

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD OCTOBER 6, 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 6th day of October, 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
Stephen Throneberry

Director Absent:
Ron Bendall (excused)

CALL TO ORDER Chairperson Glass called the meeting to order at 6:00 p.m.

I. ADMINISTRATIVE MATTERS

Upon motion duly made and seconded, and, upon vote, unanimously carried, the Board excused Director Bendall's absence.

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 agenda item under section IV of the agenda to discuss a couple proposals that CDI had sent just before the meeting. Following discussion, upon a motion duly made and seconded, 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. IMEG discussions:

1. Discuss potential conflict of interest with IMEG and Ireland Stapleton.

Director Glass stated that Dino Ross, the District's attorney, had notified him there was a potential conflict of interest with his firm, Ireland-Stapleton, because they also represent IMEG in some matters. The Board discussed the potential conflict. The consensus of the Board was that the conflict of interest was not a big issue regarding a contract for GIS work, however it would have to be considered again for other larger contracts.

2. Discuss and consider ratification of GIS agreement with IMEG.

Following the earlier discussion, upon a motion duly made and seconded, and, upon vote, unanimously carried, the Board ratified the GIS agreement with IMEG.

B. Discuss and consider approval of a \$2,482.67 proposal from CDI to add mulch rings around trees adjacent to Campfire St.

Director Glass reviewed the issue of dying trees along Campfire St., and said that adding mulch rings would improve the health of the remaining trees. Following discussion, upon a motion duly made and seconded, and, upon vote, unanimously carried, the Board approved the \$2,482.67 proposal from CDI to add mulch rings around the trees adjacent to Campfire

St.

C. Discuss and consider approval of a \$3,673.30 proposal from CDI to re-sod bare areas in Imperial Park.

Director Glass relayed to the Board that there was a bare area of ground adjacent to the playground structure where kids had been digging. Director Prysby confirmed that the grass in that area has struggled to grow for years. Director Glass noted it was a bit late in the season to resod. Director Prysby requested it be done in the spring. Following discussion, upon a motion duly made and seconded, and, upon vote, unanimously carried, the Board approved the \$3,673.30 proposal from CDI to re-sod bare areas in Imperial Park in the spring.

D. Discuss and consider approval of a \$16,500.00 proposal from Chavez Services to add pressure treated wood steps with breeze fill at the southwest corner of Community Park parking lot.

Director Glass relayed to the Board that CDI had submitted a competing bid to install steps at the southwest corner of the main parking lot with a proposed price of \$16,013.33. The Board weighed the difference in cost, recent performance, and recent timeliness between Chavez Services and CDI. The consensus of the Board was that the cost difference was negligible and it made more sense for Chavez Services to complete the work given their other work at the adjacent new playground. Following discussion, upon a motion duly made and seconded, and, upon vote, unanimously carried, the Board approved the \$16,500.00 proposal from Chavez Services to add pressure treated wood steps with breeze fill at the southwest corner of Community Park parking lot.

E. Discuss and consider approval of a \$2,602.80 change order from Chavez Services to remove additional sections of concrete slop and fill holes with dirt.

Director Glass relayed to the Board that Chavez Services had identified further concrete slop beyond the original 100 linear feet that was approved. As part of the change order, Chavez Services would also fill in underneath some of the sidewalk where there was a large cavity that threatened to break the sidewalk. Following discussion, upon a motion duly made and seconded, and, upon vote, unanimously carried, the Board approved the \$2,602.80 change order from Chavez Services to remove additional sections of concrete slop and fill holes with dirt.

F. Discuss installation of cameras within the district.

The Board briefly discussed the proposed cameras. Director Throneberry noted that the cameras would not have the capability to record much data due to the limited bandwidth and

high activity in the parks. Director Linhardt noted he would try to get some better options for the next meeting.

G. Discuss asking Roxborough Water and West Metro if they would be willing to coordinate elections in May of 2027.

Director Glass discussed with the Board potentially coordinating elections with Roxborough Water and West Metro Fire. It was noted that coordinating the elections would resolve confusion, save money, and likely result in higher participation. After some discussion, the consensus of the Board was to have Director Glass reach out to the respective special district boards to see if they would be open to coordinating their elections.

H. Review draft follow-up survey, coordinate edits, and discuss schedule and implementation.

The Board reviewed the draft survey. There was concern among several members of the Board that specific topics would cause conflicts in the community especially if the Board wasn't capable of immediately acting upon the survey results. The consensus of the Board was to keep questions 2, 3, 4, 5, 6, 10, 15, 16, 17, 18, 19, 23, and 24. The Board directed Director Glass to add a couple more options to questions 2 and 3 and add an open ended question at the end asking for any other input.

I. Discuss draft 10-year budget.

Director Glass noted that the tax revenue calculations were amended based on preliminary guidance from the Colorado Department of Local Affairs. There were no other suggested changes to the budget.

J. Discuss Statement of Services and Jurisdictional Boundaries document.

The Board discussed the edits to the Statement of Services and Jurisdictional Boundaries document provided by Director Glass. The consensus of the Board was to incorporate the changes. Director Glass noted he would have the District's attorney review the edits and have the document up for approval at the next meeting.

K. Discuss plan for dredging the pond south of the Roxborough Marketplace.

The Board discussed Director Glass' proposed dredging plan of the pond south of the

Roxborough Marketplace. After some discussion, the consensus of the Board was to move forward with the plan and keep additional dredged material on site and defer moving the material until the District was ready to utilize it for a berm along the Chatfield Farms soccer field.

L. Discuss if porta-potties in Crystal Lake Park should be managed and paid for by the District rather than the HOA.

The Board discussed having the District pay for one porta-potty at Crystal Lake Park. It was noted that the District paid for one porta-potty at each of the other larger parks: Community Park and Chatfield Farms Park. Following discussion, upon a motion duly made and seconded, and, upon vote with Director Throneberry abstaining and the other Board members in favor, the Board approved paying for a single ADA porta-potty at Crystal Lake Park.

M. Discuss possible amendments to the Rules & Regulations.

The item was tabled due to Director Bendall's absence.

N. Update on field supervisor job posting.

The Board reviewed the Employee Handbook draft. During the review, the consensus of the Board was to make the following changes:

- 1) Section 3G: Amend the language to not require pregnant women from needing a doctor's note.
- 2) Section 3K(2): Make the whole Board responsible for appointing, hiring, and promoting employees.
- 3) Section 3P(1)(d): Cut the section.
- 4) Section 3Q: Change to option #3 regarding use of AI.
- 5) Section 4S: Add "with restricted entry" after "District Premises" and strike out the sentence regarding minors.
- 6) Section 6A(4)(b): Add that employees can attend funerals of people beyond immediate family members with Executive Staff approval.
- 7) Section 6B(9): Add a section stating the employee must pay back the District for reimbursed tuition if the employee leaves or is terminated shortly afterward.
- 8) Section 6B(11): Change the vacation to be four weeks regardless of years of service.
- 9) Section 6C(3): Change the sick leave to be 12 days regardless of years of service.
- 10) Section 6C(4): Delete the Personal Day section.
- 11) Section 6C(7)(a): Change the holidays to be six floating holidays to be chosen by the employee.

- 12) Section 6C(8): Delete the sentence stating the District pays the entire premium.
- 13) Section 6C(9): Delete the sentence stating the District does not offer retirement benefits.

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

Director Glass noted that Castle Rock Water has referred the electrical fix question about their liability to their attorney and they should respond back by next month.

P. Update on Crystal Lake pump work.

Director Glass noted that SDMS was working on coordinating things in October.

Q. Update on xeriscape work.

Director Glass noted that the xeriscaping was done except for a few missed plants.

R. 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.

There were no new requests to review.

IV. OTHER MATTERS

A. Discuss additional CDI proposals

The Board deferred the discussion on additional sod for the soccer field.

The Board discussed the holiday light proposal from CDI. Director Prysby requested that the colored lights and white lights be switched between the deciduous and evergreen trees. The consensus of the Board was to make that change. Following discussion, upon a motion duly made and seconded, and, upon vote, unanimously carried, the Board approved the \$5,345.50 proposal from CDI to install and subsequently remove the District's holiday lights.

B. Other

Director Glass asked the Board if anyone had a preference for the new playground's handrail paint color. Following discussion, the consensus of the Board was to use silver paint.

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 and seconded, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:58 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