

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
AUGUST 21, 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 21st day of August, 2024 at 6:00 p.m. at the Roxborough Library 8357 N Rampart Range Rd # 200, Littleton, CO 80125 via Zoom. The meeting was open to the public.

CALL TO ORDER

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

ATTENDANCE

Directors In Attendance Were:

Mark Rubic, President
Ephram Glass, Treasurer
Travis Jensen, Secretary

Also In Attendance Were:

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

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

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

Alisha Bignell; Gemsbok Consulting Inc. (“Gemsbok”) (for a portion of the meeting)

Bill Hallinan; Joanna; Sarah Baugher; Laura Wagner-Johnson; Mat and Cat Hart; Daniel Benton; and Dottie Clapp; Homeowners

**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.

**ADMINISTRATIVE
MATTERS**

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

Ms. Ripko recommended moving the Board Vacancy discussion to the beginning of the agenda. Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen, and, upon vote, unanimously carried, the Board approved the agenda, as amended, and excused the absence of Director Prysby.

Vacancy on the Board: The Board discussed the vacancy on the Board of Directors. Board candidates that were in attendance discussed their interest in the Board and answered questions as needed. After utilizing a ranked ballot voting calculator, Brendon Coupe was appointed to the Board.

**PUBLIC
COMMENTS**

Homeowners Requests/Comments: The Board answered questions regarding District signs, park improvements, irrigation and pond maintenance.

**CONSENT
AGENDA**

The Board considered the following actions:

- Approval of the \$2,112.81 swale proposal from JPL Cares for soccer field area.
- Approval of the repair proposal of not to exceed \$14,261.00 from P&L Electric LLC for the damaged electrical line underneath Rampart Range Road.
- Approval of the purchase of 20 ponderosa pine trees from Douglas County Conservation District for \$20 each.
- Approval of change of scope to the DC2 Agreement to add the cost of an additional tree for Chatfield Farms soccer field area.
- Approval to enter into an agreement with JPL Cares to repair greenhouse issues and install fans/vents at a not to exceed cost of \$2,500.
- Board Meeting Minutes for July 9, 2024

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

**CONTRACTOR/
CONSULTANT
REPORTS**

1. **CDI Landscape, LLC (“CDI”) Updates:** The Board reviewed the monthly report and Mr. Draper answered questions from the Board.

Engineering Updates – Farnsworth:

1. The Board discussed the proposal for rickety bridge assessment.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen, and, upon vote, unanimously carried, the Board approved the proposal, subject to parties entering into a mutually acceptable agreement or amendment to existing agreement.

2. The Board discussed the proposal for a survey for the irrigation intake pipes.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen, and, upon vote, unanimously carried, the Board approved the survey, subject to parties entering into a mutually acceptable agreement or amendment to existing agreement.

3. The Board discussed the proposal for a survey for Little Willow Creek Floodplain.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen, and, upon vote, unanimously carried, the Board approved the survey, subject to parties entering into a mutually acceptable agreement or amendment to existing agreement.

**FINANCIAL
MATTERS**

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

Fund	Period Ending July 31, 2024
Total Claims	\$72,919.33

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, as amended to remove \$14,743.00 for an outdated insurance invoice.

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 Rubic, seconded by Director Glass, and upon vote unanimously carried, the Board accepted the unaudited financial report for the period ending June 30, 2024.

2023 Audit: The Board reviewed the 2023 Audit.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and upon vote unanimously carried, the Board approved the 2023 Audit and authorized execution of Representation Letter.

LEGAL MATTERS

Maintenance Agreement with Douglas County Update: The Agreement is being reviewed by the County.

Tract G, Chatfield Farms Filing No. 1-A Update: Discussions are still in process regarding removal of the sidewalk and the remediation of the area.

Administrative Framework for District Employees: The proposal is in process and is anticipated to be ready at the September meeting.

**AGENDA
PRIORITIES**

Community Park Playground Placement and ADA Access: The Board reviewed the Community Park playground placement area and ADA access requirement alternatives for the area from parking lot(s) and consider approval of asphalt surface repair options including those for the Chatfield Farms parking lot and the Red Mesa-Blue Mesa fire access road. The Board reviewed the proposals and determined that the total will be more than \$120k and instructed District Management to solicit bids via newspaper publication pursuant to statutory requirements.

HOA Cost Allocation: The Board discussed the revised HOA cost allocation for maintenance services letters that were sent to the affected HOAs. No responses have been received from the Associations.

Wildfire Mitigation: The Board reviewed the proposals for wildfire mitigation from Ace Tree Care, Inc. for \$41,250 in conjunction with potential grants from Douglas County.

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic, and upon vote unanimously carried, the Board approved the proposals for wildfire mitigation from Ace Tree Care, Inc. for \$41,250.

**OPERATION AND
MAINTENANCE
MATTERS**

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

- Review lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.). The Board discussed a request for reservations for the softball field.

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic, and upon vote unanimously carried, the Board approved the request for use of the softball field.

- 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.

- Status of District Website. The new website has been finalized.

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

- Update and Status of Airplane Park Playground.
- Airplane Park- The final steps are estimated to be done on August 22, 2024.
- Soccer field goal nets- The installation is complete; the company will be coming out to ensure proper placement.
- Chatfield Farms planter- Everything has been confirmed; waiting for the agreement to be signed.
- Review proposals for pest control.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen, and upon vote unanimously carried, the Board approved the Barrett Pest Control proposal, subject to confirmation of use of BTI and mutually agreed upon terms. If not, the Guardian proposal is approved for service through November.

- Update and Status of identifying vendor(s) for general repairs and maintenance of existing playground equipment. There was no update at this time.
- Update quotes/estimates for replacement of the Rampart Way bridge, like those in Chatfield Farms. There was no update at this time.
- EOne proposal to replace the failed sewage pump at the Community Park bathrooms.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen, and upon vote unanimously carried, the Board approved the EOne proposal to replace the failed sewage pump at the Community Park bathrooms, subject to removal of panel from the scope of work.

**DIRECTOR
MATTERS**

Xeriscape/Turf removal project proposals: The Board reviewed the xeriscape/turf removal project proposals.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Glass, and upon vote unanimously carried, the Board approved the JPL proposal pending confirmation of total cost; if not, go with Cox proposal.

District Signage/Committee Update: The Board discussed the District signage/committee. Director Rubic will work with Director Prysby if the new director is not interested.

OTHER MATTERS Review Action Items.

**PUBLIC
COMMENTS/HOM
EOWNER
REQUESTS**

None.

ADJOURNMENT

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

Respectfully submitted,

By: Travis C Jensen
Secretary for the Meeting