

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD NOVEMBER 12, 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 Tuesday, the 12th day of November, 2024 at 6:00 p.m. at the Roxborough Intermediate School, 7370 Village Circle East, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Debra Prysby
Ephram Glass
Mark Rubic
Travis Jensen

Director Absent:

Brendan Coupe (excused)

CALL TO ORDER At 6:10 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. 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

Prysby, and, upon vote, unanimously carried, the Board approved the agenda.

Upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board excused Director Coupe's absence.

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

No homeowners were present.

III. BOARD DISCUSSION MATTERS

A. Review and discuss the proposed 2025 District Budget in preparation of the November 20th Budget meeting. Ensure SDMS is on track to publish Budget Meeting notice as required.

The Board did not have any suggested changes to the proposed budget. Director Glass noted things are on track for the November 20th Budget Meeting.

B. Discuss the HOA cost allocations for maintenance issue and possible next steps.

Director Glass noted there were no new updates from the HOAs.

C. Discuss and review playground equipment replacement for the proposed Community Park playground site and what additional information or proposals are needed to determine next actions needed.

The Board discussed the playground proposals from PlayWell. After some discussion, the Board directed the Operations Committee to work with SDMS to draft an RFP that included a scope requesting a minimum of two design options, playground equipment sized to fit in the space just south of the gazebo (which is intended to remain in place in the near term), use equipment to incorporate all age groups, and use elements to tie the playground into the landscape.

D. Discuss contract issue concerning Ace Tree Care's agreement for fire mitigation (stating upwards of 200 hours of additional billed work for handwork for areas that were expected to be included in the agreed upon contract price)

The Board discussed the increase in cost conveyed by Ace Tree Care. The Board directed Director Glass to work with SDMS to confirm if the full scope was included in N&D Tree's proposal. Pending that information, the Board tabled further discussion until the next Board meeting.

E. Discuss approval of DC2's invoice that was billed above the contract price.

The Board discussed the remaining DC2 balance. The Board decided to wait for input from the District's attorney before proceeding with any payment.

F. Discuss approval of Farnsworth bill for overage on GIS work.

The Board discussed the additional GIS costs billed by Farnsworth. The Board decided to wait for input from the District's attorney before proceeding with any payment.

G. Review and discuss the proposed language in the draft letter to property owner(s) concerning debris (fence material) on District owned/managed property.

Director Rubic suggested adding "At this time" at the beginning of the second paragraph. The Board agreed with this addition and did not have any further suggested changes.

H. Review Douglas County land maintenance map for a proposed maintenance agreement that is being negotiated with Douglas County for medians and roadsides.

Director Glass reviewed with the Board the map he produced that would be the basis for a maintenance agreement with Douglas County. He called attention to four medians that are currently not maintained by the metro district that the District may want to include: the southernmost median on Rampart Range Rd, the eastern Waterton Rd median, the Red Mesa median, and the Blue Mesa median. After some discussion, the consensus of the Board was not to include them in the initial agreement but consider adding them at a later date.

I. Review the map for the invasive trees to be removed and the dead trees proposed to be removed that was provided following the October 16th meeting.

Director Glass reviewed with the Board the map he produced showing the invasive trees and bushes that were already removed and dead trees that needed removal. After some discussion, the Board opted to wait on removing dead trees on Douglas County property.

The Board decided to submit a request to Douglas County to remove the one tree that was a hazard in the road right-of-way. The remaining trees on District-maintained property would be addressed in 2025.

J. Discuss request from resident of Roxborough Park to install a memorial bench on the hogback.

The Board discussed a Roxborough Park Foundation resident's request to donate a memorial bench to be installed on the hogback. The Board was in favor of allowing a memorial bench if all costs were covered by the donor and the work was completed by the District. The Board opted to wait for input from the District's attorney before providing approval.

K. Updates on the following items:

1. District signage;

Director Glass noted he provided a list of all the locations where a sign was needed and received input from the District's attorney to create that list. Director Glass suggested directing SDMS to get sign design proposals. After discussion, the consensus of the Board was to obtain proposals.

2. Chatfield Farms planter project;

Director Glass noted there were some concerns about the quality of work on the Chatfield Farms planter stone facade, and he was planning on meeting the contractor on November 14th to resolve the issues.

3. Douglas County updates on proposed maintenance agreement for medians and roadsides; Waterton Rd safety, and Executive Homes drainage issues;

Director Glass referred to the enclosed comments from Douglas County. There was no discussion on this item.

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

There were no updates.

5. Chatfield Farms Playground Spinner Equipment;

Director Glass noted he and SDMS were still obtaining proposals.

6. Turf replacement (xeriscape) project;

Director Glass noted the turf replacement was underway and on schedule.

7. Soccer field swale project;

Director Glass noted JPL stated the swale project was complete, but he could not verify because of the snow covering the ground.

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

Director Glass stated that Douglas County was requiring additional permitting work that would cost an additional \$6,000. He had looked into potentially installing a new service or installing solar as alternatives. Per CORE, the new service would be slightly less than boring underneath Rampart Range Rd. Director Glass said the initial quotes for a solar option were very high but he would do some research with P&L Electric to get a more realistic quote. Following discussion, the consensus of the Board was to tell CDI not to install holiday lighting on the affected corner of Village Circle East and Rampart Range Rd since power would not be restored in time.

9. Status of the holiday lights purchase and display;

Director Glass noted this was on schedule.

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;

Director Glass stated SDMS had put some numbers together and had provided them to Ireland-Stapleton to add legal costs into the estimates. Director Glass noted he received numbers from Roxborough Park Foundation that could be used for ongoing operational cost estimates.

- L. 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.**

After some discussion, the Board opted to delay issuing the newsletter until the Community Park playground RFP proposals had been received.

- M. Discuss issues removing algae from Preble's Pond and consider installation of aeration equipment.**

Director Glass noted that removing the algae from Preble's Pond had not been very successful. He recommended revisiting it in the spring and obtain solar powered aeration proposals for Heron, Tadpole, and Preble's ponds in the interim. Following discussion, the consensus of the Board was to accept the recommendation.

- N. Discuss state requirements for electric landscaping tools during the summer months. The ruling is effective January 1, 2025.**

The Board discussed the new landscaping regulations. The consensus of the Board was to direct the District's attorney to amend CDI's landscape agreement to include the new requirements for 2025.

- O. Discuss eReferral SB2024-060 for further development of Sterling Ranch.**

The Board discussed the Sterling Ranch work and the project in Ravenna. The consensus of the Board was not to provide any comments on either project.

- P. Environmental Committee Update**

The Board did not discuss this item.

- Q. 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.**

The Board discussed the Easter Egg Hunt request for 2025. The consensus of the Board

was to defer a response until they received input from the District's attorney.

IV. OTHER MATTERS

A. Discuss when a contract agreement is warranted.

Director Glass asked the Board whether it was necessary to always have the District's attorney draft an agreement for each contract. After some discussion, the consensus of the Board was to decide whether it was necessary on a case-by-case basis.

B. Other

There was no additional business.

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

There was no public present.

VI. 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 Special Meeting was adjourned at 8:08 p.m.

Travis C Jensen