

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
DECEMBER 18, 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 18th day of December, 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.

J.C. Cundall; Farnsworth Group, Inc.

Daniel Levine and Damon Barker; Consolidated Divisions, Inc. d/b/a CDI Environmental Contractor (“CDI”) (for a portion of the meeting)

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

Steve Throneberry and Thiago Hoffman; District Residents (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.

PUBLIC COMMENTS

Homeowners Requests/Comments: Mr. Throneberry and Mr. Hoffman asked about snow removal in the HOA areas.

CONSENT AGENDA The Board considered the following Board meeting minutes:

- November 12, 2024
- December 3, 2024
- Change Order to Service Agreement for Holiday Lights.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and, upon vote, carried with Directors Rubic, Coupe, Glass, Prysby and voting yes and Director Jensen abstaining, the Board approved the Consent Agenda items.

FINANCIAL MATTERS

Claims: The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending November 30, 2024
Total Claims	\$100,051.10

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 November 30, 2024.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending November 30, 2024.

CONTRACTOR/CONSULTANT REPORTS

Landscaping Updates- CDI Landscape, LLC:

Monthly Report: The Board reviewed the Monthly Report.

Holiday Lights: The Board discussed the holiday lights.

Engineering Updates- Farnsworth:

Community Park Parking Lot Permit Application: The Board directed Farnsworth to have the updated permit to be reviewed at the January 15, 2025 meeting.

Other: None.

LEGAL MATTERS

Farnsworth Bill Overage: The Board discussed the Farnsworth bill for overage on GIS work. No action was required.

Fences: Ms. Ripko provided an update to the Board regarding the downed fences on Douglas County owned property but maintained by the District. Ms. Ripko reported Douglas County stated they do not do enforcement and referred the District to the Sheriff. SDMS is confirming addresses of the damages and will submit the information to the Sherriff's office.

Douglas County Snow Removal: The Board discussed whether to continue snow removal on Douglas County owned property that does not front District managed property. The Board agreed to continue snow removal services on Douglas County property

Landscaping Services for 2025: The Board discussed a Service Agreement for Landscaping Services for 2025. The Board noted the Operations Committee will work with Consolidated Divisions, Inc. to clarify the agreement and scope of work.

Sterling Ranch's Proposed Waterton Business Park: Director Glass reviewed the Sterling Ranch's proposed Waterton Business Park with the Board.

Urban Drainage Regarding Executive Homes Drainage Issue: There no updates at this.

Other: None.

**AGENDA
PRIORITIES**

Sterling Ranch's Plan to Move the Roxborough Library: The Board discussed the Sterling Ranch's plan to move the Roxborough Library to their own building.

Town Hall Meetings: The Board discussed scheduling the town hall meetings in January to discuss maintaining HOA owned property. The Board suggested holding presentations and hold the meeting at the fire stations.

Other: None.

**OPERATION AND
MAINTENANCE
MATTERS**

District Management Updates:

Stormwater Trickle Ditch Along Rampart Range Rd.: The Board discussed the cleaning out the stormwater trickle ditch along Rampart Range Rd. The Board

directed Director Glass to obtain estimate from JPL, Inc. to clean out the stormwater trickle ditch along Rampart Range Rd.

Community Permits: The Board reviewed the list of current approved and requested community permits.

SDMS Monthly Report: Ms. Ripko presented the monthly report to the Board.

General Communications to District or CORA Requests: No action needed.

E-mail Correspondence Regarding Snow Removal: The Board reviewed the E-mail correspondence regarding snow removal.

Invoice from Foothills Park & Recreation: The Board reviewed the monthly invoice from Foothills Park & Recreation re: November 2024 Roxborough Village Resident Use.

Status of District Website: Ms. Ripko provided an update regarding the status of District Website.

General Update:

Chatfield Farms Planter Project: Ms. Ripko reported the Chatfield Farms Planter project is completed.

General Repairs and Maintenance of Existing Playground Equipment: Ms. Ripko reported the general repairs and maintenance of existing playground equipment are still ongoing.

Update regarding Xeriscape Project: The Board authorized payment of work completed to date.

RFP for Community Park: Ms. Ripko presented the draft RFP for Community Park. The Board requested additional information to be included.

**DIRECTOR
MATTERS**

Signage Committee: The Board discussed an update from the Signage Committee.

Environmental Committee: The Board discussed the estimate from the Environmental Committee for the greenhouse dirt and supplies.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the estimate, not to exceed \$300.

Other: None.

OTHER MATTERS

Action Items:

The Board gave direction to Attorney Ross to send a letter regarding damage to District property caused by a third party contractor.

The Board discussed a bike that has been locked on a bench at Chatfield Farms parking lot. Director Glass will put a note on the bike and have it removed if needed.

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Other: None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Jensen, seconded by Director Prysby and, upon vote, unanimously carried, the meeting was adjourned without objection.

Respectfully submitted,

By: Travis C Jensen
Secretary for the Meeting