

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
OCTOBER 16, 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 16th day of October, 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

District Manager Ripko called the meeting to order the 6:00 p.m.

ATTENDANCE

Directors In Attendance Were:

Ephram Glass, President
Debra Prysby, Vice President
Mark Rubic, 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.

Alisha Bignell; Gemsbok Consulting Inc. (“Gemsbok”) (for a portion of the meeting)

**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. 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 there are no Directors’ Disclosure Statements to be filed.

**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 Coupe, and, upon vote, unanimously carried, the Board approved the Agenda, as amended to add proposal for pond algae removal.

2025 Board Only Meetings: The Board discussed the meeting dates for 2025 Board only meetings. It was determined that the meetings will be held on the second Monday except for April and October, which will be held on the second Thursday.

**PUBLIC
COMMENTS**

Homeowners Requests/Comments: None.

**CONSENT
AGENDA**

The Board considered the following Board meeting minutes:

- September 18, 2024 Minutes.
- October 6, 2024 Minutes.
- October 7, 2024 Minutes.
- Approve proposal from Pinyon Environmental to assist with the turf removal program.
- Approve proposal from CertaPro for gazebos in the Chatfield Farms park.
- Approve snow removal agreement with CDI for the 2024-25 snow season.

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

**CONTRACTOR/
CONSULTANT
REPORTS**

Landscape Monthly Report: The Board reviewed the monthly report.

Proposal for Winter Watering of New Trees: The Board reviewed the proposal for Winter watering of new trees.

Following discussion, upon motion duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the proposal for Winter watering of new trees.

Proposal for Dead Maple Trees Removal and Replacement: No action was taken at this time.

Proposal for Dead Tree Removal: The Board discussed the proposal for dead tree removal.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, carried with Directors Glass, Prysby, Coupe and Jensen voting “yes” and Director Rubic voting “no”, the Board approved removal

of the Russian olive trees only by CDI.

Proposal for Tree Stake Removal: The Board reviewed the proposal for tree stake removal.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the proposal for tree stake removal.

Proposal for Holiday Lights: The Board reviewed the proposal for holiday lights.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, carried with Directors Glass, Prysby, Coupe and Jensen voting “yes” and Director Rubic voting “no”, the Board approved the proposal for holiday lights, with the understanding that CDI would reduce the price if there are areas with no electricity.

Proposal for Pond Algae Removal: No action was taken at this time.

Engineering Updates – Farnsworth: District Manager 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	\$134,712.03

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby 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 September 30, 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 September 30, 2024.

Update on 2025 Budget: Director Glass updated the Board on the status of the 2025 Budget.

LEGAL MATTERS

Maintenance Agreement with Douglas County Update: Director Glass met with representatives from the county; they will be sending over the language needed to allow the District to maintain the medians.

Correspondence Regarding Tract G, Chatfield Farms Filing No. 1-A Update: The damage was done by an Xcel contractor. After working with legal counsel, they will repair the damage.

Update on Administrative Framework for District Employees: District Manager Ripko is compiling information to provide a cost to the Board.

District Signage Language: The Sign Committee and District Management will be working on designs and locations.

Other: None.

**AGENDA
PRIORITIES**

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

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

Playground Equipment Replacement: No action was taken at this time.

Douglas County Waterton Road Safety: Director Glass reported that the county will be looking at raised median options, adjusting speed limit signs, adding more advanced lane change signs, and adjusting the traffic signal timer as needed.

Executive Homes Detention Pond: Douglas County is considering lowering the outlets.

**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: September 2024 Roxborough Village Resident Use.
- Status of District Website.

General Updates Regarding Ongoing Projects or Activities: The Board

discussed the following general updates.

- Chatfield Farms planter – The 16th start date has been pushed back due to a backorder of the materials.
- The Pest Control Contract.
- There was no update on identifying vendor(s) to provide general repairs and maintenance of existing playground equipment.
- The Turf Replacement/Xeriscape Contract.

**DIRECTOR
MATTERS**

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

Environmental Committee Update: Director Glass updated the Board.

OTHER MATTERS

Review Action Items.

Fence Repair: The Board discussed a proposal from Trophy Fence to repair a section of split-rail fence that has been damaged.

Following discussion, upon motion duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the proposal from Trophy Fence for fence repair not to exceed the amount of \$350.00.

Mission Communications: The Board discussed Mission Communications. It was determined to make the District Manager the main contact.

Fences down: The Board discussed the fences that are down. The Board directed District Manager Ripko to contact Douglas County.

Ace Tree: The Board discussed who should serve as the main point of contact for Ace Tree Care. The consensus of the Board was for Director Glass to be the point of contact.

**PUBLIC
COMMENTS/HOM
EOWNER
REQUESTS**

None.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Jensen, seconded by Director Prysby, and upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: *Travis C Jensen*

Secretary for the Meeting