

## RECORD OF PROCEEDINGS

### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD SEPTEMBER 10, 2024

A Special Meeting of the Board of Directors (referred to hereafter as the "Board") of Roxborough Village Metropolitan District (the "District") was convened on Tuesday, the 10<sup>th</sup> day of September, 2024 at 6:00 p.m. at the Roxborough Intermediate School, 7370 Village Cir E, Littleton, CO 80125. The meeting was open to the public.

#### ATTENDANCE

#### Directors In Attendance Were:

Debra Prysby  
Ephram Glass  
Mark Rubic  
Brendan Coupe  
Travis Jensen

#### Also In Attendance Were:

Debbie McInnis, Homeowner

CALL TO ORDER At 6:08 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. Dir. Rubic 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

Following discussion, upon motion duly made by Director Prysby, seconded by Director Jensen, and, upon vote, unanimously carried, the Board approved the agenda.

## II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

No homeowners made a public comment.

## III. BOARD DISCUSSION MATTERS

- A. Begin discussions on the 2025 District Budget. Identify significant due dates and planning meeting dates. Identify needed improvements, repairs, maintenance, capital improvements/replacements. Items may include discussions on additional ADA accessibility improvements, playground improvements, repairs, replacements, park amenities such as benches, tables, shade structures, status of volleyball court, landscaping improvements, vendor renewal, etc. Discuss possibility of a District tax credit.**

It was noted that the 10-year budget spreadsheet had not been distributed to all board members by the District Manager. Dir. Rubic stated he would send out the spreadsheet to all board members. Dir. Glass noted that board members should pay close attention to the capital and general fund project list and the years they took effect. Dir. Glass stated the counts of types of property were incorrect and he had directed Gemsbok, the district accounting firm, to look into the issue. He noted that correcting the counts changed the tax revenue by \$10k-\$20k. The board discussed implementing a tax credit. It was noted that the district attorney acknowledged that it was risky to implement a tax credit due to the recent passage of HB24B-1001. The board discussed whether a ballot measure should be used to waive the property caps in HB24B-1001 to avoid the pitfalls by implementing a tax credit. The board directed Dir. Glass to discuss the issues caused by HB24B-1001 with the Special Districts Association (SDA) to get their feedback. The board plans to review the 2025 budget draft on October 8th and send the changes to Gemsbok for issuance of the preliminary budget by October 15th. The board plans to have the budget hearing on November 20th as part of the regularly scheduled meeting.

- B. Update on the status of the publication for proposals for the various concrete/asphalt replacement projects.**

Dir. Rubic noted the request for bids had been published but he had not heard of any received bids.

- C. Update on the HOA cost allocation for maintenance services letters sent to the affected HOA's.**

It was noted that the Roxborough Village First and Arrowhead Shores HOAs requested an October 30th meeting. The board thought that might be too late and directed Dir. Glass to assemble dates when everyone was available and relay those dates to the HOAs.

**D. Discuss and review playground equipment replacement for the proposed Community Park playground site and discuss next actions needed.**

Dir. Glass noted he talked with Playwell at the SDA conference and they were interested in bidding on playground work including the new Community Park playground. The board directed Dir. Glass to set up a meeting with them. Dir. Glass also noted that J.C., the district engineer, said a new sidewalk on the south side of the larger Community Park parking lot could likely be made ADA compliant if the gazebo was replaced.

**E. Discuss District signage and review signage language, design and placement.**

Dir. Rubic asked the board to review the proposed signage language in the meeting packet and be ready to provide comments at the next meeting so the language could then be reviewed by legal. Dir. Glass commented that the signs need symbols to match the language but these could be added by sign companies.

**F. Discuss rescheduling dates for the Board-Only meetings in order to use the library space.**

The Board discussed moving the meetings to dates where the library is available. The board members were directed to send their availability to Dir. Glass to coordinate moving the meetings.

**G. Discuss the need to do a District-wide landscape walk and review and identify potential dates and logistics.**

After some discussion, the board members were directed to send their availability to Dir. Glass to coordinate setting up landscape walkthroughs sometime before October 21st during daylight hours.

**H. Discuss mapping outstanding maintenance items for CDI and setting a deadline for completion.**

The board discussed identifying issues on landscape walkthroughs and mapping issues for CDI to efficiently fix them. Dir. Glass noted Dale had been let go by CDI and he and Dir. Rubic would be meeting with Daniel to carry on landscape work for the district.

**I. Updates on the following items:**  
**1. Chatfield Farms planter project;**

Dir. Glass noted the vendor needed to get different stone. The board directed Dir. Glass to verify the stone is similar to the previously approved stone before proceeding.

**2. Proposed maintenance agreement with Douglas County for medians and roadsides;**

There were no new updates. Dir. Glass will attempt to discuss the agreement with Douglas County during other planned meetings.

**3. Information or proposal(s) for repairs/maintenance of playground equipment throughout the District;**

There were no new updates.

**4. Chatfield Farms Playground Spinner Equipment;**

Dir. Glass noted no proposal had yet been received for the playground near the Roxborough Marketplace.

**5. Turf replacement (xeriscape) project;**

Dir. Glass noted Legal has yet to draft an agreement for the project.

**6. Soccer field swale project;**

Dir. Glass noted Legal has yet to draft an agreement for the project.

**7. Replacement of Community Park bathroom air fresheners;**

There were no new updates. Dir. Rubic was directed to check on the air fresheners prior to the next meeting. The board was in consensus on preferring to have Metro Cleaners replace the air fresheners as needed.

**8. Broken electric line under N Rampart Range Road repair project;**

Dir. Rubic noted P&L had yet to sign the agreement. He also noted the mosquito

treatment company hadn't signed yet, either.

**9. Replacement of the failed sewage pump at the Community Park bathrooms by EOne;**

There were no new updates.

**10. Additional information received from Legal and SDMS dealing with estimates of the costs to set up the administrative framework in order to have District employees; and**

Dir. Rubic noted SDMS is working on delivering these cost estimates.

**11. Website improvements information/costs for reservations, payments as well as other questions/requests.**

Dir. Glass noted he spoke with SDMS and they relayed that SIPA told them they were working on it, but there would be a sizable delay.

**J. Assignment of a new lead for the development of a "brochure" of picnic tables and benches so the board can discuss a design aesthetic for future replacements.**

Dir. Prysby agreed to put together the "brochure".

**K. Discuss updates on newsletter topics to be sent out to the community regarding items that are completed, in progress, or soon to be initiated and survey to gather suggestions from the community on what they'd like to see the District do or improve.**

Dir. Glass noted he already submitted his assigned sections. Dir. Rubic said he was working on his and would forward the assignments again to everyone.

**L. Review draft survey page for the initial survey to gather community feedback.**

The board reviewed the survey draft and were ok with the format. After some discussion, it was decided to delay issuing the survey so it could be coordinated with the newsletter.

**M. Environmental Committee Update**

Dir. Glass noted that the contract with JPL to fix the greenhouse omitted purchase of the solar fans, but they should still fall under the \$2,500 the board approved for the repairs. The board was ok with purchasing the fans separately. Dir. Glass noted the updated DC2 contract with the additional tree was out for signature.

**N. 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.**

Dir. Rubic noted he had not received any new requests.

**IV. OTHER MATTERS**

Dir. Glass stated that SDMS had suggested getting a debit card to take care of small purchases. The board briefly discussed the idea and decided to defer the item for further discussion.

**V. PUBLIC COMMENTS/HOMEOWNER REQUESTS**

Debbie McInnis noted she would send comments to Dir. Glass.

**VI. ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made by Director Jensen, seconded by Director Prysby, and upon vote, unanimously carried, the Special Meeting was adjourned at 8:01 p.m.

Respectfully submitted

*Travis C Jensen*