

**MINUTES OF REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
NOVEMBER 19, 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 19th day of November, 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)

Debbie McInnis, Homeowner

**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 Linhardt, and, upon vote, unanimously carried, the Board approved the Agenda.

**PUBLIC
COMMENTS**

None.

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

- Minutes of the October 3, 2025 Board meeting.
 - Minutes of the October 6, 2025 Board meeting subject to updating the motions
 - Ratification of the construction agreement with Chavez Services for installation of pressure treated steps.
 - Ratification of the construction agreement with Chavez Services for relocating boulders in the N. Rampart Range Road median.
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**FINANCIAL
MATTERS**

Claims: The Board considered the claims paid for the period ending October 31, 2025 for a total of \$220,888.03.

Following discussion, upon motion, duly made by Director Bendall, seconded by Director Glass 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 October 31, 2025.

Following discussion, upon motion, duly made by Director Bendall, seconded by Director Glass, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending October 31, 2025.

Unapproved Invoices in Bill.com: The Board discussed the unapproved invoices in Bill.com.

Public Hearing on 2025 Budget Amendment: Chairman Glass opened the public hearing to consider an amendment to the 2025 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider amendment of the 2025 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No oral or written objections were received prior to this public hearing. No public comments

were received during the public hearing, and Chairman Glass closed the public hearing.

Following discussion, upon motion, duly made by Director Throneberry, seconded by Director Linhardt and, upon vote, unanimously carried, the Board amended the Capital Projects fund to \$475,000.00.

Public Hearing on 2026 Budget: Chairman Glass opened the public hearing to consider the proposed 2026 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2026 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and Chairman Glass closed the public hearing.

The Board reviewed the projected total 2025 expenditures and the proposed 2026 expenditures.

Upon motion duly made by Director Throneberry, seconded by Director Glass, and upon vote unanimously carried, the Board approved the 2026 Budget, as amended.

The Board considered adoption of Resolution No. 2025-11-01 to Adopt the 2026 Budget and Appropriate Sums of Money and Resolution No. 2025-11-02 to Set Mill Levies at 12.087 mills in the General Fund. Following discussion, upon vote unanimously carried, the Board adopted the Resolutions and authorized execution of the Certification of the 2026 Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of Douglas County no later than December 15, 2025 and to transmit the Certification of 2026 Budget to the Division of Local Government no later than January 30, 2026.

**CONTRACTOR/
CONSULTANT
REPORTS**

Landscaping Updates - CDI Landscape, LLC:

Monthly Report: Mr. Barker reviewed with the Board the Monthly Report. There were no questions on the Report.

Proposal for Installation of Animal Handholds: The Board reviewed the proposal for the installation of animal handholds on the climbing structure.

Following discussion, upon motion, duly made by Director Throneberry, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the proposal for the installation of animal handholds on the climbing structure.

Update on Drip Irrigation: The Board discussed the update on the drip irrigation. It was noted that the irrigation system has been winterized and all repairs have been completed except for the Southwest Village Circle West.

Update on GIS Corrections: The Board discussed the update on the GIS corrections. The Board noted that it needs to be done by December 15, 2025.

Proposals from CDI to perform 2026 Landscape Maintenance Services: The Board reviewed CDI's proposal to provide the landscaping maintenance services for 2026. Mr. Barker will confirm the irrigation numbers.

Engineering Updates:

Update on Crystal Lake Intake Work: The agreement to do the work is in process with legal counsel.

Update on Little Willow Creek Bridge: The Board discussed the update on the Little Willow Creek Bridge work. It was noted that they are still working with Farnsworth.

Proposal from Chavez Services: The Board reviewed the proposal from Chavez Services to fix the concrete pathway west of Preble's Pond. Director Glass will get a new proposal to just fix and move the bench.

Other: The Board discussed getting a proposal for removal of asphalt slop. Director Glass will get the proposal.

LEGAL MATTERS

IMEG Conflict Of Interest Waiver Letter: Attorney Ross reviewed his firm's conflict of interest waiver letter in connection with IMEG.

Following discussion, upon motion, duly made by Director Bendall, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the IMEG conflict of interest waiver letter.

Resolution Establishing Credit Card Policy: The Board reviewed the Resolution Establishing Credit Card Policy.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board adopted the Resolution Establishing Credit Card Policy and clarified that any recurring charges require pre-approval from the Board.

Dredging Pond South of Roxborough Marketplace: There was no update.

Maintenance Agreement with Douglas County: There was no update.

Service Plan Amendment: The Board and Attorney Ross discussed amending the 2015 Service Plan to expand the District's scope of services to include covenant enforcement and wildfire mitigation.

Following discussion, upon motion, duly made by Director Bendall, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved amending

the Service Plan and directed Attorney Ross to start the process.

Other: None.

AGENDA PRIORITIES

Community Park Playground Update: The Board discussed the status of the community park playground project and holding an opening ceremony. The Board directed District Manager Ripko to post the grand opening via email and Facebook.

Status of Hiring Field Supervisor: There was no update.

EDI Proposal to Perform Landscaping Maintenance in 2026: The Board reviewed EDI's proposal to perform landscaping maintenance in 2026 with irrigation included.

Following discussion, upon motion, duly made by Director Linhardt, seconded by Director Bendall, and, upon vote, unanimously carried, the Board approved EDI's proposal.

Draft Zebulon Development Survey: The Board discussed a draft survey regarding the Zebulon Development. The consensus of the Board was not to issue the survey.

District Signage: There was no update.

Other: Rampart Bridge will be closed for cleaning on November 20, 2025.

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.

Playground Inspections: The Board discussed the playground inspections for Arrowhead Shores. The Board approved reimbursing the Arrowhead HOA for the playground inspections.

Tennis Court Maintenance Proposal: The Board reviewed the tennis court maintenance proposal.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Bendall, and, upon vote, unanimously carried, the Board approved the tennis court maintenance proposal.

General Updates:

Update 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.

Other: None.

**PUBLIC
COMMENTS/HOME
OWNER REQUESTS**

Debbie McInnis asked for an update on the District signage project. President Glass advised her of the status of the project.

**EXECUTIVE
SESSION**

EXECUTIVE SESSION: Upon motion made by Director Glass and seconded by Director Linhardt, and unanimously carried, the went into Executive Session to receive advice of legal counsel on the District's water rights and the Zebulon Development pursuant to Section 24-6-402(4)(b), C.R.S. Attorney Ross certified for the record that the Executive Session will constitute a confidential attorney-client communication and will not be recorded.

A motion was made by Director Glass and seconded by Director Linhardt 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 Glass, 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

I attest that the information communicated during the Executive Session, which was held to receive advice of legal counsel, constituted a confidential attorney-client privileged communication.

Dino A. Ross

Dino Ross, Esq.

I hereby attest that the Executive Session was confined to receiving advice of legal counsel as authorized by C.R.S. §24-6-402(4)(b).

Ephram Glass

Ephram Glass, Board President