

**MINUTES OF SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
SEPTEMBER 10, 2025**

A special 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 10<sup>th</sup> day of September, 2025 at 6:00 p.m. at the West Metro Fire Station 15, 6220 N Roxborough Dr, 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  
Clifford Linhardt, Treasurer  
Ronald Bendall, Secretary  
Stephen Throneberry, Assistant Secretary

**Also In Attendance:**

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

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

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)

Debbie McInnis, Homeowner

**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 Agenda:** District Manager Ripko reviewed with the Board the proposed Agenda.

## **MATTERS**

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 to include an executive session regarding water rights, and move the CDI Report and Financial Matters to immediately follow Administrative Matters.

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## **PUBLIC COMMENTS**

Ms. McInnis requested an update regarding the tennis court access and reservation system.

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

- Minutes of the June 20, 2025, corrected
  - Minutes of the August 20, 2025 Board meeting.
  - Minutes of the August 24, 2025 Board meeting.
  - Minutes of the August 11, 2025 Board meeting.
  - Ratification of the construction agreement with Chavez Services to install a pathway on the east side of Preble's Pond.
  - Ratification of the snow removal agreement with Chavez Services for the 2025-2026 season.
  - Ratification of the agreement with Arvada Pump to perform work on the Crystal Lake pumps.
  - Ratification of the N&D Tree agreement for tree removals and pruning.
  - Ratification of the agreement with Chavez Services to make long-term repairs to the bridge by Rampart Way.
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## **FINANCIAL MATTERS**

**Claims:** The Board considered the claims paid for the period ending July 31, 2025 for a total of \$122,710.00.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass 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 August 31, 2025.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending August 31, 2025.

**10-Year Budget:** The Board discussed the draft 10-year budget, including the effects of HB24B-1001, which imposes a biennial 10.5% property tax revenue growth cap, and reduces the assessment rates for residential and non-residential taxable property for 2025 and future years. It was noted that Director Glass is working with Gemsbok to incorporate the adjustments required by HB24B-1001 into the 2026 Budget.

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**CONTRACTOR/  
CONSULTANT  
REPORTS**

**Landscaping Updates - CDI Landscape, LLC:**

**Monthly Report:** The Board reviewed the Monthly Report. There were no questions on the Report.

**Update on Drip Irrigation:** The Board discussed the status of adding drip irrigation to the west and east sides of the Community Park parking lot. CDI is still working on Village Circle. CDI will need to know where the tree installations will occur to finish the project..

**Engineering Updates:**

**Update on Crystal Lake Intake Work:** The Board discussed the update which indicates the parts have been ordered, and the work should be completed in September.

**Update on Little Willow Creek Bridge:** The Board discussed the update on Little Willow Creek Bridge work.

**Other:** None.

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**LEGAL MATTERS** **Update on HOAs Signing Form Easement Agreement:** District Manager Ripko advised the Board that only one HOA has not signed the Easement Agreement, and that HOA Board has indicated it will approve and sign it at upcoming Board meeting.

**Dredging Pond South of Roxborough Marketplace:** President Glass stated that there were no updates from Douglas County. The Board discussed having the District do the work. Attorney Ross advised the Board that the District would need temporary construction agreement with the HOA. The Board directed Attorney Ross to draft such an agreement with Chatfield Farms 1A HOA. The Board also directed Director Glass to get an updated proposal to perform the work and have the proposal reviewed by an engineer to confirm the proposed work will accomplish what the Board wants done

**Maintenance Agreement with Douglas County:** The District is waiting for information from the County to finalize and execute the agreement.

**Other:** None.

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## **AGENDA PRIORITIES**

**Community Park Playground Update:** The Board discussed that they are waiting for the new playground equipment to be delivered.

**Status of Hiring Field Supervisor:** District Manager Ripko and the Board discussed the status of the District hiring a field supervisor.

**Retaining Walls and Mulch:** The Board discussed adding retaining walls and mulch to the trees west of the main parking lot in Community Park.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved adding retaining walls and mulch to the trees west of the main parking lot in Community Park.

**District Signage:** The Board reviewed a proposal from Adlight to design signage for the District.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the proposal from Adlight to design the District's signage.

**Update Regarding Surveillance Cameras:** The Board tabled discussion until the next meeting.

**Other:** None.

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## **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 management report to the Board.

**General Communications to the District or CORA Requests:** No requests were received.

**Invoice from Foothills Park and Recreation District:** The Board reviewed the monthly invoice from Foothills Park and Recreation District.

**General Updates:**

**Identifying Vendor(s) for General Repairs and Maintenance of Existing Playground Equipment:** The Board discussed identifying vendor(s) for general repairs and

maintenance of existing playground equipment. The Board directed SDMS to use CDI or Starr.

*Turf Replacement/Xeriscape Contract:* The Board discussed the status of JPL's proposed turf replacement/xeriscape contract. Director Glass is working with JPL, who agreed to re-seed in the Spring.

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## **DIRECTOR MATTERS**

### **Other:**

*IMEG Proposal:* The Board approved hiring IMEG to evaluate the West Side of Preble's pond and give recommendations for a sidewalk.

*River Rock Proposal:* The Board discussed CDI's proposal to install river rock at several locations within the community.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the proposal.

*Sidewalk "Slop" Removal:* The Board discussed Chavez Services' proposal to saw off and remove concrete "slop" at various sidewalk locations at \$4.50/liner feet.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Bendall, and, upon vote, unanimously carried, the Board approved the proposal for up to 100 liner fee (\$450.00).

## **OTHER MATTERS**

**Action Items and Task Spreadsheet:** The Board reviewed the action items and task spreadsheet. No action was taken.

**EXECUTIVE SESSION:** With no Director objecting, and the intent of all Directors to do so, the Board went into Executive Session to receive advice of legal counsel on the District's water rights pursuant to Section 24-6-402(4)(b), C.R.S.

**EXIT THE EXECUTIVE SESSION:** A motion was made by Director Prysby and seconded by Director Linhardt to exit the Executive Session. The motion passed unanimously.

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## **PUBLIC COMMENTS/HOME OWNER REQUESTS**

None.

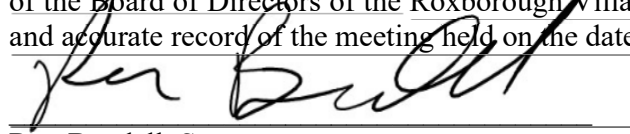
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## **ADJOURNMENT**

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

## 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

A handwritten signature in black ink, appearing to read "Ron Bendall", is written over a horizontal line.

Ron Bendall, Secretary