

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD AUGUST 11, 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 11th day of August, 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
Debra Prysby
Clifford Linhardt
Ronald Bendall
Stephen Throneberry

CALL TO ORDER At 6:01 p.m. the meeting was called to order.

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

Director Glass requested adding an 'Other' agenda item under section IV of the 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.

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

There were no public comments.

III. BOARD DISCUSSION MATTERS

A. Update on Community Park playground:

1. Discuss and consider approval of Community Park playground railings.

The Board discussed the railing design for the ramp and for the guardrail. The consensus of the Board was that the vertical rail design of the guardrail would be preferred for use on the ramp railing as well.

2. Discuss and consider approval of the Chavez Services scope change.

The Board reviewed and discussed the change order from Chavez Services. Director Glass noted that Chavez Services had already provided additional services beyond the contract for free, and the change order was necessary due to unforeseen issues related to a steep grade and a safety issue. For efficiency, the additional bollard, already budgeted to be installed in 2025, was incorporated into the project. The Board reviewed and discussed the change order from Chavez Services. Following the discussion, upon motion duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved a not-to-exceed amount of \$9,404.00 to cover the change order and any additional costs associated with changing the ramp railing design.

B. Discuss and consider approval of various Crystal Lake pumprepairs/replacements.

Director Glass reviewed with the Board the issues facing the District's irrigation pumps and the recommended fixes delineated by Arvada Pump. After discussion, the consensus of the Board was to ensure the wells were flushed during the process of extending the pump intake pipes. Upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved a not-to-exceed amount of \$25,000 for Arvada Pump to perform all the proposed fixes with the additional funding to cover freight costs that were not included in the proposals.

C. Discuss and consider approval of the main parking lot work.

The Board discussed the main Community Park Parking lot proposal from Chavez Services to repair it, reseal it, and make it ADA compliant. It was noted Chavez Services was the only bid that was returned. Director Glass noted Chavez Services wanted to start on the concrete work for the parking lot project early to ensure it tied in perfectly with the playground concrete work. Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved the \$81,571.81 proposal from Chavez Services to make the repairs and alterations to the main parking lot.

D. Discuss and consider scope change to the Landscape Services to include additional HOA tracts.

Director Glass reviewed the proposal from CDI to perform landscape services for additional HOA tracts identified after the passage of the ballot issue in May. He noted that the verbiage in the proposal would not be used and the dollar change and additional tracts would be listed in an amendment to the 2025 landscape services contract. Following discussion, upon motion duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the \$2,213.67 proposal from CDI to perform landscape services for the additional HOA tracts.

E. Discuss and consider approving CDI's Landscape Services proposal for 2026.

This item was not discussed.

F. Discuss and consider approval of a snow removal proposal.

Director Glass noted that CDI had said they were not changing snow removal rates for the upcoming snow season and he had not yet seen the rates from Chavez Services. He also noted Chavez Services had not yet had an opportunity to demonstrate any snow removal for the District earlier in the year because no snowstorm hit the contracted threshold after an agreement was signed with them. The consensus of the Board was to defer any approval until the August regular meeting but the inclination was to have Chavez Services perform all of the snow removal services assuming their rates were relatively unchanged.

G. Discuss and consider approval of a proposal to remove dead trees and some branches.

The Board reviewed the tree removal and pruning proposals from CDI and N&D Tree. It was noted that N&D Tree performed well with the wildfire mitigation and they were substantially cheaper than CDI. Following the discussion, upon motion duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the \$6,220.00 proposal from N&D Tree to perform the tree removal and pruning work.

H. Discuss recent fires in the District.

Director Glass reviewed the four fires that had occurred since the beginning of July. Three of the fires were likely caused by fireworks and the fourth was caused by CDI's edging in native areas. Director Glass noted that edging in native areas was not in CDI's scope of work and it should not have happened. He relayed that he had spoken with Daniel Levine about the edging causing a fire and Daniel had given assurances that it would not happen again and that CDI's employees would be told to be more cognizant of potential for causing fires. After some discussion, the consensus of the Board was that there was no further action to be taken at this time.

I. Review and consider approving the updated Rules & Regulations and Reservation Permits.

The Board discussed the amendment to the Rules & Regulations to add a prohibition against using District facilities for private for-profit activities. The consensus of the Board was in favor of the amendment, but it appeared that the sections following the signature line did not align with existing rules. The Board directed Director Glass to ask if the amendment could drop that section.

J. Discuss and consider approval of license agreement template for homeowners to landscape in the open space.

The Board discussed the license agreement template to allow homeowners to landscape in District owned open space. It was noted that the agreement was very restrictive, however it was also noted that there was significant liability on the District imposed by homeowners installing hardscaping in open space. Following discussion, upon motion duly made by Director Glass, seconded by Director Bendall, and, upon vote, unanimously carried, the Board approved the license agreement template for use by the District.

K. Update on GIS.

Director Glass announced that CDI's personnel had received training to use the GPS unit to

record information in the Geographic Information System (GIS) and now have it in their possession and will begin using it to record repairs and inspections.

L. Update on field supervisor job posting.

Director Glass noted he had spoken with the District Manager about the prerequisite work needed to post the supervisor job and she promised to have it done by August 20th.

M. Discuss tipped and broken sandstone rocks at the north end of the north median in N Rampart Range Rd.

Director Glass brought it to the attention of the Board that a few sandstones were knocked over on the nose of the north median in N Rampart Range Rd. Following a brief discussion, the consensus of the Board was to have Director Glass request input from Douglas County about whether the stones at the north end could be moved to the south end of the installation to avoid further incidents.

N. Update on C&L dig-in in Chatfield Farms.

Director Glass noted that the neutral wire for the electric lines connecting the western monument for Chatfield Farms 1B was severed by C&L just east of Campfire St. The electricians suspect something is not connected right within the conduit because the wires are not pullable. Their proposed solution is to install a new conduit and wires and will be providing a proposal to do so. Director Glass also noted that the adjacent sidewalk had broken from heavy vehicles directly adjacent to the area C&L was digging. He said he requested an estimate from Chavez Services to have that section of concrete replaced. His plan was to submit the proposals to Castle Rock Water prior to any repairs to ascertain whether they wanted the District to make the repairs or do the repairs themselves. The consensus of the Board was to proceed with Director Glass' plan.

O. 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 was one request to use the pickleball courts for lessons. The Board discussed the difference between the Little League charging people while using District facilities and people charging for private lessons. The consensus of the Board was that if the pickleball lessons met the same thresholds of use for group sports, it would be allowed but otherwise the courts could not be reserved by anyone utilizing them in a for-profit venture.

IV. OTHER MATTERS

A. Homeowner request regarding disc golf course

The Board discussed a request for a disc golf course in District open space. Directors Glass and Prysby noted it had been looked into in 2022 but there was opposition from residents and concerns about erosion in non-irrigated areas. The consensus of the Board was to table the item and have the 2022 proposals forwarded to the other Board members.

B. Other

Director Glass noted Arthouse Design had said the District could only move forward with phases one and two in their proposal. In the meantime, the District Manager was going to ask for proposals from the same companies Sterling Ranch was using for their signs.

Director Glass recommended that the District consider purchasing gift cards for first responders as a good will gesture given that West Metro has been putting out an increasing number of fires in and adjacent to the District. The consensus of the Board was that it was a good idea but would be best done at an annual meeting where they were all invited. The Board directed Director Glass to touch base with the District Manager to see if she was making progress in scheduling the annual meeting.

Director Glass noted he had reviewed the drone photos from Douglas County and selected the photos to incorporate into the maintenance agreement with the County. Director Glass asked the Board if they were comfortable with proceeding with those photos or if they would prefer to review them also. The consensus of the Board was to proceed with Director Glass' judgement on the photo selection.

Director Glass noted people at the One Rox meeting had asked about life preserver rings being installed by ponds. The Board discussed issues brought up by lawyers from the District and the Arrowhead Shores HOA. The consensus of the Board was not to install them because installing life preserver rings would impose significant liability on the District and may end up causing more harm by providing a false sense of security to children.

Director Glass asked if the District could distribute a petition from a local non-profit group to require evacuation capability to be incorporated into development design criteria and for seeking safe animal crossings on busy roads. After discussion, the consensus of the Board was that those goals aligned with those of the District so there was no problem distributing the petition.

Director Glass asked if the District could distribute a letter template to ask Douglas County Commissioners to keep the emergency helicopter within Roxborough and provide funding to build a training center to improve and retain the existing facilities in Roxborough. After discussion, the consensus of the Board was that those goals aligned with those of the District so there was no problem distributing the letter template.

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 Linhardt, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:54 p.m.

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