

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD OCTOBER 7, 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 Monday, the 7th day of October, 2024 at 6:00 p.m. at the Roxborough Library, 8375 N. Rampart Range Rd, 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:

Mathew Hart, Resident (joined mid-meeting)

CALL TO ORDER At 6:00 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. 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

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

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

No homeowners were present.

III. BOARD DISCUSSION MATTERS

A. Review and discuss the 2025 District Budget. Review updates to the property tax revenue forecasts and identify any changes. Discuss a proposal from the Douglas County Assessor regarding tax rebates.

Dir. Rubic suggested removing the appropriation for landscape maintenance for HOAs which have not had a public vote to have the metro district maintain HOA owned land. The Board agreed to make that adjustment until the affected HOAs give the District specific direction or requests. Dir. Glass suggested adding a \$100,000 line item within the next three years to make modifications to Preble's Pond since it is currently very low on water and the District needs to make steps toward making its temporary water rights permanent. The Board agreed with Dir. Glass' change and directed Dir. Glass to make both changes and send them to Gemsbok, the district accounting firm. Dir. Rubic requested that Dir. Glass see if Gemsbok can add a note about the HOA appropriations.

B. Discuss approval of updated estimates from Chavez for concrete/asphalt projects that now include required performance bond costs.

Dir. Glass noted due to the timing, the asphalt work will likely need to be done next year during warm weather. Dir. Prysby questioned the need for two seal coats; Dir. Glass said he'd follow-up with Chavez to find out the answer. Dir. Glass noted that Farnsworth, the district engineer, had yet to respond to whether an ADA compliant sidewalk could be put on the south side of the larger parking lot. After some discussion, the Board agreed to defer approval of the project until October 16th.

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

Dir. Glass noted there were no updates.

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

Dir. Glass noted he just received the CAD file from Farnsworth, which the PlayWell vendor had been waiting for. Dir. Glass noted he had a follow-up meeting on October 9th with

PlayWell to answer some questions.

E. Discuss District warning signage and review signage language. Discuss whether the statutory language is too misleading.

Dir. Rubic discussed the misleading language required by the state for warning signs. After some discussion, the Board agreed that it was in the District's best interest to post the signs alongside the rules and regulations signs and maps depicting designated trails and recreational areas. The Board also agreed an additional sign at the hogback entrance was needed to say "Enter at your own risk" or the equivalent since there were no official trails in the area.

F. Update and discussion of items learned at the SDA Conference.

Dir. Glass reviewed several items he found of use at the 2024 SDA Conference. He noted that he had met with Pinyon Environmental and they provided a \$6,500 proposal to assist with the District's turf-removal program. The Board agreed to put the proposal in the October 16th consent agenda. Dir. Glass noted there was a lawsuit covering damage from dig-ins to special district underground facilities that ended in the special district's favor. He followed-up with Kelley, the District's attorney, regarding applicability to the Sturgeon Electric dig-in a couple years ago, but she didn't think it changed things significantly enough to file a lawsuit against them. Dir. Glass also reviewed a discussion he had with a banking vendor which had free invoicing software. The bank would require the District to hold an account to get the free software. After some discussion, the Board directed Dir. Glass to give the information to Gemsbok to ascertain if that change made economic sense.

G. Updates on the following items:

1. Chatfield Farms planter project;

Dir. Glass noted the planter work is scheduled to commence on October 16th. The Board requested the Dir. Glass confirm the date and have SDMS post a notice to the website.

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

Dir. Glass noted he has a meeting scheduled on October 10th with Douglas County Public Works and will provide information after that meeting.

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

Dir. Glass noted PlayWell had offered to do some maintenance and/or get the District in contact with vendors for other playground manufacturers to have their equipment maintained.

4. Chatfield Farms Playground Spinner Equipment;

Dir. Glass noted PlayWell will be providing an estimate and will ask SDMS to get Rocky Mountain Recreation to provide an estimate as well. had offered to do some maintenance and/or get the District in contact with vendors for other playground manufacturers to have their equipment maintained.

5. Turf replacement (xeriscape) project;

Dir. Glass noted the turf replacement agreement had not yet gone out for signatures and would request that SDMS get that done.

6. Soccer field swale project;

Dir. Glass noted the swale project did not have an agreement drafted yet and would request that the district attorney get that done.

7. Replacement of Community Park bathroom air fresheners;

Dir. Rubic noted the air fresheners were installed with cages. After some discussion of who should replace them when needed, the Board agreed it was best to have Metro Maintenance do that in the course of their cleanings.

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

Dir. Glass noted the agreement with P&L Electric was signed and they should be starting work soon.

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

Dir. Glass noted the new sewage pump was installed and functional.

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

There were no updates.

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

There were no updates.

H. Discussion of issues with construction occurring on the north side of Waterton Rd, and discussion about Diversified Underground's failure to mark district facilities.

Dir. Glass relayed that Mears Construction had dug into the tracts north of Waterton Rd adjacent to the McDonald's and Christian Brothers developments. They had not properly submitted an 811 locate request and nearly struck the District's water line. Diversified Underground, the District's Locate vendor, had also failed to mark the water line. Dir. Glass had spoken with Diversified Underground and they were given direction to mark underground facilities if they were within 60 feet from the 811 requested location. The Board agreed with that direction. Dir. Glass noted Mears agreed to restore the area and reseed it with the Roxborough seed mix.

I. 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. Rubic stated he submitted his newsletter topic. Dir. Jensen stated he was waiting on more information for the Community Park playground. Dir. Jensen was directed to provide a summary after the October 16th meeting.

J. Update on the new GIS.

Dir. Glass noted he found additional clean-up items for Farnsworth to fix. He suggested providing the GIS device to CDI to start data collection when they started blowing out the irrigation system. The Board agreed with that plan.

K. Update from the Sheriff regarding temporary cameras to catch vandals.

Dir. Glass noted the Sheriff had said they would not install temporary cameras in Community Park to help catch vandals. Dir. Glass noted he was at Deputy Zack S. Parrish III Memorial Park in Castle Rock where they installed a hardwired set of cameras pointed at the playground. The Board did not decide on any further action.

L. Environmental Committee Update

Dir. Glass stated that JPL had made fixes to the greenhouse but had yet to install a solar fan. He said he was investigating various options. After some discussion, the Board directed Dir. Glass to go with a robust model to ensure it worked well.

M. 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. Glass noted there were no new requests.

IV. OTHER MATTERS

Dir. Glass made a motion to add an item B. Other to the agenda under Other Matters. Dir. Coupe seconded the motion. Upon vote, unanimously carried, the Board approved the change to the agenda.

A. Review and consider approval of invoice from DC2 Services for tree planting.

The Board discussed the DC2 invoice that was above the contract amount. Dir. Glass noted that while a few items were agreed upon with associated costs, DC2 did not communicate that some of the changes had costs associated with them. After some discussion, the Board requested that Dir. Glass request additional cost breakdowns in DC2's invoice and made that a condition before approving any higher dollar amount.

B. Other

Dir. Glass conveyed that the mosquito contractor had just signed the contract agreement but that they had been very unresponsive. The Board discussed whether the District should continue with the contract. Dir. Rubic recommended that the District continue with the contract but not to perform any services in 2024 since the season is over. The Board agreed with Dir. Rubic's direction.

The Board reviewed the quotes from DC2 for winter watering and for fencing southwest of Safeway to keep people from causing erosion. Dir. Glass stated he was getting quotes for

winter watering from other vendors, but it was likely a good idea to stick with DC2 since they planted the trees being watered. The Board discussed the fencing proposal and decided to first use the cut debris from wildfire mitigation work to block the informal path and see if that was effective enough on its own to be a deterrent before considering fencing or other options.

The Board reviewed the paint proposals for Chatfield Farms Park. The Board agreed to place the CertaPro proposal on the October 16th consent agenda.

Dir. Glass discussed the snow removal proposal from CDI. The Board agreed to place it on the October 16th consent agenda.

Dir. Glass noted SDMS was obtaining holiday lights proposals.

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 by Director Jensen, seconded by Director Prysby, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:52 p.m.

Travis C Jensen