

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD DECEMBER 3, 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 3rd day of December, 2024 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:

Debra Prysby
Ephram Glass
Brendan Coupe
Travis Jensen

Director Absent:
Mark Rubic (excused)

Also In Attendance Were:

Mathew Hart, Resident

CALL TO ORDER At 6:05 p.m. the meeting was called to order.

I. ADMINISTRATIVE MATTERS

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

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

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

There was no public comment.

III. BOARD DISCUSSION MATTERS

A. Discuss the funding and maintenance gap HOAs may face in 2025.

1. Discuss formal letter informing HOAs.

Following discussion, the consensus of the Board was to only make the following change from "continue providing free maintenance and snow removal services to the Association and to the other homeowner associations for which the District also provides free maintenance service" to "continue providing maintenance and snow removal services at no cost to the Association and to the other homeowner associations for which the District also provides maintenance services".

2. Discuss town hall meeting format to provide information about the issue.

Following discussion, the consensus of the Board was to hold two town hall meetings with a presentation format with in-person and virtual options. Recordings of the meetings would be made and posted, and flyers would be printed for those present.

B. Discuss sending out notification about Douglas County ordinance for snow removal.

After a brief discussion, the consensus of the Board was not to send out additional snow removal notifications because that is the County's responsibility.

C. Discuss if the Board should be drafting an RFP to send out to potential vendors for playgrounds not on District-owned property.

After a brief discussion, the consensus of the Board was not to draft RFPs for playgrounds the District was not responsible for.

D. Update on Community Park RFP.

Director Glass noted SDMS was working on the RFP.

E. Discuss contract issue concerning Ace Tree Care's agreement and consider switching contractors.

The Board discussed whether to cancel the contract with Ace Tree Care and proceed instead with N&D Tree. Director Glass noted N&D included the full scope requested and also discussed expanding the scope to include an overlooked area parallel to Dusk St. Following discussion, the consensus of the Board was to proceed with N&D Tree and add the additional scope.

F. Discuss increase in CDI's landscape contract price.

The Board discussed price increase. The consensus of the Board was to go out for bids again in 2025 for the 2026 contract year.

G. Discuss amendment to CDI's landscape maintenance agreement.

The Board discussed the amended language in the landscape agreement, noting the pricing was not yet updated. Director Glass noted he'd like to clarify the language about irrigation checks. Director Jensen noted the Board may want to remove the section about metal edging replacement, with a corresponding drop in price. Following discussion, the consensus of the Board was to move forward with the amended language and include Directors Glass' and Jensen's suggested changes.

H. Discuss CDI's purple lid replacement costs.

The Board discussed whether to have CDI replace the valve box lids or have others replace them. The consensus of the Board was to table replacements for the time being.

I. Discuss proposal to repair drip irrigation in Chatfield Farms playground.

The Board discussed whether to fix the drip irrigation or hand water the trees in Chatfield Farms' playground. Following discussion, the consensus of the Board was to have CDI fix the irrigation in the spring.

J. Updates on the following items:

1. District signage;

Director Glass noted SDMS was putting together the sign information to get estimates for the design work.

2. Chatfield Farms planter project;

Director Glass noted the contractor had to order more stone and the project should be done in a week. The consensus of the Board was that the workmanship was poor, but it was not worth fighting to get it perfect..

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

The Board discussed the enclosed comments and map from Douglas County regarding the solution to fixing the Executive Homes' drainage. Following discussion, the consensus of the Board was that the District should not be responsible for the problems caused by Douglas County and that the District Attorney should follow-up with Urban Drainage to see if they would take on the project.

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

There were no new updates.

5. Chatfield Farms Playground Spinner Equipment;

The Board discussed the three proposals to remove the broken spinner and install a see-saw at the Chatfield Farms playground by the Marketplace. Following discussion, the consensus of the Board was to proceed with PlayWell if they removed the line stating they were not responsible for damage of the spinner bowl being relocated, otherwise the Rocky Mountain Recreation proposal would be best. Director Glass noted he would follow-up with PlayWell to see if they would remove that line.

6. Turf replacement (xeriscape) project;

Director Glass noted the turf replacement project was continuing to proceed, and he had met with Pinyon Environmental to begin the xeriscape design. He noted that JPL had already removed the turf and added stone which may not match the design from

Pinyon. The Board discussed whether the stone could be reused elsewhere. The consensus of the Board was to proceed with that if the cost was reasonable.

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

Director Glass noted that he had received quotes from P&L Electric for installing solar to power the holiday lights at the corner of Village Circle East and Rampart Range Road. The quotes had come in high and Director Glass thought the load calculations were likely too high. He recommended waiting to get real load data from the holiday lights currently installed and recalculate the requirements at the corner that currently has no power. Following discussion, the consensus of the Board was to wait for that data before proceeding.

8. Status of the holiday lights purchase and display;

Director Prysby noted that one of the trees at the corner of Village Circle West and Rampart Range Road did not appear to have lights on it. The Board directed Director Prysby to provide a photo or map of the tree to Director Glass so he could request that CDI fix the issue.

9. 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;

The Board discussed the figures provided and the consensus of the Board was that they were very reasonable. Following discussion, the Board directed Director Glass to draft a scope for the first employee to be discussed and amended by the Board at a future meeting.

K. Environmental Committee Update

1. Consider hose and water purchase for winter watering.

Director Glass noted that the Douglas County School District stated, in writing, that the Metro District could utilize their exterior water spigot for winter watering in the greenhouse at a flat cost of \$100. Director Glass asked the Board if the District should pay the \$100 along with the approximately \$190 water bill for 2024 and to purchase hoses to reach the greenhouse. The Board directed Director Glass to proceed.

2. Update on material needs (dirt, etc.) to meet xeriscape project objectives.

Director Glass requested approval to purchase dirt for transplanting plants in the greenhouse to be used for the xeriscaping project and other future landscaping projects. The Board directed Director Glass to provide dollar figures for approval.

L. 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 noted that the Easter Egg Hunt request would be discussed at the December 4th meeting. There were no other new requests to report.

IV. OTHER MATTERS

A. Other

Director Glass asked the Board if the District should again comment on the latest County referral regarding the Nordic Spa in Roxborough Park (referral ZR2022-041). After some discussion, the consensus of the Board was to reiterate the same concerns made during the last referral regarding them setting up a metro district for the spa.

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

Mat Hart asked if the District would immediately cease snow removal services on HOA owned land (excluding Chatfield Farms) because the Board did not appropriate funds at the annual budget meeting. Director Glass noted that services would continue until the end of the year but would cease unless the affected HOAs requested and compensated the District for that service. Director Glass did note that the Board had not discussed whether snow removal would continue on County owned land that had historically been maintained by the Metro District.

VI. ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Prysby, seconded by Director Jensen, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:38 p.m.

Respectfully submitted

Travis C Jensen
