

**MINUTES OF REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
DECEMBER 17, 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 17<sup>th</sup> day of December, 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.

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**CALL TO ORDER**

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

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**ATTENDANCE**

**Directors In Attendance:**

Ephram Glass, President  
Debra Prysby, Vice President  
Clifford Linhardt, Treasurer  
Ronald Bendall, 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).  
Derrik Mills; HR Green, Inc.  
Christine and Scott Venn, Homeowner.

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**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.

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**ADMINISTRATIVE  
MATTERS**

**Agenda/Director Absence:** 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, as amended to add the November 19, 2025 Minutes, and excuse the absence of Director Throneberry.

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## PUBLIC COMMENTS

The District was complimented on the snow removal services this year.

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## 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 15, 2025 Board meeting.
- Minutes of the November 19, 2025 Board meeting.
- Minutes of the December 8, 2025 Board meeting.

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## FINANCIAL MATTERS

**Claims:** The Board considered the claims paid for the period ending November 30, 2025 for a total of \$191,893.55.

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 November 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 November 30, 2025.

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## CONTRACTOR/CONSULTANT REPORTS

### Landscaping Updates - CDI Landscape, LLC:

*Monthly Report:* The Board reviewed CDI's Monthly Report. It was noted that CDI ordered too much water; if it overflows, the District will charge CDI for the water loss.

*Update on GIS Corrections:* The Board discussed the update on the GIS corrections.

### Engineering Updates:

*Update on Crystal Lake Intake Work:* The Board discussed the update on the Crystal Lake intake work. Director Glass is working with Arvada Pump regarding the terms of the agreement for Arvada Pump to perform the work.

*Update on Little Willow Creek Bridge:* The Board discussed the update on the Little Willow Creek Bridge work. It was noted that Farnsworth is revising the elevations, slopes, details, and drawings, and will be re-running the HEC-RAS evaluation to confirm a no-rise for the design. They will send along the package once it is completed, which is estimated to be the first part of January.

*Proposal from Chavez Services:* The Board reviewed the proposal from Chavez Services to fix the concrete pathway west of Preble's Pond plus the concrete in other areas to be specified in the Agreement.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the proposal from Chavez Services to fix the concrete pathway west of Preble's Pond plus the concrete in other areas to be specified in the Agreement in the amount of \$12,278.00.

*Other:* None.

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## **LEGAL MATTERS**

**Maintenance Agreement with Douglas County:** The Board reviewed the proposed Maintenance Agreement with Douglas County, which would authorize the District to maintain certain medians owned by the County.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the Maintenance Agreement with Douglas County.

**Update on Dredging Pond South of Roxborough Marketplace:** The Board discussed the update on dredging the pond South of the Roxborough Marketplace. Director Glass is getting an updated scope and cost.

**2026 Landscape Maintenance Agreement with EDI:** The Board reviewed the proposed 2026 Landscape Maintenance Agreement with EDI.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the 2026 Landscape Maintenance Agreement with EDI, subject to final legal review.

**Proposal from Chavez Service – Community Park:** The Board reviewed the proposal from Chavez Service to repair and seal the larger parking lot in Community Park for \$81,571.81.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the proposal from Chavez Service to repair and seal the larger parking lot in Community Park for \$81,571.81.

**Service Plan Amendment:** Attorney Ross updated the Board on the Service Plan Amendment.

*Other:* None.

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## **AGENDA PRIORITIES**

**2026 Regular Meeting Dates:** The Board reviewed the Resolution Establishing 2026 Meeting Dates.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board adopted the Resolution Establishing 2026 Meeting Dates.

**Status of Hiring Field Supervisor:** The Board discussed the status of hiring a field supervisor. District Manager Ripko has interviewed several candidates. Second interviews will be conducted in January.

**Credit Card Company:** The Board discussed which credit card company to use and what bills should be paid using the credit cards.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board approved the use of a Kleer card and what bills should be paid using the Kleer cards.

**Proposal from HR Green:** The Board reviewed the proposal from HR Green to determine whether residents desire improved internet and/or cell phone service.

Following discussion, upon motion, duly made by Director Linhardt, seconded by Director Glass and, upon vote, carried with Directors Linhardt, Glass, and Bendall voting “Yes” and Director Prysby abstaining, the Board approved the proposal from HR Green to determine whether residents desire improved internet and/or cell phone service.

**District Signage:** The Board discussed the District signage. It was noted that the Operations Committee gave feedback to the sign company and updates are expected by January.

**Referral DR2025-011 from Douglas County:** The Board discussed referral DR2025-011 from Douglas County. The Board directed Director Glass to respond.

**Referral ZR2025-014 from Douglas County:** The Board discussed referral ZR2025-014 from Douglas County. The Board directed Director Glass to respond

**Trenching Proposal at Preble’s Pond:** The Board directed the District Manager to request additional proposals.

**Request from Roxborough Village 1st HOA:** The Board discussed the request from Roxborough Village 1st HOA to take over HOA fencing along Village Circle West. The consensus of the Board was to deny the request.

**Other:** None.

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## **OPERATION AND MAINTENANCE**

**District Management Updates:** The Board discussed the following District Management updates:

## MATTERS

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.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Linhardt, and, upon vote, unanimously carried, the Board authorized expenditures in excess of the amount included in the agreement if needed.

### General Updates:

Update on Turf Replacement/Xeriscape Contract: There was no update.

## 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

None.

## ADJOURNMENT

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