

**MINUTES OF REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
OCTOBER 15, 2025**

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 15th day of October, 2025 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

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)

Christine and Scott Venn and Debbie McInnis, Homeowners

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: 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
MATTERS**

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

Following discussion, upon motion, duly made by Director Glass, seconded by

Director Bendall, and, upon vote, unanimously carried, the Board approved the Agenda, as amended to remove October Minutes.

**PUBLIC
COMMENTS**

None.

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

- Minutes of the September 8, 2025.
- Minutes of the September 10, 2025 Board meeting.
- Ratification of the agreement with AdLight to design signs for the District.
- Ratification of the construction agreement with Chavez Services for concrete and drainage work.
- Ratification of the agreement with Radiant Lighting to replace the pump disconnect switch at Crystal Lake.
- Ratification of the agreement with Farnsworth for design and permit work for the creek crossings.

**FINANCIAL
MATTERS**

Claims: The Board considered the claims paid for the period ending September 30, 2025 for a total of \$149,163.48.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt 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 September 30, 2025.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending September 30, 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. The Board confirmed the Budget Hearing to be held on November 19, 2025.

CONTRACTOR/

Landscaping Updates - CDI Landscape, LLC:

CONSULTANT REPORTS

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

Update on Drip Irrigation: No updates were provided.

Proposal from CDI: The Board reviewed the proposal from CDI regarding adding additional sod at the Chatfield Farms soccer field in the amount of \$1,822.00.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the proposal from CDI regarding adding additional sod at the Chatfield Farms soccer field in the amount of \$1,822.00, with the work to begin in the Spring of 2026.

Engineering Updates:

Update on Crystal Lake Intake Work: The Board discussed the update and noted that the work is complete.

Update on Little Willow Creek Bridge: The Board discussed the update on the Little Willow Creek Bridge work. It was noted that the specifications were provided but were not correct and updated specifications have been requested.

Requesting Proposal for Engineering Services: The Board discussed requesting a proposal from an IMEG to provide guidance on repairing the sidewalk west of Preble's Pond.

Other: None.

LEGAL MATTERS

Statement of Services and Jurisdictional Boundaries: The Board reviewed the Statement of Services and Jurisdictional Boundaries document.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Throneberry, and, upon vote, unanimously carried, the Board approved the Statement of Services and Jurisdictional Boundaries document.

Update on HOAs Signing Form Easement Agreement: The Board noted that all agreements have been signed and recorded.

Dredging Pond South of Roxborough Marketplace: President Glass updated the Board on dredging the pond Director Glass will follow up.

Maintenance Agreement with Douglas County: President Glass updated the Board on the maintenance agreement with Douglas County. Director Glass will follow up.

IMEG Conflict Of Interest Waiver: Attorney Ross discussed the conflict of

interest waiver letter he is asking the Board to approve in connection with his partner representing IMEG as outside litigation counsel and the current contract, and any future contract, with IMEG. Upon a motion and second, the Board approved the letter, which will be signed by President Glass.

Other: None.

AGENDA PRIORITIES

Community Park Playground Update: The Board discussed the status of community park playground project. Director Throneberry requested confirmation that the egg-shaped spinner would not have anything installed to make the egg spin slower.

Status of Hiring Field Supervisor: District Manager Ripko and the Board discussed the proposed Employee Handbook that would apply to the Field Supervisor, when hired.

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

District Signage: The Board noted that the Agreement is signed and a preliminary meeting has been set up to start the design process.

Homeowner Request to Allow Pedestrians to Bypass Barriers: The Board discussed homeowner's request to allow pedestrians to bypass the barriers on the fire road between Red Mesa and Blue Mesa. The consensus of the Board was to take down the signage.

District Credit Card: The Board discussed the proposed Resolution and associated Credit Card Use Agreement form, and the parameters for issuing a District credit card for smaller purchases and ongoing regular bills.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Bendall, and, upon vote, unanimously carried, the Board approved the Resolution and associated Credit Card Use Agreement form.

Other: None.

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: None.

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

General Updates:

Updated on Turf Replacement/Xeriscape Contract: The Board discussed the status of the turf replacement/xeriscape contract.

**DIRECTOR
MATTERS**

Other: None.

OTHER MATTERS

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

Notice of Increase of Irrigation Water Rates: The Board acknowledged the notice from Roxborough Water District of an increase in the irrigation water rates.

SDMS Notice of Rate Increase: The Board acknowledged SDMS' notice that its rates will be increasing.

Other: The Board discussed having CDI move rocks from the streets back onto the median.

**PUBLIC
COMMENTS/HOME
OWNER REQUESTS**

None.

**EXECUTIVE
SESSION**

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

ADJOURNMENT

There being no further business to come before the Board, upon motion, duly made by Director Prysby, seconded by Director Linhardt, 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.



Ron Bendall, Secretary