

## RECORD OF PROCEEDINGS

### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD NOVEMBER 10, 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 10<sup>th</sup> day of November, 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  
Ron Bendall  
Clifford Linhardt  
Stephen Throneberry

##### **Director Absent:**

Debra Prysby

##### **Also In Attendance Were:**

Susan Spurr; Resident (for a portion of the meeting)

**CALL TO ORDER** Chairperson Glass called the meeting to order at 6:03 p.m.

#### **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. 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**

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.

## **II. PUBLIC COMMENTS/HOMEOWNER REQUESTS**

Susan Spurr asked the Board various questions about the County's Zebulon Sports Complex project and if the District was going to do anything about it.

## **III. BOARD DISCUSSION MATTERS**

### **A. Zebulon discussion:**

#### **1. Discuss what the District should or could do regarding the Zebulon sports complex.**

Director Glass noted that multiple residents have been concerned about the proposed Zebulon Sports Complex. He also noted that there was likely very little the District could do about it. Director Throneberry said he didn't think it was within the District's purview. Director Linhardt asked what the benefits would be if the Zebulon project moved forward. Director Glass pointed out that much of the road infrastructure upgrades would be beneficial to the area particularly for emergency evacuation purposes. He suggested that the best outcome would be if the road upgrades were done and Zebulon failed to get built so there wasn't any added traffic.

#### **2. Discuss sending out a survey to gauge public desire to take stronger measures against the Zebulon sports complex.**

Following the above discussion, the consensus of the Board was that it was unlikely to be in the best interest of the District to oppose the Zebulon project given that it would be unlikely that such opposition would be fruitful. Director Glass recommended issuing a simple survey to gauge public opinion on the Zebulon project and ask the District's attorney for input. After some discussion, the consensus of the Board was to move forward with Director Glass' recommendations. After some additional discussion, upon motion duly made by Director Glass, seconded by Director Bendall, and, upon vote, unanimously carried, the Board agreed to spend up to \$200 on QR code signs for the survey to test response rates with the additional signs.

**B. Discuss follow-up survey draft.**

Director Glass reviewed the updated follow-up survey draft noting he added current HOA trash costs. He noted he had received costs from Waste Management to serve the whole district but was waiting on HBS numbers. The consensus of the Board was to move forward with issuing the survey as presented once Director Glass received the trash collection costs from HBS.

**C. Discuss what steps Arrowhead Shores needs to take to enable the District to take over playground maintenance at Crystal Lake and Mule Deer playgrounds.**

The Board discussed what the next steps were for Arrowhead Shores HOA to convey maintenance responsibility for its playgrounds over to the District. Director Glass noted that the HOA could utilize Charlie Hogue from the District's management company to perform the playground inspections. Director Glass asked who should pay for the inspections. Director Linhardt said the HOA needs to pay for the inspections. Director Throneberry asked if the playgrounds needed to be brought up to current codes. After some discussion, the consensus of the Board was that Arrowhead Shores HOA would need to pay for the playground inspections and the District would not take maintenance responsibility unless the playgrounds met current codes. Director Throneberry, speaking on behalf of the HOA, asked Director Glass to request Charlie to perform an inspection of Mule Deer and Crystal Lake playgrounds.

**D. Discuss and consider approval of boring proposals to repair the electric line underneath N Rampart Range Rd.**

Director Glass noted that Radiant Lighting had still not provided a proposal for fixing the electric line under N Rampart Range Rd and that M-MD's proposal was over \$5,000 more than a proposal from a year ago. After some discussion, the consensus of the Board was that the cost was not worth the benefit of being able to have holiday lights on the corner of the road.

**E. Discuss and consider approval of a \$3,175.00 change order from Biodive Solutions for pipe stands.**

Director Glass noted that Biodive constructed and supplied the pipe stands that were not included in their contract. Following discussion, upon motion duly made by Director Glass, seconded by Director Bendall, and, upon vote, unanimously carried, the Board approved the \$3,175.00 change order from Biodive Solutions for the pipe inlet stands.

**F. Discuss bad data entered by CDI in the District's GIS.**

Director Glass noted that the data CDI had entered into the District's GIS had numerous errors. Given that it could cost the District money to correct the data, he recommended withholding some portion of CDI's contract payment until the data was corrected. After some discussion, the consensus of the Board was to withhold \$5,000 if the data had not been corrected by the end of November.

**G. Review and discuss 2026 landscaping proposals from EDI and CDI.**

The Board discussed the proposal from CDI and two proposal variants from EDI. After discussion, the consensus of the Board was that the variant from EDI including minor repairs was worth looking into and directed Director Glass to have CDI provide a proposal with the same scope.

**H. Discuss installation of cameras within the district.**

This item was deferred to December.

**I. Discuss proposals from Chavez Services to improve the walkway west of Preble's Pond.**

Director Glass reviewed the proposals from Chavez Services with the Board. Due to the high cost of the sum total of the proposals, the consensus of the Board was to do the bare minimum and consider the other repairs during future projects. The Board also directed Director Glass if he could get an additional quote from Rhein-0 Demolition for the dirtwork.

**J. Discuss referral DR2025-010 from Douglas County.**

Director Glass reviewed his suggested comments on Douglas County's proposed updates to the County's Comprehensive Master Plan 'Environmental Quality' and 'Amendments and Updates' sections. Director Glass' recommendations were to include special districts in the notifications, ensure emergency evacuations were reviewed as part of the process, and allow digital newspapers to be used as official notifications rather than just physical papers. After discussion, the consensus of the Board was to direct Director Glass to send those suggested edits to the County.

**K. Discuss possible amendments to the Rules & Regulations.**

This item was deferred to December.

**L. Update on field supervisor job posting.**

Director Glass relayed that the District Manager was close to posting the field supervisor job. Both Director Glass and Director Linhardt recommended also posting an assistant manager position. After discussion, the consensus of the Board was to ask the District Manager to also post the assistant manager position.

**M. Update on C&L dig-in in Chatfield Farms.**

Director Glass noted that Castle Rock Water has agreed to pay for the electrical fixes by Campfire Street to repair the damage they caused.

**N. Update on Crystal Lake pump work.**

Director Glass relayed that Arvada Pump did not like the legal language in the agreement the District drafted and will be asking for changes. However, they did say they could do their work at any time without the pumps operating.

**O. 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. Other**

Director Glass noted that there was a \$3,520 proposal for replacing the enclosure for the sewage pumps in Community Park. After some discussion, the consensus of the Board was to defer that work and have it as a project for the future field supervisor.

Director Glass noted that Chavez Services said there was a \$3,500 premium on Siloam stone for the southern creek crossing compared to other rock alternatives. After some discussion, the consensus of the Board was to still use Siloam stone to provide a unified look to the District because it was used heavily elsewhere.

## **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 Glass, seconded by Director Bendall, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:55 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.



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Ron Bendall, Secretary