

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
SEPTEMBER 18, 2024**

A regular 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 18th day of September, 2024 at 6:00 p.m. at the Roxborough Library 8357 N Rampart Range Rd # 200, Littleton, CO 80125 and 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
Debra Prysby, Vice President
Ephram Glass, Treasurer
Travis Jensen, Secretary
Brendan Coupe, Assistant Secretary

Also In Attendance Were:

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

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

Daniel Levine and Damon Barker; 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)

Kim Dugan, Debbie McInnis and Claire Reardon; 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.

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

Appointment of Officers: The Board entered into a discussion regarding the appointment of officers. Following discussion, upon motion duly made by Director Coupe, seconded by Director Glass and, upon vote, unanimously carried, the following slate of officers was appointed:

President	Ephram Glass
Vice President	Debra Prysby
Treasurer	Mark Rubic
Secretary	Travis Jensen
Assistant Secretary	Brendan Coupe

PUBLIC COMMENTS

Homeowners Requests/Comments: The Board answered questions from Homeowners regarding landscaping maintenance and potentially adding a barrier between Waterton and the north side of the soccer field.

CONSENT AGENDA

The Board considered the following Board meeting minutes:

- Board Meeting Minutes for July 17, 2024
- Board Meeting Minutes for August 21, 2024

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic, and, upon vote, unanimously carried, the Board approved the Board meeting minutes, as amended to correct spelling errors.

CONTRACTOR/CONSULTANT REPORTS

1. **CDI Landscape, LLC (“CDI”) Updates:** The Board reviewed the monthly report and CDI Representatives answered questions from the Board.
2. **Snow Removal Proposal:** The Board requested that Attorney Ross prepare an Agreement with CDI for the 2024/2025 Snow Season.

Engineering Updates – Farnsworth:

1. Ms. Ripko updated the Board on the approved surveys.

FINANCIAL MATTERS

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

Fund	Period Ending August 31, 2024
Total Claims	\$99,306.94

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic 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 August 31, 2024.

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending August 31, 2024.

2025 Budget Planning and Deadline: The Board gave direction to Gemsbok to update the 10-year plan; the Board will make changes as needed to finalize the budget.

LEGAL MATTERS

Maintenance Agreement with Douglas County Update: Attorney Ross advised the Board that Attorney Duke is still waiting for a response from Douglas County.

Tract G, Chatfield Farms Filing No. 1-A Update: There were no updates at this time.

Administrative Framework for District Employees: There were no updates at this time.

District Signage Language: The Board reviewed and discussed the proposed signs. Attorney Ross discussed with the Board a new law that helps limit the District’s liability for an injury or death occurring on the District’s property. . Following discussion, the Board directed him to draft language as needed to incorporate the new law’s provisions.

Other: Attorney Ross discussed the enactment of HB24B-1001, which imposes an annual cap on revenue growth and further reduces the assessment rates for almost all classifications of taxable property.

AGENDA PRIORITIES

Concrete/Asphalt Project Proposals: The Board deferred discussion at this time pending additional information.

HOA Cost Allocation: The Board discussed potential dates for meetings with the Boards of the three HOAs.

Playground Equipment Replacement: The Board discussed the proposed equipment replacement for the Community Park playground. Directors Glass and Rubic met with a new contractor regarding the design and proposals. They will be submitting a proposal with a new design.

Douglas County Waterton Road Safety: The Board discussed the Douglas County Waterton Road Safety. Director Glass will discuss with the county as there continue to be traffic concerns in the area.

Pedestrian Connection from High Line Canal to Waterton Canyon: Director Glass discussed the meeting with Denver Water and Douglas County. The County will be looking to see if there are funds at the beginning of 2025.

**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 reviewed the SDMS Monthly Report.
- CORA Requests: The District has not received any CORA requests.
- Monthly Invoice from Foothills Park & Recreation re: August 2024 Roxborough Village Resident Use.
- Status of District Website.

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

- Chatfield Farms planter – The stone has been selected.
- The Pest Control Contract has been provided to Berrets for review.
- There was no update on identifying vendor(s) to provide general repairs and maintenance of existing playground equipment.
- The EOne Contract to replace the failed sewage pump at the Community Park bathrooms has been uploaded for signature.
- The Turf Replacement/Xeriscape Contract has been uploaded for signature.
- The Contract to repair the damaged electrical line has been finalized.

**DIRECTOR
MATTERS**

District Signage/Committee Update: The Board discussed the new District signs.

Environmental Committee Update: Director Glass stated that JPL Cares is still working on the greenhouse. Trees are in the process of being installed.

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 Prysby, and upon vote, unanimously carried, the regular meeting was adjourned.

Respectfully submitted,

Travis C Jensen

By: _____
Secretary for the Meeting