part-Time Employee to Perform General Admin Functions:** The Board deferred discussion at this time.

**Legal Advice on Director Hart Resignation:** Attorney Ross stated that Director Hart submitted a written resignation as required by law and the position became vacant immediately. SDMS was directed to post notice of the Board vacancy.

**Sherwin-Williams:** Director Glass stated that the Sherwin-Williams ownership has installed irrigation and a sidewalk on District property. The Board gave direction to legal counsel that they either need to remove and restore the area or purchase the property.

**AGENDA  
PRIORITIES**

**Revised Letters to HOAs Regarding Maintenance Services:** The Board discussed the revised letters to the three HOAs regarding the District intending to charge for future maintenance services.

**OPERATION AND  
MAINTENANCE  
MATTERS**

**District Management Updates:** The Board discussed the District Management updates.

- The Board reviewed a request to use the field on August 10th or August 17th. The Board approved the request, including permitting the event to go past the regular closing time, with direction that the event sponsors be reminded that vehicles are prohibited on the grass.
- The Board reviewed the SDMS Monthly Report.
- CORA Requests: The District has not received any CORA requests.
- Monthly Invoice from Foothills Park & Recreation re: May 2024 Roxborough Village Resident Use. The Board requested that Gemsbok provide reports that will alert the Board when two-thirds of the budgeted cap has been expended.
- Status of District Website. The SIPA website is ready. The Board directed SDMS to keep the Wix domain and the e-mails moving forward.

**General Updates Regarding Ongoing Projects or Activity:** The Board discussed the General Updates.

- Airplane Park Playground. The park is scheduled to be installed the first week of August.

- Identifying vendor(s) for general repairs and maintenance of existing playground equipment. No action taken.
- Request for Douglas County to mow grass along Rampart Range Road. The Board gave direction to have CDI mow the area.
- Obtaining quotes/estimates for replacement of the Rampart Way bridge, like those in Chatfield Farms (which use the Continental manufacturer). Specifications have been requested from Farnsworth, which are needed to send out the RFP.
- Xeriscape/Turf Removal project. The grant approval has been finalized. SDMS is working to get additional proposals.

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**DIRECTOR  
MATTERS**

**Proposals for Replacement of Chatfield Farms Planter Project:** The Board discussed the Chatfield Farms Planter project proposals.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass and, upon vote, carried with Directors Rubic, Glass and Prysby voting “Yes” and Director Jensen abstaining, the Board approved the Chatfield Farms Planter project proposal from Renovations Landscaping.

**Proposals for Replacement of Chatfield Farms Playground Spinner:** No action was taken at this time.

**Proposals to Add or Adjust Swales Near Soccer Field:** No action was taken at this time.

**Proposals for Replacement of Soccer Field Goals, Delivery and Installation Options:** The Board reviewed the proposals for the replacement of the soccer field goals, delivery and installation options.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Jensen and, upon vote, carried with Directors Rubic, Jensen and Prysby voting “Yes” and Director Glass voting “No”, the Board approved the proposal from Rocky Mountain Soccer Fields for the replacement of the soccer field goals, delivery and installation options.

**Update on Broken Electric Line Under N Rampart Range Road:** The Board deferred discussion at this time.

**District Signage/Committee Update:** The Board deferred discussion at this time.

**Environmental Committee Update:** The Board deferred discussion at this time.

**Brochure on Picnic Tables and Benches:** The Board deferred discussion at this time.

**Newsletter Topics and Possible Community Survey:** The Board deferred discussion at this time.

**Noxious Weeding Program Volunteer Coordination:** The Board discussed the Noxious Weeding Program Volunteer Coordination.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Rubic, and upon vote unanimously carried, the Board approved the Noxious Weeding Program Volunteer Coordination, contingent upon homeowner participation.

**Other:** None.  
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**OTHER MATTERS**

Review Action Items.  
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**PUBLIC  
COMMENTS/HOM  
EOWNER  
REQUESTS**

None.  
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**ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made by Director Prysby, seconded by Director Jensen, and upon vote, unanimously carried, the regular meeting was adjourned.

Respectfully submitted,

By: Travis C Jensen  
Secretary for the Meeting