

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 • 800-741-3254  
<https://roxvillagemetro.colorado.gov/>

## NOTICE OF MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Ephram Glass	President	2027/May 2027
Debra Prysby	Vice President	2027/May 2027
Mark Rubic	Treasurer	2025/May 2025
Travis Jensen	Secretary	2025/May 2025
Brendan Coupe	Assistant Secretary	2025/May 2025

DATE: December 18, 2024

TIME: 6:00 p.m.

LOCATION: Roxborough Library Meeting Room and Zoom Meeting

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUjZZc1VMWTJFZjFHdz09>

Meeting ID: 862 6755 0643

Passcode: 987572

*\* Agenda is preliminary and subject to change by majority vote of the Board at the meeting.*

*\* Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (pripko@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

### I. ADMINISTRATIVE MATTERS (5 minutes)

#### A. Disclosure of Potential Conflicts of Interest

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#### B. Additions/Deletions/Approval of Agenda

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### II. PUBLIC COMMENTS/HOMEOWNER REQUESTS (15 minutes) \*

- A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Questions may be asked of the Board but will not be answered at this time. Please refer to the Meeting Code of Conduct for additional guidelines; you can find it [here](#).
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### III. CONSENT AGENDA – (5 minutes) \*

These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event, the item will be removed from the Consent Agenda and considered on the Regular Agenda.

- Board Meeting Minutes:
    - a. October 16, 2024 (updated enclosure)
    - b. October 30, 2024 (updated enclosure)
    - c. November 12, 2024 (enclosure)
    - d. December 3, 2024 (enclosure)
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IV. FINANCIAL MATTERS (5 minutes)\*

- A. Review and ratify approval of the payment of claims for the periods ending as follows (enclosure):

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

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- B. Review and accept unaudited financial report for the period ending November 30, 2024 (enclosure)
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V. CONTRACTOR/CONSULTANT REPORTS

- A. Landscaping Updates- CDI Landscape, LLC. (15 minutes)\*

1. Review Monthly Report. (enclosure)
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2. Update on holiday lights.
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- B. Engineering Updates- Farnsworth

1. Review Community Park parking lot permit application. (enclosure)
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2. Review routing of sidewalk on south side of the large parking lot to make the port-a-potty ADA accessible. (enclosure)
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3. Other
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VI. LEGAL MATTERS

- A. Discuss approval of Farnsworth bill for overage on GIS work. (enclosure) (3 minutes) \*
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- B. Update from Douglas County on responsibility of downed fences on Douglas County owned property but maintained by the District. (5 minutes)  
*Douglas County said they do not do enforcement and referred the District to the Sheriff. Michelle is confirming addresses and then will submit the information to the Sherriff's office.*
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- C. Discuss whether to continue snow removal on Douglas County owned property that does not front District managed property. (5 minutes) \*
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- D. Review and discuss agreement for landscaping services for 2025. (enclosure) (10 minutes) \*
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- E. Discuss Sterling Ranch's proposed Waterton Business Park (enclosure). (5 minutes)
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- F. Updates on agreements for N&D Tree, Rocky Mountain Recreation, and CDI for wildfire mitigation, playground spinner replacement, and drip irrigation repair respectively (**new enclosure**)
- 
- G. Updates from Urban Drainage regarding Executive Homes drainage issue.
- 
- H. Other
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## VII. AGENDA PRIORITIES

- A. Discuss Sterling Ranch's plan to move the Roxborough Library to their own building. (10 minutes) \*
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- B. Update on scheduling town hall meetings in January to discuss maintaining HOA owned property. (3 minutes) \*
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- C. Other
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## VIII. OPERATION AND MAINTENANCE MATTERS

- A. District management updates. *SDMS to provide written updates/enclosures on the following items to be included in the Board packet (2 minutes).*
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1. Discuss cleaning out the stormwater trickle ditch along Rampart Range Rd. (5 minutes)

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2. Review lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.) (enclosure).

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3. SDMS Monthly Report (enclosure).

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4. Review and discuss, if needed, any recent general communications to District or CORA Requests.
  - i. E-mail correspondence regarding snow removal (enclosure).

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5. Monthly Invoice from Foothills Park & Recreation re: November 2024 Roxborough Village Resident Use. (enclosure).

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6. Status of District Website.

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B. General Updates regarding ongoing projects or activity. *SDMS to provide written updates/enclosures on following items to be included in the Board Packet.*

1. Update and Status Chatfield Farms Planter project.

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2. Update and Status of identifying vendor(s) for general repairs and maintenance of existing playground equipment.

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3. Update on turf replacement/xeriscape contract.

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4. Review and discuss draft RFP for Community Park (enclosure).

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IX. DIRECTOR MATTERS

- A. Signage committee update. (2 minutes)

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B. Environmental committee update. (2 minutes)

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C. Other

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X. OTHER MATTERS

A. Review action items and add them to the task spreadsheet. (2 minutes) \*

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B. Other.

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XI. PUBLIC COMMENTS/HOMEOWNER REQUESTS (15 minutes)\*

A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. Questions may be asked of the Board but will not be answered at this time. Please refer to the Meeting Code of Conduct for additional guidelines; they can be found [here](#).

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XII. ADJOURNMENT

**THE NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY,  
JANUARY 15, 2025**

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
OCTOBER 16, 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 16<sup>th</sup> day of October, 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**

~~Ms.~~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.

Alisha Bignell; Gemsbok Consulting Inc. (“Gemsbok”) (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. ~~Ms.~~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:** ~~Ms.~~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 to add proposal for pond algae removal.

**2025 Board Only Meetings:** The Board discussed the meeting dates for 2025 Board only meetings. It was determined that the meetings will be held on the second Monday except ~~in for~~ April and October, ~~and the Board will switch to~~ which will be held on the second Thursday.

**PUBLIC  
COMMENTS**

**Homeowners Requests/Comments:** None.

**CONSENT  
AGENDA**

The Board considered the following Board meeting minutes:

- September 18, 2024 Minutes.
- October 6, 2024 Minutes.
- October 7, 2024 Minutes.
- Approve proposal from Pinyon Environmental to assist with the turf removal program.
- Approve proposal from CertaPro for gazebos in the Chatfield Farms park.
- Approve snow removal agreement with CDI for the 2024-25 snow season.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved the Consent Agenda items.

**CONTRACTOR/  
CONSULTANT  
REPORTS**

**Landscape Monthly Report:** The Board reviewed the monthly report.

**Proposal for Winter Watering of New Trees:** The Board reviewed the proposal for Winter watering of new trees.

Following discussion, upon motion duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the proposal for Winter watering of new trees.

**Proposal for Dead Maple Trees Removal and Replacement:** No action was taken at this time.

**Proposal for Dead Tree Removal:** The Board discussed the proposal for dead tree removal.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, carried with Directors Glass, Prysby, Coupe and

Jensen voting “yes” and Director Rubic voting “no”, the Board approved removal of the Russian olive trees ~~removal~~ only by CDI.

**Proposal for Tree Stake Removal:** The Board reviewed the proposal for tree stake removal.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the proposal for tree stake removal.

**Proposal for Holiday Lights:** The Board reviewed the proposal for holiday lights.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, carried with Directors Glass, Prysby, Coupe and Jensen voting “yes” and Director Rubic voting “no”, the Board approved the proposal for holiday lights.

**Proposal for Pond Algae Removal:** No action was taken at this time.

**Engineering Updates – Farnsworth:** ~~Ms.~~District Manager Ripko updated the Board on the approved surveys.

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**FINANCIAL  
MATTERS**

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

Fund	Period Ending August 31, 2024
Total Claims	\$134,712.03

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 September 30, 2024.

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

**Update on 2025 Budget:** Director Glass updated the Board on the status of the 2025 Budget.

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**LEGAL MATTERS**

**Maintenance Agreement with Douglas County Update:** Director Glass met with representatives from the county; they will be sending over the language needed to allow the District to maintain the medians.

**Correspondence Regarding Tract G, Chatfield Farms Filing No. 1-A Update:** The damage was done by an Xcel contractor. After working with legal counsel, they will repair the damage.

**Update on Administrative Framework for District Employees:** ~~Ms. District Manager~~ Ripko is compiling information to provide a cost to the ~~District Board~~.

**District Signage Language:** The Sign Committee and District Management will be working on designs and locations.

**Other:** None.

**AGENDA PRIORITIES**

**Concrete/Asphalt Project Proposals:** The Board deferred discussion at this time.

**HOA Cost Allocation:** The Board discussed potential dates for meetings with the Boards of the three HOAs.

**Playground Equipment Replacement:** No action was taken at this time.

**Douglas County Waterton Road Safety:** Director Glass reported that the county ~~they~~ will be looking at raised median options, adjusting speed limit signs, adding more advanced lane change signs, and adjusting the traffic signal timer as needed.

**Executive Homes Detention Pond:** Douglas County is considering lowering the outlets.

**OPERATION AND MAINTENANCE MATTERS**

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

- Review lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.).
- The Board reviewed the SDMS Monthly Report.
- CORA Requests: The District has not received any CORA requests.
- Monthly Invoice from Foothills Park & Recreation re: September 2024 Roxborough Village Resident Use.
- Status of District Website.

**General Updates Regarding Ongoing Projects or Activities:** The Board

discussed the following general updates.

- Chatfield Farms planter – The ~~16<sup>th</sup>~~ start date ~~of the 16th~~ has been pushed back due to a backorder of the materials.
- The Pest Control Contract.
- There was no update on identifying vendor(s) to provide general repairs and maintenance of existing playground equipment.
- The Turf Replacement/Xeriscape Contract.

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#### **DIRECTOR MATTERS**

**District Signage/Committee Update:** The Board discussed the new District signs.

**Environmental Committee Update:** Director Glass updated the Board.

#### **OTHER MATTERS**

Review Action Items.

**Fence Repair:** The Board discussed a proposal from -Trophy Fence to repair a section of split-rail fence that has been damaged.-

Following discussion, upon motion duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the proposal from Trophy Fence for fence repair not to exceed the amount of \$350.00.

**Mission Communications:** The Board discussed Mission Communications. -It was determined to make the District Manager the main contact.

**Fences down:** The Board discussed the fences that are down. The Board directed District Manager ~~Ms~~ Ripko to contact Douglas County.

**Ace Tree:** The Board discussed who should serve ~~iee~~ as the main point of contact for Ace Tree Care. The consensus of the Board ~~gave direction that~~ was for Director Glass to be the point of contact.

#### **PUBLIC COMMENTS/HOMEOWNER REQUESTS**

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 ~~regular~~ meeting was adjourned.

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Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
OCTOBER 30, 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 30<sup>th</sup> day of October, 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**

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

**ATTENDANCE**

**Directors In Attendance Were:**

Mark Rubic, President  
Debra Prysby, Vice President  
Ephram Glass, 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.

Angela Christensen-; Community Manager for both Associations

**Roxborough Village First HOA Board Members**

Ariane Gronowski- Altitude Community Law, legal counsel for HOA  
Gygnetha Swofford  
Debbie McInnis  
Joanna Waldenmyer

**Arrowhead Shores HOA Board Members**

Jonah Hunt- Orten, Cavanagh Holmes & Hunt, LLC, legal counsel for HOA  
Chip Harrell  
Ron Bendall  
Steve Throneberry  
Calvin Brown  
Nicole Linhardt

**DISCLOSURE OF  
POTENTIAL**

**Disclosure of Potential Conflicts of Interest:** The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential

**CONFLICTS OF INTEREST**

conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. ~~Ms.~~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. -Director Travis Jensen is in 14B HOA and has a conflict of interest as he is on both Boards.

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**ADMINISTRATIVE MATTERS**

**Agenda:** ~~Ms.~~District Manager Ripko reviewed with the Board the proposed Agenda.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the Agenda.

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**PUBLIC COMMENTS**

**Homeowners Requests/Comments:** ~~None.~~The Board and the audience members discussed the Board’s intent to cease providing the HOA maintenance services on January 1, 2025, and a possible May 2025 election on the maintenance issue.

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**AGENDA PRIORITIES**

**Concrete/Asphalt Project Proposals:** The Board deferred discussion at this time.

**HOA Cost Allocation:** The Board discussed potential dates for meetings with the Boards of the three HOAs.

**Playground Equipment Replacement:** No action was taken at this time.

**Douglas County Waterton Road Safety:** Review notes from Director Glass’ email.

**Executive Homes Detention Pond:** Douglas County is considering lowering the outlets.

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**DISCUSSION MATTERS**

**HOA Cost Allocation for Maintenance Services Letters:** The Board discussed the HOA Cost Allocation for Maintenance Services Letters.

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**OTHER MATTERS**

None.

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**PUBLIC COMMENTS/HOMEOWNER**

None.

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**REQUESTS**

**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 regular meeting was adjourned.

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

## 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 12<sup>th</sup> 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.

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

## 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 3<sup>rd</sup> 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

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**Roxborough Village Metro District**  
**A/P Aging Summary**  
 As of November 30, 2024

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Ace Tree Care, Inc	0.00	9,687.50	2,500.00	0.00	12,187.50
ARK Ecological Services, LLC	8,774.23	0.00	0.00	0.00	8,774.23
Bill.com LLC	339.49	0.00	0.00	0.00	339.49
Consolidated Divisions Inc	9,470.70	46,853.72	22,762.02	27,939.50	107,025.94
CORE Electric Cooperative	828.38	0.00	0.00	0.00	828.38
DC2 Services LLC	0.00	0.00	2,645.00	0.00	2,645.00
Diversified Underground	435.00	0.00	0.00	0.00	435.00
Farnsworth Group, Inc	0.00	57,362.67	0.00	46,425.33	103,788.00
Foothills Park & Recreation District	1,128.29	0.00	0.00	0.00	1,128.29
Gembok Consulting Inc.	2,355.00	0.00	0.00	0.00	2,355.00
HGL Construction Services LLC	0.00	0.00	0.00	345.00	345.00
Ireland Stapleton Pryor & Pascoe PC	0.00	9,198.79	0.00	0.00	9,198.79
Special District Management Services, Inc	6,611.32	0.00	0.00	0.00	6,611.32
Utility Notification Center of Colorado	94.17	0.00	0.00	0.00	94.17
Xcel Energy	0.00	3.68	0.00	0.00	3.68
<b>TOTAL</b>	<b><u>30,036.58</u></b>	<b><u>123,106.36</u></b>	<b><u>27,907.02</u></b>	<b><u>74,709.83</u></b>	<b><u>255,759.79</u></b>

Roxborough Village Metro District  
A/P Aging Detail

As of November 30, 2024

Date	Num	Name	Due Date	Split	Memo	Aging	Open Balance
<b>Current</b>							
11/20/2024		CORE Electric Cooper...	11/30/2024	-SPLIT-			828.38
11/30/2024	SALES000...	Foothills Park & Recre...	11/30/2024	-SPLIT-	November 2024 Resi...		1,128.29
11/30/2024	224111201	Utility Notification Cen...	11/30/2024	-SPLIT-	RTL Transmissions		94.17
11/30/2024	141222	Special District Manag...	11/30/2024	-SPLIT-	November 2024 Distri...		6,611.32
11/04/2024	3639	ARK Ecological Servic...	12/04/2024	-SPLIT-	Invoice Period Aug 29...		8,774.23
11/30/2024	24129542929	Bill.com LLC	12/10/2024	-SPLIT-	Billing Period 11/05/2...		339.49
11/30/2024	2017062	Consolidated Division...	12/15/2024	-SPLIT-			9,470.70
11/30/2024	31114	Diversified Underground	12/30/2024	-SPLIT-	Screen Charge		435.00
11/30/2024	6142	Gembok Consulting I...	01/14/2025	-SPLIT-	November 2024		2,355.00
Total Current							30,036.58
<b>1 - 45</b>							
10/31/2024	159543	Ireland Stapleton Pryo...	10/31/2024	-SPLIT-	Billed Through 09/30/...	30	9,198.79
10/19/2024	2016572	Consolidated Division...	11/03/2024	-SPLIT-		27	938.01
10/24/2024	255676	Farnsworth Group, Inc	11/03/2024	-SPLIT-	Period ending 09.30.2...	27	57,362.67
10/31/2024	1203	Ace Tree Care, Inc	11/10/2024	-SPLIT-		20	9,687.50
11/01/2024	901091249	Xcel Energy	11/11/2024	51050 · Utilities Expense	November Statement	19	3.68
11/01/2024	2016638	Consolidated Division...	11/16/2024	-SPLIT-		14	19,305.71
11/09/2024	2016928	Consolidated Division...	11/24/2024	-SPLIT-		6	26,610.00
Total 1 - 45							123,106.36
<b>46 - 90</b>							
08/28/2024	Deposit	Ace Tree Care, Inc	09/07/2024	-SPLIT-		84	2,500.00
08/24/2024	2015744	Consolidated Division...	09/08/2024	-SPLIT-		83	12,338.01
08/31/2024	2015727	Consolidated Division...	09/15/2024	-SPLIT-		76	10,424.01
10/02/2024	6170	DC2 Services LLC	10/12/2024	-SPLIT-		49	2,645.00
Total 46 - 90							27,907.02
<b>&gt; 90</b>							
03/23/2024	2013650	Consolidated Division...	04/07/2024	-SPLIT-		237	1,266.86
04/12/2024	2024-23	HGL Construction Ser...	05/12/2024	80060 · Plant Nursery		202	345.00
04/27/2024	2013941	Consolidated Division...	05/12/2024	-SPLIT-	Water meter install	202	9,253.71
05/31/2024	2014479	Consolidated Division...	06/15/2024	-SPLIT-	T&M May 26-31	168	8,975.71
06/15/2024	2014614	Consolidated Division...	06/30/2024	-SPLIT-		153	450.00
06/30/2024	253236	Farnsworth Group, Inc	07/10/2024	-SPLIT-	Period ending 06.30.2...	143	46,425.33
07/27/2024	2015307	Consolidated Division...	08/11/2024	-SPLIT-		111	120.00
07/27/2024	2015301	Consolidated Division...	08/11/2024	-SPLIT-		111	7,400.22
07/31/2024	2015447	Consolidated Division...	08/15/2024	-SPLIT-		107	80.00
08/10/2024	2015616	Consolidated Division...	08/25/2024	-SPLIT-		97	198.00
08/10/2024	2015617	Consolidated Division...	08/25/2024	-SPLIT-		97	195.00
Total > 90							74,709.83
<b>TOTAL</b>							<b>255,759.79</b>

Roxborough Village Metro District  
Claims by Vendor Detail

November 2024

Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Ambiente H2O Inc.</b>						
Bill	11/05/2024	V240894		62010 · General Repairs and Mai...	2,315.04	2,315.04
Bill	11/05/2024	V240894		62010 · General Repairs and Mai...	440.96	2,756.00
Total Ambiente H2O Inc.						2,756.00
<b>Bill.com LLC</b>						
Bill	11/06/2024	24119184717	Billing Period 10/05/2024 - 11/04/2024	52040 · Software & Online Subscr...	274.33	274.33
Bill	11/06/2024	24119184717	Billing Period 10/05/2024 - 11/04/2024	52040 · Software & Online Subscr...	52.25	326.58
Bill	11/06/2024	24119184717	Billing Period 10/05/2024 - 11/04/2024	52040 · Software & Online Subscr...	13.61	340.19
Total Bill.com LLC						340.19
<b>Colorado Community Media</b>						
Bill	11/18/2024	123859		51010 · Communication / Website...	31.61	31.61
Bill	11/18/2024	123859		51010 · Communication / Website...	6.02	37.63
Bill	11/18/2024	123859		51010 · Communication / Website...	1.57	39.20
Total Colorado Community Media						39.20
<b>Consolidated Divisions Inc</b>						
Bill	11/18/2024	2016263		64040 · Landscape Contract	16,216.80	16,216.80
Bill	11/18/2024	2016263		64040 · Landscape Contract	3,088.91	19,305.71
Bill	11/18/2024	2016585		64080 · Misc. Landscape Expense	228.48	19,534.19
Bill	11/18/2024	2016585		64080 · Misc. Landscape Expense	43.52	19,577.71
Bill	11/18/2024	2016584		64020 · Landscape Weed Control...	1,241.27	20,818.98
Bill	11/18/2024	2016584		64020 · Landscape Weed Control...	236.43	21,055.41
Bill	11/18/2024	2016573		65030 · Graffiti Removal /Vandal...	331.48	21,386.89
Bill	11/18/2024	2016573		65030 · Graffiti Removal /Vandal...	63.14	21,450.03
Bill	11/18/2024	2016484		64030 · Irrigation Expense	2,532.43	23,982.46
Bill	11/18/2024	2016484		64030 · Irrigation Expense	482.37	24,464.83
Bill	11/18/2024	2016665		64030 · Irrigation Expense	1,329.45	25,794.28
Bill	11/18/2024	2016665		64030 · Irrigation Expense	253.23	26,047.51
Bill	11/21/2024	2016510		64030 · Irrigation Expense	11,247.61	37,295.12
Bill	11/21/2024	2016510		64030 · Irrigation Expense	2,142.40	39,437.52
Total Consolidated Divisions Inc						39,437.52
<b>CORE Electric Cooperative</b>						
Bill	11/07/2024			51050 · Utilities Expense	788.77	788.77
Bill	11/07/2024			51050 · Utilities Expense	1,072.87	1,861.64
Total CORE Electric Cooperative						1,861.64
<b>Diversified Underground</b>						
Bill	11/18/2024	30941	Screen Charge	62020 · Utility Locate	256.20	256.20
Bill	11/18/2024	30941	Screen Charge	62020 · Utility Locate	48.80	305.00
Total Diversified Underground						305.00
<b>Foothills Park &amp; Recreation District</b>						
Bill	11/27/2024	SALES000000035670	October 2024 Resident Use	68010 · Foothills Park & Rec Fees	2,193.42	2,176.47
Bill	11/27/2024	SALES000000035670	October 2024 Resident Use	68010 · Foothills Park & Rec Fees	652.58	2,824.00
Total Foothills Park & Recreation District						2,824.00
<b>Gemsbok Consulting Inc.</b>						
Bill	11/18/2024	6122	October 2024	57030 · Accounting Services	1,151.14	1,151.14
Bill	11/18/2024	6122	October 2024	57030 · Accounting Services	219.26	1,370.40
Bill	11/18/2024	6122	October 2024	57030 · Accounting Services	57.10	1,427.50
Total Gemsbok Consulting Inc.						1,427.50
<b>Good Plumbing Service</b>						
Bill	11/18/2024	100213		62010 · General Repairs and Mai...	300.00	300.00
Total Good Plumbing Service						300.00
<b>JPL Cares, Inc.</b>						
Bill	11/27/2024	38344		80010 · Park Infrastructure/Improv...	2,112.81	2,112.81
Total JPL Cares, Inc.						2,112.81
<b>Metro Maintenance</b>						
Bill	11/18/2024	28285	September 2024	62010 · General Repairs and Mai...	252.00	252.00
Bill	11/18/2024	28285	September 2024	62010 · General Repairs and Mai...	48.00	300.00
Total Metro Maintenance						300.00
<b>QuickBooks Payroll Service</b>						
Liability Che...	11/27/2024		Fee for 4 direct deposit(s) at \$4.00 each	54000 · Payroll Expenses	16.00	16.00
Total QuickBooks Payroll Service						16.00
<b>Roxborough Water &amp; Sanitation District</b>						
Bill	11/15/2024		Service Period 09/25/24 to 10/24/24 Elk Mnt Cir	68025 · Water Expense	223.25	223.25
Bill	11/15/2024		Service Period 09/24/24 - 10/24/24 Rampart Range	68025 · Water Expense	119.00	342.25
Bill	11/15/2024		Service Period 09/25/24 to 10/24/24 Mule Deer Pl	68025 · Water Expense	530.00	872.25
Bill	11/15/2024		Service Period 09/25/24 - 10/24/24 Marmot Ridge Cir	68025 · Water Expense	3,256.00	4,128.25
Bill	11/15/2024		Billing Period 10/01/24 to 10/31/24	68025 · Water Expense	19,062.19	23,190.44
Bill	11/15/2024		Billing Period 10/01/24 to 10/31/24	68025 · Water Expense	3,630.89	26,821.33
Total Roxborough Water & Sanitation District						26,821.33

Roxborough Village Metro District

Claims by Vendor Detail

November 2024

Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Special District Management Services, Inc</b>						
Bill	11/04/2024	139278	September 2024 District Management Fees	57040 · District Management	8,447.35	8,447.35
Bill	11/04/2024	139278	September 2024 District Management Fees	57040 · District Management	1,609.01	10,056.36
Bill	11/04/2024	139278	September 2024 District Management Fees	57040 · District Management	419.02	10,475.38
Bill	11/27/2024	140112	October 2024 District Management Fees	57040 · District Management	8,352.95	18,828.33
Bill	11/27/2024	140112	October 2024 District Management Fees	57040 · District Management	1,591.04	20,419.37
Bill	11/27/2024	140112	October 2024 District Management Fees	57040 · District Management	414.33	20,833.70
Total Special District Management Services, Inc						20,833.70
<b>United Site Services</b>						
Bill	11/18/2024	INV-4890222	Services Roxborough Community Park	68050 · Portable Restroom Exp.	295.47	295.47
Bill	11/18/2024	INV-4890915	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	303.34	598.81
Total United Site Services						598.81
<b>Utility Notification Center of Colorado</b>						
Bill	11/18/2024	224101264	RTL Transmissions	62020 · Utility Locate	65.02	65.02
Bill	11/18/2024	224101264	RTL Transmissions	62020 · Utility Locate	12.38	77.40
Total Utility Notification Center of Colorado						77.40
<b>TOTAL</b>						<b>100,051.10</b>

Roxborough Village Metro District  
**Payroll Detail**  
November 2024

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Type</u>	<u>Wage Base</u>	<u>Amount</u>
<b>BOD Compensation</b>						
DD1087	11/29/2024	Brendan M Coupe	BOD Compensation	Paycheck	0.00	100.00
DD1088	11/29/2024	Debra D Prysby	BOD Compensation	Paycheck	0.00	200.00
DD1089	11/29/2024	Ephram Glass	BOD Compensation	Paycheck	0.00	200.00
DD1090	11/29/2024	Travis Jensen	BOD Compensation	Paycheck	0.00	200.00
Total BOD Compensation					0.00	700.00
<b>TOTAL</b>					<b>0.00</b>	<b>700.00</b>

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# Roxborough Village Metro District

## Executive Summary

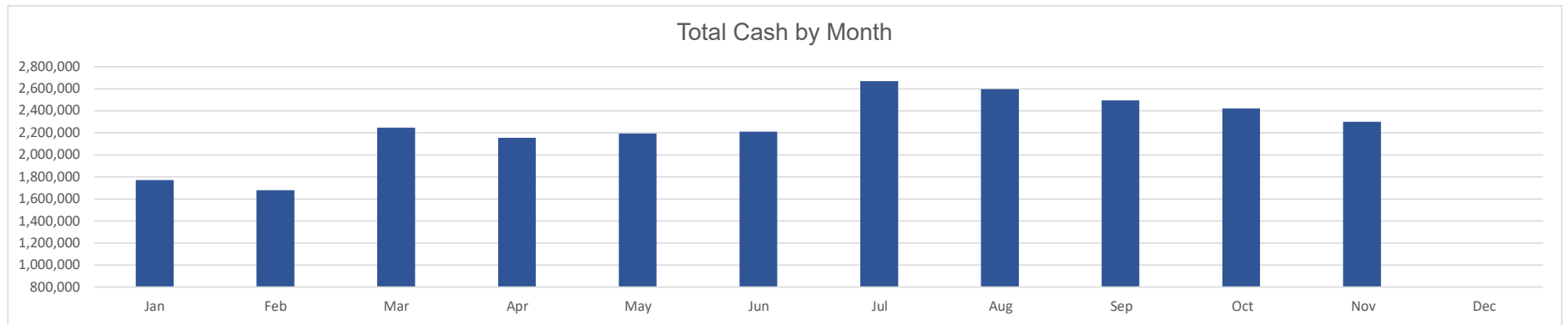
As of November 30th, 2024

### Summary

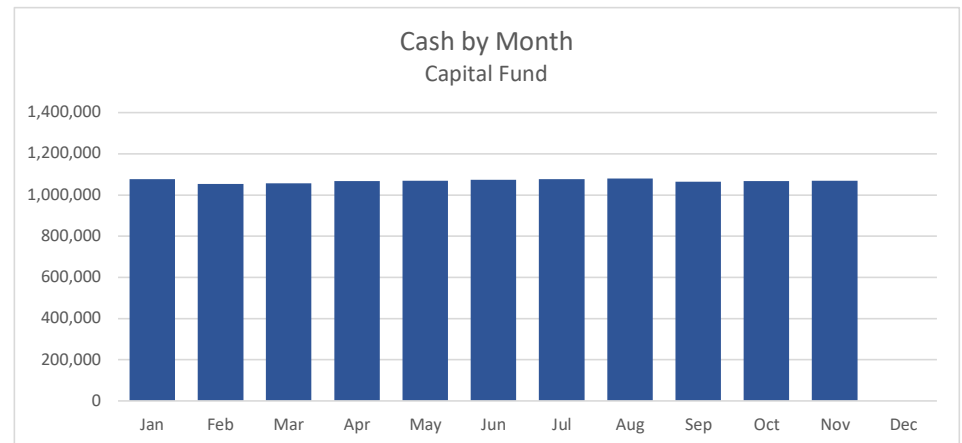
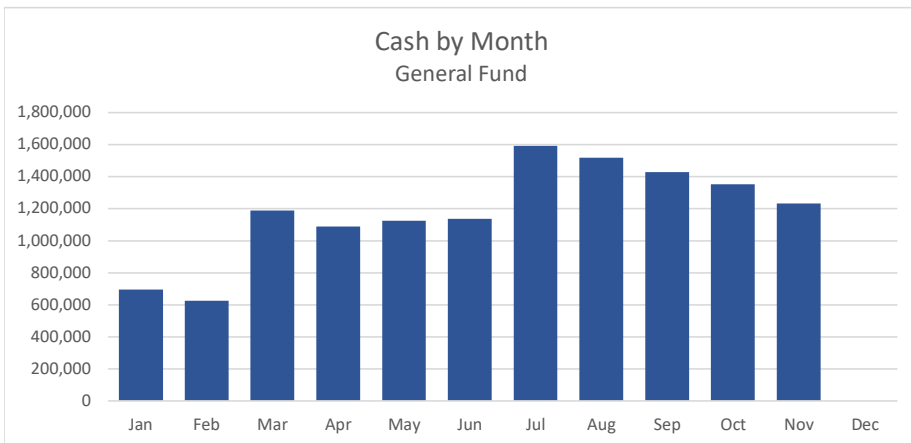
The district received a Property Tax and Specific Ownership Tax payment totaling \$10,701.74 in November. Gemsbok is in the process of certifying mill levies and finalizing for adoption and submitting the 2025 budget and will continue to work with the board to complete by the appropriate deadlines.

### Key Performance Metrics

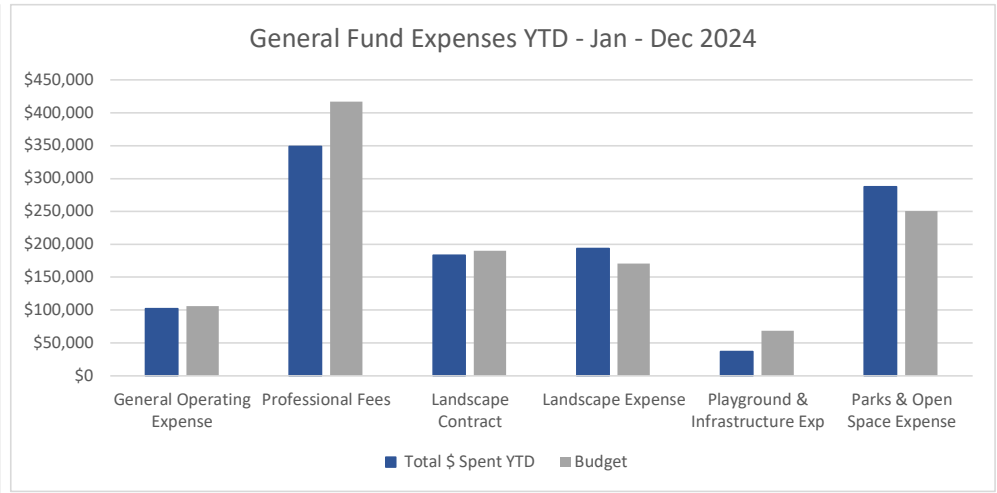
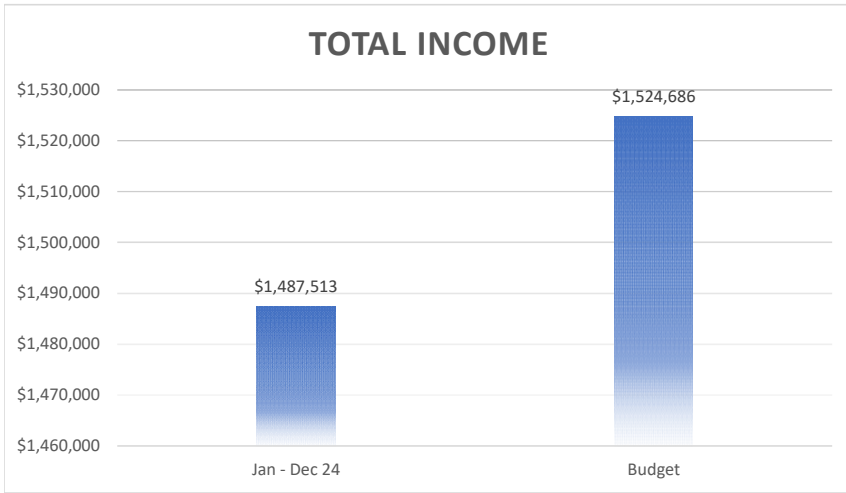
#### Cash Position



We are at the point in the year where cash reserves continue decreasing slightly. We can expect to see this decrease into Q1 of 2025, and increasing once the first large Property Tax distribution for 2025 is received.

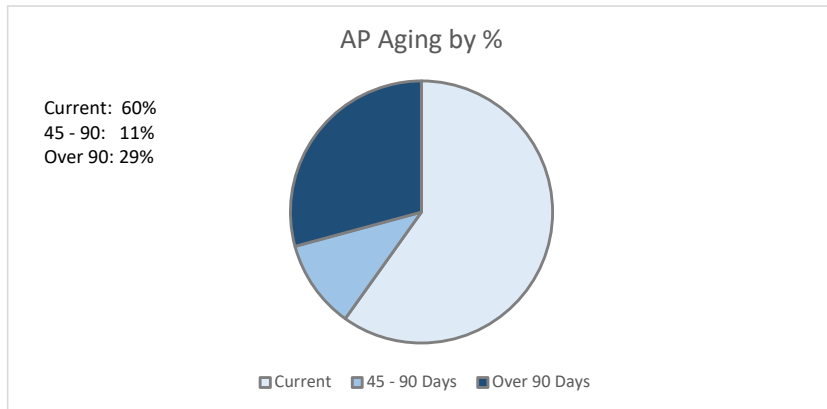


**Income & Expenses**



Financials were prepared before receiving November's legal invoice. A place holder of \$9,000 was used and will be updated when the actual invoice is received. Landscape expenses and Parks & Open Space for 2024 now exceed budget. We continue to monitor expense trends for 2024 to budget as well as in comparison to historical years.

**Accounts Payable**

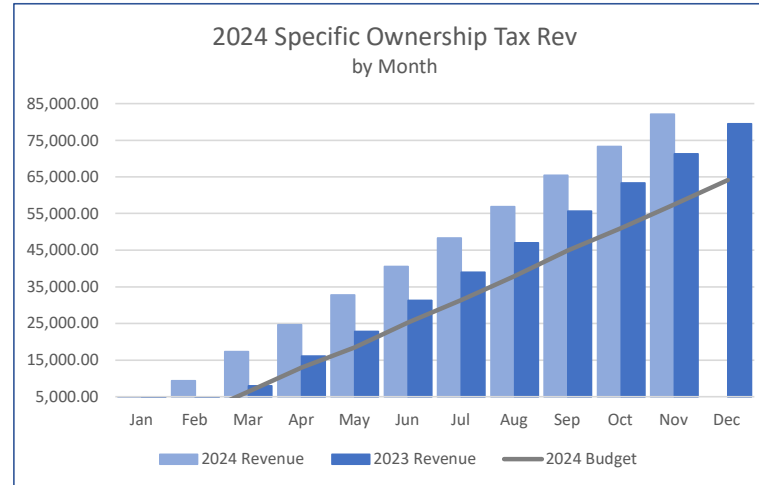
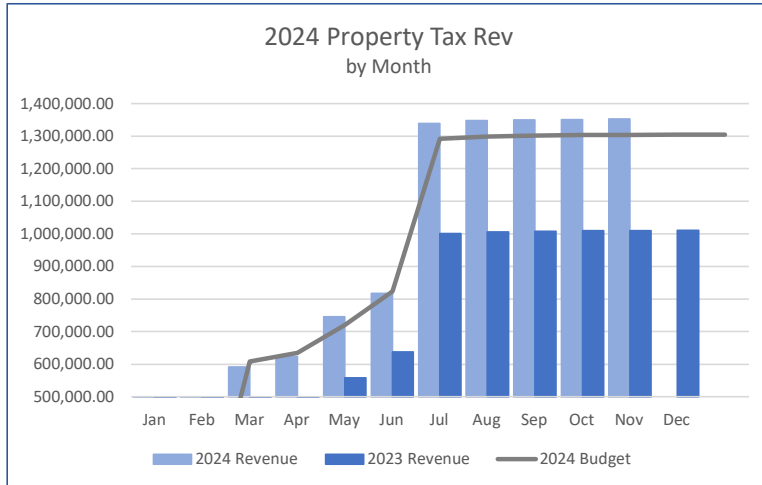


Based on the current reporting, 40% of Accounts Payable are over 45 days past due, which is slightly down over last month. The total value of the past due bills through November are \$102,616.85. The value of the current bills are \$153,142.94. We will continue to work with the board to provide transparency on all district bills received.

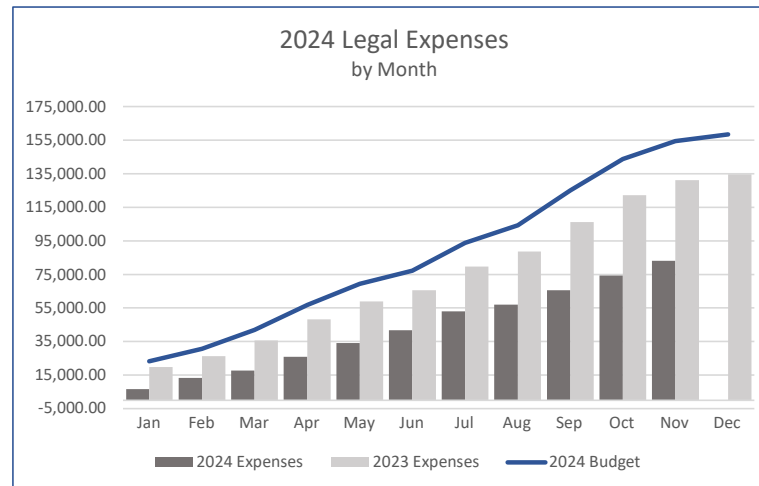
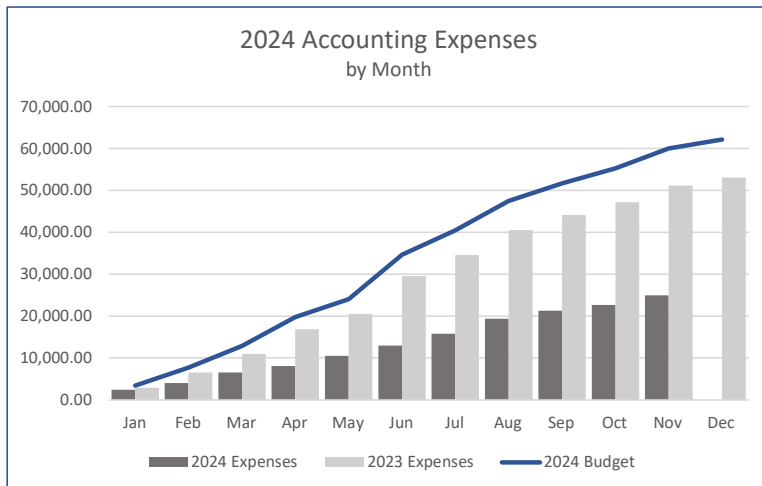
## Revenue and Expense Trends by Type

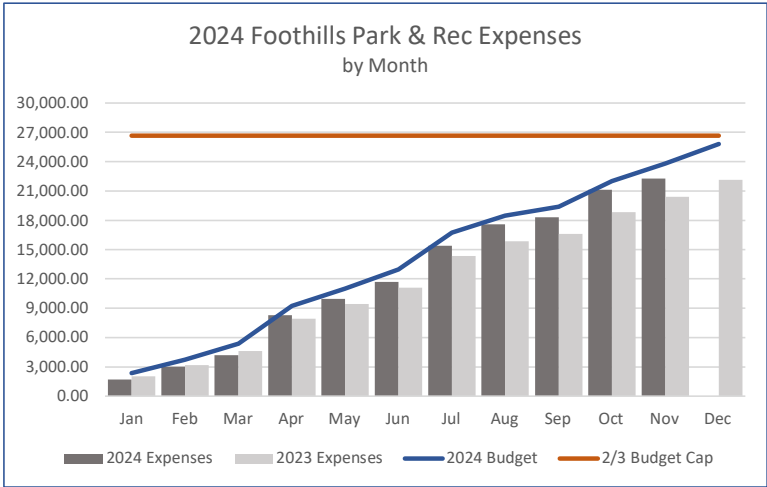
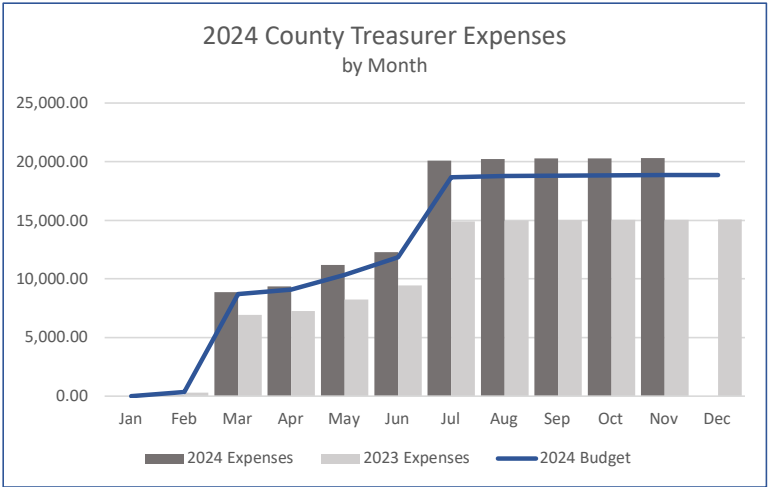
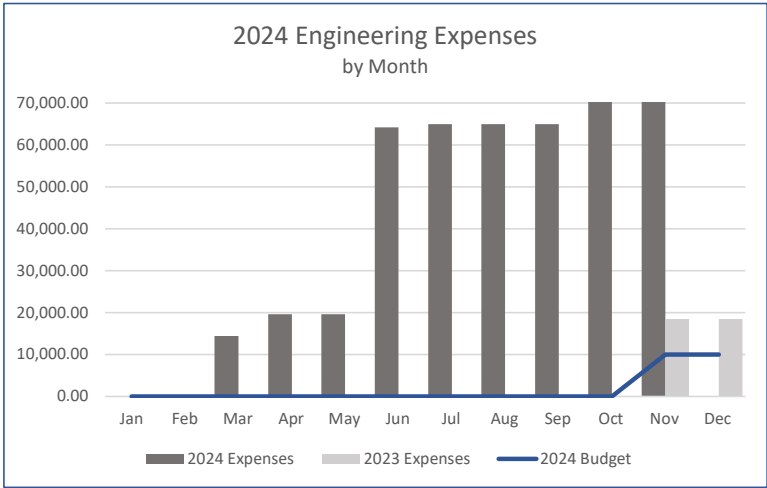
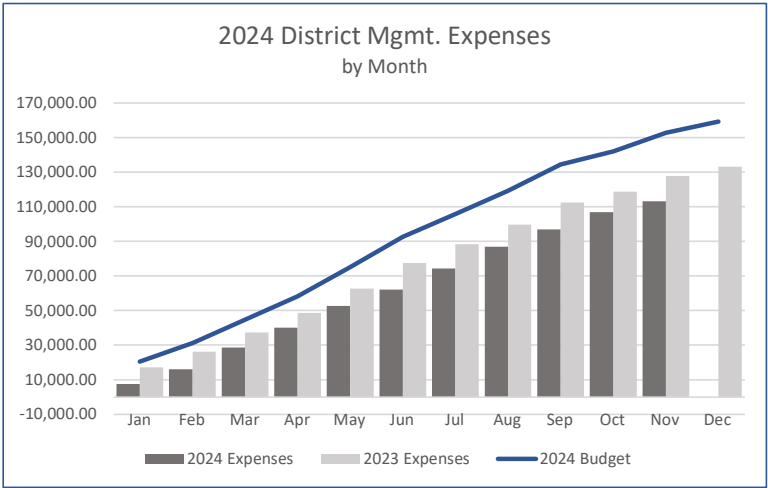
As of November 30th, 2024

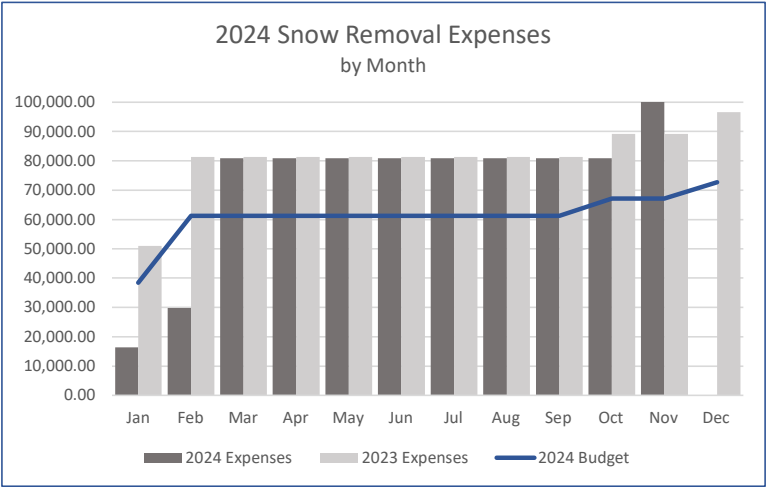
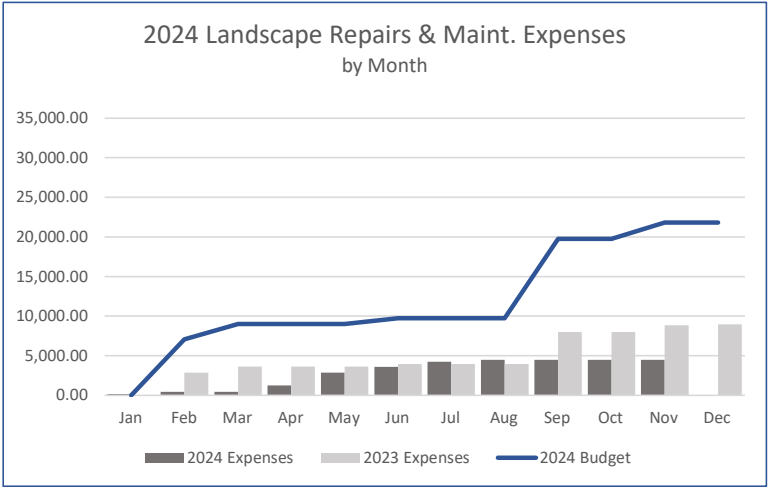
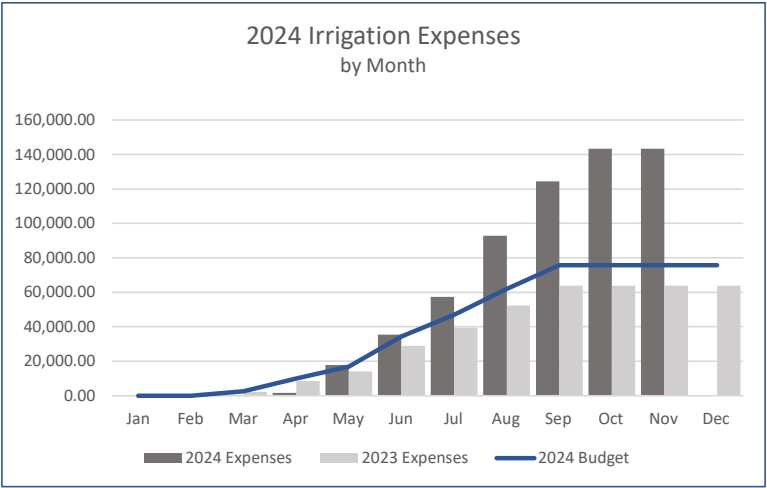
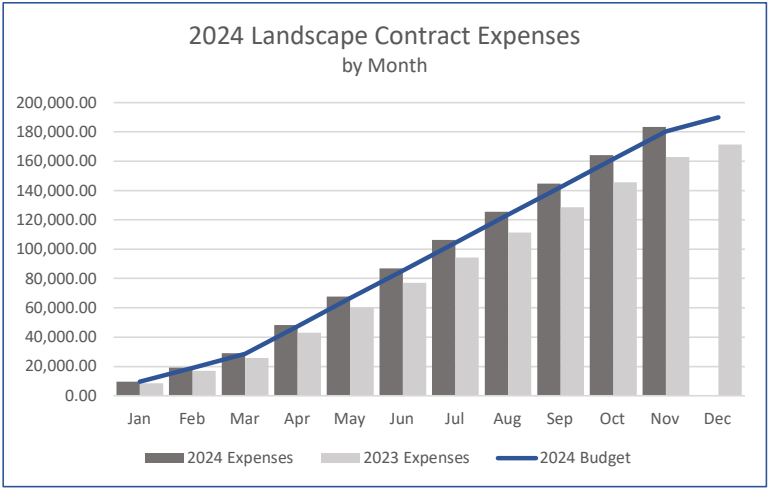
### Revenue



### Expenses

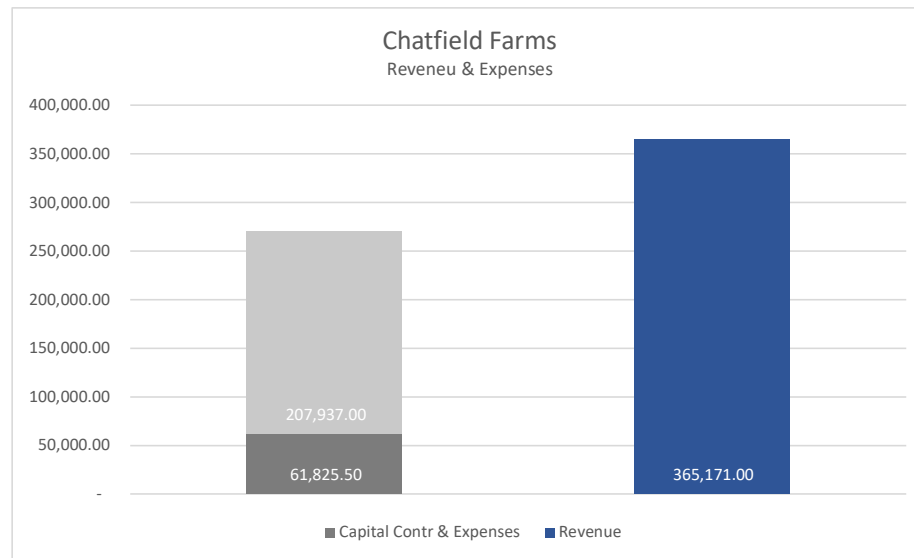






## Chatfield Farms Revenue vs. Expenses

Per the Chatfield Farms Reimbursement Agreement, we need to track the Chatfield Farms revenue versus expenses. Below is an annual revenue vs. expense tracker which will be updated monthly to track where Chatfield Farms stands in regard to the threshold.



Roxborough Village Metro District  
**Balance Sheet by Class**  
 As of November 30, 2024

4:26 PM  
 12/09/2024  
 Accrual Basis

	100-General Fund	200 - Capital Project Fund	300 - Debt Service Fund	TOTAL
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
10100 · General Operating Acct	88,552.90	0.00	0.00	88,552.90
10500 · ColoTrust Funds				
10505 · General Fund	1,039,235.45	0.00	0.00	1,039,235.45
10510 · Capital Projects Fund	0.00	1,069,540.98	0.00	1,069,540.98
10520 · CTF Fund	0.00	103,748.43	0.00	103,748.43
10500 · ColoTrust Funds - Other	0.00	0.00	0.00	0.00
<b>Total 10500 · ColoTrust Funds</b>	<b>1,039,235.45</b>	<b>1,173,289.41</b>	<b>0.00</b>	<b>2,212,524.86</b>
<b>Total Checking/Savings</b>	<b>1,127,788.35</b>	<b>1,173,289.41</b>	<b>0.00</b>	<b>2,301,077.76</b>
<b>Other Current Assets</b>				
14010 · Prepaid Expense	44,585.50	0.00	0.00	44,585.50
14020 · Taxes Receivable	1,306,788.00	0.00	0.00	1,306,788.00
<b>Total Other Current Assets</b>	<b>1,351,373.50</b>	<b>0.00</b>	<b>0.00</b>	<b>1,351,373.50</b>
<b>Total Current Assets</b>	<b>2,479,161.85</b>	<b>1,173,289.41</b>	<b>0.00</b>	<b>3,652,451.26</b>
<b>TOTAL ASSETS</b>	<b>2,479,161.85</b>	<b>1,173,289.41</b>	<b>0.00</b>	<b>3,652,451.26</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
20000 · Accounts Payable	222,489.66	33,270.13	0.00	255,759.79
<b>Total Accounts Payable</b>	<b>222,489.66</b>	<b>33,270.13</b>	<b>0.00</b>	<b>255,759.79</b>
<b>Other Current Liabilities</b>				
20011 · Accrued Expenses	8,640.00	360.00	0.00	9,000.00
22000 · Payroll Liabilities				
20210 · Federal Tax	1.80	0.00	0.00	1.80
20240 · State Tax	6.00	0.00	0.00	6.00
<b>Total 22000 · Payroll Liabilities</b>	<b>7.80</b>	<b>0.00</b>	<b>0.00</b>	<b>7.80</b>
23010 · Defered Revenue-Taxes	1,306,788.00	0.00	0.00	1,306,788.00
<b>Total Other Current Liabilities</b>	<b>1,315,435.80</b>	<b>360.00</b>	<b>0.00</b>	<b>1,315,795.80</b>
<b>Total Current Liabilities</b>	<b>1,537,925.46</b>	<b>33,630.13</b>	<b>0.00</b>	<b>1,571,555.59</b>
<b>Total Liabilities</b>	<b>1,537,925.46</b>	<b>33,630.13</b>	<b>0.00</b>	<b>1,571,555.59</b>
<b>Equity</b>				
<b>34000 · Restricted Net Assets</b>				
34020 · Restricted	0.00	1,113,878.94	0.00	1,113,878.94
34050 · Emergency Reserve 3%	36,200.00	0.00	0.00	36,200.00
<b>Total 34000 · Restricted Net Assets</b>	<b>36,200.00</b>	<b>1,113,878.94</b>	<b>0.00</b>	<b>1,150,078.94</b>
<b>39000 · Unrestricted Net Assets</b>	<b>570,109.75</b>	<b>0.00</b>	<b>0.00</b>	<b>570,109.75</b>
<b>Net Income</b>	<b>334,926.64</b>	<b>25,780.34</b>	<b>0.00</b>	<b>360,706.98</b>
<b>Total Equity</b>	<b>941,236.39</b>	<b>1,139,659.28</b>	<b>0.00</b>	<b>2,080,895.67</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,479,161.85</b>	<b>1,173,289.41</b>	<b>0.00</b>	<b>3,652,451.26</b>
<b>UNBALANCED CLASSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Roxborough Village Metro District  
Profit & Loss Budget vs. Actual**

January through November 2024

	Jan - Nov 24	Budget	Budget Variance	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	82,070	64,088	17,982	128%
41020 · Property Tax	1,352,487	1,304,845	47,642	104%
41040 · Prior Year Tax	361	(17)	378	(2,126)%
41045 · Property Tax Interest	675	281	394	240%
41000 · Property Tax Income - Other	0	0	0	0%
<b>Total 41000 · Property Tax Income</b>	<b>1,435,594</b>	<b>1,369,197</b>	<b>66,397</b>	<b>105%</b>
43000 · Park and Field Income				
43010 · Sports Field Fees	1,350	2,200	(850)	61%
<b>Total 43000 · Park and Field Income</b>	<b>1,350</b>	<b>2,200</b>	<b>(850)</b>	<b>61%</b>
45000 · Grant Income	5,034	126,000	(120,967)	4%
46000 · Interest Income				
46010 · General Bank Account Interest	107,155	27,289	79,866	393%
46000 · Interest Income - Other	0	70,171	(70,171)	0%
<b>Total 46000 · Interest Income</b>	<b>107,155</b>	<b>97,460</b>	<b>9,695</b>	<b>110%</b>
48000 · CTF/Lottery Income	33,339	46,200	(12,861)	72%
<b>Total Income</b>	<b>1,582,471</b>	<b>1,641,057</b>	<b>(58,586)</b>	<b>96%</b>
<b>Gross Profit</b>	<b>1,582,471</b>	<b>1,641,057</b>	<b>(58,586)</b>	<b>96%</b>
<b>Expense</b>				
50000 · Treasurer Fees	20,303	18,863	1,440	108%
51000 · General Overhead				
51005 · Dues & Subscriptions	1,042			
51010 · Communication / Website Expense	39	737	(697)	5%
51050 · Utilities Expense	16,173	14,982	1,191	108%
51060 · District Functions/Events	0	85	(85)	0%
51000 · General Overhead - Other	0	31	(31)	0%
<b>Total 51000 · General Overhead</b>	<b>17,255</b>	<b>15,835</b>	<b>1,420</b>	<b>109%</b>
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	4,955	5,332	(376)	93%
52000 · Computer & Software Expenses - Other	0	222	(222)	0%
<b>Total 52000 · Computer &amp; Software Expenses</b>	<b>4,955</b>	<b>5,554</b>	<b>(598)</b>	<b>89%</b>
52500 · Insurance Expense				
52510 · Woker's Compensation Exp.	450			
52550 · General Insurance	36,611	45,000	(8,390)	81%
52500 · Insurance Expense - Other	170	1,611	(1,441)	11%
<b>Total 52500 · Insurance Expense</b>	<b>37,231</b>	<b>46,611</b>	<b>(9,381)</b>	<b>80%</b>
53000 · Board of Director's Expense				
53010 · Directors' Stipend	7,900	9,180	(1,280)	86%
53020 · BOD Travel/Mileage Expense	131	323	(192)	41%
53040 · BOD Conference/Retreat Expense	848	394	454	215%
<b>Total 53000 · Board of Director's Expense</b>	<b>8,879</b>	<b>9,897</b>	<b>(1,018)</b>	<b>90%</b>
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	604	702	(98)	86%
54000 · Payroll Expenses - Other	160	79	81	203%
<b>Total 54000 · Payroll Expenses</b>	<b>764</b>	<b>781</b>	<b>(17)</b>	<b>98%</b>
57000 · Professional Services Fees				
57010 · Auditing	7,950	7,350	600	108%
57020 · Legal Expenses	85,989	158,491	(72,502)	54%
57030 · Accounting Services	25,913	62,187	(36,275)	42%
57040 · District Management	117,908	159,340	(41,432)	74%
57050 · Engineering Expense	125,009	10,000	115,009	1,250%
57090 · Other Professional Services Exp	0	20,000	(20,000)	0%
57000 · Professional Services Fees - Other	0	15,308	(15,308)	0%
<b>Total 57000 · Professional Services Fees</b>	<b>362,769</b>	<b>432,676</b>	<b>(69,907)</b>	<b>84%</b>



## Roxborough Village Metro District Profit & Loss Budget vs. Actual

January through November 2024

	Jan - Nov 24	Budget	Budget Variance	% of Budget
<b>62000 · Repairs and Maintenance</b>				
62010 · General Repairs and Maintenance	9,150	7,000	2,150	131%
62020 · Utility Locate	4,381	3,323	1,058	132%
<b>Total 62000 · Repairs and Maintenance</b>	13,530	10,323	3,207	131%
<b>63000 · Vehicle Expense</b>	190			
<b>64000 · Landscape Expenses</b>				
64010 · Landscape Repairs and Maint	4,469	22,091	(17,622)	20%
64020 · Landscape Weed Control Expense	45,494	42,696	2,798	107%
64030 · Irrigation Expense	143,339	75,751	67,588	189%
64040 · Landscape Contract	183,404	189,902	(6,498)	97%
64080 · Misc. Landscape Expense	584	100	484	584%
64000 · Landscape Expenses - Other	0	30,000	(30,000)	0%
<b>Total 64000 · Landscape Expenses</b>	377,290	360,540	16,750	105%
<b>65000 · Playground &amp; Infrastructure Exp</b>				
65010 · Playground Repairs and Maint	0	32,568	(32,568)	0%
65020 · Baseball Field Improvements	19,000	19,000	0	100%
65030 · Graffiti Removal /Vandalism Exp	7,006	13,776	(6,770)	51%
65080 · Misc. Playground & Infrastruct	10,976	600	10,376	1,829%
65000 · Playground & Infrastructure Exp - Other	0	2,500	(2,500)	0%
<b>Total 65000 · Playground &amp; Infrastructure Exp</b>	36,982	68,444	(31,461)	54%
<b>68000 · Parks &amp; Open Space Expense</b>				
68010 · Foothills Park & Rec Fees	22,260	25,818	(3,558)	86%
68020 · Mosquito Control Expense	9,200	15,480	(6,280)	59%
68025 · Water Expense	100,674	68,000	32,674	148%
68030 · Seasonal Lighting Expense	9,471	17,000	(7,529)	56%
68035 · Wetland Mitigation	0	275	(275)	0%
68045 · Tree Care Expense	18,797	30,000	(11,203)	63%
68050 · Portable Restroom Exp.	6,716	6,299	418	107%
68065 · Water Rights Expense	405			
68070 · Snow Removal Expense	107,497	72,725	34,772	148%
68085 · Annual Trails Maintenance	0	15,000	(15,000)	0%
68095 · Open Space Maintenances / Fire	12,796	200	12,596	6,398%
68000 · Parks & Open Space Expense - Other	0	10,303	(10,303)	0%
<b>Total 68000 · Parks &amp; Open Space Expense</b>	287,815	261,100	26,715	110%
<b>70000 · Bond Interest &amp; Principal Exp.</b>				
70020 · Bond Principal - Series 1993	0			
<b>Total 70000 · Bond Interest &amp; Principal Exp.</b>	0			
<b>80000 · Capital Expenses</b>				
80010 · Park Infrastructure/Improvements	2,113	421,500	(419,387)	1%
80020 · Irrigation Improvements	10,424	97,000	(86,576)	11%
80050 · Building Improvements	0	13,000	(13,000)	0%
80060 · Plant Nursery	2,037	3,500	(1,463)	58%
80070 · New Playground	39,228	350,000	(310,773)	11%
80000 · Capital Expenses - Other	0	95,000	(95,000)	0%
<b>Total 80000 · Capital Expenses</b>	53,801	980,000	(926,199)	5%
<b>99000 · Contingency</b>	0	39,960	(39,960)	0%
<b>Total Expense</b>	1,221,764	2,250,583	(1,028,819)	54%
<b>Net Ordinary Income</b>	360,707	(609,526)	970,233	(59)%
<b>Net Income</b>	360,707	(609,526)	970,233	(59)%

**Roxborough Village Metro District**  
**Capital Fund Profit & Loss Budget vs. Actual**  
 January through November 2024

	Jan - Nov 24	Budget	Budget Variance	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
45000 · Grant Income	5,034			
46000 · Interest Income	56,586	70,171	(13,585)	81%
48000 · CTF/Lottery Income	33,339	46,200	(12,861)	72%
<b>Total Income</b>	<u>94,959</u>	<u>116,371</u>	<u>(21,412)</u>	<u>82%</u>
<b>Gross Profit</b>	94,959	116,371	(21,412)	82%
<b>Expense</b>				
51000 · General Overhead	2	31	(29)	5%
52000 · Computer & Software Expenses	198	222	(24)	89%
52500 · Insurance Expense	825	1,611	(786)	51%
57000 · Professional Services Fees	13,948	15,308	(1,360)	91%
68000 · Parks & Open Space Expense	405	10,303	(9,898)	4%
80000 · Capital Expenses	53,801	980,000	(926,199)	5%
<b>Total Expense</b>	<u>69,178</u>	<u>1,007,475</u>	<u>(938,297)</u>	<u>7%</u>
<b>Net Ordinary Income</b>	<u>25,780</u>	<u>(891,104)</u>	<u>916,884</u>	<u>(3)%</u>
<b>Net Income</b>	<u><u>25,780</u></u>	<u><u>(891,104)</u></u>	<u><u>916,884</u></u>	<u><u>(3)%</u></u>

**Roxborough Village Metro District**  
**General Fund Profit & Loss Budget vs. Actual**

January through November 2024

	Jan - Nov 24	Budget	Budget Variance	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · Property Tax Income</b>				
41010 · Specific Ownership Tax	82,070	64,088	17,982	128%
41020 · Property Tax	1,352,487	1,304,845	47,642	104%
41040 · Prior Year Tax	361	(17)	378	(2,126)%
41045 · Property Tax Interest	675	281	394	240%
41000 · Property Tax Income - Other	0	0	0	0%
<b>Total 41000 · Property Tax Income</b>	1,435,594	1,369,197	66,397	105%
<b>43000 · Park and Field Income</b>				
43010 · Sports Field Fees	1,350	2,200	(850)	61%
<b>Total 43000 · Park and Field Income</b>	1,350	2,200	(850)	61%
<b>45000 · Grant Income</b>	0	126,000	(126,000)	0%
<b>46000 · Interest Income</b>				
46010 · General Bank Account Interest	50,569	27,289	23,280	185%
<b>Total 46000 · Interest Income</b>	50,569	27,289	23,280	185%
<b>Total Income</b>	1,487,513	1,524,686	(37,173)	98%
<b>Gross Profit</b>	1,487,513	1,524,686	(37,173)	98%
<b>Expense</b>				
<b>50000 · Treasurer Fees</b>	20,303	18,863	1,440	108%
<b>51000 · General Overhead</b>				
51005 · Dues & Subscriptions	1,042			
51010 · Communication / Website Expense	38	737	(699)	5%
51050 · Utilities Expense	16,173	14,982	1,191	108%
51060 · District Functions/Events	0	85	(85)	0%
<b>Total 51000 · General Overhead</b>	17,253	15,804	1,449	109%
<b>52000 · Computer &amp; Software Expenses</b>				
52040 · Software & Online Subscriptions	4,757	5,332	(575)	89%
<b>Total 52000 · Computer &amp; Software Expenses</b>	4,757	5,332	(575)	89%
<b>52500 · Insurance Expense</b>				
52510 · Worker's Compensation Exp.	432			
52550 · General Insurance	35,810	45,000	(9,190)	80%
52500 · Insurance Expense - Other	163			
<b>Total 52500 · Insurance Expense</b>	36,406	45,000	(8,594)	81%
<b>53000 · Board of Director's Expense</b>				
53010 · Directors' Stipend	7,900	9,180	(1,280)	86%
53020 · BOD Travel/Mileage Expense	131	323	(192)	41%
53040 · BOD Conference/Retreat Expense	848	394	454	215%
<b>Total 53000 · Board of Director's Expense</b>	8,879	9,897	(1,018)	90%
<b>54000 · Payroll Expenses</b>				
54060 · Employer Payroll Taxes	604	702	(98)	86%
54000 · Payroll Expenses - Other	160	79	81	203%
<b>Total 54000 · Payroll Expenses</b>	764	781	(17)	98%
<b>57000 · Professional Services Fees</b>				
57010 · Auditing	7,632	7,350	282	104%
57020 · Legal Expenses	83,057	158,491	(75,434)	52%
57030 · Accounting Services	24,931	62,187	(37,257)	40%
57040 · District Management	113,193	159,340	(46,147)	71%
57050 · Engineering Expense	120,009	10,000	110,009	1,200%
57090 · Other Professional Services Exp	0	20,000	(20,000)	0%
<b>Total 57000 · Professional Services Fees</b>	348,821	417,368	(68,547)	84%

**Roxborough Village Metro District**  
**General Fund Profit & Loss Budget vs. Actual**

January through November 2024

	Jan - Nov 24	Budget	Budget Variance	% of Budget
<b>62000 · Repairs and Maintenance</b>				
62010 · General Repairs and Maintenance	9,150	7,000	2,150	131%
62020 · Utility Locate	4,381	3,323	1,058	132%
<b>Total 62000 · Repairs and Maintenance</b>	<b>13,530</b>	<b>10,323</b>	<b>3,207</b>	<b>131%</b>
<b>63000 · Vehicle Expense</b>	<b>190</b>			
<b>64000 · Landscape Expenses</b>				
64010 · Landscape Repairs and Maint	4,469	22,091	(17,622)	20%
64020 · Landscape Weed Control Expense	45,494	42,696	2,798	107%
64030 · Irrigation Expense	143,339	75,751	67,588	189%
64040 · Landscape Contract	183,404	189,902	(6,498)	97%
64080 · Misc. Landscape Expense	584	100	484	584%
64000 · Landscape Expenses - Other	0	30,000	(30,000)	0%
<b>Total 64000 · Landscape Expenses</b>	<b>377,290</b>	<b>360,540</b>	<b>16,750</b>	<b>105%</b>
<b>65000 · Playground &amp; Infrastructure Exp</b>				
65010 · Playground Repairs and Maint	0	32,568	(32,568)	0%
65020 · Baseball Field Improvements	19,000	19,000	0	100%
65030 · Graffiti Removal / Vandalism Exp	7,006	13,776	(6,770)	51%
65080 · Misc. Playground & Infrastruct	10,976	600	10,376	1,829%
65000 · Playground & Infrastructure Exp - Ot...	0	2,500	(2,500)	0%
<b>Total 65000 · Playground &amp; Infrastructure Exp</b>	<b>36,982</b>	<b>68,444</b>	<b>(31,461)</b>	<b>54%</b>
<b>68000 · Parks &amp; Open Space Expense</b>				
68010 · Foothills Park & Rec Fees	22,260	25,818	(3,558)	86%
68020 · Mosquito Control Expense	9,200	15,480	(6,280)	59%
68025 · Water Expense	100,674	68,000	32,674	148%
68030 · Seasonal Lighting Expense	9,471	17,000	(7,529)	56%
68035 · Wetland Mitigation	0	275	(275)	0%
68045 · Tree Care Expense	18,797	30,000	(11,203)	63%
68050 · Portable Restroom Exp.	6,716	6,299	418	107%
68070 · Snow Removal Expense	107,497	72,725	34,772	148%
68085 · Annual Trails Maintenance	0	15,000	(15,000)	0%
68095 · Open Space Maintenances / Fire	12,796	200	12,596	6,398%
<b>Total 68000 · Parks &amp; Open Space Expense</b>	<b>287,410</b>	<b>250,797</b>	<b>36,614</b>	<b>115%</b>
<b>70000 · Bond Interest &amp; Principal Exp.</b>				
70020 · Bond Principal - Series 1993	0			
<b>Total 70000 · Bond Interest &amp; Principal Exp.</b>	<b>0</b>			
<b>99000 · Contingency</b>	<b>0</b>	<b>39,960</b>	<b>(39,960)</b>	<b>0%</b>
<b>Total Expense</b>	<b>1,152,586</b>	<b>1,243,108</b>	<b>(90,522)</b>	<b>93%</b>
<b>Net Ordinary Income</b>	<b>334,927</b>	<b>281,578</b>	<b>53,349</b>	<b>119%</b>
<b>Net Income</b>	<b>334,927</b>	<b>281,578</b>	<b>53,349</b>	<b>119%</b>

**Roxborough Village Metro District**  
**Chatfield Farms Profit & Loss Budget vs. Actual**

January through November 2024

	Jan - Nov 24	Budget	Budget Variance	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
41000 · Property Tax Income	365,229	365,357	(127)	100%
<b>Total Income</b>	365,229	365,357	(127)	100%
<b>Gross Profit</b>	365,229	365,357	(127)	100%
<b>Expense</b>				
50000 · Treasurer Fees	3,248	3,018	230	108%
51000 · General Overhead	7,282	131	7,150	5,539%
52000 · Computer & Software Expenses	756	853	(97)	89%
52500 · Insurance Expense	6,031	7,200	(1,169)	84%
53000 · Board of Director's Expense	90	115	(25)	79%
57000 · Professional Services Fees	66,757	66,779	(22)	100%
62000 · Repairs and Maintenance	1,429	1,652	(223)	86%
63000 · Vehicle Expense	30			
64000 · Landscape Expenses	63,148	57,686	5,461	109%
65000 · Playground & Infrastructure Exp	12,630	5,740	6,890	220%
68000 · Parks & Open Space Expense	46,536	37,696	8,841	123%
<b>Total Expense</b>	207,937	180,870	27,068	115%
<b>Net Ordinary Income</b>	157,292	184,487	(27,195)	85%
<b>Net Income</b>	<b>157,292</b>	<b>184,487</b>	<b>(27,195)</b>	<b>85%</b>

**Roxborough Village Metro District**  
**A/P Aging Summary**  
 As of November 30, 2024

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Ace Tree Care, Inc	0.00	9,687.50	2,500.00	0.00	12,187.50
ARK Ecological Services, LLC	8,774.23	0.00	0.00	0.00	8,774.23
Bill.com LLC	339.49	0.00	0.00	0.00	339.49
Consolidated Divisions Inc	9,470.70	46,853.72	22,762.02	27,939.50	107,025.94
CORE Electric Cooperative	828.38	0.00	0.00	0.00	828.38
DC2 Services LLC	0.00	0.00	2,645.00	0.00	2,645.00
Diversified Underground	435.00	0.00	0.00	0.00	435.00
Farnsworth Group, Inc	0.00	57,362.67	0.00	46,425.33	103,788.00
Foothills Park & Recreation District	1,128.29	0.00	0.00	0.00	1,128.29
Gembok Consulting Inc.	2,355.00	0.00	0.00	0.00	2,355.00
HGL Construction Services LLC	0.00	0.00	0.00	345.00	345.00
Ireland Stapleton Pryor & Pascoe PC	0.00	9,198.79	0.00	0.00	9,198.79
Special District Management Services, Inc	6,611.32	0.00	0.00	0.00	6,611.32
Utility Notification Center of Colorado	94.17	0.00	0.00	0.00	94.17
Xcel Energy	0.00	3.68	0.00	0.00	3.68
<b>TOTAL</b>	<b><u>30,036.58</u></b>	<b><u>123,106.36</u></b>	<b><u>27,907.02</u></b>	<b><u>74,709.83</u></b>	<b><u>255,759.79</u></b>

Roxborough Village Metro District  
A/P Aging Detail

As of November 30, 2024

Date	Num	Name	Due Date	Split	Memo	Aging	Open Balance
<b>Current</b>							
11/20/2024		CORE Electric Cooper...	11/30/2024	-SPLIT-			828.38
11/30/2024	SALES000...	Foothills Park & Recre...	11/30/2024	-SPLIT-	November 2024 Resi...		1,128.29
11/30/2024	224111201	Utility Notification Cen...	11/30/2024	-SPLIT-	RTL Transmissions		94.17
11/30/2024	141222	Special District Manag...	11/30/2024	-SPLIT-	November 2024 Distri...		6,611.32
11/04/2024	3639	ARK Ecological Servic...	12/04/2024	-SPLIT-	Invoice Period Aug 29...		8,774.23
11/30/2024	24129542929	Bill.com LLC	12/10/2024	-SPLIT-	Billing Period 11/05/2...		339.49
11/30/2024	2017062	Consolidated Division...	12/15/2024	-SPLIT-			9,470.70
11/30/2024	31114	Diversified Underground	12/30/2024	-SPLIT-	Screen Charge		435.00
11/30/2024	6142	Gembok Consulting I...	01/14/2025	-SPLIT-	November 2024		2,355.00
Total Current							30,036.58
<b>1 - 45</b>							
10/31/2024	159543	Ireland Stapleton Pryo...	10/31/2024	-SPLIT-	Billed Through 09/30/...	30	9,198.79
10/19/2024	2016572	Consolidated Division...	11/03/2024	-SPLIT-		27	938.01
10/24/2024	255676	Farnsworth Group, Inc	11/03/2024	-SPLIT-	Period ending 09.30.2...	27	57,362.67
10/31/2024	1203	Ace Tree Care, Inc	11/10/2024	-SPLIT-		20	9,687.50
11/01/2024	901091249	Xcel Energy	11/11/2024	51050 · Utilities Expense	November Statement	19	3.68
11/01/2024	2016638	Consolidated Division...	11/16/2024	-SPLIT-		14	19,305.71
11/09/2024	2016928	Consolidated Division...	11/24/2024	-SPLIT-		6	26,610.00
Total 1 - 45							123,106.36
<b>46 - 90</b>							
08/28/2024	Deposit	Ace Tree Care, Inc	09/07/2024	-SPLIT-		84	2,500.00
08/24/2024	2015744	Consolidated Division...	09/08/2024	-SPLIT-		83	12,338.01
08/31/2024	2015727	Consolidated Division...	09/15/2024	-SPLIT-		76	10,424.01
10/02/2024	6170	DC2 Services LLC	10/12/2024	-SPLIT-		49	2,645.00
Total 46 - 90							27,907.02
<b>&gt; 90</b>							
03/23/2024	2013650	Consolidated Division...	04/07/2024	-SPLIT-		237	1,266.86
04/12/2024	2024-23	HGL Construction Ser...	05/12/2024	80060 · Plant Nursery		202	345.00
04/27/2024	2013941	Consolidated Division...	05/12/2024	-SPLIT-	Water meter install	202	9,253.71
05/31/2024	2014479	Consolidated Division...	06/15/2024	-SPLIT-	T&M May 26-31	168	8,975.71
06/15/2024	2014614	Consolidated Division...	06/30/2024	-SPLIT-		153	450.00
06/30/2024	253236	Farnsworth Group, Inc	07/10/2024	-SPLIT-	Period ending 06.30.2...	143	46,425.33
07/27/2024	2015307	Consolidated Division...	08/11/2024	-SPLIT-		111	120.00
07/27/2024	2015301	Consolidated Division...	08/11/2024	-SPLIT-		111	7,400.22
07/31/2024	2015447	Consolidated Division...	08/15/2024	-SPLIT-		107	80.00
08/10/2024	2015616	Consolidated Division...	08/25/2024	-SPLIT-		97	198.00
08/10/2024	2015617	Consolidated Division...	08/25/2024	-SPLIT-		97	195.00
Total > 90							74,709.83
<b>TOTAL</b>							<b>255,759.79</b>

Roxborough Village Metro District  
Claims by Vendor Detail

November 2024

Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Ambiente H2O Inc.</b>						
Bill	11/05/2024	V240894		62010 · General Repairs and Mai...	2,315.04	2,315.04
Bill	11/05/2024	V240894		62010 · General Repairs and Mai...	440.96	2,756.00
Total Ambiente H2O Inc.						2,756.00
<b>Bill.com LLC</b>						
Bill	11/06/2024	24119184717	Billing Period 10/05/2024 - 11/04/2024	52040 · Software & Online Subscr...	274.33	274.33
Bill	11/06/2024	24119184717	Billing Period 10/05/2024 - 11/04/2024	52040 · Software & Online Subscr...	52.25	326.58
Bill	11/06/2024	24119184717	Billing Period 10/05/2024 - 11/04/2024	52040 · Software & Online Subscr...	13.61	340.19
Total Bill.com LLC						340.19
<b>Colorado Community Media</b>						
Bill	11/18/2024	123859		51010 · Communication / Website...	31.61	31.61
Bill	11/18/2024	123859		51010 · Communication / Website...	6.02	37.63
Bill	11/18/2024	123859		51010 · Communication / Website...	1.57	39.20
Total Colorado Community Media						39.20
<b>Consolidated Divisions Inc</b>						
Bill	11/18/2024	2016263		64040 · Landscape Contract	16,216.80	16,216.80
Bill	11/18/2024	2016263		64040 · Landscape Contract	3,088.91	19,305.71
Bill	11/18/2024	2016585		64080 · Misc. Landscape Expense	228.48	19,534.19
Bill	11/18/2024	2016585		64080 · Misc. Landscape Expense	43.52	19,577.71
Bill	11/18/2024	2016584		64020 · Landscape Weed Control...	1,241.27	20,818.98
Bill	11/18/2024	2016584		64020 · Landscape Weed Control...	236.43	21,055.41
Bill	11/18/2024	2016573		65030 · Graffiti Removal /Vandali...	331.48	21,386.89
Bill	11/18/2024	2016573		65030 · Graffiti Removal /Vandali...	63.14	21,450.03
Bill	11/18/2024	2016484		64030 · Irrigation Expense	2,532.43	23,982.46
Bill	11/18/2024	2016484		64030 · Irrigation Expense	482.37	24,464.83
Bill	11/18/2024	2016665		64030 · Irrigation Expense	1,329.45	25,794.28
Bill	11/18/2024	2016665		64030 · Irrigation Expense	253.23	26,047.51
Bill	11/21/2024	2016510		64030 · Irrigation Expense	11,247.61	37,295.12
Bill	11/21/2024	2016510		64030 · Irrigation Expense	2,142.40	39,437.52
Total Consolidated Divisions Inc						39,437.52
<b>CORE Electric Cooperative</b>						
Bill	11/07/2024			51050 · Utilities Expense	788.77	788.77
Bill	11/07/2024			51050 · Utilities Expense	1,072.87	1,861.64
Total CORE Electric Cooperative						1,861.64
<b>Diversified Underground</b>						
Bill	11/18/2024	30941	Screen Charge	62020 · Utility Locate	256.20	256.20
Bill	11/18/2024	30941	Screen Charge	62020 · Utility Locate	48.80	305.00
Total Diversified Underground						305.00
<b>Foothills Park &amp; Recreation District</b>						
Bill	11/27/2024	SALES000000035670	October 2024 Resident Use	68010 · Foothills Park & Rec Fees	2,193.42	2,176.47
Bill	11/27/2024	SALES000000035670	October 2024 Resident Use	68010 · Foothills Park & Rec Fees	652.58	2,824.00
Total Foothills Park & Recreation District						2,824.00
<b>Gemsbok Consulting Inc.</b>						
Bill	11/18/2024	6122	October 2024	57030 · Accounting Services	1,151.14	1,151.14
Bill	11/18/2024	6122	October 2024	57030 · Accounting Services	219.26	1,370.40
Bill	11/18/2024	6122	October 2024	57030 · Accounting Services	57.10	1,427.50
Total Gemsbok Consulting Inc.						1,427.50
<b>Good Plumbing Service</b>						
Bill	11/18/2024	100213		62010 · General Repairs and Mai...	300.00	300.00
Total Good Plumbing Service						300.00
<b>JPL Cares, Inc.</b>						
Bill	11/27/2024	38344		80010 · Park Infrastructure/Improv...	2,112.81	2,112.81
Total JPL Cares, Inc.						2,112.81
<b>Metro Maintenance</b>						
Bill	11/18/2024	28285	September 2024	62010 · General Repairs and Mai...	252.00	252.00
Bill	11/18/2024	28285	September 2024	62010 · General Repairs and Mai...	48.00	300.00
Total Metro Maintenance						300.00
<b>QuickBooks Payroll Service</b>						
Liability Che...	11/27/2024		Fee for 4 direct deposit(s) at \$4.00 each	54000 · Payroll Expenses	16.00	16.00
Total QuickBooks Payroll Service						16.00
<b>Roxborough Water &amp; Sanitation District</b>						
Bill	11/15/2024		Service Period 09/25/24 to 10/24/24 Elk Mnt Cir	68025 · Water Expense	223.25	223.25
Bill	11/15/2024		Service Period 09/24/24 - 10/24/24 Rampart Range	68025 · Water Expense	119.00	342.25
Bill	11/15/2024		Service Period 09/25/24 to 10/24/24 Mule Deer Pl	68025 · Water Expense	530.00	872.25
Bill	11/15/2024		Service Period 09/25/24 - 10/24/24 Marmot Ridge Cir	68025 · Water Expense	3,256.00	4,128.25
Bill	11/15/2024		Billing Period 10/01/24 to 10/31/24	68025 · Water Expense	19,062.19	23,190.44
Bill	11/15/2024		Billing Period 10/01/24 to 10/31/24	68025 · Water Expense	3,630.89	26,821.33
Total Roxborough Water & Sanitation District						26,821.33



Roxborough Village Metro District  
**Claims by Vendor Detail**

November 2024

Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Special District Management Services, Inc</b>						
Bill	11/04/2024	139278	September 2024 District Management Fees	57040 · District Management	8,447.35	8,447.35
Bill	11/04/2024	139278	September 2024 District Management Fees	57040 · District Management	1,609.01	10,056.36
Bill	11/04/2024	139278	September 2024 District Management Fees	57040 · District Management	419.02	10,475.38
Bill	11/27/2024	140112	October 2024 District Management Fees	57040 · District Management	8,352.95	18,828.33
Bill	11/27/2024	140112	October 2024 District Management Fees	57040 · District Management	1,591.04	20,419.37
Bill	11/27/2024	140112	October 2024 District Management Fees	57040 · District Management	414.33	20,833.70
Total Special District Management Services, Inc						20,833.70
<b>United Site Services</b>						
Bill	11/18/2024	INV-4890222	Services Roxborough Community Park	68050 · Portable Restroom Exp.	295.47	295.47
Bill	11/18/2024	INV-4890915	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	303.34	598.81
Total United Site Services						598.81
<b>Utility Notification Center of Colorado</b>						
Bill	11/18/2024	224101264	RTL Transmissions	62020 · Utility Locate	65.02	65.02
Bill	11/18/2024	224101264	RTL Transmissions	62020 · Utility Locate	12.38	77.40
Total Utility Notification Center of Colorado						77.40
<b>TOTAL</b>						<b>100,051.10</b>

Roxborough Village Metro District  
**Payroll Detail**  
November 2024

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<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Type</u>	<u>Wage Base</u>	<u>Amount</u>
<b>BOD Compensation</b>						
DD1087	11/29/2024	Brendan M Coupe	BOD Compensation	Paycheck	0.00	100.00
DD1088	11/29/2024	Debra D Prysby	BOD Compensation	Paycheck	0.00	200.00
DD1089	11/29/2024	Ephram Glass	BOD Compensation	Paycheck	0.00	200.00
DD1090	11/29/2024	Travis Jensen	BOD Compensation	Paycheck	0.00	200.00
Total BOD Compensation					0.00	700.00
<b>TOTAL</b>					<b>0.00</b>	<b>700.00</b>

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Roxborough Village Metro District  
Capital Fund Profit & Loss Detail

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>45000 · Grant Income</b>							
Deposit	04/11/2024	27663	Colorado Special Districts ...	Remainder of 2022 safety grant applied to p...		5,033.50	5,033.50
Total 45000 · Grant Income					0.00	5,033.50	5,033.50
<b>46000 · Interest Income</b>							
<b>46010 · General Bank Account Interest</b>							
Deposit	01/31/2024			Deposit		293.13	293.13
Deposit	01/31/2024			Deposit		5,160.64	5,453.77
Deposit	02/29/2024			Deposit		4,713.94	10,167.71
Deposit	02/29/2024			Deposit		292.01	10,459.72
Deposit	03/31/2024			Deposit		4,926.38	15,386.10
Deposit	03/31/2024			Deposit		309.91	15,696.01
Deposit	04/30/2024			Deposit		4,719.07	20,415.08
Deposit	04/30/2024			Deposit		339.17	20,754.25
Deposit	05/31/2024			Deposit		367.88	21,122.13
Deposit	05/31/2024			Deposit		4,875.50	25,997.63
Deposit	06/30/2024			Deposit		357.85	26,355.48
Deposit	06/30/2024			Deposit		4,753.38	31,108.86
Deposit	07/31/2024			Deposit		4,943.18	36,052.04
Deposit	07/31/2024			Deposit		389.45	36,441.49
Deposit	08/31/2024			Deposit		4,949.06	41,390.55
Deposit	08/31/2024			Deposit		425.71	41,816.26
Deposit	09/30/2024			Deposit		4,683.99	46,500.25
Deposit	09/30/2024			Deposit		403.30	46,903.55
Deposit	10/31/2024			Deposit		4,561.51	51,465.06
Deposit	10/31/2024			Deposit		436.98	51,902.04
Deposit	11/30/2024			Deposit		4,270.96	56,173.00
Deposit	11/30/2024			Deposit		413.05	56,586.05
Total 46010 · General Bank Account Interest					0.00	56,586.05	56,586.05
Total 46000 · Interest Income					0.00	56,586.05	56,586.05
<b>48000 · CTF/Lottery Income</b>							
Deposit	03/08/2024			Deposit		12,592.64	12,592.64
Deposit	06/12/2024			Deposit		11,459.19	24,051.83
Deposit	09/11/2024			Deposit		9,287.24	33,339.07
Total 48000 · CTF/Lottery Income					0.00	33,339.07	33,339.07
Total Income					0.00	94,958.62	94,958.62
Gross Profit					0.00	94,958.62	94,958.62
<b>Expense</b>							
<b>51000 · General Overhead</b>							
<b>51010 · Communication / Website Expense</b>							
Bill	11/07/2024	123859	Colorado Community Media		1.57		1.57
Total 51010 · Communication / Website Expense					1.57	0.00	1.57
Total 51000 · General Overhead					1.57	0.00	1.57
<b>52000 · Computer &amp; Software Expenses</b>							
<b>52040 · Software &amp; Online Subscriptions</b>							
Bill	01/31/2024	2402609...	Bill.com LLC	Billing Period 01/05/2024 - 02/04/2024	22.23		22.23
Bill	02/29/2024	2403642...	Bill.com LLC	Billing Period 02/05/2024 - 03/04/2024	22.57		44.80
Bill	03/31/2024	2404675...	Bill.com LLC	Billing Period 03/05/2024 - 04/04/2024	22.34		67.14
Bill	04/30/2024	2405708...	Bill.com LLC	Billing Period 04/05/2024 - 05/04/2024	22.43		89.57
Bill	05/31/2024	2406743...	Bill.com LLC	Billing Period 05/05/2024 - 06/04/2024	18.05		107.62
Bill	06/30/2024	2407778...	Bill.com LLC	Billing Period 06/05/2024 - 07/04/2024	18.01		125.63
Bill	07/31/2024	2408812...	Bill.com LLC	Billing Period 07/05/2024 - 08/04/2024	18.08		143.71
Bill	08/31/2024	2409848...	Bill.com LLC	Billing Period 08/05/2024 - 09/04/2024	13.73		157.44
Bill	09/30/2024	2410882...	Bill.com LLC	Billing Period 09/05/2024 - 10/04/2024	13.60		171.04
Bill	10/31/2024	2411918...	Bill.com LLC	Billing Period 10/05/2024 - 11/04/2024	13.61		184.65
Bill	11/30/2024	2412954...	Bill.com LLC	Billing Period 11/05/2024 - 12/04/2024	13.58		198.23
Total 52040 · Software & Online Subscriptions					198.23	0.00	198.23
Total 52000 · Computer & Software Expenses					198.23	0.00	198.23
<b>52500 · Insurance Expense</b>							
<b>52510 · Woker's Compensation Exp.</b>							
Bill	09/30/2024	25WC-60...	Colorado Special Districts ...		18.00		18.00
Total 52510 · Woker's Compensation Exp.					18.00	0.00	18.00

Roxborough Village Metro District  
Capital Fund Profit & Loss Detail

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>52550 · General Insurance</b>							
General Journal	01/31/2024	0124BusIns		To move Business Insruance prepaid to exp...	133.30		133.30
General Journal	02/29/2024	0224BusIns		To move Business Insruance prepaid to exp...	133.30		266.60
General Journal	03/31/2024	0324BusIns		To move Business Insruance prepaid to exp...	133.30		399.90
General Journal	04/30/2024	0424BusIns		To move Business Insruance prepaid to exp...	133.30		533.20
General Journal	05/31/2024	0524BusIns		To move Business Insruance prepaid to exp...	133.30		666.50
General Journal	06/30/2024	0624BusIns		To move Business Insruance prepaid to exp...	133.30		799.80
General Journal	07/31/2024	0724BusIns		To move Business Insruance prepaid to exp...	0.25		800.05
General Journal	08/31/2024	0824BusIns		To move Business Insruance prepaid to exp...	0.00		800.05
General Journal	09/30/2024	0924BusIns		To move Business Insruance prepaid to exp...	0.00		800.05
General Journal	10/31/2024	1024BusIns		To move Business Insruance prepaid to exp...	0.00		800.05
General Journal	11/30/2024	1124BusIns		To move Business Insruance prepaid to exp...	0.00		800.05
Total 52550 · General Insurance					800.05	0.00	800.05
<b>52500 · Insurance Expense - Other</b>							
Bill	03/06/2024	68996341	CNA Surety Direct Bill		6.80		6.80
Total 52500 · Insurance Expense - Other					6.80	0.00	6.80
Total 52500 · Insurance Expense					824.85	0.00	824.85
<b>57000 · Professional Services Fees</b>							
<b>57010 · Auditing</b>							
Bill	05/31/2024	46905	Hoelting & Company, Inc	Interim billing for 2023 Audit	160.00		160.00
Bill	06/29/2024	47088	Hoelting & Company, Inc	Interim billing for 2023 Audit	80.00		240.00
Bill	07/31/2024	47289	Hoelting & Company, Inc	2023 Audit	78.00		318.00
Total 57010 · Auditing					318.00	0.00	318.00
<b>57020 · Legal Expenses</b>							
Bill	01/31/2024	152854	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	230.38		230.38
Bill	01/31/2024	11	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	0.00		230.38
Bill	02/29/2024	153514	Ireland Stapleton Pryor & ...	Billed Through 02/29/2024	201.15		431.53
Bill	03/31/2024	154266	Ireland Stapleton Pryor & ...	Billed Through 03/31/2024	85.37		516.90
Bill	04/30/2024	154987	Ireland Stapleton Pryor & ...	Billed Through 04/30/2024	291.13		808.03
Bill	05/31/2024	155758	Ireland Stapleton Pryor & ...	Billed Through 05/31/2024	284.11		1,092.14
Bill	06/30/2024	156515	Ireland Stapleton Pryor & ...	Billed Through 06/30/2024	246.94		1,339.08
Bill	07/31/2024	157242	Ireland Stapleton Pryor & ...	Billed Through 07/31/2024	363.18		1,702.26
Bill	08/31/2024	158011	Ireland Stapleton Pryor & ...	Billed Through 08/31/2024	144.02		1,846.28
Bill	09/30/2024	158804	Ireland Stapleton Pryor & ...	Billed Through 09/30/2024	357.97		2,204.25
Bill	10/31/2024	159543	Ireland Stapleton Pryor & ...	Billed Through 09/30/2024	367.95		2,572.20
General Journal	11/30/2024	1130Accr...			360.00		2,932.20
Total 57020 · Legal Expenses					2,932.20	0.00	2,932.20
<b>57030 · Accounting Services</b>							
Bill	01/31/2024	5892	Gemsbok Consulting Inc.	January 2024	80.97		80.97
Bill	02/29/2024	5920	Gemsbok Consulting Inc.	February 2024	65.80		146.77
Bill	03/31/2024	5945	Gemsbok Consulting Inc.	March 2024	102.75		249.52
Bill	04/30/2024	5975	Gemsbok Consulting Inc.	April 2024	51.55		301.07
Bill	04/30/2024	5974	Gemsbok Consulting Inc.	April 2024 Chatfield Farms	0.00		301.07
Bill	05/31/2024	6003	Gemsbok Consulting Inc.	May 2024	81.30		382.37
Bill	06/30/2024	6033	Gemsbok Consulting Inc.	June 2024	102.00		484.37
Bill	07/31/2024	6063	Gemsbok Consulting Inc.	July 2024	116.50		600.87
Bill	08/31/2024	6086	Gemsbok Consulting Inc.	August 2024	151.95		752.82
Bill	09/30/2024	6103	Gemsbok Consulting Inc.	September 2024	78.15		830.97
Bill	10/31/2024	6122	Gemsbok Consulting Inc.	October 2024	57.10		888.07
Bill	11/30/2024	6142	Gemsbok Consulting Inc.	November 2024	94.20		982.27
Total 57030 · Accounting Services					982.27	0.00	982.27
<b>57040 · District Management</b>							
Bill	01/31/2024	132551	Special District Manageme...	January 2024 District Management Fees	311.28		311.28
Bill	02/29/2024	133803	Special District Manageme...	February 2024 District Management Fees	357.02		668.30
Bill	03/31/2024	134811	Special District Manageme...	March 2024 District Management Fees	522.02		1,190.32
Bill	04/30/2024	135726	Special District Manageme...	April 2024 District Management Fees	479.99		1,670.31
Bill	05/31/2024	136891	Special District Manageme...	May 2024 District Management Fees	524.23		2,194.54
Bill	06/30/2024	136986	Special District Manageme...	June 2024 District Management Fees	395.74		2,590.28
Bill	07/31/2024	137890	Special District Manageme...	July 2024 District Management Fees	506.22		3,096.50
Bill	08/31/2024	138713	Special District Manageme...	August 2024 District Management Fees	520.68		3,617.18
Bill	09/30/2024	139278	Special District Manageme...	September 2024 District Management Fees	419.02		4,036.20
Bill	10/31/2024	140112	Special District Manageme...	October 2024 District Management Fees	414.33		4,450.53
Bill	11/30/2024	141222	Special District Manageme...	November 2024 District Management Fees	264.45		4,714.98
Total 57040 · District Management					4,714.98	0.00	4,714.98
<b>57050 · Engineering Expense</b>							
Bill	03/19/2024	250193	Farnsworth Group, Inc	Period ending 02.29.2024	598.86		598.86
Bill	04/30/2024	6731	Anatum GeoMobile Solutio...		219.08		817.94
Bill	06/30/2024	253236	Farnsworth Group, Inc	Period ending 06.30.2024	1,857.01		2,674.95
Bill	07/25/2024	28520	Browns Hill Engineering & ...		30.92		2,705.87
Bill	10/24/2024	255676	Farnsworth Group, Inc	Period ending 09.30.2024	2,294.50		5,000.37
Total 57050 · Engineering Expense					5,000.37	0.00	5,000.37
Total 57000 · Professional Services Fees					13,947.82	0.00	13,947.82

Roxborough Village Metro District  
Capital Fund Profit & Loss Detail

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>68000 · Parks &amp; Open Space Expense</b>							
<b>68065 · Water Rights Expense</b>							
Bill	01/31/2024	132551	Special District Manageme...	January 2024 District Management Fees	0.00		0.00
Bill	01/31/2024	152854	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	0.00		0.00
Bill	01/31/2024	11	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	404.85		404.85
Bill	02/29/2024	133803	Special District Manageme...	February 2024 District Management Fees	0.00		404.85
Bill	02/29/2024	153514	Ireland Stapleton Pryor & ...	Billed Through 02/29/2024	0.00		404.85
Bill	03/31/2024	134811	Special District Manageme...	March 2024 District Management Fees	0.00		404.85
Bill	03/31/2024	154266	Ireland Stapleton Pryor & ...	Billed Through 03/31/2024	0.00		404.85
Bill	04/30/2024	135726	Special District Manageme...	April 2024 District Management Fees	0.00		404.85
Bill	04/30/2024	154987	Ireland Stapleton Pryor & ...	Billed Through 04/30/2024	0.00		404.85
Bill	05/31/2024	136891	Special District Manageme...	May 2024 District Management Fees	0.00		404.85
Bill	05/31/2024	155758	Ireland Stapleton Pryor & ...	Billed Through 05/31/2024	0.00		404.85
Bill	06/30/2024	136986	Special District Manageme...	June 2024 District Management Fees	0.00		404.85
Bill	06/30/2024	156515	Ireland Stapleton Pryor & ...	Billed Through 06/30/2024	0.00		404.85
Bill	07/31/2024	137890	Special District Manageme...	July 2024 District Management Fees	0.00		404.85
Bill	07/31/2024	157242	Ireland Stapleton Pryor & ...	Billed Through 07/31/2024	0.00		404.85
Bill	08/31/2024	138713	Special District Manageme...	August 2024 District Management Fees	0.00		404.85
Bill	08/31/2024	158011	Ireland Stapleton Pryor & ...	Billed Through 08/31/2024	0.00		404.85
Bill	09/30/2024	139278	Special District Manageme...	September 2024 District Management Fees	0.00		404.85
Bill	09/30/2024	158804	Ireland Stapleton Pryor & ...	Billed Through 09/30/2024	0.00		404.85
Bill	10/31/2024	140112	Special District Manageme...	October 2024 District Management Fees	0.00		404.85
Bill	10/31/2024	159543	Ireland Stapleton Pryor & ...	Billed Through 09/30/2024	0.00		404.85
Bill	11/30/2024	141222	Special District Manageme...	November 2024 District Management Fees	0.00		404.85
Total 68065 · Water Rights Expense					404.85	0.00	404.85
Total 68000 · Parks & Open Space Expense					404.85	0.00	404.85
<b>80000 · Capital Expenses</b>							
<b>80010 · Park Infrastructure/Improvements</b>							
General Journal	01/01/2024	AJE#6R	Chavez Services LLC	Reverse of GJE AJE#6 -- To record retaina...		5,639.18	-5,639.18
Bill	01/11/2024	CW-2024...	Chavez Services LLC		5,639.18		0.00
Bill	11/15/2024	38344	JPL Cares, Inc.		2,112.81		2,112.81
Total 80010 · Park Infrastructure/Improvements					7,751.99	5,639.18	2,112.81
<b>80020 · Irrigation Improvements</b>							
Bill	08/31/2024	2015727	Consolidated Divisions Inc		10,424.01		10,424.01
Total 80020 · Irrigation Improvements					10,424.01	0.00	10,424.01
<b>80060 · Plant Nursery</b>							
Bill	04/12/2024	2024-23	HGL Construction Services...		345.00		345.00
Bill	07/04/2024	RVMD10...	Ephram Glass*	Greenhouse Supplies	436.64		781.64
Bill	08/12/2024	36332	JPL Cares, Inc.		1,255.00		2,036.64
Total 80060 · Plant Nursery					2,036.64	0.00	2,036.64
<b>80070 · New Playground</b>							
Bill	02/21/2024	7451	Rocky Mountain Recreatio...	Airplane Park	19,613.75		19,613.75
Bill	08/28/2024	7687	Rocky Mountain Recreatio...	Airplane Park	19,613.75		39,227.50
Total 80070 · New Playground					39,227.50	0.00	39,227.50
Total 80000 · Capital Expenses					59,440.14	5,639.18	53,800.96
Total Expense					74,817.46	5,639.18	69,178.28
Net Ordinary Income					74,817.46	100,597.80	25,780.34
<b>Net Income</b>					<b>74,817.46</b>	<b>100,597.80</b>	<b>25,780.34</b>

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>41000 · Property Tax Income</b>							
<b>41010 · Specific Ownership Tax</b>							
General Journal	01/01/2024	AJE23 #1R		Reverse of GJE AJE23 #1 -- To move reven...	6,019.01		-6,019.01
Deposit	01/10/2024			Deposit		6,019.01	0.00
Deposit	02/09/2024			Deposit		9,343.72	9,343.72
Deposit	03/08/2024			Deposit		7,948.33	17,292.05
Deposit	04/10/2024			Deposit		7,407.62	24,699.67
Deposit	05/10/2024			Deposit		8,088.20	32,787.87
Deposit	06/10/2024			Deposit		7,797.81	40,585.68
Deposit	07/10/2024			Deposit		7,748.11	48,333.79
Deposit	08/17/2024			Deposit		8,553.15	56,886.94
Deposit	09/19/2024			Deposit		8,507.20	65,394.14
Deposit	10/10/2024			Deposit		7,936.70	73,330.84
Deposit	11/08/2024			Deposit		8,739.44	82,070.28
Total 41010 · Specific Ownership Tax					6,019.01	88,089.29	82,070.28
<b>41020 · Property Tax</b>							
Deposit	02/09/2024			Deposit		4,218.41	4,218.41
Deposit	03/08/2024			Deposit		587,756.47	591,974.88
Deposit	04/10/2024			Deposit		31,622.62	623,597.50
Deposit	05/10/2024			-MULTIPLE-		122,684.20	746,281.70
Deposit	06/10/2024			-MULTIPLE-		71,446.05	817,727.75
Deposit	06/10/2024			Senior/Veteran/Personal Exemptions	0.13		817,727.62
Deposit	07/10/2024			Deposit		521,137.22	1,338,864.84
Deposit	08/17/2024			Deposit		8,396.94	1,347,261.78
Deposit	09/19/2024			Deposit		2,770.29	1,350,032.07
Deposit	10/10/2024			Deposit		630.79	1,350,662.86
Deposit	10/10/2024			Current year value adjustment	51.21		1,350,611.65
Deposit	11/08/2024			Deposit		1,875.19	1,352,486.84
Total 41020 · Property Tax					51.34	1,352,538.18	1,352,486.84
<b>41040 · Prior Year Tax</b>							
Deposit	06/10/2024			Deposit		361.34	361.34
Total 41040 · Prior Year Tax					0.00	361.34	361.34
<b>41045 · Property Tax Interest</b>							
Deposit	04/10/2024			Deposit		3.04	3.04
Deposit	05/10/2024			Deposit		22.36	25.40
Deposit	06/10/2024			-MULTIPLE-		122.79	148.19
Deposit	07/10/2024			Deposit		70.75	218.94
Deposit	08/17/2024			Deposit		214.95	433.89
Deposit	09/19/2024			Deposit		96.04	529.93
Deposit	10/10/2024			Deposit		31.54	561.47
Deposit	10/10/2024			Current year interest value adjustment	3.07		558.40
Deposit	11/08/2024			Deposit		117.00	675.40
Total 41045 · Property Tax Interest					3.07	678.47	675.40
Total 41000 · Property Tax Income					6,073.42	1,441,667.28	1,435,593.86
<b>43000 · Park and Field Income</b>							
<b>43010 · Sports Field Fees</b>							
Deposit	05/08/2024	202	Ken Caryl Little League	Deposit		1,050.00	1,050.00
Deposit	11/01/2024	260	Ken Caryl Little League	Deposit		300.00	1,350.00
Total 43010 · Sports Field Fees					0.00	1,350.00	1,350.00
Total 43000 · Park and Field Income					0.00	1,350.00	1,350.00
<b>46000 · Interest Income</b>							
<b>46010 · General Bank Account Interest</b>							
Deposit	01/31/2024			Deposit		2,665.32	2,665.32
Deposit	02/29/2024			Deposit		2,313.43	4,978.75
Deposit	03/31/2024			Deposit		4,261.16	9,239.91
Deposit	04/30/2024			Deposit		4,508.89	13,748.80
Deposit	05/31/2024			Deposit		4,630.84	18,379.64
Deposit	06/30/2024			Deposit		4,516.50	22,896.14
Deposit	07/31/2024			Deposit		5,996.34	28,892.48
Deposit	08/31/2024			Deposit		6,375.49	35,267.97
Deposit	09/30/2024			Deposit		5,697.52	40,965.49
Deposit	10/31/2024			Deposit		5,087.71	46,053.20
Deposit	11/30/2024			Deposit		4,515.48	50,568.68
Total 46010 · General Bank Account Interest					0.00	50,568.68	50,568.68
Total 46000 · Interest Income					0.00	50,568.68	50,568.68
Total Income					6,073.42	1,493,585.96	1,487,512.54
Gross Profit					6,073.42	1,493,585.96	1,487,512.54

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Expense</b>							
<b>50000 · Treasurer Fees</b>							
Deposit	02/09/2024			Deposit	63.28		63.28
Deposit	03/08/2024			Deposit	8,816.33		8,879.61
Deposit	04/10/2024			Deposit	474.38		9,353.99
Deposit	05/10/2024			Deposit	1,834.71		11,188.70
Deposit	06/10/2024			-MULTIPLE-	1,084.84		12,273.54
Deposit	07/10/2024			Deposit	7,818.12		20,091.66
Deposit	08/17/2024			Deposit	129.17		20,220.83
Deposit	09/19/2024			Deposit	42.98		20,263.81
Deposit	10/10/2024			Deposit	9.16		20,272.97
Deposit	11/08/2024			Deposit	29.89		20,302.86
Total 50000 · Treasurer Fees					20,302.86	0.00	20,302.86
<b>51000 · General Overhead</b>							
<b>51005 · Dues &amp; Subscriptions</b>							
Bill	05/03/2024	2024 Me...	Special District Associati...	2024 SDA Annual Membership	1,042.29		1,042.29
Total 51005 · Dues & Subscriptions					1,042.29	0.00	1,042.29
<b>51010 · Communication / Website Expense</b>							
Bill	11/07/2024	123859	Colorado Community Media		37.63		37.63
Total 51010 · Communication / Website Expense					37.63	0.00	37.63
<b>51050 · Utilities Expense</b>							
Bill	01/18/2024		CORE Electric Cooperative		891.77		891.77
Bill	01/31/2024	859205179	Xcel Energy	January Statement	4.33		896.10
Bill	02/21/2024		CORE Electric Cooperative		857.69		1,753.79
Bill	02/29/2024	863314567	Xcel Energy	February Statement	4.32		1,758.11
Bill	03/20/2024		CORE Electric Cooperative		921.40		2,679.51
Bill	03/31/2024	867197953	Xcel Energy	March Statement	4.32		2,683.83
Bill	04/17/2024		CORE Electric Cooperative		848.97		3,532.80
Bill	04/30/2024	871245951	Xcel Energy	April Statement	4.32		3,537.12
Bill	05/20/2024		CORE Electric Cooperative		1,321.95		4,859.07
Bill	05/31/2024	875634785	Xcel Energy	May Statement	4.33		4,863.40
Bill	06/19/2024		CORE Electric Cooperative		1,866.06		6,729.46
Bill	06/30/2024	879810192	Xcel Energy	June Statement	3.68		6,733.14
Bill	07/18/2024		CORE Electric Cooperative		2,505.37		9,238.51
Bill	07/26/2024	883862153	Xcel Energy	July Statement	3.76		9,242.27
Bill	08/20/2024		CORE Electric Cooperative		1,901.00		11,143.27
Bill	08/26/2024	888168249	Xcel Energy	August Statement	3.75		11,147.02
Bill	09/19/2024		CORE Electric Cooperative		2,324.97		13,471.99
Bill	09/30/2024	892620902	Xcel Energy	September Statement	3.75		13,475.74
Bill	10/17/2024		CORE Electric Cooperative		1,861.64		15,337.38
Bill	10/28/2024	896537490	Xcel Energy	October Statement	3.75		15,341.13
Bill	11/01/2024	901091249	Xcel Energy	November Statement	3.68		15,344.81
Bill	11/20/2024		CORE Electric Cooperative		828.38		16,173.19
Total 51050 · Utilities Expense					16,173.19	0.00	16,173.19
Total 51000 · General Overhead					17,253.11	0.00	17,253.11
<b>52000 · Computer &amp; Software Expenses</b>							
<b>52040 · Software &amp; Online Subscriptions</b>							
Bill	01/31/2024	2402609...	Bill.com LLC	Billing Period 01/05/2024 - 02/04/2024	533.60		533.60
Bill	02/29/2024	2403642...	Bill.com LLC	Billing Period 02/05/2024 - 03/04/2024	541.76		1,075.36
Bill	03/31/2024	2404675...	Bill.com LLC	Billing Period 03/05/2024 - 04/04/2024	536.16		1,611.52
Bill	04/30/2024	2405708...	Bill.com LLC	Billing Period 04/05/2024 - 05/04/2024	538.25		2,149.77
Bill	05/31/2024	2406743...	Bill.com LLC	Billing Period 05/05/2024 - 06/04/2024	433.12		2,582.89
Bill	06/30/2024	2407778...	Bill.com LLC	Billing Period 06/05/2024 - 07/04/2024	432.18		3,015.07
Bill	07/31/2024	2408812...	Bill.com LLC	Billing Period 07/05/2024 - 08/04/2024	433.80		3,448.87
Bill	08/31/2024	2409848...	Bill.com LLC	Billing Period 08/05/2024 - 09/04/2024	329.40		3,778.27
Bill	09/30/2024	2410882...	Bill.com LLC	Billing Period 09/05/2024 - 10/04/2024	326.37		4,104.64
Bill	10/31/2024	2411918...	Bill.com LLC	Billing Period 10/05/2024 - 11/04/2024	326.58		4,431.22
Bill	11/30/2024	2412954...	Bill.com LLC	Billing Period 11/05/2024 - 12/04/2024	325.91		4,757.13
Total 52040 · Software & Online Subscriptions					4,757.13	0.00	4,757.13
Total 52000 · Computer & Software Expenses					4,757.13	0.00	4,757.13
<b>52500 · Insurance Expense</b>							
<b>52510 · Woker's Compensation Exp.</b>							
Bill	09/30/2024	25WC-60...	Colorado Special Districts ...		432.00		432.00
Total 52510 · Woker's Compensation Exp.					432.00	0.00	432.00

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>52550 · General Insurance</b>							
General Journal	01/31/2024	0124BusIns		To move Business Insruance prepaid to exp...	3,199.20		3,199.20
General Journal	02/29/2024	0224BusIns		To move Business Insruance prepaid to exp...	3,199.20		6,398.40
General Journal	03/31/2024	0324BusIns		To move Business Insruance prepaid to exp...	3,199.20		9,597.60
General Journal	04/30/2024	0424BusIns		To move Business Insruance prepaid to exp...	3,199.20		12,796.80
General Journal	05/31/2024	0524BusIns		To move Business Insruance prepaid to exp...	3,199.20		15,996.00
General Journal	06/30/2024	0624BusIns		To move Business Insruance prepaid to exp...	3,199.20		19,195.20
Deposit	07/12/2024	27993	Colorado Special Districts ...	Deposit		47.00	19,148.20
General Journal	07/31/2024	0724BusIns		To move Business Insruance prepaid to exp...	3,332.25		22,480.45
General Journal	08/31/2024	0824BusIns		To move Business Insruance prepaid to exp...	3,332.50		25,812.95
General Journal	09/30/2024	0924BusIns		To move Business Insruance prepaid to exp...	3,332.50		29,145.45
General Journal	10/31/2024	1024BusIns		To move Business Insruance prepaid to exp...	3,332.50		32,477.95
General Journal	11/30/2024	1124BusIns		To move Business Insruance prepaid to exp...	3,332.50		35,810.45
Total 52550 · General Insurance					35,857.45	47.00	35,810.45
<b>52500 · Insurance Expense - Other</b>							
Bill	03/06/2024	68996341	CNA Surety Direct Bill		163.20		163.20
Total 52500 · Insurance Expense - Other					163.20	0.00	163.20
Total 52500 · Insurance Expense					36,452.65	47.00	36,405.65
<b>53000 · Board of Director's Expense</b>							
<b>53010 · Directors' Stipend</b>							
Paycheck	01/31/2024	DD1050	Debra D Prysby	Direct Deposit	200.00		200.00
Paycheck	01/31/2024	DD1051	Ephram Glass	Direct Deposit	200.00		400.00
Paycheck	01/31/2024	DD1052	Mathew Hart	Direct Deposit	200.00		600.00
Paycheck	01/31/2024	DD1053	Travis Jensen	Direct Deposit	200.00		800.00
Paycheck	02/29/2024	DD1054	Debra D Prysby	Direct Deposit	200.00		1,000.00
Paycheck	02/29/2024	DD1055	Ephram Glass	Direct Deposit	200.00		1,200.00
Paycheck	02/29/2024	DD1056	Mathew Hart	Direct Deposit	200.00		1,400.00
Paycheck	02/29/2024	DD1057	Travis Jensen	Direct Deposit	200.00		1,600.00
Paycheck	03/29/2024	DD1058	Debra D Prysby	Direct Deposit	200.00		1,800.00
Paycheck	03/29/2024	DD1059	Ephram Glass	Direct Deposit	200.00		2,000.00
Paycheck	03/29/2024	DD1060	Mathew Hart	Direct Deposit	200.00		2,200.00
Paycheck	03/29/2024	DD1061	Travis Jensen	Direct Deposit	200.00		2,400.00
Paycheck	04/30/2024	DD1062	Debra D Prysby	Direct Deposit	200.00		2,600.00
Paycheck	04/30/2024	DD1063	Ephram Glass	Direct Deposit	200.00		2,800.00
Paycheck	04/30/2024	DD1064	Mathew Hart	Direct Deposit	200.00		3,000.00
Paycheck	04/30/2024	DD1065	Travis Jensen	Direct Deposit	200.00		3,200.00
Paycheck	05/31/2024	DD1066	Debra D Prysby	Direct Deposit	100.00		3,300.00
Paycheck	05/31/2024	DD1067	Ephram Glass	Direct Deposit	200.00		3,500.00
Paycheck	05/31/2024	DD1068	Mathew Hart	Direct Deposit	200.00		3,700.00
Paycheck	05/31/2024	DD1069	Travis Jensen	Direct Deposit	200.00		3,900.00
Paycheck	06/28/2024	DD1070	Debra D Prysby	Direct Deposit	200.00		4,100.00
Paycheck	06/28/2024	DD1071	Ephram Glass	Direct Deposit	200.00		4,300.00
Paycheck	06/28/2024	DD1072	Mathew Hart	Direct Deposit	200.00		4,500.00
Paycheck	06/28/2024	DD1073	Travis Jensen	Direct Deposit	200.00		4,700.00
Paycheck	07/31/2024	DD1074	Debra D Prysby	Direct Deposit	200.00		4,900.00
Paycheck	07/31/2024	DD1075	Ephram Glass	Direct Deposit	200.00		5,100.00
Paycheck	07/31/2024	DD1076	Travis Jensen	Direct Deposit	200.00		5,300.00
Paycheck	08/30/2024	DD1078	Ephram Glass	Direct Deposit	200.00		5,500.00
Paycheck	08/30/2024	DD1079	Travis Jensen	Direct Deposit	200.00		5,700.00
Paycheck	09/30/2024	DD1080	Debra D Prysby	Direct Deposit	200.00		5,900.00
Paycheck	09/30/2024	DD1081	Ephram Glass	Direct Deposit	200.00		6,100.00
Paycheck	09/30/2024	DD1082	Travis Jensen	Direct Deposit	200.00		6,300.00
Paycheck	10/31/2024	DD1083	Brendan M Coupe	Direct Deposit	300.00		6,600.00
Paycheck	10/31/2024	DD1084	Debra D Prysby	Direct Deposit	200.00		6,800.00
Paycheck	10/31/2024	DD1085	Ephram Glass	Direct Deposit	200.00		7,000.00
Paycheck	10/31/2024	DD1086	Travis Jensen	Direct Deposit	200.00		7,200.00
Paycheck	11/29/2024	DD1087	Brendan M Coupe	Direct Deposit	100.00		7,300.00
Paycheck	11/29/2024	DD1088	Debra D Prysby	Direct Deposit	200.00		7,500.00
Paycheck	11/29/2024	DD1089	Ephram Glass	Direct Deposit	200.00		7,700.00
Paycheck	11/29/2024	DD1090	Travis Jensen	Direct Deposit	200.00		7,900.00
Total 53010 · Directors' Stipend					7,900.00	0.00	7,900.00
<b>53020 · BOD Travel/Mileage Expense</b>							
Bill	10/09/2024	RVMD10...	Ephram Glass*	SDA Conference Travel Mileage and Lodging	131.39		131.39
Total 53020 · BOD Travel/Mileage Expense					131.39	0.00	131.39
<b>53040 · BOD Conference/Retreat Expense</b>							
Bill	08/07/2024	38457	Special District Association...	Ephram Glass 2024	415.00		415.00
Bill	10/09/2024	RVMD10...	Ephram Glass*	SDA Conference Travel Mileage and Lodging	432.63		847.63
Total 53040 · BOD Conference/Retreat Expense					847.63	0.00	847.63
Total 53000 · Board of Director's Expense					8,879.02	0.00	8,879.02



Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>54000 · Payroll Expenses</b>							
<b>54060 · Employer Payroll Taxes</b>							
Paycheck	01/31/2024	DD1050	Debra D Prysby	Direct Deposit	15.30		15.30
Paycheck	01/31/2024	DD1051	Ephram Glass	Direct Deposit	15.30		30.60
Paycheck	01/31/2024	DD1052	Mathew Hart	Direct Deposit	15.30		45.90
Paycheck	01/31/2024	DD1053	Travis Jensen	Direct Deposit	15.30		61.20
Paycheck	02/29/2024	DD1054	Debra D Prysby	Direct Deposit	15.30		76.50
Paycheck	02/29/2024	DD1055	Ephram Glass	Direct Deposit	15.30		91.80
Paycheck	02/29/2024	DD1056	Mathew Hart	Direct Deposit	15.30		107.10
Paycheck	02/29/2024	DD1057	Travis Jensen	Direct Deposit	15.30		122.40
Paycheck	03/29/2024	DD1058	Debra D Prysby	Direct Deposit	15.30		137.70
Paycheck	03/29/2024	DD1059	Ephram Glass	Direct Deposit	15.30		153.00
Paycheck	03/29/2024	DD1060	Mathew Hart	Direct Deposit	15.30		168.30
Paycheck	03/29/2024	DD1061	Travis Jensen	Direct Deposit	15.30		183.60
Paycheck	04/30/2024	DD1062	Debra D Prysby	Direct Deposit	15.30		198.90
Paycheck	04/30/2024	DD1063	Ephram Glass	Direct Deposit	15.30		214.20
Paycheck	04/30/2024	DD1064	Mathew Hart	Direct Deposit	15.30		229.50
Paycheck	04/30/2024	DD1065	Travis Jensen	Direct Deposit	15.30		244.80
Paycheck	05/31/2024	DD1066	Debra D Prysby	Direct Deposit	7.65		252.45
Paycheck	05/31/2024	DD1067	Ephram Glass	Direct Deposit	15.30		267.75
Paycheck	05/31/2024	DD1068	Mathew Hart	Direct Deposit	15.30		283.05
Paycheck	05/31/2024	DD1069	Travis Jensen	Direct Deposit	15.30		298.35
Paycheck	06/28/2024	DD1070	Debra D Prysby	Direct Deposit	15.30		313.65
Paycheck	06/28/2024	DD1071	Ephram Glass	Direct Deposit	15.30		328.95
Paycheck	06/28/2024	DD1072	Mathew Hart	Direct Deposit	15.30		344.25
Paycheck	06/28/2024	DD1073	Travis Jensen	Direct Deposit	15.30		359.55
Paycheck	07/31/2024	DD1074	Debra D Prysby	Direct Deposit	15.30		374.85
Paycheck	07/31/2024	DD1075	Ephram Glass	Direct Deposit	15.30		390.15
Paycheck	07/31/2024	DD1076	Travis Jensen	Direct Deposit	15.30		405.45
Paycheck	08/30/2024	DD1078	Ephram Glass	Direct Deposit	15.30		420.75
Paycheck	08/30/2024	DD1079	Travis Jensen	Direct Deposit	15.30		436.05
Paycheck	09/30/2024	DD1080	Debra D Prysby	Direct Deposit	15.30		451.35
Paycheck	09/30/2024	DD1081	Ephram Glass	Direct Deposit	15.30		466.65
Paycheck	09/30/2024	DD1082	Travis Jensen	Direct Deposit	15.30		481.95
Paycheck	10/31/2024	DD1083	Brendan M Coupe	Direct Deposit	22.95		504.90
Paycheck	10/31/2024	DD1084	Debra D Prysby	Direct Deposit	15.30		520.20
Paycheck	10/31/2024	DD1085	Ephram Glass	Direct Deposit	15.30		535.50
Paycheck	10/31/2024	DD1086	Travis Jensen	Direct Deposit	15.30		550.80
Paycheck	11/29/2024	DD1087	Brendan M Coupe	Direct Deposit	7.65		558.45
Paycheck	11/29/2024	DD1088	Debra D Prysby	Direct Deposit	15.30		573.75
Paycheck	11/29/2024	DD1089	Ephram Glass	Direct Deposit	15.30		589.05
Paycheck	11/29/2024	DD1090	Travis Jensen	Direct Deposit	15.30		604.35
Total 54060 · Employer Payroll Taxes					604.35	0.00	604.35
<b>54000 · Payroll Expenses - Other</b>							
Liability Check	01/30/2024		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00		16.00
Paycheck	01/31/2024	DD1050	Debra D Prysby	Direct Deposit	0.00		16.00
Paycheck	01/31/2024	DD1051	Ephram Glass	Direct Deposit	0.00		16.00
Paycheck	01/31/2024	DD1052	Mathew Hart	Direct Deposit	0.00		16.00
Paycheck	01/31/2024	DD1053	Travis Jensen	Direct Deposit	0.00		16.00
Liability Check	02/28/2024		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00		32.00
Paycheck	02/29/2024	DD1054	Debra D Prysby	Direct Deposit	0.00		32.00
Paycheck	02/29/2024	DD1055	Ephram Glass	Direct Deposit	0.00		32.00
Paycheck	02/29/2024	DD1056	Mathew Hart	Direct Deposit	0.00		32.00
Paycheck	02/29/2024	DD1057	Travis Jensen	Direct Deposit	0.00		32.00
Liability Check	03/28/2024		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00		48.00
Paycheck	03/29/2024	DD1058	Debra D Prysby	Direct Deposit	0.00		48.00
Paycheck	03/29/2024	DD1059	Ephram Glass	Direct Deposit	0.00		48.00
Paycheck	03/29/2024	DD1060	Mathew Hart	Direct Deposit	0.00		48.00
Paycheck	03/29/2024	DD1061	Travis Jensen	Direct Deposit	0.00		48.00
Liability Check	04/29/2024		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00		64.00
Paycheck	04/30/2024	DD1062	Debra D Prysby	Direct Deposit	0.00		64.00
Paycheck	04/30/2024	DD1063	Ephram Glass	Direct Deposit	0.00		64.00
Paycheck	04/30/2024	DD1064	Mathew Hart	Direct Deposit	0.00		64.00
Paycheck	04/30/2024	DD1065	Travis Jensen	Direct Deposit	0.00		64.00
Liability Check	05/30/2024		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00		80.00
Paycheck	05/31/2024	DD1066	Debra D Prysby	Direct Deposit	0.00		80.00
Paycheck	05/31/2024	DD1067	Ephram Glass	Direct Deposit	0.00		80.00
Paycheck	05/31/2024	DD1068	Mathew Hart	Direct Deposit	0.00		80.00
Paycheck	05/31/2024	DD1069	Travis Jensen	Direct Deposit	0.00		80.00
Paycheck	06/28/2024	DD1070	Debra D Prysby	Direct Deposit	0.00		80.00
Paycheck	06/28/2024	DD1071	Ephram Glass	Direct Deposit	0.00		80.00
Paycheck	06/28/2024	DD1072	Mathew Hart	Direct Deposit	0.00		80.00
Paycheck	06/28/2024	DD1073	Travis Jensen	Direct Deposit	0.00		80.00
Liability Check	06/28/2024		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00		96.00
Liability Check	07/30/2024		QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$4.00 each	12.00		108.00
Paycheck	07/31/2024	DD1074	Debra D Prysby	Direct Deposit	0.00		108.00
Paycheck	07/31/2024	DD1075	Ephram Glass	Direct Deposit	0.00		108.00
Paycheck	07/31/2024	DD1076	Travis Jensen	Direct Deposit	0.00		108.00
Liability Check	08/29/2024		QuickBooks Payroll Service	Fee for 2 direct deposit(s) at \$4.00 each	8.00		116.00
Paycheck	08/30/2024	DD1078	Ephram Glass	Direct Deposit	0.00		116.00
Paycheck	08/30/2024	DD1079	Travis Jensen	Direct Deposit	0.00		116.00
Liability Check	09/27/2024		QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$4.00 each	12.00		128.00
Paycheck	09/30/2024	DD1080	Debra D Prysby	Direct Deposit	0.00		128.00
Paycheck	09/30/2024	DD1081	Ephram Glass	Direct Deposit	0.00		128.00
Paycheck	09/30/2024	DD1082	Travis Jensen	Direct Deposit	0.00		128.00
Liability Check	10/30/2024		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00		144.00
Paycheck	10/31/2024	DD1083	Brendan M Coupe	Direct Deposit	0.00		144.00
Paycheck	10/31/2024	DD1084	Debra D Prysby	Direct Deposit	0.00		144.00
Paycheck	10/31/2024	DD1085	Ephram Glass	Direct Deposit	0.00		144.00

**Roxborough Village Metro District  
General Fund Profit & Loss Detail**

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Paycheck	10/31/2024	DD1086	Travis Jensen	Direct Deposit	0.00		144.00
Liability Check	11/27/2024		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$4.00 each	16.00		160.00
Paycheck	11/29/2024	DD1087	Brendan M Coupe	Direct Deposit	0.00		160.00
Paycheck	11/29/2024	DD1088	Debra D Prysby	Direct Deposit	0.00		160.00
Paycheck	11/29/2024	DD1089	Ephram Glass	Direct Deposit	0.00		160.00
Paycheck	11/29/2024	DD1090	Travis Jensen	Direct Deposit	0.00		160.00
Total 54000 · Payroll Expenses - Other					160.00	0.00	160.00
Total 54000 · Payroll Expenses					764.35	0.00	764.35
<b>57000 · Professional Services Fees</b>							
<b>57010 · Auditing</b>							
Bill	05/31/2024	46905	Hoelting & Company, Inc	Interim billing for 2023 Audit	3,840.00		3,840.00
Bill	06/29/2024	47088	Hoelting & Company, Inc	Interim billing for 2023 Audit	1,920.00		5,760.00
Bill	07/31/2024	47289	Hoelting & Company, Inc	2023 Audit	1,872.00		7,632.00
Total 57010 · Auditing					7,632.00	0.00	7,632.00
<b>57020 · Legal Expenses</b>							
Bill	01/31/2024	152854	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	6,558.60		6,558.60
Bill	01/31/2024	11	Ireland Stapleton Pryor & ...	Billed Through 01/31/2024	0.00		6,558.60
Bill	02/29/2024	153514	Ireland Stapleton Pryor & ...	Billed Through 02/29/2024	6,718.14		13,276.74
Bill	03/31/2024	154266	Ireland Stapleton Pryor & ...	Billed Through 03/31/2024	4,427.42		17,704.16
Bill	04/30/2024	154987	Ireland Stapleton Pryor & ...	Billed Through 04/30/2024	8,167.16		25,871.32
Bill	05/31/2024	155758	Ireland Stapleton Pryor & ...	Billed Through 05/31/2024	8,132.18		34,003.50
Bill	06/30/2024	156515	Ireland Stapleton Pryor & ...	Billed Through 06/30/2024	7,710.56		41,714.06
Bill	07/31/2024	157242	Ireland Stapleton Pryor & ...	Billed Through 07/31/2024	11,291.32		53,005.38
Bill	08/31/2024	158011	Ireland Stapleton Pryor & ...	Billed Through 08/31/2024	3,989.06		56,994.44
Bill	09/30/2024	158804	Ireland Stapleton Pryor & ...	Billed Through 09/30/2024	8,591.32		65,585.76
Bill	10/31/2024	159543	Ireland Stapleton Pryor & ...	Billed Through 09/30/2024	8,830.84		74,416.60
General Journal	11/30/2024	1130Accr...			8,640.00		83,056.60
Total 57020 · Legal Expenses					83,056.60	0.00	83,056.60
<b>57030 · Accounting Services</b>							
Bill	01/31/2024	5893	Gemsbok Consulting Inc.	December 2023 Chatfield	508.75		508.75
Bill	01/31/2024	5892	Gemsbok Consulting Inc.	January 2024	1,943.15		2,451.90
Bill	02/29/2024	5920	Gemsbok Consulting Inc.	February 2024	1,579.20		4,031.10
Bill	03/31/2024	5945	Gemsbok Consulting Inc.	March 2024	2,466.00		6,497.10
Bill	04/30/2024	5975	Gemsbok Consulting Inc.	April 2024	1,237.20		7,734.30
Bill	04/30/2024	5974	Gemsbok Consulting Inc.	April 2024 Chatfield Farms	365.00		8,099.30
Bill	05/31/2024	6003	Gemsbok Consulting Inc.	May 2024	1,951.20		10,050.50
Bill	05/31/2024	6002	Gemsbok Consulting Inc.	May 2024 Chatfield	482.50		10,533.00
Bill	06/30/2024	6033	Gemsbok Consulting Inc.	June 2024	2,448.00		12,981.00
Bill	07/31/2024	6063	Gemsbok Consulting Inc.	July 2024	2,796.00		15,777.00
Bill	08/31/2024	6086	Gemsbok Consulting Inc.	August 2024	3,646.80		19,423.80
Bill	09/30/2024	6103	Gemsbok Consulting Inc.	September 2024	1,875.60		21,299.40
Bill	10/31/2024	6122	Gemsbok Consulting Inc.	October 2024	1,370.40		22,669.80
Bill	11/30/2024	6142	Gemsbok Consulting Inc.	November 2024	2,260.80		24,930.60
Total 57030 · Accounting Services					24,930.60	0.00	24,930.60
<b>57040 · District Management</b>							
Bill	01/31/2024	132551	Special District Manageme...	January 2024 District Management Fees	7,504.44		7,504.44
Bill	02/29/2024	133803	Special District Manageme...	February 2024 District Management Fees	8,568.52		16,072.96
Bill	03/31/2024	134811	Special District Manageme...	March 2024 District Management Fees	12,528.40		28,601.36
Bill	04/30/2024	135726	Special District Manageme...	April 2024 District Management Fees	11,519.68		40,121.04
Bill	05/31/2024	136891	Special District Manageme...	May 2024 District Management Fees	12,581.39		52,702.43
Bill	06/30/2024	136986	Special District Manageme...	June 2024 District Management Fees	9,497.66		62,200.09
Bill	07/31/2024	137890	Special District Manageme...	July 2024 District Management Fees	12,149.26		74,349.35
Bill	08/31/2024	138713	Special District Manageme...	August 2024 District Management Fees	12,496.29		86,845.64
Bill	09/30/2024	139278	Special District Manageme...	September 2024 District Management Fees	10,056.36		96,902.00
Bill	10/31/2024	140112	Special District Manageme...	October 2024 District Management Fees	9,943.99		106,845.99
Bill	11/30/2024	141222	Special District Manageme...	November 2024 District Management Fees	6,346.87		113,192.86
Total 57040 · District Management					113,192.86	0.00	113,192.86
<b>57050 · Engineering Expense</b>							
Bill	03/19/2024	250193	Farnsworth Group, Inc	Period ending 02.29.2024	14,372.64		14,372.64
Bill	04/30/2024	6731	Anatum GeoMobile Solutio...		5,257.88		19,630.52
Bill	06/30/2024	253236	Farnsworth Group, Inc	Period ending 06.30.2024	44,568.32		64,198.84
Bill	07/25/2024	28520	Browns Hill Engineering & ...		742.08		64,940.92
Bill	10/24/2024	255676	Farnsworth Group, Inc	Period ending 09.30.2024	55,068.17		120,009.09
Total 57050 · Engineering Expense					120,009.09	0.00	120,009.09
Total 57000 · Professional Services Fees					348,821.15	0.00	348,821.15

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>62000 · Repairs and Maintenance</b>							
<b>62010 · General Repairs and Maintenance</b>							
Bill	03/06/2024	8185MNT	Property Solutions Team (...)		2,249.23		2,249.23
Bill	03/06/2024	8330MNT	Property Solutions Team (...)		1,294.30		3,543.53
Bill	05/30/2024	27392	Metro Maintenance		250.00		3,793.53
Bill	05/31/2024	101704	Good Plumbing Service		750.00		4,543.53
Bill	06/23/2024	27557	Metro Maintenance	June 2024	300.00		4,843.53
Bill	07/26/2024	27750	Metro Maintenance	July 2024	300.00		5,143.53
Bill	08/30/2024	27963	Metro Maintenance	August 2024	300.00		5,443.53
Bill	10/14/2024	V240894	Ambiente H2O Inc.		2,756.00		8,199.53
Bill	10/18/2024	100213	Good Plumbing Service		300.00		8,499.53
Bill	10/20/2024	0000777	Trophy Fence		350.00		8,849.53
Bill	11/01/2024	28285	Metro Maintenance	September 2024	300.00		9,149.53
Total 62010 · General Repairs and Maintenance					9,149.53	0.00	9,149.53
<b>62020 · Utility Locate</b>							
Bill	01/31/2024	224011164	Utility Notification Center o...	RTL Transmissions	28.38		28.38
Bill	01/31/2024	29181	Diversified Underground	Screen Charge	105.00		133.38
Bill	02/29/2024	224021158	Utility Notification Center o...	RTL Transmissions	49.02		182.40
Bill	03/31/2024	224031192	Utility Notification Center o...	RTL Transmissions	58.05		240.45
Bill	04/30/2024	224041226	Utility Notification Center o...	RTL Transmissions	74.82		315.27
Bill	04/30/2024	29639	Diversified Underground	Screen Charge	495.00		810.27
Bill	05/31/2024	224051275	Utility Notification Center o...	RTL Transmissions	110.94		921.21
Bill	05/31/2024	29864	Diversified Underground	Screen Charge	400.00		1,321.21
Bill	06/30/2024	224061277	Utility Notification Center o...	RTL Transmissions	74.82		1,396.03
Bill	06/30/2024	30098	Diversified Underground	Screen Charge	270.00		1,666.03
Bill	07/31/2024	224071271	Utility Notification Center o...	RTL Transmissions	87.72		1,753.75
Bill	07/31/2024	30312	Diversified Underground	Screen Charge	350.00		2,103.75
Bill	08/28/2024	224081285	Utility Notification Center o...	RTL Transmissions	121.26		2,225.01
Bill	08/31/2024	30539	Diversified Underground	Screen Charge	580.00		2,805.01
Bill	09/30/2024	224091252	Utility Notification Center o...	RTL Transmissions	129.00		2,934.01
Bill	09/30/2024	30722	Diversified Underground	Screen Charge	535.00		3,469.01
Bill	10/31/2024	224101264	Utility Notification Center o...	RTL Transmissions	77.40		3,546.41
Bill	10/31/2024	30941	Diversified Underground	Screen Charge	305.00		3,851.41
Bill	11/30/2024	224111201	Utility Notification Center o...	RTL Transmissions	94.17		3,945.58
Bill	11/30/2024	31114	Diversified Underground	Screen Charge	435.00		4,380.58
Total 62020 · Utility Locate					4,380.58	0.00	4,380.58
Total 62000 · Repairs and Maintenance					13,530.11	0.00	13,530.11
<b>63000 · Vehicle Expense</b>							
Bill	10/07/2024	01-168239	Colorado Golf and Turf, Inc		190.00		190.00
Total 63000 · Vehicle Expense					190.00	0.00	190.00
<b>64000 · Landscape Expenses</b>							
<b>64010 · Landscape Repairs and Maint</b>							
Bill	01/06/2024	2012443	Consolidated Divisions Inc	T&M Jan 1 - Jan 6	160.00		160.00
Bill	02/17/2024	2013099	Consolidated Divisions Inc	T&M Feb 11-17	315.13		475.13
Bill	04/30/2024	2014089	Consolidated Divisions Inc		760.00		1,235.13
Bill	05/04/2024	2014117	Consolidated Divisions Inc	T&M May 1 - 4	960.00		2,195.13
Bill	05/18/2024	2014290	Consolidated Divisions Inc	T&M May 12-18	350.00		2,545.13
Bill	05/18/2024	2014289	Consolidated Divisions Inc	T&M May 12-18	240.00		2,785.13
Bill	05/18/2024	2014287	Consolidated Divisions Inc	T&M May 12-18	83.00		2,868.13
Bill	06/08/2024	2014641	Consolidated Divisions Inc	T&M June 1-8	100.00		2,968.13
Bill	06/15/2024	2014721	Consolidated Divisions Inc	T&M June 9-15	325.00		3,293.13
Bill	06/30/2024	2014956	Consolidated Divisions Inc		325.00		3,618.13
Bill	07/06/2024	2014999	Consolidated Divisions Inc		455.78		4,073.91
Bill	07/27/2024	2015307	Consolidated Divisions Inc		120.00		4,193.91
Bill	07/31/2024	2015447	Consolidated Divisions Inc		80.00		4,273.91
Bill	08/10/2024	2015617	Consolidated Divisions Inc		195.00		4,468.91
Total 64010 · Landscape Repairs and Maint					4,468.91	0.00	4,468.91
<b>64020 · Landscape Weed Control Expense</b>							
Bill	06/03/2024	3620	ARK Ecological Services, ...	Invoice Period April 24-May28	13,992.30		13,992.30
Bill	08/28/2024	3631	ARK Ecological Services, ...	Invoice Period May28 - Aug 28	20,749.38		34,741.68
Bill	08/30/2024	1	Fireweed Ecological Servic...		500.00		35,241.68
Bill	10/31/2024	2016584	Consolidated Divisions Inc		1,477.70		36,719.38
Bill	11/04/2024	3639	ARK Ecological Services, ...	Invoice Period Aug 29 - Nov 1	8,774.23		45,493.61
Total 64020 · Landscape Weed Control Expense					45,493.61	0.00	45,493.61

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>64030 · Irrigation Expense</b>							
Bill	04/30/2024	2014087	Consolidated Divisions Inc		1,718.10		1,718.10
Bill	05/11/2024	2014206	Consolidated Divisions Inc	T&M May 5 - May 11	2,410.34		4,128.44
Bill	05/18/2024	2014314	Consolidated Divisions Inc	T&M May 12-18	961.38		5,089.82
Bill	05/25/2024	2014440	Consolidated Divisions Inc	T&M May 19-25	3,764.30		8,854.12
Bill	05/31/2024	2014479	Consolidated Divisions Inc	T&M May 26-31	8,975.71		17,829.83
Bill	06/08/2024	2014640	Consolidated Divisions Inc	T&M June 1-8	2,950.49		20,780.32
Bill	06/15/2024	2014719	Consolidated Divisions Inc	T&M June 9 - 15	4,602.14		25,382.46
Bill	06/15/2024	2014614	Consolidated Divisions Inc		450.00		25,832.46
Bill	06/22/2024	2014672	Consolidated Divisions Inc		787.17		26,619.63
Bill	06/22/2024	2014797	Consolidated Divisions Inc	T&M June 16-22	4,046.46		30,666.09
Bill	06/30/2024	2014955	Consolidated Divisions Inc		4,687.73		35,353.82
Bill	07/06/2024	2015076	Consolidated Divisions Inc		3,627.59		38,981.41
Bill	07/13/2024	2015175	Consolidated Divisions Inc		4,898.63		43,880.04
Bill	07/17/2024	2153	Excell Pump Services		505.75		44,385.79
Bill	07/20/2024	2015255	Consolidated Divisions Inc		4,001.13		48,386.92
Bill	07/27/2024	2015301	Consolidated Divisions Inc		7,400.22		55,787.14
Bill	07/31/2024	2015446	Consolidated Divisions Inc	T&M July 28 - 31	1,588.21		57,375.35
Bill	08/03/2024	2015557	Consolidated Divisions Inc		1,008.15		58,383.50
Bill	08/10/2024	2015615	Consolidated Divisions Inc		4,871.45		63,254.95
Bill	08/17/2024	2015695	Consolidated Divisions Inc		5,031.36		68,286.31
Bill	08/24/2024	2015744	Consolidated Divisions Inc		12,338.01		80,624.32
Bill	08/31/2024	2015921	Consolidated Divisions Inc		12,108.74		92,733.06
Bill	09/07/2024	2016012	Consolidated Divisions Inc		7,725.94		100,459.00
Bill	09/14/2024	2016138	Consolidated Divisions Inc		5,069.71		105,528.71
Bill	09/21/2024	2016280	Consolidated Divisions Inc		14,890.03		120,418.74
Bill	09/30/2024	2016379	Consolidated Divisions Inc		3,994.73		124,413.47
Bill	10/05/2024	2016484	Consolidated Divisions Inc		3,014.80		127,428.27
Bill	10/12/2024	2016510	Consolidated Divisions Inc		13,390.01		140,818.28
Bill	10/19/2024	2016572	Consolidated Divisions Inc		938.01		141,756.29
Bill	10/26/2024	2016665	Consolidated Divisions Inc		1,582.68		143,338.97
Total 64030 · Irrigation Expense					143,338.97	0.00	143,338.97
<b>64040 · Landscape Contract</b>							
Bill	01/01/2024	2012682	Consolidated Divisions Inc	January 2024	9,652.84		9,652.84
Bill	02/01/2024	2012738	Consolidated Divisions Inc	February 2024	9,652.84		19,305.68
Bill	03/31/2024	2013232	Consolidated Divisions Inc	March Landscape Contract	9,652.85		28,958.53
Bill	04/01/2024	2013609	Consolidated Divisions Inc	Landscape Contract	19,305.71		48,264.24
Bill	05/01/2024	2014020	Consolidated Divisions Inc		19,305.71		67,569.95
Bill	06/01/2024	2014392	Consolidated Divisions Inc	June 2024	19,305.71		86,875.66
Bill	07/01/2024	2014872	Consolidated Divisions Inc	July 2024	19,305.71		106,181.37
Bill	08/01/2024	2015364	Consolidated Divisions Inc		19,305.71		125,487.08
Bill	09/03/2024	2015838	Consolidated Divisions Inc		19,305.71		144,792.79
Bill	10/01/2024	2016263	Consolidated Divisions Inc		19,305.71		164,098.50
Bill	11/01/2024	2016638	Consolidated Divisions Inc		19,305.71		183,404.21
Total 64040 · Landscape Contract					183,404.21	0.00	183,404.21
<b>64080 · Misc. Landscape Expense</b>							
Bill	10/06/2024		Carrie Hanson		312.00		312.00
Bill	10/31/2024	2016585	Consolidated Divisions Inc		272.00		584.00
Total 64080 · Misc. Landscape Expense					584.00	0.00	584.00
Total 64000 · Landscape Expenses					377,289.70	0.00	377,289.70
<b>65000 · Playground &amp; Infrastructure Exp</b>							
<b>65020 · Baseball Field Improvements</b>							
Bill	05/07/2024	294	Rocky Mountain Sports Fie...	Softball Field Renovation	19,000.00		19,000.00
Total 65020 · Baseball Field Improvements					19,000.00	0.00	19,000.00
<b>65030 · Graffiti Removal /Vandalism Exp</b>							
Bill	02/03/2024	2012847	Consolidated Divisions Inc	T&M Feb 1-3	825.93		825.93
Bill	03/16/2024	2013458	Consolidated Divisions Inc	T&M March 10-17	421.36		1,247.29
Bill	04/20/2024	2014044	Consolidated Divisions Inc		685.36		1,932.65
Bill	05/25/2024	2014443	Consolidated Divisions Inc		852.98		2,785.63
Bill	06/08/2024	2014642	Consolidated Divisions Inc	T&M June 1-8	1,116.45		3,902.08
Bill	06/15/2024	2014722	Consolidated Divisions Inc	T&M June 9-15	534.19		4,436.27
Bill	06/30/2024	2014957	Consolidated Divisions Inc		462.41		4,898.68
Bill	07/13/2024	2015176	Consolidated Divisions Inc		639.62		5,538.30
Bill	08/17/2024	2015696	Consolidated Divisions Inc		556.84		6,095.14
Bill	08/31/2024	2015920	Consolidated Divisions Inc		516.54		6,611.68
Bill	10/19/2024	2016573	Consolidated Divisions Inc		394.62		7,006.30
Total 65030 · Graffiti Removal /Vandalism Exp					7,006.30	0.00	7,006.30
<b>65080 · Misc. Playground &amp; Infrastruct</b>							
Bill	01/06/2024	INV-13288	Game-Set-Match Inc.	Tennis Court Washing	700.00		700.00
Bill	02/24/2024	2013195	Consolidated Divisions Inc	T&M Feb 18-24	320.00		1,020.00
Bill	03/23/2024	2013650	Consolidated Divisions Inc		1,266.86		2,286.86
Bill	05/25/2024	2014444	Consolidated Divisions Inc		242.65		2,529.51
Bill	07/01/2024	111-8219...	Mark Rubic		266.61		2,796.12
Bill	08/13/2024	INV-16499	Game-Set-Match Inc.	Windscreen removal	180.00		2,976.12
Bill	08/17/2024	375	Rocky Mountain Sports Fie...	Chatfield Farms Soccer Goal	8,000.00		10,976.12
Total 65080 · Misc. Playground & Infrastruct					10,976.12	0.00	10,976.12
Total 65000 · Playground & Infrastructure Exp					36,982.42	0.00	36,982.42

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>68000 · Parks &amp; Open Space Expense</b>							
<b>68010 · Foothills Park &amp; Rec Fees</b>							
Bill	01/31/2024	SALES00...	Foothills Park & Recreatio...	January 2024 Resident Use	1,717.39		1,717.39
Bill	02/29/2024	SALES00...	Foothills Park & Recreatio...	February 2024 Resident Use	1,306.04		3,023.43
Bill	03/31/2024	SALES00...	Foothills Park & Recreatio...	March 2024 Resident Use	1,181.99		4,205.42
Bill	04/30/2024	SALES00...	Foothills Park & Recreatio...	April 2024 Resident Use	4,073.60		8,279.02
Bill	05/31/2024	SALES00...	Foothills Park & Recreatio...	May 2024 Resident Use	1,676.99		9,956.01
Bill	06/30/2024	SALES00...	Foothills Park & Recreatio...	June 2024 Resident Use	1,737.22		11,693.23
Bill	07/31/2024	SALES00...	Foothills Park & Recreatio...	July 2024 Resident Use	3,685.27		15,378.50
Bill	08/31/2024	SALES00...	Foothills Park & Recreatio...	August 2024 Resident Use	2,198.86		17,577.36
Bill	09/30/2024	SALES00...	Foothills Park & Recreatio...	September 2024 Resident Use	730.27		18,307.63
Bill	10/31/2024	SALES00...	Foothills Park & Recreatio...	October 2024 Resident Use	2,846.00		21,153.63
Bill	10/31/2024	SALES00...	Foothills Park & Recreatio...	October 2024 Resident Use		22.00	21,131.63
Bill	11/30/2024	SALES00...	Foothills Park & Recreatio...	November 2024 Resident Use	1,128.29		22,259.92
Total 68010 · Foothills Park & Rec Fees					22,281.92	22.00	22,259.92
<b>68020 · Mosquito Control Expense</b>							
Bill	04/02/2024	967838	Patriot Pest Control	April Mosquito Control Service	2,300.00		2,300.00
Bill	05/01/2024	967872	Patriot Pest Control	May Mosquito Control Service	2,300.00		4,600.00
Bill	06/01/2024	967908	Patriot Pest Control	June Mosquito Control Service	2,300.00		6,900.00
Bill	07/01/2024	967942	Patriot Pest Control	July Mosquito Control Service	2,300.00		9,200.00
Total 68020 · Mosquito Control Expense					9,200.00	0.00	9,200.00
<b>68025 · Water Expense</b>							
Bill	01/15/2024		Roxborough Water & Sanit...	Service Period 11/25/23 to 12/24/23 Elk Mt...	100.50		100.50
Bill	01/15/2024		Roxborough Water & Sanit...	Service Period 11/25/23 to 12/24/23 Mule D...	100.50		201.00
Bill	01/15/2024		Roxborough Water & Sanit...	Service Period 11/25/23 - 12/24/23 Marmot ...	201.00		402.00
Bill	01/15/2024		Roxborough Water & Sanit...	Service Period 11/25/23 - 12/24/23 Rampart...	114.50		516.50
Bill	01/15/2024		Roxborough Water & Sanit...	Billing Period 12/01/23 to 12/31/23	875.33		1,391.83
Bill	02/15/2024		Roxborough Water & Sanit...	Service Period 12/25/23 to 01/24/24 Mule D...	100.50		1,492.33
Bill	02/15/2024		Roxborough Water & Sanit...	Service Period 12/25/23 to 01/24/24 Elk Mt...	100.50		1,592.83
Bill	02/15/2024		Roxborough Water & Sanit...	Service Period 12/25/23 - 01/24/24 Marmot ...	201.00		1,793.83
Bill	02/15/2024		Roxborough Water & Sanit...	Service Period 12/25/23 - 01/24/24 Rampart...	114.50		1,908.33
Bill	02/15/2024		Roxborough Water & Sanit...	Billing Period 01/01/23 to 02/31/24	875.33		2,783.66
Bill	02/21/2024	1084922	Mission Communication LLC	Annual Service	371.40		3,155.06
Bill	03/09/2024	2013387	Consolidated Divisions Inc	T&M March 3-9	396.00		3,551.06
Bill	03/15/2024		Roxborough Water & Sanit...	Service Period 01/25/24 - 02/24/24 Elk Mtn ...	100.50		3,651.56
Bill	03/15/2024		Roxborough Water & Sanit...	Service Period 01/24/24 - 02/24/24 Rampart...	114.50		3,766.06
Bill	03/15/2024		Roxborough Water & Sanit...	Service Period 01/25/24 to 02/24/24 Mule D...	100.50		3,866.56
Bill	03/15/2024		Roxborough Water & Sanit...	Service Period 01/25/24 - 02/24/24 Marmot ...	201.00		4,067.56
Bill	03/15/2024		Roxborough Water & Sanit...	Billing Period 02/01/24 to 02/29/24	875.33		4,942.89
Bill	04/15/2024		Roxborough Water & Sanit...	Service Period 02/25/24 to 03/24/24 Elk Mn...	100.50		5,043.39
Bill	04/15/2024		Roxborough Water & Sanit...	Service Period 02/24/24 - 03/24/24 Rampart...	114.50		5,157.89
Bill	04/15/2024		Roxborough Water & Sanit...	Service Period 02/25/24 to 03/24/24 Mule D...	100.50		5,258.39
Bill	04/15/2024		Roxborough Water & Sanit...	Service Period 02/25/24 - 03/24/24 Marmot ...	201.00		5,459.39
Bill	04/15/2024		Roxborough Water & Sanit...	Billing Period 03/01/24 to 03/31/24	875.33		6,334.72
Bill	04/27/2024	2013941	Consolidated Divisions Inc	Water meter install	9,253.71		15,588.43
Bill	05/15/2024		Roxborough Water & Sanit...	Service Period 03/25/24 to 04/24/24 Elk Mn...	104.25		15,692.68
Bill	05/15/2024		Roxborough Water & Sanit...	Service Period 03/24/24 - 04/24/24 Rampart...	119.00		15,811.68
Bill	05/15/2024		Roxborough Water & Sanit...	Service Period 03/25/24 to 04/24/24 Mule D...	104.25		15,915.93
Bill	05/15/2024		Roxborough Water & Sanit...	Service Period 03/25/24 - 04/24/24 Marmot ...	208.50		16,124.43
Bill	05/15/2024		Roxborough Water & Sanit...	Billing Period 04/01/24 to 04/30/24	875.33		16,999.76
Bill	06/15/2024		Roxborough Water & Sanit...	Service Period 04/25/24 to 05/24/24 Elk Mn...	215.00		17,214.76
Bill	06/15/2024		Roxborough Water & Sanit...	Service Period 04/25/24 to 05/24/24 Mule D...	290.00		17,504.76
Bill	06/15/2024		Roxborough Water & Sanit...	Service Period 04/25/24 - 05/24/24 Marmot ...	241.50		17,746.26
Bill	06/15/2024		Roxborough Water & Sanit...	Service Period 04/24/24 - 05/24/24 Rampart...	119.00		17,865.26
Bill	06/15/2024		Roxborough Water & Sanit...	Billing Period 05/01/24 to 05/30/24	879.76		18,745.02
Bill	07/15/2024		Roxborough Water & Sanit...	Service Period 05/24/24 - 06/24/24 Rampart...	126.86		18,871.88
Bill	07/15/2024		Roxborough Water & Sanit...	Service Period 05/25/24 to 06/24/24 Mule D...	190.25		19,062.13
Bill	07/15/2024		Roxborough Water & Sanit...	Service Period 05/25/24 to 06/24/24 Elk Mn...	300.50		19,362.63
Bill	07/15/2024		Roxborough Water & Sanit...	Service Period 05/25/24 - 06/24/24 Marmot ...	580.00		19,942.63
Bill	07/15/2024		Roxborough Water & Sanit...	Billing Period 06/01/24 to 06/30/24	875.33		20,817.96
Bill	08/15/2024		Roxborough Water & Sanit...	Service Period 06/24/24 - 07/24/24 Rampart...	119.00		20,936.96
Bill	08/15/2024		Roxborough Water & Sanit...	Service Period 06/25/24 - 07/24/24 Marmot ...	853.00		21,789.96
Bill	08/15/2024		Roxborough Water & Sanit...	Service Period 06/25/24 to 07/24/24 Mule D...	405.50		22,195.46
Bill	08/15/2024		Roxborough Water & Sanit...	Service Period 06/25/24 to 07/24/24 Elk Mn...	269.00		22,464.46
Bill	08/15/2024		Roxborough Water & Sanit...	Billing Period 07/01/24 to 07/31/24	14,426.70		36,891.16
Bill	09/15/2024		Roxborough Water & Sanit...	Service Period 07/25/24 to 08/24/24 Elk Mn...	342.50		37,233.66
Bill	09/15/2024		Roxborough Water & Sanit...	Service Period 07/25/24 to 08/24/24 Mule D...	1,466.00		38,699.66
Bill	09/15/2024		Roxborough Water & Sanit...	Service Period 07/25/24 - 08/24/24 Marmot ...	1,726.00		40,425.66
Bill	09/15/2024		Roxborough Water & Sanit...	Service Period 07/24/24 - 08/24/24 Rampart...	119.00		40,544.66
Bill	09/15/2024		Roxborough Water & Sanit...	Billing Period 08/01/24 to 08/31/24	20,832.48		61,377.14
Bill	10/15/2024		Roxborough Water & Sanit...	Service Period 08/25/24 to 09/24/24 Elk Mn...	279.50		61,656.64
Bill	10/15/2024		Roxborough Water & Sanit...	Service Period 08/25/24 - 09/24/24 Marmot ...	832.00		62,488.64
Bill	10/15/2024		Roxborough Water & Sanit...	Service Period 08/25/24 to 09/24/24 Mule D...	1,178.00		63,666.64
Bill	10/15/2024		Roxborough Water & Sanit...	Service Period 08/24/24 - 09/24/24 Rampart...	126.86		63,793.50
Bill	10/15/2024		Roxborough Water & Sanit...	Billing Period 09/01/24 to 09/31/24	10,058.72		73,852.22
Bill	11/15/2024		Roxborough Water & Sanit...	Service Period 09/25/24 to 10/24/24 Elk Mn...	223.25		74,075.47
Bill	11/15/2024		Roxborough Water & Sanit...	Service Period 09/24/24 - 10/24/24 Rampart...	119.00		74,194.47
Bill	11/15/2024		Roxborough Water & Sanit...	Service Period 09/25/24 to 10/24/24 Mule D...	530.00		74,724.47
Bill	11/15/2024		Roxborough Water & Sanit...	Service Period 09/25/24 - 10/24/24 Marmot ...	3,256.00		77,980.47
Bill	11/15/2024		Roxborough Water & Sanit...	Billing Period 10/01/24 to 10/31/24	22,693.08		100,673.55
Total 68025 · Water Expense					100,673.55	0.00	100,673.55
<b>68030 · Seasonal Lighting Expense</b>							
Bill	11/30/2024	2017062	Consolidated Divisions Inc		9,470.70		9,470.70
Total 68030 · Seasonal Lighting Expense					9,470.70	0.00	9,470.70

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through November 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>68045 · Tree Care Expense</b>							
Deposit	04/11/2024	2177	Bailey Tree, LLC	Reimbursement		5,989.68	-5,989.68
Bill	04/16/2024	14374539	SavATree, LLC		12,770.00		6,780.32
Bill	05/14/2024	122669	SavATree, LLC		780.00		7,560.32
Bill	10/02/2024	6170	DC2 Services LLC		8,592.00		16,152.32
Bill	10/02/2024	6170	DC2 Services LLC		2,645.00		18,797.32
Total 68045 · Tree Care Expense					24,787.00	5,989.68	18,797.32
<b>68050 · Portable Restroom Exp.</b>							
Bill	01/31/2024	INV-4068...	United Site Services	January Services Chatfield Farms Park	274.76		274.76
Bill	01/31/2024	INV-4068...	United Site Services	January Services Roxborough Community ...	267.79		542.55
Bill	02/19/2024	INV-4135...	United Site Services	February Services Roxborough Community ...	267.79		810.34
Bill	02/19/2024	INV-4133...	United Site Services	February Services Chatfield Farms Park	274.76		1,085.10
Bill	03/18/2024	INV-4200...	United Site Services	March Services Roxborough Community Park	279.97		1,365.07
Bill	03/18/2024	INV-4201...	United Site Services	March Services Chatfield Farms Park	287.26		1,652.33
Bill	04/15/2024	INV-4358...	United Site Services	April Services Chatfield Farms Park	287.26		1,939.59
Bill	04/15/2024	INV-4361...	United Site Services	April Services Roxborough Community Park	279.97		2,219.56
Bill	05/13/2024	INV-4425...	United Site Services	May Services Chatfield Farms Park	287.26		2,506.82
Bill	05/13/2024	INV-4426...	United Site Services	May Services Roxborough Community Park	279.97		2,786.79
Bill	05/14/2024	INV-4492...	United Site Services	June Services Roxborough Community Park	279.97		3,066.76
Bill	05/14/2024	INV-4494...	United Site Services	June Services Chatfield Farms Park	287.26		3,354.02
Bill	06/11/2024	INV-4560...	United Site Services	Services Chatfield Farms Park	287.26		3,641.28
Bill	06/11/2024	INV-4559...	United Site Services	Services Roxborough Community Park	279.97		3,921.25
Bill	07/09/2024	INV-4630...	United Site Services	Services Chatfield Farms Park	287.26		4,208.51
Bill	07/09/2024	INV-4629...	United Site Services	Services Roxborough Community Park	279.97		4,488.48
Bill	08/06/2024	INV-4697...	United Site Services	Services Chatfield Farms Park	287.26		4,775.74
Bill	08/06/2024	INV-4697...	United Site Services	Services Roxborough Community Park	279.97		5,055.71
Bill	09/03/2024	INV-4764...	United Site Services	Services Chatfield Farms Park	287.26		5,342.97
Bill	09/03/2024	INV-4762...	United Site Services	Services Roxborough Community Park	279.97		5,622.94
Bill	10/01/2024	INV-4828...	United Site Services	Services Roxborough Community Park	295.47		5,918.41
Bill	10/01/2024	INV-4831...	United Site Services	Services Chatfield Farms Park	303.34		6,221.75
Deposit	10/28/2024		United Site Services	Deposit		104.40	6,117.35
Bill	11/01/2024	INV-4890...	United Site Services	Services Roxborough Community Park	295.47		6,412.82
Bill	11/01/2024	INV-4890...	United Site Services	Services Chatfield Farms Park	303.34		6,716.16
Total 68050 · Portable Restroom Exp.					6,820.56	104.40	6,716.16
<b>68070 · Snow Removal Expense</b>							
Bill	01/10/2024	2012558	Consolidated Divisions Inc	Snow Cycle 01/08/24 - 01/10/24	5,376.00		5,376.00
Bill	01/16/2024	2012642	Consolidated Divisions Inc	Snow Cycle 01/15/24 - 01/16/24	8,234.75		13,610.75
Bill	01/26/2024	2012776	Consolidated Divisions Inc	Snow Cycle 01/26/24	2,735.00		16,345.75
Bill	02/04/2024	2012949	Consolidated Divisions Inc	Snow Cycle 02/03/24 - 02/04/24	11,219.00		27,564.75
Bill	02/08/2024	2013011	Consolidated Divisions Inc	Snow Cycle 02/05/24 - 02/08/24	1,836.00		29,400.75
Bill	02/15/2024	2013116	Consolidated Divisions Inc	Snow Cycle 02/12/24-02/15/24	444.00		29,844.75
Bill	03/15/2024	2013508	Consolidated Divisions Inc	Storm Cycle 03.13.24 - 03.15.24	37,772.50		67,617.25
Bill	03/19/2024	2013556	Consolidated Divisions Inc	Post Storm Cycle 03.16.24 - 03.19.24	6,010.00		73,627.25
Bill	03/25/2024	2013708	Consolidated Divisions Inc	Post Storm Cycle 03.24.24 - 03.25.24	7,260.00		80,887.25
Bill	11/09/2024	2016928	Consolidated Divisions Inc		26,610.00		107,497.25
Total 68070 · Snow Removal Expense					107,497.25	0.00	107,497.25
<b>68095 · Open Space Maintenances / Fire</b>							
Bill	08/03/2024	2015558	Consolidated Divisions Inc	T&M Aug 1-3	330.00		330.00
Bill	08/03/2024	2015559	Consolidated Divisions Inc	T&M Aug 1-3	80.00		410.00
Bill	08/10/2024	2015616	Consolidated Divisions Inc		198.00		608.00
Bill	08/28/2024	Deposit	Ace Tree Care, Inc		2,500.00		3,108.00
Bill	10/31/2024	1203	Ace Tree Care, Inc		9,687.50		12,795.50
Total 68095 · Open Space Maintenances / Fire					12,795.50	0.00	12,795.50
Total 68000 · Parks & Open Space Expense					293,526.48	6,116.08	287,410.40
<b>70000 · Bond Interest &amp; Principal Exp.</b>							
<b>70020 · Bond Principal - Series 1993</b>							
Deposit	08/07/2024	090763	UMB Bank	Escheatment Checks		219.75	-219.75
Bill	08/21/2024		Colorado Treasury Unclai...	Payment of unclaimed property 2024	219.75		0.00
Total 70020 · Bond Principal - Series 1993					219.75	219.75	0.00
Total 70000 · Bond Interest & Principal Exp.					219.75	219.75	0.00
Total Expense					1,158,968.73	6,382.83	1,152,585.90
Net Ordinary Income					1,165,042.15	1,499,968.79	334,926.64
<b>Net Income</b>					<b>1,165,042.15</b>	<b>1,499,968.79</b>	<b>334,926.64</b>

From: [Damon Barker](#)  
To: [Peggy Ripko](#)  
Subject: RE: Rox monthly report  
Date: Friday, December 13, 2024 9:17:52 AM  
Attachments: [image001.png](#)

---

Roxborough Monthly Report:

Maintenance Work:

11/21: Fall cleanup in parks and on East Village Circle

Site Policing: Trash, Dog Stations, etc...

11/11

11/22

11/27

12/6

12/13

Bid Work:

12/19-20: Hanging of Christmas Lights

T&M Work:

12/11: applying Ice melt to icy areas

12/13: applying ice melt to icy areas

This will be up to date as of today. We plan on being out there next week to do another round of fall clean up an trimming of periennals.

If you need anything else, please let me know.

Thanks,

Damon

**Damon Barker**  
**Account Manager**



---

5585 Airport Road, Sedalia, CO 80135

720.813.7680 – Mobile

[DamonB@cdi-services.com](mailto:DamonB@cdi-services.com)

[cdi-services.com](http://cdi-services.com) / [Naturesworkforce.com](http://Naturesworkforce.com)

**AFTER HOURS IRRIGATION EMERGENCY,  
PLEASE CALL [303-358-0498](tel:303-358-0498)**

**Confidentiality Note:** This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

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**From:** Peggy Ripko <[pripko@sdmsi.com](mailto:pripko@sdmsi.com)>  
**Sent:** Friday, December 13, 2024 8:49 AM  
**To:** Damon Barker <[DamonB@cdi-services.com](mailto:DamonB@cdi-services.com)>  
**Subject:** Rox monthly report

Can you send over?

*Peggy Ripko*  
**District Manager & Community Management Division Manager**  
**Special District Management Services, Inc.**  
141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898  
[pripko@sdmsi.com](mailto:pripko@sdmsi.com)  
Phone: 303-987-0835

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223 Willow Street  
Fort Collins, CO 80524

# **North Parking Lot ADA Regrade GESC Report**

Roxborough Village Metro District

November 22, 2024

## Contents

Engineers Certification.....	1
Owner’s Certification .....	1
Project Description.....	2
Existing Site Conditions.....	2
Adjacent Areas .....	3
Soils .....	3
Areas and Volumes .....	3
Erosion and Sediment Control Measures .....	3
Schedule.....	3
Permanent Stabilization.....	3
Stormwater Management .....	4
Opinion of Probable Cost.....	4

Appendix A: NRCS Web Soil Survey Report

Appendix B: Opinion of Probable Cost Spreadsheet

Appendix C: Standard GESG Checklist

THIS GRADING, EROSION, AND SEDIMENT CONTROL PLAN HAS BEEN PLACED IN THE DOUGLAS COUNTY FILE FOR THIS PROJECT AND APPEARS TO FULFILL THE APPLICABLE DOUGLAS COUNTY GRADING, EROSION AND SEDIMENT CONTROL MEASURES CRITERIA. ADDITIONAL GRADING, EROSION AND SEDIMENT CONTROL MEASURES MAY BE REQUIRED OF THE OWNER OR HIS/HER AGENTS, DUE TO UNFORSEEN EROSION PROBLEMS OR IF THE SUBMITTED PLAN DOES NOT FUNCTION AS INTENDED. THE REQUIREMENTS OF THIS PLAN SHALL RUN WITH THE LAND AND BE THE OBLIGATION OF THE LANDOWNER, OR HIS/HER DESIGNATED REPRESENTATIVE(S) UNTIL SUCH TIME AS THE PLAN IS PROPERLY COMPLETED, MODIFIED, OR VOIDED.

### Engineers Certification

I hereby attest that this GESC report for the Roxborough Village Metro District project was prepared by me, or under my direct supervision, in accordance with the provisions of the Douglas County Department of Public Works and Engineering for the responsible parties thereof.

---

James Cundall, P.E.  
State of Colorado No. 41831

### Owner's Certification

I, being the owner/owner's representative, understand it is my responsibility to ensure my GESC Manager understands and complies with all applicable Douglas County Criteria and will ensure if I change contractors or the GESC Manager is removed from this project, the new contractor will contact Douglas County to become designated as the new onsite GESC manager. I further understand the Permittee(s), as listed on the GESC Permit shall remain the legally responsible party(ies).

---

(Name)  
(Title)  
Roxborough Village Metro District

## Project Description

The Roxborough Village Metro District (RVMD) is regrading an existing parking lot to accommodate the addition of ADA parking stalls. The project site is located in Section 2 Township 7S and Range 69W of the 6th Principal Meridian. The net area of land disturbance resulting from grading activities is 6,192 square feet. A project location map is provided in Figure 1.



Figure 1: North Parking Lot ADA Regrade Location

## Existing Site Conditions

Most of the project site consists of existing asphalt parking lot, with native vegetation surrounding. The topography is somewhat steep with slopes ranging from 5-15%. Runoff sheet flows off the parking lot going west into an empty field.

## Adjacent Areas

Directly north and east of the project site are single family housing developments. To the south and west of the site lies RVMMD owned recreation facilities. There are multiple playgrounds, a baseball field, basketball court, and a skatepark. Approximately 750 feet to the west lies Little Willow Creek.

## Soils

A Natural Resources Conservation Service (NRCS) Web Soil Survey was completed for the project site. Soil characteristics are summarized in Table 1. Refer to Appendix A for a more detailed report.

**Table 1: Site Soil Properties**

Soil Type	Mapping Unit	% of Site Composition	Hydrologic Soil Group	Drainage Class
Razor Clay	RaE	100%	D	Well Drained

## Areas and Volumes

There is approximately 330 cubic yards of proposed cut. Any soil that cannot be reused during regrading will be hauled offsite. The approximate area of disturbance is 6,192 square feet.

## Erosion and Sediment Control Measures

It is the Contractor's responsibility to implement and maintain structural and non-structural BMP's from the beginning of mobilization until project completion.

The primary source of sediment pollution will be from vehicle tracking. To mitigate this and other impacts from construction, the following erosion and sediment controls will be implemented:

- Silt fencing at key locations around the project site
- Vehicle tracking control at access point(s)
- Seeding and mulching as part of final stabilization
- Erosion control blankets on steep slopes as part of final stabilization
- Concrete washout area at access point

## Schedule

The parking lot regrade and paving will occur within the month of May 2025. Given the small project size, all initial BMP's will be installed simultaneously. Final stabilization will similarly be completed following construction.

## Permanent Stabilization

Vegetated areas will be permanently stabilized using seeding and mulching. Surfaces will be stabilized using crushed aggregate or road base and asphalt if called for in the plans. The Contractor is responsible for watering and maintenance of vegetation until it has reestablished. Final stabilization is achieved when all soil disturbing activities at the site have been completed and vegetative cover has achieved the requirements outlined in Section 6.4.2 of the Douglas County GESC Manual. These requirements are as follows:

- 1) At least 3 plants per square foot with a minimum height of 3 inches. The 3 plants per square foot shall be of the variety and species found in the Douglas County approved mix.
- 2) No bare areas larger than 4 square feet, 2 x 2 feet, or equivalent.

- 3) Free of eroded areas.
- 4) Free from infestation of noxious weeds in accordance with Section 6.5 of the Douglas County GESC Manual.

### Stormwater Management

The potential for excessive stormwater runoff is low given the limited disturbance area and construction activities. Runoff from disturbed areas will be treated by the previously described BMP's.

### Opinion of Probable Cost

An opinion-of-probable-cost spreadsheet is included in Appendix B.



## **APPENDIX A**

# **NRCS Web Soil Survey Report**

# Custom Soil Resource Report for Castle Rock Area, Colorado





# Preface

---

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (<http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/>) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (<https://offices.sc.egov.usda.gov/locator/app?agency=nrcs>) or your NRCS State Soil Scientist ([http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2\\_053951](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951)).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

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# Contents

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<b>Preface</b> .....	2
<b>How Soil Surveys Are Made</b> .....	5
<b>Soil Map</b> .....	8
Soil Map.....	9
Legend.....	10
Map Unit Legend.....	11
Map Unit Descriptions.....	11
Castle Rock Area, Colorado.....	13
RaE—Razor clay, 3 to 25 percent slopes.....	13
<b>References</b> .....	15

# How Soil Surveys Are Made

---

Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic class has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil

## Custom Soil Resource Report

scientists classified and named the soils in the survey area, they compared the individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and

## Custom Soil Resource Report

identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

# Soil Map

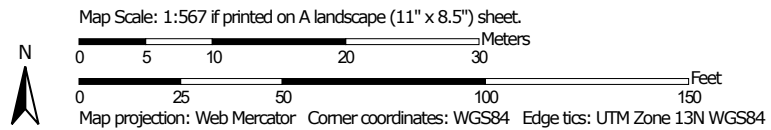
---

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

# Custom Soil Resource Report Soil Map




Soil Map may not be valid at this scale.






### MAP LEGEND


**Area of Interest (AOI)**

 Area of Interest (AOI)




















**Soils**

 Soil Map Unit Polygons

 Soil Map Unit Lines


 Soil Map Unit Points

**Special Point Features**






-  Blowout
-  Borrow Pit
-  Clay Spot
-  Closed Depression
-  Gravel Pit
-  Gravelly Spot
-  Landfill
-  Lava Flow
-  Marsh or swamp
-  Mine or Quarry
-  Miscellaneous Water
-  Perennial Water
-  Rock Outcrop
-  Saline Spot
-  Sandy Spot
-  Severely Eroded Spot
-  Sinkhole
-  Slide or Slip
-  Sodic Spot

-  Spoil Area
-  Stony Spot
-  Very Stony Spot
-  Wet Spot
-  Other
-  Special Line Features

**Water Features**

 Streams and Canals

**Transportation**

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

**Background**

 Aerial Photography

### MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:20,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
 Web Soil Survey URL:  
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Castle Rock Area, Colorado  
 Survey Area Data: Version 17, Aug 29, 2024

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 1, 2020—Jul 2, 2020

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
RaE	Razor clay, 3 to 25 percent slopes	1.2	100.0%
<b>Totals for Area of Interest</b>		<b>1.2</b>	<b>100.0%</b>

## Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

## Custom Soil Resource Report

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

## Castle Rock Area, Colorado

### RaE—Razor clay, 3 to 25 percent slopes

#### Map Unit Setting

*National map unit symbol:* jqzs  
*Elevation:* 5,500 to 6,600 feet  
*Mean annual precipitation:* 15 to 19 inches  
*Mean annual air temperature:* 47 to 50 degrees F  
*Frost-free period:* 120 to 135 days  
*Farmland classification:* Not prime farmland

#### Map Unit Composition

*Razor and similar soils:* 90 percent  
*Minor components:* 10 percent  
*Estimates are based on observations, descriptions, and transects of the mapunit.*

#### Description of Razor

##### Setting

*Landform:* Ridges, valley sides  
*Down-slope shape:* Linear  
*Across-slope shape:* Linear  
*Parent material:* Clayey alluvium derived from shale

##### Typical profile

*H1 - 0 to 3 inches:* clay  
*H2 - 3 to 12 inches:* clay  
*H3 - 12 to 34 inches:* clay  
*H4 - 34 to 38 inches:* weathered bedrock

##### Properties and qualities

*Slope:* 3 to 25 percent  
*Depth to restrictive feature:* 20 to 40 inches to paralithic bedrock  
*Drainage class:* Well drained  
*Runoff class:* High  
*Capacity of the most limiting layer to transmit water (Ksat):* Moderately low to moderately high (0.06 to 0.20 in/hr)  
*Depth to water table:* More than 80 inches  
*Frequency of flooding:* None  
*Frequency of ponding:* None  
*Calcium carbonate, maximum content:* 15 percent  
*Gypsum, maximum content:* 5 percent  
*Maximum salinity:* Moderately saline to strongly saline (8.0 to 16.0 mmhos/cm)  
*Sodium adsorption ratio, maximum:* 15.0  
*Available water supply, 0 to 60 inches:* Low (about 4.5 inches)

##### Interpretive groups

*Land capability classification (irrigated):* None specified  
*Land capability classification (nonirrigated):* 6e  
*Hydrologic Soil Group:* D  
*Ecological site:* R049XB208CO - Clayey Foothill  
*Hydric soil rating:* No

**Minor Components**

**Englewood**

*Percent of map unit: 4 percent*  
*Hydric soil rating: No*

**Heldt**

*Percent of map unit: 4 percent*  
*Hydric soil rating: No*

**Aquic haplustolls**

*Percent of map unit: 2 percent*  
*Landform: Swales*  
*Hydric soil rating: Yes*

# References

---

- American Association of State Highway and Transportation Officials (AASHTO). 2004. Standard specifications for transportation materials and methods of sampling and testing. 24th edition.
- American Society for Testing and Materials (ASTM). 2005. Standard classification of soils for engineering purposes. ASTM Standard D2487-00.
- Cowardin, L.M., V. Carter, F.C. Golet, and E.T. LaRoe. 1979. Classification of wetlands and deep-water habitats of the United States. U.S. Fish and Wildlife Service FWS/OBS-79/31.
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- United States Department of Agriculture, Natural Resources Conservation Service. National forestry manual. [http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/home/?cid=nrcs142p2\\_053374](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/home/?cid=nrcs142p2_053374)
- United States Department of Agriculture, Natural Resources Conservation Service. National range and pasture handbook. <http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/landuse/rangepasture/?cid=stelprdb1043084>

## Custom Soil Resource Report

United States Department of Agriculture, Natural Resources Conservation Service. National soil survey handbook, title 430-VI. [http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/scientists/?cid=nrcs142p2\\_054242](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/scientists/?cid=nrcs142p2_054242)

United States Department of Agriculture, Natural Resources Conservation Service. 2006. Land resource regions and major land resource areas of the United States, the Caribbean, and the Pacific Basin. U.S. Department of Agriculture Handbook 296. [http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/soils/?cid=nrcs142p2\\_053624](http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/soils/?cid=nrcs142p2_053624)

United States Department of Agriculture, Soil Conservation Service. 1961. Land capability classification. U.S. Department of Agriculture Handbook 210. [http://www.nrcs.usda.gov/Internet/FSE\\_DOCUMENTS/nrcs142p2\\_052290.pdf](http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs142p2_052290.pdf)



## **APPENDIX B**

### **Opinion of Probable Cost**



Douglas County GESB Permit

**Cost Opinion Spreadsheet**

BMP No.	BMP	ID	Unit	Installation Unit Cost	Quantity	Cost
1	Check Dam	CD	LF	\$ 24.00		\$ -
2	Compost Blanket	CB	SF	\$0.36		\$ -
3	Compost Filter Berm	CFB	LF	\$ 2.00		\$ -
4	Concrete Washout Area	CWA	EA	\$ 100.00	1	\$ 100.00
5	Construction Fence	CF	LF	\$ 2.00		\$ -
6	Construction Markers	CM	LF	\$ 0.20		\$ -
7	Dewatering	DW	EA	\$ 600.00		\$ -
8	Diversion Ditch	DD	LF	\$ 1.60		\$ -
9	Erosion Control Blanket	ECB	SY	\$ 5.00	105	\$ 525.00
10	Inlet Protection	IP	LF	\$ 20.00		\$ -
11	Reinforced Check Dam	RCD	LF	\$ 36.00		\$ -
12	Reinforced Rock Berm	RRB	LF	\$ 9.00		\$ -
13	RRB for Culvert Protection	RRC	LF	\$ 9.00		\$ -
14	Sediment Basin	SB	AC	\$ 1,100.00		\$ -
15	Sediment Control Log	SCL	LF	\$ 2.00		\$ -
16	Sediment Trap	ST	EA	\$ 600.00		\$ -
17	Seeding and Mulching	SM	AC	\$ 2,500.00	0.022	\$ 54.00
18	Silt Fence	SF	LF	\$ 2.00	202	\$ 404.00
19	Stabilized Staging Area	SSA	SY	\$ 2.00	5	\$ 10.00
20	Surface Roughening	SR	AC	\$ 600.00		\$ -
21	Temporary Slope Drain	TSD	LF	\$ 30.00		\$ -
22	Temporary Stream Crossing	TSC	EA	\$1,000.00		\$ -
23	Terracing	TER		\$ -		\$ -
24	Vehicle Tracking Control	VTC	EA	\$1,000.00	1	\$ 1000.00
25	VTC with Wheel Wash	WW		\$ -		\$ -
26	Temporary Batch Plant Restoration		AC	\$5,000.00		\$ -
TOTAL						\$ 2093.00



## **APPENDIX C**

### **Standard GESC Checklist**

**DRAWINGS AND REPORT CHECKLIST FOR STANDARD GESC PERMITS**

**A. DRAWINGS**

**I. COVER SHEET**

Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
✓					
		✓			
✓					
✓					
		✓			
✓					
✓					

1. Project name.
2. Project address (If applicable).
3. Owner address.
4. Design firm's name and address.
5. Plan sheet index.
6. Designer Engineer Signature Block.
7. The following note:  

**THE GRADING, EROSION, AND SEDIMENT CONTROL PLAN INCLUDED HEREIN HAS BEEN PLACED IN THE DOUGLAS COUNTY FILE FOR THIS PROJECT AND APPEARS TO FULFILL APPLICABLE DOUGLAS COUNTY GRADING, EROSION AND SEDIMENT CONTROL CRITERIA, AS AMENDED. ADDITIONAL GRADING, EROSION AND SEDIMENT CONTROL MEASURES MAY BE REQUIRED OF THE PERMITTEE(S) DUE TO UNFORESEEN EROSION PROBLEMS OR IF THE SUBMITTED GESC PLAN DOES NOT FUNCTION AS INTENDED. THE REQUIREMENTS OF THIS GESC PLAN SHALL RUN WITH THE LAND AND BE THE OBLIGATION OF THE PERMITTEE(S), UNTIL SUCH TIME AS THE GESC PLAN IS PROPERLY COMPLETED, MODIFIED OR VOIDED.**

Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
✓					
✓					
✓					

8. GESC Drawing Designer Engineer's signature block with name, date, and Professional Engineer registration number. Signature block shall include the following note:  
**THE GRADING, EROSION AND SEDIMENT CONTROL PLAN INCLUDED HEREIN HAS BEEN PREPARED UNDER MY DIRECT SUPERVISION IN ACCORDANCE WITH THE REQUIREMENTS OF THE GRADING, EROSION AND SEDIMENT CONTROL (GESC) CRITERIA MANUAL OF DOUGLAS COUNTY, AS AMENDED.**
9. County acceptance block.
10. General location Map at a scale of 1 inch to 1,000 feet to 8,000 feet indicating:
  - General vicinity of the site location.
  - Major roadway names.
  - North arrow and scale.

## II. GESC DRAWING INDEX SHEET

For projects that require multiple plan-view sheets to adequately show the project area (based on the specified scale ranges), a single plan-view sheet shall be provided at a scale appropriate to show the entire site on 1 sheet. Areas of coverage of the multiple blow-up sheets are to be indicated as rectangles on the index sheet.

## III. INITIAL GESC DRAWING

This Drawing shall provide grading, erosion and sediment controls for the initial clearing, grubbing and grading of a project. At a minimum, it shall contain:

Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
		✓			
		✓			
✓					
		✓			
✓					

1. Property lines.
2. Existing and proposed easements.
3. Existing topography at 1 or 2 foot contour intervals, extending a minimum of 100 feet beyond the property line.
4. Location of any existing structures or hydrologic features within mapping limits.
5. USGS Benchmark used for project.

Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
✓					
	✓				
✓					
	✓				
		✓			
✓					
✓					
✓					
✓					
		✓			
✓					

6. Limits of Construction encompassing all areas of work, access points, storage and staging areas, borrow areas, stockpiles, and utility tie-in locations in on-site and off-site locations. Stream corridors and other resource areas to be preserved and all other areas outside the Limits of Construction shall be lightly shaded to clearly show area not to be disturbed.
7. Location of stockpiles, including topsoil, imported aggregates, and excess material.
8. Location of storage and staging areas for equipment, fuel, lubricant, chemical (and other materials) and waste storage.
9. Location of borrow or disposal areas.
10. Location of temporary roads.
11. Location, map symbol, and letter callouts of all initial erosion and sediment control BMPs.
12. Information to be specified for each BMP, such as type and dimensions, as called for in the GESC Standard Notes and Details.
13. The following note:  
SEE COVER SHEET OF DOUGLAS COUNTY GESC STANDARD NOTES AND DETAILS (SHEET 1) FOR LEGEND OF BMP NAMES AND SYMBOLS.
14. Douglas County acceptance block.
15. Other information as may be reasonably required by Douglas County.
16. Design Engineer sign off block.

**IV. INTERIM GESC DRAWING**

The Interim GESC Drawing shall show all the information included on the Initial GESC Drawing, as noted below

Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
✓					

1. Existing topography at 1 or 2 foot contour intervals extending a minimum of 100 feet beyond the property line, as shown on the Initial GESC Drawing. **These contours shall be screened.**

Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
✓					
✓					
✓					
		✓			
✓					
		✓			

2. Location of all existing erosion and sediment control measures on site, as shown on the **Initial GESC Drawing Sheet. These control measures shall be screened. Dimension information for initial stage BMPs shall not be shown.**
3. Items 1, 2, and 4 through 10 from the Initial GESC Drawing (see Section 3.18.3). **In addition, the Interim GESC Drawing shall include the following:**
4. Proposed topography at 1 or 2 foot contour intervals, showing elevations, dimensions, locations, and slope of all proposed grading.
5. Outlines of cut and fill areas.
6. Location of all interim erosion and sediment controls, designed in conjunction with the proposed site topography, but also considering the controls designed in the initial GESC Drawing.
7. Locations of all buildings, drainage features and facilities, paved areas, retaining walls, curbing, water quality facilities, or other permanent features to be constructed in connection with, or as a part of, the proposed work, per approved plat, SIP or other improvement plan.

Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
✓					
✓					
✓					
✓					

8. The following notes:
  - SEE COVER SHEET OF DOUGLAS COUNTY GESC STANDARD NOTES AND DETAILS (SHEET 1) FOR LEGEND OF BMP NAMES AND SYMBOLS.
  - SHADED BMPs WERE INSTALLED IN INITIAL STAGE AND SHALL BE LEFT IN PLACE IN INTERIM STAGE UNLESS OTHERWISE NOTED.
  - ALL INTERIM EROSION AND SEDIMENT CONTROL BMPs INCLUDING DRILL SEEDING AND CRIMP MULCHING OF DISTURBED AREAS, MUST BE INSTALLED, INSPECTED, AND APPROVED BY THE COUNTY PRIOR TO THE ISSUANCE OF A RIGHT-OF-WAY USE AND CONSTRUCTION PERMIT FOR THE PURPOSE OF PAVING OR INSTALLATION OF CURB AND GUTTER.
  - SEE CONSTRUCTION PLANS FOR DETAILS OF PERMANENT DRAINAGE FACILITIES SUCH AS DETENTION FACILITIES, WATER QUALITY FACILITIES, CULVERTS, STORM DRAINS, AND OUTLET PROTECTION.
9. Summary of cut and fill volumes showing how earthwork balances on site.
10. Douglas County Acceptance Block.
11. Design Engineer sign off block.

## V. FINAL GESC DRAWING

This Drawing shows controls for final completion of the site. At a minimum, this Drawing shall contain the indicated information.

The Final GESC Drawing shall include all information shown on the Initial and Interim Drawings, as noted below:

Design Engineer			County Engineer			
Yes	No	N/A	Yes	No	N/A	
✓						1. Existing topography in areas of proposed contours need not be shown.
		✓				2. Existing Initial and Interim BMPs shall be shown, ( <b>Screened</b> ). Dimension information shall not be shown. <b>In addition, the following information shall be shown:</b>
✓						3. Directional flow arrows on all drainage features.
✓						4. Any Initial or Interim BMPs that are to be removed and any resulting disturbed area to be stabilized.
✓						5. Location of all Final erosion and sediment control BMPs, permanent landscaping, and measures necessary to minimize the movement of sediment off site until permanent vegetation can be established.
		✓				6. Show limits of buildings, pavement, sod, and permanent landscaping (define types) per accepted plat, SIP, or other improvement plan.
✓						7. Show Seeding and Mulching (SM) everywhere except buildings, pavement areas, and permanent landscaping areas.
		✓				8. Show other BMPs considered by the Design Engineer to be appropriate.
		✓				9. Show the following BMPs to be removed at the end of construction: <ul style="list-style-type: none"> <li>• Indicate Dewatering (DW) to be removed.</li> <li>• Indicate Temporary Stream Crossings (TSC) to be removed.</li> <li>• Indicate Stabilized Staging Area (SSA) to be removed.</li> <li>• Indicate Vehicle Tracking Control (VTC) to be removed.</li> <li>• Indicate Construction Fence (CF) to be removed.</li> </ul>



Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
✓					
✓					
✓					

10. Include the following notes:
- SEE COVER SHEET OF DOUGLAS COUNTY GESC STANDARD NOTES AND DETAILS (SHEET 1) FOR LEGEND OF BMP NAMES AND SYMBOLS.
  - SHADED BMPs WERE INSTALLED IN INITIAL OR INTERIM GESC DRAWING AND, UNLESS OTHERWISE INDICATED, SHALL BE LEFT IN PLACE UNTIL REVEGETATION ESTABLISHMENT IS APPROVED BY THE COUNTY.
  - SEE CONSTRUCTION PLANS FOR DETAILS OF PERMANENT DRAINAGE FACILITIES SUCH AS DETENTION FACILITIES, CULVERTS, STORM DRAINS AND OUTLET PROTECTION.
11. Douglas County Acceptance Block.  
 12. Design Engineer sign off block.

### B. REPORT

#### VI. GESC DRAWING AND REPORT CHECKLIST

A copy of this GESC Drawing and Report Checklist must be completely filled out, signed by the Design Engineer, and submitted with the GESC Plan.

Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
✓					
✓					

1. Name, address, and telephone number of the applicants – The name, address, and telephone number of the Professional Engineer preparing (or supervising the preparation of) the GESC Plan shall also be included, if different from the Applicants.
2. Project description – A brief description of the nature and purpose of the land-disturbing activity, the total area of the site, the area of disturbance involved, and project location including township, range, section, and quarter-section, or the latitude and longitude, of the approximate center of the project.

Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
✓					
✓					
✓					
✓					
✓					
✓					

3. Existing site conditions – A description of existing topography, vegetation, and drainage; a description of any wetlands on the site; and any other unique features of the property.
4. Adjacent areas – A description of neighboring areas such as streams, lakes, residential areas, roads, etc., which might be affected by the land disturbance.
5. Soils – A brief description of the soils on the site including information on soil type and names, mapping unit, erodibility, permeability, hydrologic soil group, depth, texture, and soil structure (this information may be obtained from the soil report for the site, for the adjacent sites if acceptable by the County, or the applicable Soil Survey prepared by the Natural Resources Conservation Service).
6. Areas and volumes – An estimate of the quantity (in cubic yards) of excavation and fill involved (indicating a balance on site), and the surface area (in acres) of the proposed disturbance.
7. Erosion and sediment control measures – A description of the methods presented in the *GESC Manual* that will be used to control erosion and sediment on the site.
8. Timing/Phasing schedule – A schedule indicating the anticipated starting and completion time periods of the site grading and/or construction sequence, including the installation and removal of erosion and sediment control BMPs. Indicate the anticipated starting and completion time periods of individual project phases.
9. Permanent stabilization – A brief description, including applicable specifications, of how the site will be stabilized after construction is completed.
10. Stormwater management considerations – Explain how stormwater runoff from and through the site will be handled during construction.

Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
		✓			
		✓			
		✓			
✓					

11. Maintenance – Any special maintenance requirements over and above what is identified in the GESC Standard Notes and Details.
12. Opinion of Probable Cost for installation and maintenance of controls – An Opinion of Probable Costs for erosion and sediment control, including anticipated maintenance during the construction phase, shall be submitted with the GESC Drawing. This will be reviewed by County staff and used as a basis for fiscal security. A copy of a spreadsheet to be used for preparing the Opinion of Probable Costs for erosion and sediment control is included in Appendix I of the *GESC Manual*. An electronic copy of the Spreadsheet is available from the Douglas County Engineering Division. Unit costs used to develop probable erosion and sediment control costs shall be shown in the spreadsheet.
13. Calculations – Any calculations made for the design of such items as Sediment Basins or Erosion Control Blanket selection.
14. Other information of data – As may be reasonably required by Douglas County.
15. The following note: – “THIS GRADING, EROSION AND SEDIMENT CONTROL PLAN HAS BEEN PLACED IN THE DOUGLAS COUNTY FILE FOR THIS PROJECT AND APPEARS TO FULFILL THE APPLICABLE DOUGLAS COUNTY GRADING, EROSION AND SEDIMENT CONTROL CRITERIA. ADDITIONAL GRADING, EROSION AND SEDIMENT CONTROL MEASURES MAY BE REQUIRED OF THE OWNER OR HIS/HER AGENTS, DUE TO UNFORESEEN EROSION PROBLEMS OR IF THE SUBMITTED PLAN DOES NOT FUNCTION AS INTENDED. THE REQUIREMENTS OF THIS PLAN SHALL RUN WITH THE LAND AND BE THE OBLIGATION OF THE LAND OWNER, OR HIS/HER DESIGNATED REPRESENTATIVE(S) UNTIL SUCH TIME AS THE PLAN IS PROPERLY COMPLETED, MODIFIED OR VOIDED.”



Community Planning and Sustainable Development  
Engineering Division

Project Name: \_\_\_\_\_  
DV#: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_

Design Engineer			County Engineer		
Yes	No	N/A	Yes	No	N/A
✓					

16. Signature Page – For Permittees acknowledging the review and acceptance of responsibility, and a statement by the Professional Engineer acknowledging responsibility for the preparation of the GESC Plan.

# ROXBOROUGH VILLAGE METRO DISTRICT (RVMD) RVMD COMMUNITY PARK - NORTH PARKING LOT ADA REGRADING - GESC PLAN

VICINITY MAP



**USGS BENCHMARK**

NGS G 305, THE STATION IS ON THE SOUTH SIDE OF THE HIGHLINE CANAL SERVICE ROAD, 150 FEET EAST OF WATERTON ROAD, SOUTHEAST OF PLATTE CANYON RESERVOIR.

ELEVATION: 5552.10 FEET (NAVD 1988 DATUM)

**OWNER ADDRESS**  
141 UNION BLVD, STE 150  
LAKEWOOD, CO 80228

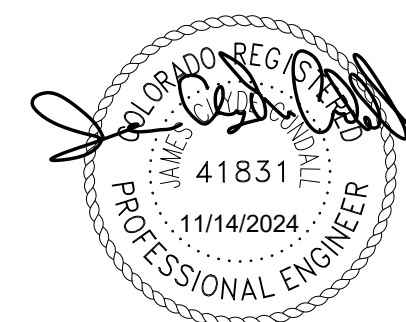
Sheet List Table	
Sheet Number	Sheet Title
C5.0	GESC COVER
C5.1	GESC PLAN
C5.2	GESC DETAILS
C5.3	GESC DETAILS
C5.4	GESC DETAILS

THE GRADING, EROSION, AND SEDIMENT CONTROL PLAN INCLUDED HEREIN HAS BEEN PLACED IN THE DOUGLAS COUNTY FILE FOR THIS PROJECT AND APPEARS TO FULFILL APPLICABLE DOUGLAS COUNTY GRADING, EROSION AND SEDIMENT CONTROL CRITERIA, AS AMENDED. ADDITIONAL GRADING, EROSION AND SEDIMENT CONTROL MEASURES MAY BE REQUIRED OF THE PERMITTEE(S) DUE TO UNFORESEEN EROSION PROBLEMS OR IF THE SUBMITTED GESC PLAN DOES NOT FUNCTION AS INTENDED. THE REQUIREMENTS OF THIS GESC PLAN SHALL RUN WITH THE LAND AND BE THE OBLIGATION OF THE PERMITTEE(S), UNTIL SUCH TIME AS THE GESC PLAN IS PROPERLY COMPLETED, MODIFIED OR VOIDED.

THE GRADING, EROSION AND SEDIMENT CONTROL PLAN INCLUDED HEREIN HAS BEEN PREPARED UNDER MY DIRECT SUPERVISION IN ACCORDANCE WITH THE REQUIREMENTS OF THE GRADING, EROSION AND SEDIMENT CONTROL (GESC) CRITERIA MANUAL OF DOUGLAS COUNTY, AS AMENDED.

JAMES C. CUNDALL  
P.E. REGISTRATION NO. 41831

11/21/2024  
DATE



CALL UTILITY NOTIFICATION CENTER OF COLORADO  
CALL 2 BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES

ASSISTANT DIRECTOR OF DEVELOPMENT REVIEW
DATE
THESE CONSTRUCTION DRAWINGS HAVE BEEN REVIEWED BY DOUGLAS COUNTY FOR GRADING, EROSION, AND SEDIMENT CONTROL IMPROVEMENTS ONLY.
ENGINEERING DIVISION ACCEPTANCE BLOCK

PROJECT NO.:0230459.00

DATE: 11/22/2024



# Farnsworth GROUP

223 WILLOW STREET  
FORT COLLINS, COLORADO 80524  
(970) 484-7477 / info@f-w.com

www.f-w.com  
Engineers | Architects | Surveyors | Scientists

ISSUE:  
# DATE: DESCRIPTION:

PROJECT:  
ROXBOROUGH VILLAGE METRO DISTRICT

## RVMD COMMUNITY PARK - NORTH PARKING LOT ADA REGRADING - GESC PLAN

DATE: 11/22/2024

DESIGNED: WEJ

DRAWN: WEJ

REVIEWED: JCC

FIELD BOOK NO.: #####

SHEET TITLE:

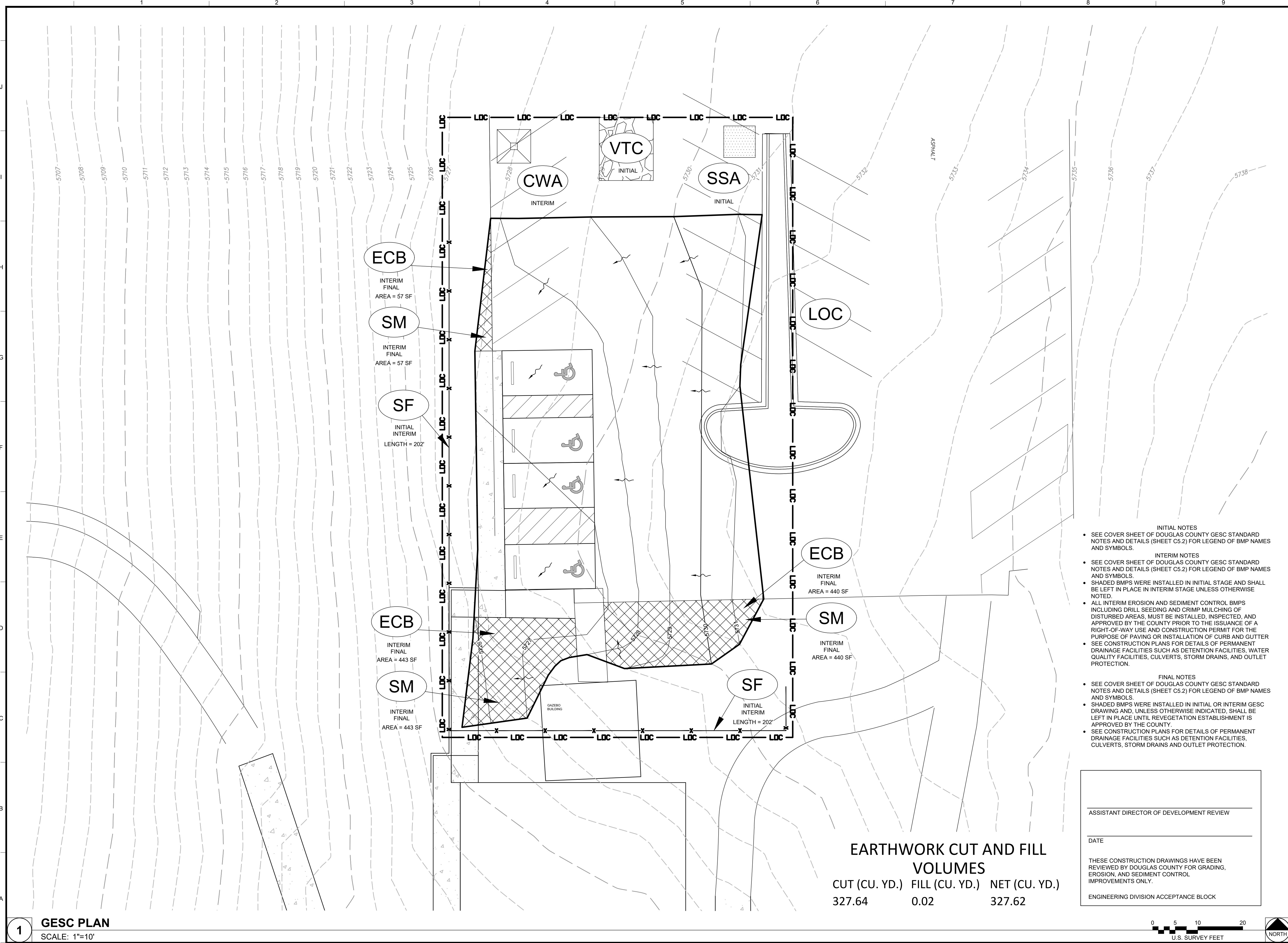
### GESC PLAN

SHEET NUMBER:

# C5.1

####

PROJECT NO.: 0230459.00



- INITIAL NOTES**
- SEE COVER SHEET OF DOUGLAS COUNTY GESC STANDARD NOTES AND DETAILS (SHEET C5.2) FOR LEGEND OF BMP NAMES AND SYMBOLS.
  - SHADED BMPs WERE INSTALLED IN INITIAL STAGE AND SHALL BE LEFT IN PLACE IN INTERIM STAGE UNLESS OTHERWISE NOTED.
  - ALL INTERIM EROSION AND SEDIMENT CONTROL BMPs INCLUDING DRILL SEEDING AND CRIMP MULCHING OF DISTURBED AREAS, MUST BE INSTALLED, INSPECTED, AND APPROVED BY THE COUNTY PRIOR TO THE ISSUANCE OF A RIGHT-OF-WAY USE AND CONSTRUCTION PERMIT FOR THE PURPOSE OF PAVING OR INSTALLATION OF CURB AND GUTTER.
  - SEE CONSTRUCTION PLANS FOR DETAILS OF PERMANENT DRAINAGE FACILITIES SUCH AS DETENTION FACILITIES, WATER QUALITY FACILITIES, CULVERTS, STORM DRAINS, AND OUTLET PROTECTION.
- INTERIM NOTES**
- SEE COVER SHEET OF DOUGLAS COUNTY GESC STANDARD NOTES AND DETAILS (SHEET C5.2) FOR LEGEND OF BMP NAMES AND SYMBOLS.
  - SHADED BMPs WERE INSTALLED IN INITIAL OR INTERIM GESC DRAWING AND, UNLESS OTHERWISE INDICATED, SHALL BE LEFT IN PLACE UNTIL REVEGETATION ESTABLISHMENT IS APPROVED BY THE COUNTY.
  - SEE CONSTRUCTION PLANS FOR DETAILS OF PERMANENT DRAINAGE FACILITIES SUCH AS DETENTION FACILITIES, CULVERTS, STORM DRAINS AND OUTLET PROTECTION.
- FINAL NOTES**
- SEE COVER SHEET OF DOUGLAS COUNTY GESC STANDARD NOTES AND DETAILS (SHEET C5.2) FOR LEGEND OF BMP NAMES AND SYMBOLS.
  - SHADED BMPs WERE INSTALLED IN INITIAL OR INTERIM GESC DRAWING AND, UNLESS OTHERWISE INDICATED, SHALL BE LEFT IN PLACE UNTIL REVEGETATION ESTABLISHMENT IS APPROVED BY THE COUNTY.
  - SEE CONSTRUCTION PLANS FOR DETAILS OF PERMANENT DRAINAGE FACILITIES SUCH AS DETENTION FACILITIES, CULVERTS, STORM DRAINS AND OUTLET PROTECTION.

**EARTHWORK CUT AND FILL VOLUMES**

CUT (CU. YD.)	FILL (CU. YD.)	NET (CU. YD.)
327.64	0.02	327.62

ASSISTANT DIRECTOR OF DEVELOPMENT REVIEW

DATE

THESE CONSTRUCTION DRAWINGS HAVE BEEN REVIEWED BY DOUGLAS COUNTY FOR GRADING, EROSION, AND SEDIMENT CONTROL IMPROVEMENTS ONLY.

ENGINEERING DIVISION ACCEPTANCE BLOCK

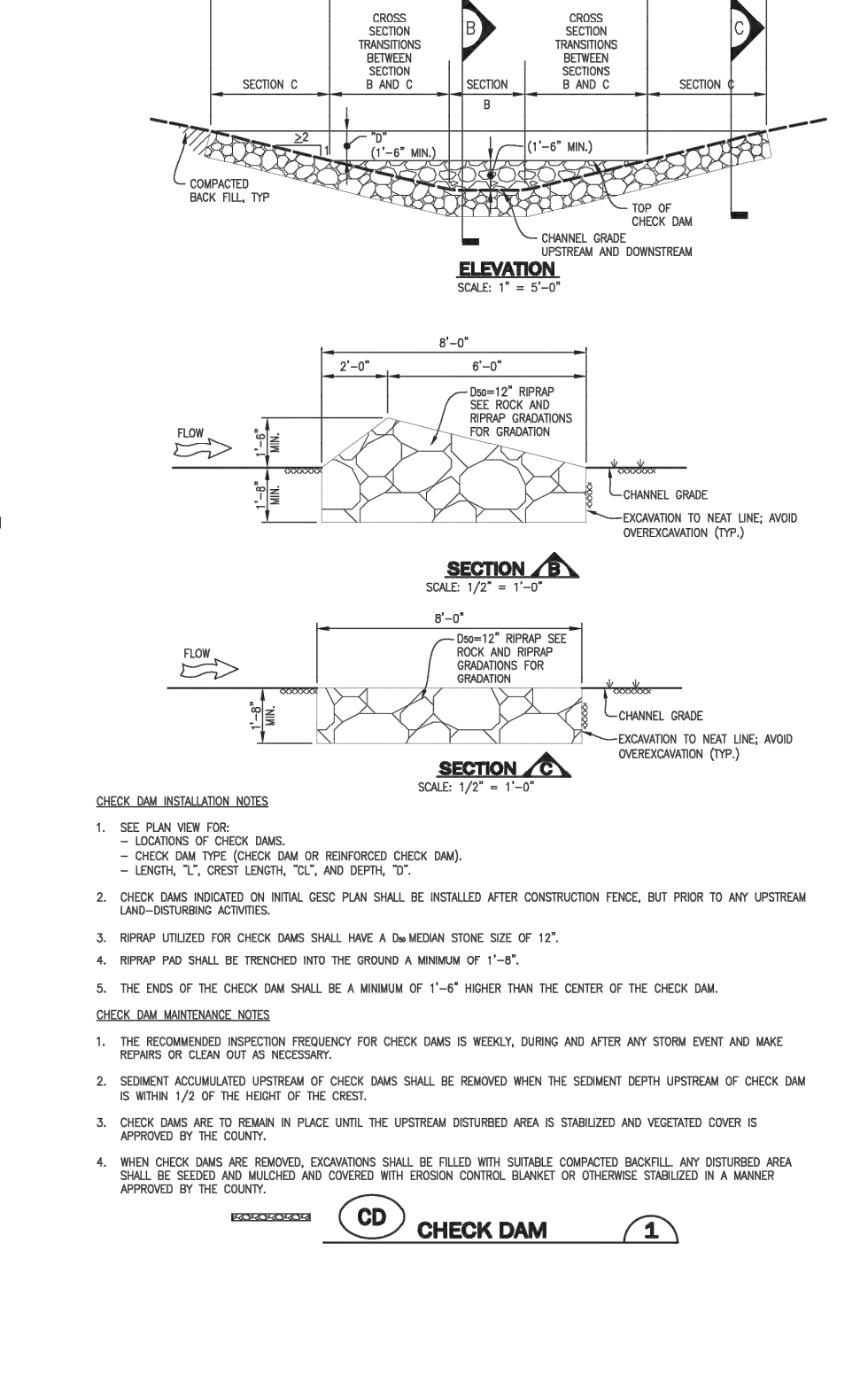
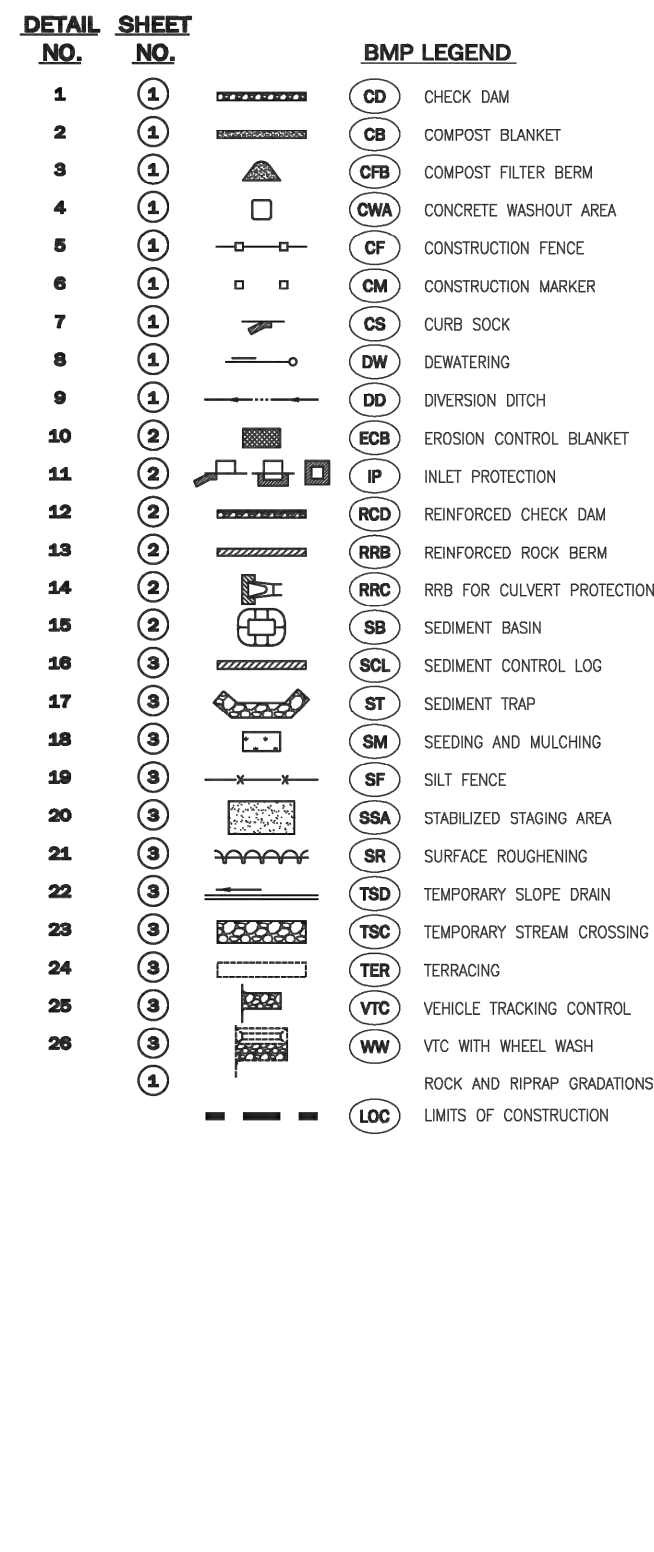


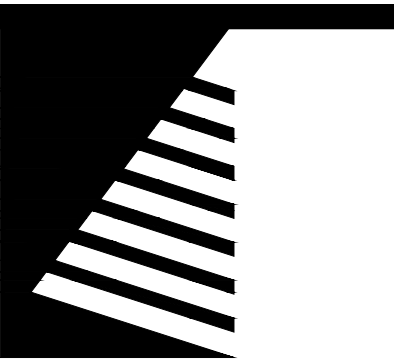
J:\2023\0230459.00 - Roxborough Village Metro District\02\_Drawings\DWG\C5.1-54 GESC PLAN & DETAILS.dwg | 11/27/2024 4:35 PM |

**1** GESC PLAN  
SCALE: 1"=10'

**GRADING, EROSION, AND SEDIMENT CONTROL (GESC) GENERAL NOTES**

1. THE DOUGLAS COUNTY ENGINEER'S SIGNATURE ATTACHED TO THIS DOCUMENT INDICATES THE DOUGLAS COUNTY PUBLIC WORKS ENGINEERING HAS REVIEWED THE DOCUMENT AND FOUND IT IN GENERAL COMPLIANCE WITH THE DOUGLAS COUNTY GRADING, EROSION AND SEDIMENT CONTROL (GESC) CRITERIA MANUAL, THE DOUGLAS COUNTY DIRECTOR OF ENGINEERING SERVICES, THROUGH ACCEPTANCE OF THIS DOCUMENT, ASSUMES NO RESPONSIBILITY (OTHER THAN AS STATED ABOVE) FOR THE COMPLETENESS AND/OR ACCURACY OF THESE DOCUMENTS.
2. THE ADEQUACY OF THIS GESC PLAN LIES WITH THE ORIGINAL DESIGN ENGINEER.
3. THE GESC PLAN SHALL BE CONSIDERED VALID FOR THREE (3) YEARS FROM THE DATE OF ACCEPTANCE BY DOUGLAS COUNTY. AFTER WHICH TIME THE PLAN SHALL BE VOID AND WILL BE SUBJECT TO RE-REVIEW AND RE-ACCEPTANCE BY DOUGLAS COUNTY.
4. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION BY THE DOUGLAS COUNTY PUBLIC WORKS ENGINEERING. DOUGLAS COUNTY RESERVES THE RIGHT TO ACCEPT OR REJECT ANY SUCH MATERIALS AND WORKMANSHIP THAT DOES NOT CONFORM TO THE GESC MANUAL, GESC PLAN OR GESC PERMIT.
5. THE PLACEMENT OF EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES (BMPs) SHALL BE IN ACCORDANCE WITH THE DOUGLAS COUNTY ACCEPTED GESC PLAN AND THE DOUGLAS COUNTY GESC MANUAL, AS AMENDED.
6. ANY VARIATION IN MATERIAL, TYPE OR LOCATION OF EROSION AND SEDIMENT CONTROL BMPs FROM THE DOUGLAS COUNTY ACCEPTED GESC PLAN WILL REQUIRE APPROVAL FROM AN ACCOUNTABLE REPRESENTATIVE OF THE DOUGLAS COUNTY PUBLIC WORKS ENGINEERING.
7. AFTER THE GESC PLAN HAS BEEN ACCEPTED, THE GESC PERMIT APPLICATION, FEES AND FISCAL SECURITY SUBMITTED TO THE COUNTY, AND THE GESC FIELD MANUAL, (REVISED AND REVENUED), THE CONTRACTOR MAY INSTALL THE INITIAL-STAGE EROSION AND SEDIMENT CONTROL BMPs INDICATED ON THE ACCEPTED GESC PLAN.
8. THE FIRST BMP TO BE INSTALLED ON THE SITE SHALL BE CONSTRUCTION FENCE, MARKERS, OR OTHER APPROVED MEANS OF DEFINING THE LIMITS OF CONSTRUCTION, INCLUDING CONSTRUCTION LIMITS ADJACENT TO STREET CORRIDORS AND OTHER AREAS TO BE PRESERVED.
9. AFTER INSTALLATION OF THE INITIAL-STAGE EROSION AND SEDIMENT CONTROL BMPs, THE PERMITTEE SHALL CALL THE DOUGLAS COUNTY ENGINEERING PERMITS STAFF AT 303-666-7407 TO SCHEDULE A PRE-CONSTRUCTION MEETING AT THE PROJECT SITE. THE REQUEST SHALL BE MADE A MINIMUM OF THREE BUSINESS DAYS PRIOR TO THE REQUESTED MEETING TIME. NO CONSTRUCTION ACTIVITIES SHALL BE PERMITTED WITHIN 24 HOURS AFTER THE PRE-CONSTRUCTION MEETING.
10. THE OWNER OR OWNER'S REPRESENTATIVE, THE GESC MANAGER, THE GENERAL CONTRACTOR, AND THE GRADING SUBCONTRACTOR, IF DIFFERENT FROM THE GENERAL CONTRACTOR, MUST ATTEND THE PRE-CONSTRUCTION MEETING. IF ANY OF THE REQUIRED PARTICIPANTS FAIL TO ATTEND THE PRE-CONSTRUCTION MEETING, OR IF THE GESC FIELD MANUAL IS NOT ON SITE, OR IF THE INSTALLATION OF THE INITIAL BMPs ARE NOT APPROVED BY THE DOUGLAS COUNTY EROSION CONTROL INSPECTOR, THE APPLICANT WILL HAVE TO PAY A RESCHEDULING FEE, ADDRESS ANY PROBLEMS WITH BMP INSTALLATION, AND CALL TO RESCHEDULE THE MEETING WITH A CORRESPONDING DELAY IN THE START OF CONSTRUCTION. DOUGLAS COUNTY STRONGLY DISCOURAGES THE APPLICANT TO HAVE THE ENGINEER OF RECORD AT THE PRE-CONSTRUCTION MEETING.
11. CONSTRUCTION SHALL NOT BEGIN UNTIL THE DOUGLAS COUNTY EROSION CONTROL INSPECTOR APPROVES THE INSTALLATION OF THE INITIAL BMPs AND THE APPROVED GESC PERMIT IS PICKED UP FROM THE COUNTY AND IS IN-HAND ON THE SITE. THE COMPLETED PERMIT WILL BE AVAILABLE WITHIN 24 HOURS AFTER THE INSTALLATION OF THE INITIAL BMPs ARE APPROVED.
12. THE GESC MANAGER SHALL STRICTLY ADHERE TO THE DOUGLAS COUNTY-APPROVED LIMITS OF CONSTRUCTION AT ALL TIMES. THE DOUGLAS COUNTY PUBLIC WORKS ENGINEERING MUST APPROVE ANY CHANGES TO THE LIMITS OF CONSTRUCTION, AND, AT THE DISCRETION OF THE ENGINEERING DIVISION, ADDITIONAL EROSION CONTROL MEASURES WILL BE REQUIRED IN ANY ADDITIONAL AREAS OF CONSTRUCTION.
13. THE MAXIMUM AREA OF CONSTRUCTION SHALL BE LIMITED TO 40 ACRES (70 ACRES IF APPROVED FOR SOIL MITIGATION OPERATIONS) TO REDUCE THE AMOUNT OF LAND DISTURBED AT ANY ONE TIME. LARGER SITES SHALL BE DIVIDED INTO PHASES THAT ARE LIMITED TO NO MORE THAN 40 ACRES OR LESS IN SIZE. THESE PHASES SHALL CONDUCT GRADING ACTIVITIES IN ACCORDANCE WITH THE ACCEPTED GESC PLAN. BMP INSTALLATION AND APPROVAL BY DOUGLAS COUNTY AT THE START AND COMPLETION OF EACH PHASE SHALL BE CONDUCTED IN ACCORDANCE WITH THE PROCEDURES OUTLINED IN THE GESC MANUAL AND/OR GESC FIELD MANUAL.
14. PRIOR TO ANY CONSTRUCTION ACTIVITY, THE PERMITTEE SHALL VERIFY THE LOCATION OF EXISTING UTILITIES FOR INFORMATION, CONTACT THE UTILITY NOTIFICATION CENTER OF COLORADO (UNCC) AT 811, 1-800-922-1987, OR WWW.CO1800911.ORG.
15. NATURAL VEGETATION SHALL BE RETAINED AND PROTECTED WHEREVER POSSIBLE. EXPOSURE OF SOIL TO EROSION BY REMOVAL OR DISTURBANCE OF VEGETATION SHALL BE LIMITED TO THE AREA REQUIRED FOR IMMEDIATE CONSTRUCTION OPERATIONS.
16. THE GESC PERMIT SHALL BE VALID FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF ISSUANCE.
17. A COPY OF THE GESC PERMIT, ACCEPTED GESC PLANS AND THE GESC FIELD MANUAL SHALL BE ON SITE AT ALL TIMES.
18. THE GESC MANAGER SHALL BE RESPONSIBLE FOR ENSURING THAT THE SITE REMAINS IN COMPLIANCE WITH THE GESC PERMIT AND SHALL BE THE PERMITTEE'S CONTACT PERSON WITH THE COUNTY FOR ALL MATTERS PERTAINING TO THE GESC PERMIT. THE GESC MANAGER SHALL BE PRESENT AT THE SITE THE MAJORITY OF THE TIME AND SHALL BE AVAILABLE THROUGHOUT A 24-HOUR CONTACT NUMBER. IN THE EVENT THAT THE CONTRACTOR'S GESC MANAGER IS NOT ON SITE AND CANNOT BE REACHED DURING A VIOLATION, THE ALTERNATE GESC MANAGER SHALL BE CONTACTED. IF NEITHER THE GESC MANAGER NOR ALTERNATE GESC MANAGER CAN BE CONTACTED, A STOP WORK ORDER MAY BE ISSUED.
19. ALL CONSTRUCTION TRAFFIC MUST ENTER/EXIT THE SITE THROUGH THE DOUGLAS COUNTY-APPROVED ACCESS POINT. A VEHICLE TRACKING CONTROL PAD IS REQUIRED AT ALL ACCESS POINTS ON THE SITE. ADDITIONAL STABILIZED CONSTRUCTION ENTRANCES MAY BE ADDED WITH APPROVAL FROM THE DOUGLAS COUNTY PUBLIC WORKS ENGINEERING.
20. THE GESC MANAGER IS RESPONSIBLE FOR CLEANING OR SEDIMENT OR CONSTRUCTION DEBRIS TRACKED ONTO ADJACENT PAVED AREAS. PAVED AREAS INCLUDING STREETS ARE TO BE KEPT CLEAR THROUGHOUT BUILD-OUT AND SHALL BE CLEANED, WITH A STREET SWEEPER OR SIMILAR DEVICE, AT FIRST NOTICE OF ACCIDENTAL TRACKING OR AT THE DISCRETION OF THE DOUGLAS COUNTY EROSION CONTROL INSPECTOR. STREET WASHING IS NOT ALLOWED. DOUGLAS COUNTY RESERVES THE RIGHT TO REQUIRE ADDITIONAL MEASURES TO ENSURE AREA STREETS ARE KEPT FREE OF SEDIMENT AND/OR CONSTRUCTION DEBRIS.
21. APPROVED EROSION AND SEDIMENT CONTROL BMPs SHALL BE MAINTAINED AND KEPT IN GOOD REPAIR FOR THE DURATION OF THIS PROJECT. AT A MINIMUM, THE GESC MANAGER SHALL INSPECT ALL BMPs IN ACCORDANCE WITH THE ACCEPTED GESC PLAN AND GESC MANUAL. LEVEL VIOLATIONS SHALL BE CORRECTED IMMEDIATELY AFTER THE PERMITTEE'S NOTICE. THE VIOLATIONS SHALL BE IMMEDIATELY REPORTED TO THE DOUGLAS COUNTY WILL REQUIRE FOR COMPLIANCE WITHIN 48 HOURS OF NOTIFICATION OF LEVEL III VIOLATIONS. LEVEL II VIOLATIONS SHALL BE CORRECTED IMMEDIATELY, OR AS DIRECTED BY A DOUGLAS COUNTY EROSION CONTROL INSPECTOR. ACCUMULATED SEDIMENT AND CONSTRUCTION DEBRIS SHALL BE REMOVED AND PROPERLY DISPOSAL.
22. STRAW BALES ARE NOT A DOUGLAS COUNTY ACCEPTED SEDIMENT CONTROL BMP.
23. TOPSOIL SHALL BE STRIPPED AND STOCKPILED IN THE LOCATION SHOWN ON THE ACCEPTED GESC PLAN. THE GESC MANAGER SHALL SCHEDULE AN INSPECTION WITH THE DOUGLAS COUNTY EROSION CONTROL INSPECTOR AS SOON AS TOPSOIL STRIPPING IS COMPLETED. FAILURE TO SCHEDULE SUCH INSPECTION OR FAILURE TO STOCKPILE TOPSOIL SHALL RESULT IN ISSUANCE OF A STOP WORK ORDER. THE STOP WORK ORDER SHALL REMAIN IN PLACE UNTIL TOPSOIL IS STOCKPILED ON SITE OF APPROPRIATE SOIL AMENDMENTS ARE STOCKPILED ON SITE.
24. THE ACCEPTED GESC PLAN MAY REQUIRE CHANGES OR ALTERATIONS AFTER APPROVAL TO MEET CHANGING SITE OR PROJECT CONDITIONS OR TO ADDRESS INTERFERENCES IN DESIGN OR INSTALLATION. THE GESC MANAGER SHALL OBTAIN PRIOR APPROVAL FROM THE DESIGN ENGINEER AND DOUGLAS COUNTY PUBLIC WORKS ENGINEERING FOR ANY PROPOSED CHANGES.
25. LINOING OF TEMPORARY SMALES AND DITCHES SHALL BE IN ACCORDANCE WITH THE GESC CRITERIA MANUAL.
26. NO PERMANENT EARTH SLOPES GREATER THAN 3:1 SHALL BE ALLOWED.
27. ANY SETTLEMENT OR SOIL ACCUMULATIONS BEYOND THE LIMITS OF CONSTRUCTION DUE TO GRADING OR EROSION SHALL BE REPAIRED IMMEDIATELY BY THE GESC MANAGER. THE GESC MANAGER SHALL BE HELD RESPONSIBLE FOR OBTAINING ACCESS RIGHTS TO ADJACENT PROPERTY, IF NEEDED, AND REVEGETATING ANY ADVERSE IMPACTS TO ADJACENT WATERSHEDS, WETLANDS, PROPERTIES, ETC. RESULTING FROM WORK DONE AS PART OF THIS PROJECT.
28. A WATER SOURCE SHALL BE AVAILABLE ON SITE DURING EARTHWORK OPERATIONS AND UTILIZED AS REQUIRED TO MINIMIZE DUST FROM EARTHWORK EQUIPMENT AND WIND.
29. SOILS THAT WILL BE STOCKPILED FOR MORE THAN THIRTY (30) DAYS SHALL BE SEEDED AND MULCHED WITH FOURTEEN (14) DAYS OF STOCKPILE CONSTRUCTION. NO STOCKPILES SHALL BE PLACED WITHIN ONE HUNDRED (100) FEET OF A DRAINAGE WAY UNLESS APPROVED BY THE DOUGLAS COUNTY PUBLIC WORKS ENGINEERING.
30. ALL CHEMICAL AND HAZARDOUS MATERIALS WHICH MAY ENTER WATERSHEDS OF THE STATE OF COLORADO, WHICH INCLUDE BUT ARE NOT LIMITED TO, SURFACE WATER, GROUND WATER AND DRY GULCHES OR STORM SEWER LEADING TO SURFACE WATER, SHALL BE IMMEDIATELY REPORTED TO THE CORP, PER OPS 24-801, AND DOUGLAS COUNTY. RELIEVES OF PETROLEUM PRODUCTS AND CERTAIN HAZARDOUS SUBSTANCES LISTED UNDER THE FEDERAL CLEAN WATER ACT (40 CFR PART 116) MUST BE REPORTED TO THE NATIONAL HAZARDOUS CENTER AS WELL AS THE CORP. CONTACT INFORMATION FOR CORP, DOUGLAS COUNTY AND THE NATIONAL HAZARDOUS CENTER CAN BE FOUND IN APPENDIX A OF THE GESC MANUAL, AS AMENDED. SPLILLS THAT POSE AN IMMEDIATE RISK TO HUMAN LIFE SHALL BE REPORTED TO 911. FAILURE TO REPORT AND CLEAN UP ANY SPILL MAY RESULT IN ISSUANCE OF A STOP WORK ORDER.
31. ALL WORK ON SITE SHALL START A MINIMUM OF ONE HUNDRED (100) FEET AWAY FROM ANY DRAINWAY, WETLAND, ETC. UNLESS OTHERWISE NOTED ON AN ACCEPTED DOUGLAS COUNTY GESC PLAN.
32. ALL PROJECTS SHALL BALANCE EARTHWORK QUANTITIES ON SITE. IN THE EVENT A VARIANCE IS GRANTED BY THE COUNTY DIRECTOR OF ENGINEERING SERVICES TO ALLOW IMPORT OR EXPORT OF EARTHWORK, THE PERMITTEE SHALL HAVE A GESC PERMIT IN HAND FOR THE IMPORT OR EXPORT SITE PRIOR TO ANY TRANSPORTING OF EARTHWORK MATERIAL. THE GESC MANAGER SHALL NOTIFY THE DOUGLAS COUNTY EROSION CONTROL INSPECTOR OF THE LOCATION AND PERMIT NUMBERS OF BOTH THE EXPORTING AND IMPORTING SITES PRIOR TO ANY IMPORT/EXPORT OPERATIONS.
33. THE USE OF REBAR, STEEL STRAKES OR STEEL FENCE POSTS FOR STAKING OR SUPPORT OF ANY EROSION OR SEDIMENT CONTROL BMP IS PROHIBITED (EXCEPT STEEL TEE-POSTS FOR USE IN SUPPORTING CONSTRUCTION FENCE).
34. THE CLEANING OF CONCRETE DELIVERY TRUCK OUTETS IS RESTRICTED TO APPROVED CONSTRUCTION WASH OUT LOCATIONS ON THE JOB SITE. THE DISCHARGE OF WATER CONTAINING WASTE CONCRETE TO THE STORM SEWER SYSTEM IS PROHIBITED. ALL CONCRETE WASTE SHALL BE PROPERLY CLEANED UP AND DISPOSED AT AN APPROPRIATE LOCATION.
35. ALL DETERIORATED ON SITE SHALL BE COORDINATED WITH A DOUGLAS COUNTY EROSION CONTROL INSPECTOR AND BE FREE OF SEDIMENT IN ACCORDANCE WITH THE GESC MANUAL.
36. ALL PERMANENT INSTALLATIONS OF PIPES FOR STORM SEWERS, SLOPE DRAINS, AND CULVERTS, TOGETHER WITH BURIAL APPROXS OR OTHER INLET AND OUTLET PROTECTION, REQUIRE INSPECTION BY DOUGLAS COUNTY PUBLIC WORKS ENGINEERING (SEPARATE FROM GESC INSPECTIONS).
37. ALL DISTURBED AREAS SHALL BE DRILL SEEDED AND CRMP MULCHED IN ACCORDANCE WITH THE GESC CRITERIA MANUAL WITHIN THIRTY (30) DAYS OF INITIAL EXPOSURE OR WITHIN FOURTEEN (14) DAYS OF SUBSEQUENT COMPLETION AS SET FORTH BY DOUGLAS COUNTY OF AN AREA, WHICH IS LESS. THIS MAY REQUIRE MULTIPLE MOBILIZATIONS FOR SEEDING AND MULCHING.
38. ALL SLOPES STEEPER THAN 4:1 REQUIRE EROSION CONTROL BLANKETING.
39. HYDRAULIC SEEDING AND HYDRAULIC MULCHING ARE NOT AN ACCEPTABLE METHOD OF SEEDING OR MULCHING IN DOUGLAS COUNTY.
40. NO CURB AND GUTTER PERMITS SHALL BE ISSUED UNTIL ALL DISTURBED AREAS ARE DRILL SEEDED AND CRMP MULCHED.
41. NO RAVING PERMITS SHALL BE ISSUED UNTIL ALL INTERIOR INLET PROTECTION IS INSTALLED AND APPROVED BY THE EROSION CONTROL INSPECTOR.
42. A GESC INSPECTION SHALL BE CONDUCTED FOR CERTIFICATE OR TEMPORARY CERTIFICATE OF OCCUPANCY OR INITIAL ACCEPTANCE.
43. GESC MANAGER SHALL PROVIDE AND MAINTAIN PORTABLE TOILETS AND TRASH DUMPSTERS FOR THE PROJECT.





**Farnsworth GROUP**  
 223 WILLOW STREET  
 FORT COLLINS, COLORADO 80524  
 (970) 484-7477 / info@f-w.com

www.f-w.com  
 Engineers | Architects | Surveyors | Scientists

ISSUE # DATE DESCRIPTION

PROJECT:  
 ROXBOROUGH VILLAGE METRO DISTRICT

**RVMD COMMUNITY PARK - NORTH PARKING LOT ADA REGRADING - GESC PLAN**

DATE: 11/22/2024

DESIGNED: WEJ

DRAWN: WEJ

REVIEWED: JCC

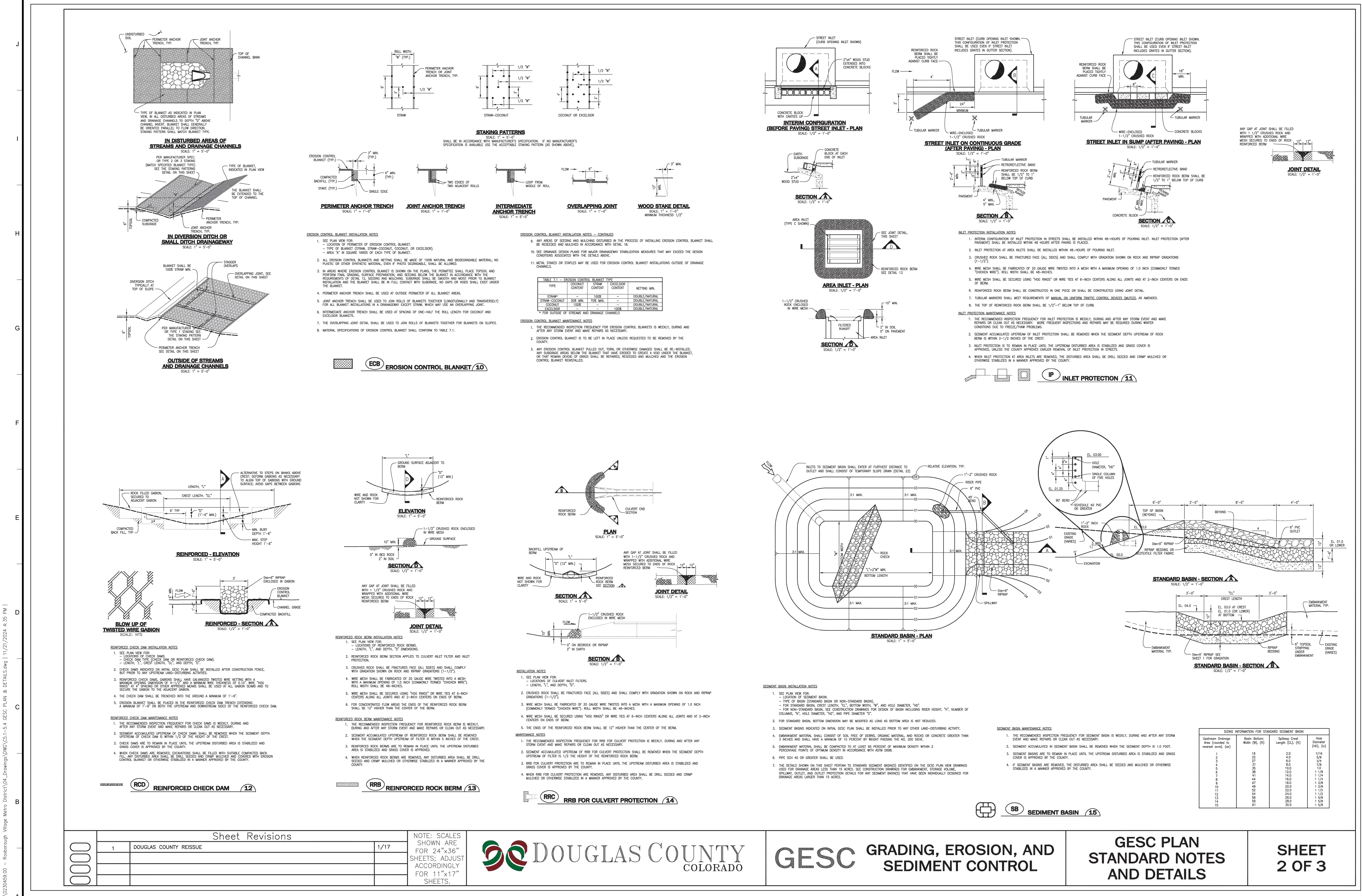
FIELD BOOK NO.: #####

SHEET TITLE: GESC DETAILS

SHEET NUMBER: SHEET 2 OF 3

**C5.3**  
 #####

PROJECT NO.: 0230459.00



Sheet Revisions

NO.	REVISION	DATE
1	DOUGLAS COUNTY REISSUE	1/17

NOTE: SCALES SHOWN ARE FOR 24"x36" SHEETS; ADJUST ACCORDINGLY FOR 11"x17" SHEETS.

**DOUGLAS COUNTY COLORADO**

**GESC GRADING, EROSION, AND SEDIMENT CONTROL**

**GESC PLAN STANDARD NOTES AND DETAILS**

**SHEET 2 OF 3**

**SIZING INFORMATION FOR STANDARD SEDIMENT BASIN**

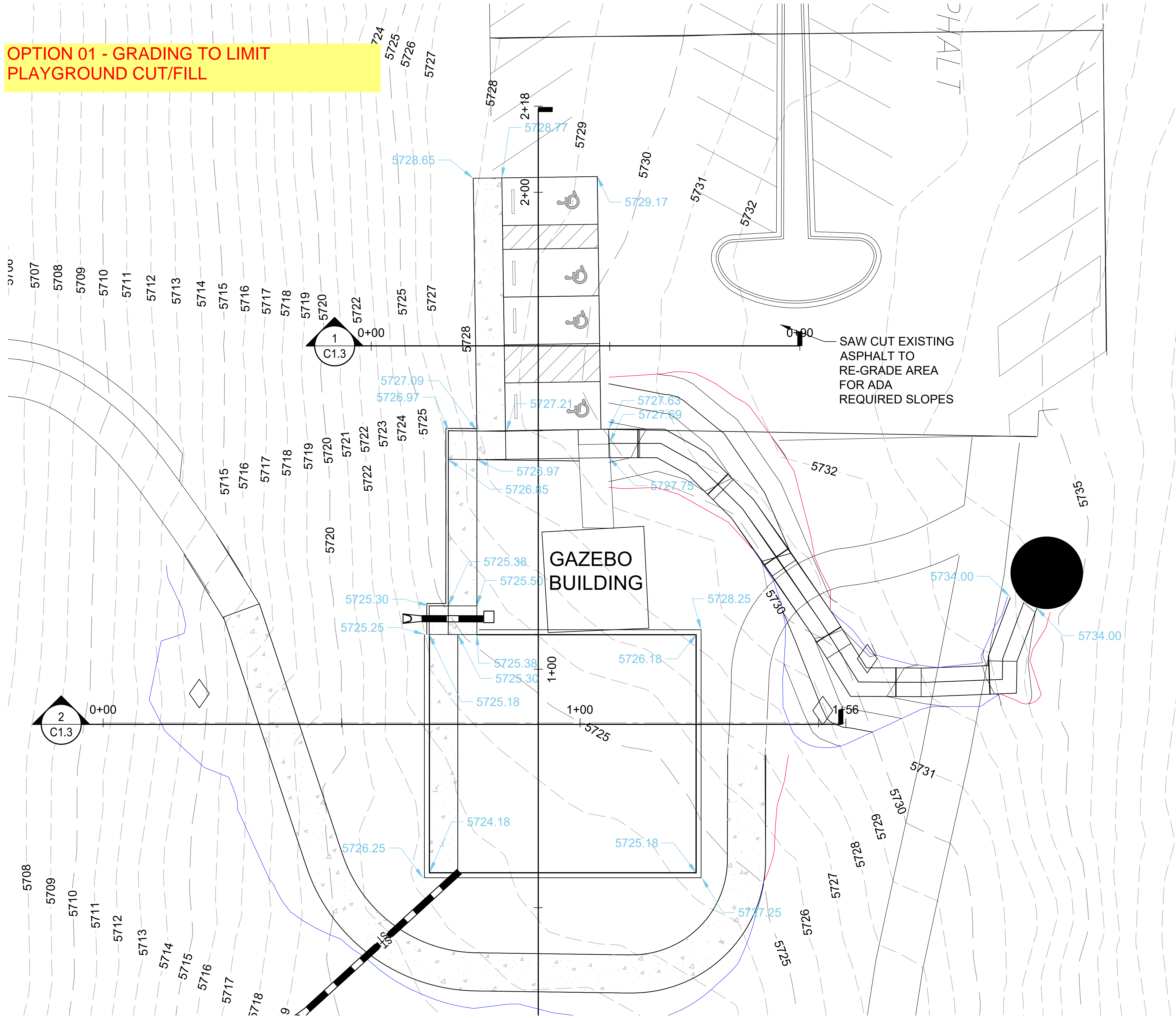
Upstream Drainage Area (acres) (A)	Basin Bottom Width (ft) (B)	Sloping Side Length (ft) (C)	Basin Depth (ft) (D)
1	10	2.0	2/3
2	15	2.5	3/4
3	20	3.0	1/2
4	25	3.5	3/4
5	30	4.0	1/2
6	35	4.5	3/4
7	40	5.0	1/2
8	45	5.5	3/4
9	50	6.0	1/2
10	55	6.5	3/4
11	60	7.0	1/2
12	65	7.5	3/4
13	70	8.0	1/2
14	75	8.5	3/4
15	80	9.0	1/2

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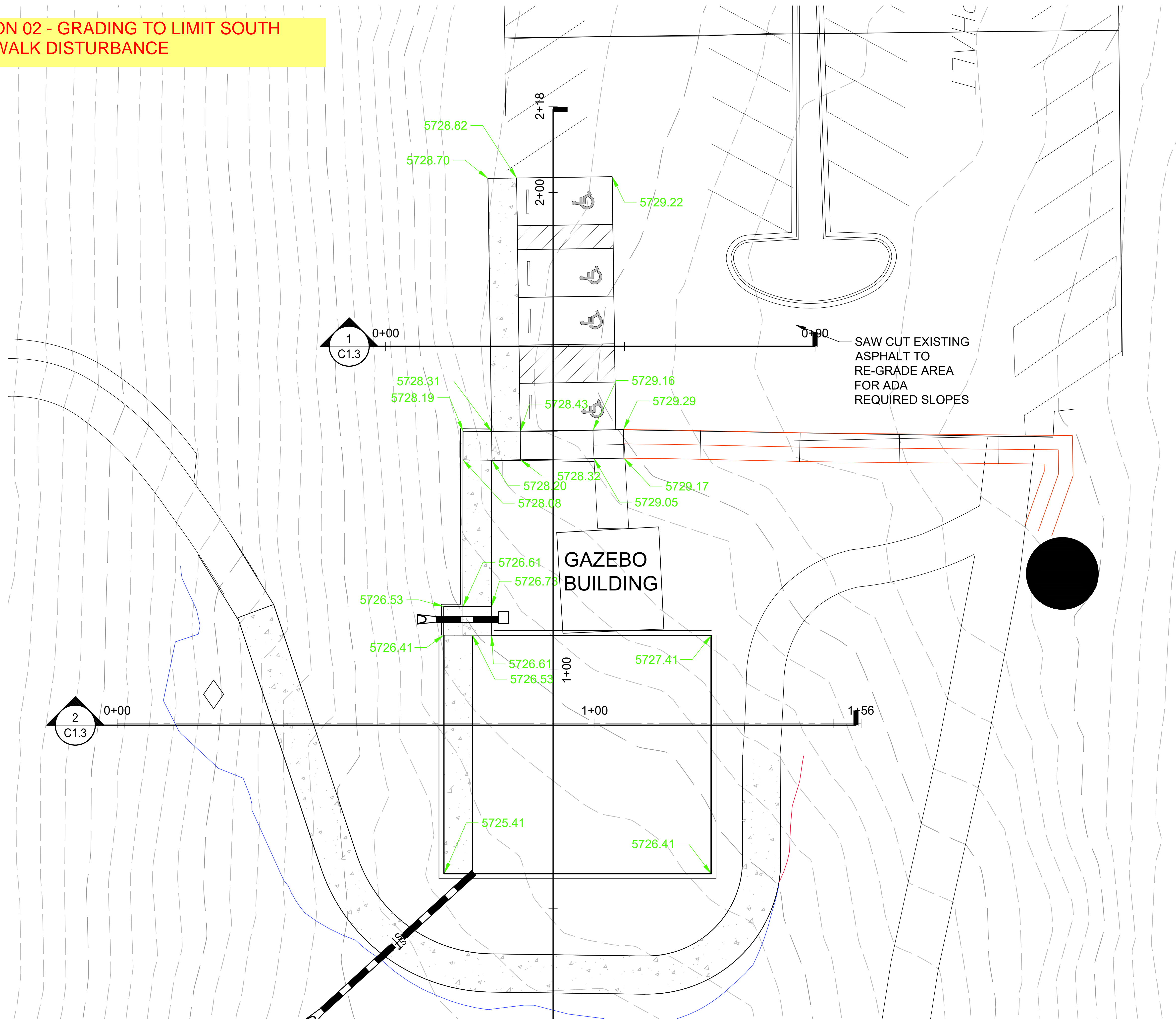




**OPTION 01 - GRADING TO LIMIT PLAYGROUND CUT/FILL**



**OPTION 02 - GRADING TO LIMIT SOUTH  
SIDEWALK DISTURBANCE**





PROJECT ADDITIONAL SERVICES

# Roxborough Village Metro District (RVMD) – Additional GIS Services

Roxborough Village Metro District

October 28, 2024

October 28, 2024

Board of District Directors  
Roxborough Village Metropolitan District (RVMD)  
141 Union Blvd, Suite 150  
Lakewood, CO 80228

RE: Project Services Agreement for Roxborough Village Metropolitan District (RVMD) – Additional GIS Services

Dear RVMD:

Farnsworth Group, Inc. (“Farnsworth Group”) is pleased to present this Additional Project Services Agreement (“Agreement”) to RVMD (“Client”) to provide GIS Related services for the RVMD – Additional GIS Services located at RVMD. We have prepared this Additional Services to match the scope of the work as we understand it, and identified as follows:

The original design services contract included GIS Services for the following:

- Project Site Setup and Initial Administration by FGI: \$1,200.00
  - Coordinate with ESRI
  - Create:
    - Logins
    - Sharing Groups
    - Connection with FGI Users
    - Other miscellaneous tasks as needed.
- GIS Development and Web Map Creation by FGI: \$3,800.00
  - Acquire RMVD Data
  - Review Data
  - Publish to AGOL as Feature Services
  - Setup new geodatabases with attribute columns and domain values (drop down menus)
  - Create and configure various web maps for use by field workers, data editors, and viewers
  - Incorporate into the project AGOL site
- Annual Cost of Maintenance and GIS Tasks: \$2,000
- Total Original Estimate = \$7,000

During preparation of the GIS for RVMD, additional items became required to complete for the GIS system to work as needed.

Please let me know if there are any questions regarding the scope as we have outlined above. The following pages provide more specific details regarding the scope of work, project approach, project team, etc. Please indicate your acceptance of this Additional Services Request, including the attached Schedule of Charges, by signing and returning one copy for our records. We appreciate your consideration and look forward to working with you on this project.

Sincerely,

FARNSWORTH GROUP, INC.

A handwritten signature in blue ink, appearing to read "J.C. Cundall", with a stylized flourish at the end.

J.C. Cundall, PE  
Senior Engineering Manager

## PROJECT OVERVIEW /

Our understanding of the project is based on our initial work with RVMD, meetings, and general discussions. This includes the required GIS.

## SCOPE OF PROFESSIONAL SERVICES /

### SCOPE OF WORK

Farnsworth Group's original scope of work included the GIS task as outlined in the cover letter. However, during the production of the GIS system, additional items became necessary to complete the task as necessary for RVMD to use it. This The scope of additional work includes the services generally described as follows:

- Purchase GPS Items for RVMD:
  - Samsung Galaxy Tab S9 – 11" Android AI Tablet
  - Case for Samsung Galaxy Tab S9
  - Samsung Wall Charger
  - JETech Screen Protector for Samsung Galaxy Tab S9
- GPS Equipment Selection, Setup, Testing, Configuration, and Training:
  - Requested by RVMD to select and order the equipment needed for their landscape company to be able to survey critical points in the field and have them come into the GIS database
  - Equipment selection and ordering
  - Field Testing
  - GPS Testing and configuration
  - GPS training
  - Update layers and maps for field data collection
  - User help documents – for use in the field
  - Irrigation points database review and design
  - Inspection map setup
  - Attribute Updates – Web map and field map updates

### DELIVERABLES

The scope of work includes the deliverables generally described as follows:

- GPS equipment
- GPS equipment setup and configuration
- GPS training
- Maps for field data collection

## MAIN POINT OF CONTACT /

The Main Point of Contact with Farnsworth Group for this project will be:

**Farnsworth Group:**

J.C. Cundall, PE / Senior Engineering Manager

223 Willow St. / Fort Collins, CO 80524

Office / 970.484.7477 Direct / 970.232.1205 Cell / 970.219.1276

Email / [jcundall@f-w.com](mailto:jcundall@f-w.com)

## DESIGN TEAM

The Design Team selected for this project includes the following members:

Senior Engineering Manager:	J.C. Cundall, PE	Farnsworth Group, Inc.
Senior GIS Analyst:	Doug Barker	Farnsworth Group, Inc.

## PROFESSIONAL FEES /

Farnsworth Group proposes to provide the described services for a Time and Materials Not To Exceed fee of **\$40,330 (Forty thousand, three hundred and thirty dollars)**, including normal reimbursable expenses. The breakout of the fees per Task is as follows:

Task No.	Task Name	Additional Fees
1	Purchase GPS Items	\$914.58
2	GPS Equipment Selection, Setup, Testing, Configuration, and Training	\$9,587.50
	<b>This Request Total</b>	<b>\$10,502.08</b>

## PROJECT TIMELINE /

Farnsworth Group will work with the Client to determine a mutually agreed upon schedule.

## ASSUMPTIONS AND CLARIFICATIONS /

## ADDITIONAL SERVICES /

## CLIENT RESPONSIBILITIES /

[Signatures on Following Page]



AGREEMENT /

FARNSWORTH GROUP, INC.

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Signature

---

J.C. Cundall

---

Typed Name

---

Senior Engineering Manager

---

Title

---

October 28, 2024

---

Date

ROXBOROUGH VILLAGE METRO DISTRICT

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Signature

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< Typed Name >

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Title

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Date

FARNSWORTH GROUP, INC.

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Title

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< Month ##, Year >

---

Date

**AGREEMENT FOR  
LANDSCAPE MAINTENANCE SERVICES**

This Agreement for Landscape Maintenance Services ("**Agreement**"), effective the 1<sup>st</sup> day of January, 2025 ("**Effective Date**") is entered into by and between Roxborough Village Metropolitan District, a political subdivision of the State of Colorado ("**District**"), and Consolidated Divisions, Inc., a Colorado corporation d/b/a CDI Environmental Contractor ("**CDI**"). The District and CDI are referred to collectively as the "**Parties**" or individually as a "**Party**".

**ARTICLE I  
SERVICES AND COMPENSATION**

**Section 1.1 Services and Compensation:**

(a) Services: The District retains CDI to perform, and CDI agrees to perform, maintenance, care and repair of certain landscaped areas described in the Scope of Services as the Standard Services attached as Attachment I, including Exhibits A, B and C -to Attachment 1, which are incorporated by reference and made a part of this Agreement (collectively, the "**Services**"). The additional services set forth in Exhibit B, and such additional services that are beyond those set out in Attachment 1 (collectively, "**Additional Services**"), if requested, shall be provided only when authorized in writing by the District. Oral discussions between any Board member or the District Manager and a CDI employee shall not constitute authorization to perform Additional Services unless the oral discussion is subsequently set forth in a written document signed by the Parties. To the extent any provision of this Agreement and Attachment 1 conflict, directly or indirectly, the provisions of this Agreement shall prevail. CDI understands the Board is evaluating its options with respect to providing the Services to Arrowhead Shores HOA, Roxborough Village Filing 14B HOA, and Roxborough Village First HOA (individually an "**HOA**" and collectively the "**HOAs**"), including but not limited to: i) terminating the Services being provided to one or more of the HOAs effective January 1, 2025; ii) continue providing the Services to one or more of the HOAs in exchange for appropriate compensation; or, iii) continue providing the Services until the District conducts an election in May, 2025 on whether the District's voters authorize it to continue providing the Services to the HOAs without charge. CDI agrees that the Parties shall amend the Scope of Services to reflect whatever option the Board chooses and shall mutually agree to increase or decrease CDI's compensation based on the amended Scope of Services.

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(b) Attendance at Board Meetings and Reports to District Manager: CDI shall attend the regular meetings of the District's Board of Directors ("**Board**"). CDI shall submit a summary report of all activities for the prior month and anticipated activities for the coming month to the District Manager in a format determined by the Board. The summary report, and any proposed agenda items that CDI deems appropriate or necessary for inclusion for an upcoming Board meeting, shall be submitted to the District Manager in sufficient time to be included in the monthly Board packet prepared by the District Manager.

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(c) Quality Assurance: CDI shall provide a schedule of all maintenance related activities planned during the Services period, with notations of season requirements. CDI shall submit with the maintenance schedule all product data for materials, such as fertilizers, pesticides, etc. In order

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to expedite minor but necessary work and repairs that are not a part of the base contract, CDI may be authorized to spend up to \$3,000 per incident without prior authorization, unless otherwise directed in writing. All larger repairs or maintenance items shall be brought to the attention of the District Manager for review and may require Board approval.

(d) **Commencement Date:** CDI shall commence performance of the Services on the Effective Date and will thereafter continually and diligently perform the Services and the Additional Services requested by the District until this Agreement is terminated or expires, whichever occurs first.

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(e) **Communication:** CDI will notify the District prior to performing each Service listed in Exhibit B with a scheduled date the Service will be performed, along with any pertinent information related to such Service. A checklist of the Services listed in Exhibit B shall be provided in CDI's monthly report showing what Services have been completed and what Services have yet to be rendered.

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**Section 1.2 Compensation:** In consideration of CDI's satisfactory performance and completion of the Services, the District shall pay CDI the compensation described in Attachment 2, which is incorporated by reference and made a part of this Agreement. If there is a direct or indirect conflict between the itemization of services and/or times in Attachment 2 and the itemization of services and/or times in Attachment 1 (including Exhibits A, B, and C), Attachment 1 shall control; provided, however, as set forth in Section 1.1(a), above, if the itemization of services and/or times in question in Attachment 1 conflict, directly or indirectly, with any provision in this Agreement, this Agreement shall control.

**Section 1.3 Payment:**

(a) **Request for Payment:** CDI shall submit to the District Manager, by the second Tuesday of the month, a standard pay request form setting forth the monthly scheduled payment in accordance with Attachment 2, and a report detailing the following ("**Request for Payment**"):

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- (i) Services performed during the previous month, including but not limited to:
  - A. Locations;
  - B. Time and rate per hour of each employee or subcontractor (if applicable);
  - C. Quantities of materials used in the work performed (if applicable);
  - D. Reason for work performance;
  - E. Detail of problems encountered and corrective action taken or proposed to be taken;
  - F. Work Orders recommended to be performed in the future and the reason the work is recommended; and,
  - G. Services performed during the previous month pursuant to an approved Work Order with supporting documentation.

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- (ii) Maintenance inspection report discussing (but not limited to) the following:
  - A. Safety conditions;
  - B. Appearance; and,
  - C. Follow up items for the preceding month.

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Any failure to timely provide the foregoing Request for Payment, with all of the required information, may delay payment up to the next monthly Board meeting and may constitute a breach of this Agreement.

(b) Payment Procedure: The District will make payment to CDI for work satisfactorily completed within thirty (30) days after a Request for Payment is submitted by CDI or thirty (30) days following the month in which the services were completed, whichever is later. Late fees, penalties, and interest will not be charged against any disputed amount the District does not pay by the date owed. CDI has the right to stop work, and shall notify the District of such action, if the District does not pay any undisputed portion, or all, of a Request for Payment in full within thirty (30) days of the District receiving the Request for Payment. If CDI stops work, it shall have no obligation to maintain, care for, or provide any Services to the landscape maintenance areas.

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(c) Chatfield Farms: All Requests for Payment shall separately identify the cost of any Services performed within the Chatfield Farms areas shown on Attachment 1. Failure to provide separate costs for Chatfield Farms will constitute a deficient Request for Payment described under the above Payment Procedure section and will delay payments and may constitute a breach of this Agreement.

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(d) Additional Services: If CDI is directed to perform any Additional Services, CDI shall submit invoices for all Additional Services to the District Manager within thirty (30) days of performing the work.

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(e) Tax Exempt Status: The District is exempt from Colorado state and local sales and use taxes. CDI's invoices shall not include any sums for such taxes.

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(f) Penalty for Failure to Complete Tasks/Projects or Provide Required Information by Deadlines Established in this Agreement: If CDI fails to complete a task/project or provide required information by the deadline(s) established in this Agreement, the District shall have the right to deduct \$100.00 from any amounts owed to CDI. Each failure to complete a task/project or provide required information is a separate infraction that will result in a \$100.00 deduction. The District may, in its discretion, waive an infraction if CDI provides documents and/or other information substantiating that there were extenuating circumstances that would justify such a waiver.

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**Section 1.4 Set-Off:** In addition to any other rights the District has under this Agreement or in law or equity for indemnity or other reimbursement, recoupment, or payment by CDI, CDI agrees that the District is entitled to set-off any amounts it may owe CDI under this Agreement against such claims for indemnity or other reimbursement, recoupment, or payment.

**Section 1.5 Non-Appropriation:** The District's direct and indirect financial obligations under this Agreement are subject to annual appropriation by the Board. If the Board does not appropriate funds beyond the current calendar year, this Agreement shall automatically terminate with no further obligation whatsoever to CDI.

**ARTICLE II  
TERM AND TERMINATION**

**Section 2.1 Term:** The term of this Agreement shall begin on the Effective Date and shall continue through December 31, ~~2025~~2025 (“*Term*”). This Agreement may be terminated in accordance with Section 2.2, below, or as elsewhere provided in this Agreement.

**Section 2.2 Termination:**

(a) Termination by CDI: CDI may terminate this Agreement: (i) if the District fails to pay an undisputed amount owed within fifteen (15) workdays of receiving CDI’s written notice that the undisputed amount has not been paid; or, (ii) upon thirty (30) workdays prior written notice to the District for any other reason.

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(b) Termination by the District: The District may terminate this Agreement: (i) upon fifteen (15) workdays written notice to CDI that it has breached this Agreement, if CDI fails to cure, or take substantial steps to cure, such breach within the fifteen (15) day period; or, (ii) upon thirty (30) workdays prior written notice to CDI for any other reason.

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(c) Effect of Termination: In the event of termination, the District will pay CDI for the prorated portion of the Services satisfactorily performed to the date of termination, subject to the District's right of set-off pursuant to Section 1.4 above and the District’s right of non-appropriation pursuant to Section 1.5 above.

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**ARTICLE III  
GENERAL SERVICES PROVISIONS**

**Section 3.1 Professional Standards:** CDI will perform the Services and any authorized Additional Services in accordance with the generally accepted standards of care, skill, diligence, and professional competence applicable to contractors engaged in providing similar services at the time and place that CDI’s Services or Additional Services are rendered. Except as otherwise expressly stated herein, CDI shall, at its cost, be solely responsible for repairing any damage caused by CDI or one or more of the CDI Parties (defined below).

**Section 3.2 Compliance with Applicable Law:** CDI will, at its own expense, comply with all federal, state, and local laws, statutes, ordinances, rules, codes, ~~regulation~~regulations, requirements, guidelines, court rulings and orders of all governmental authorities applicable to this Agreement and the Services or authorized Additional Services performed by CDI, including but not limited to, employee safety (collectively “*Applicable Law*”).

**Section 3.3- Personnel:** CDI represents that all of its employees and the CDI Parties (defined below) have received the information, instructions, and training required to provide the Services and any authorized Additional Services, including training to prevent harm to such personnel, residents, and members of the public who may be in the vicinity.

**Section 3.4 Licenses:** CDI and all of its employees and CDI Parties (defined below) performing work that requires licensing shall be licensed to the extent required by all Applicable Law and will, at CDI's cost, maintain such licensing throughout the period this Agreement is in effect. Such licenses include any requirements set forth by the State of Colorado and the Environmental Protection Agency.

**Section 3.5 Mechanics' and Materialmen's Liens; Verified Statement of Claim:** CDI shall make timely payments to CDI's employees, CDI Parties (defined below), vendors, and/or suppliers. As a political subdivision of the State, the District's property is not subject to liens; however, property the District manages may be subject to certain liens, and CDI shall be responsible for satisfaction of any liens and encumbrances that are filed or asserted against the District and/or such property that arise from or are the result of the Services or authorized Additional Services CDI performs. In addition, CDI shall promptly resolve any verified statement of claim filed with the District by a subcontractor, vendor, or supplier claiming CDI has failed to pay amounts due for services, labor or materials provided to CDI in the performance of its Services or authorized Additional Services.

**Section 3.6 Hours of Operation – Power Equipment:** CDI shall not use power equipment within one hundred (100) yards of any residence prior to 7:00 a.m. during the week (Monday through Friday) or prior to 8:00 a.m. on weekends (Saturday and Sunday) or on State observed holidays.

**Section 3.7 Operation of Motorized Vehicles or Equipment:** The operation of vehicles and equipment on or through parks and open space owned or maintained by the District is restricted to vehicles or equipment that is required for CDI to perform Services or authorized Additional Services for the District. Other than mowing equipment, vehicles shall use paved surfaces as much as practicable. Except for emergencies, vehicles and equipment shall not be on unpaved surfaces when the ground is soggy. If CDI requires vehicles to drive off paved surfaces, CDI must receive special permission in writing from the District. CDI's vehicles and motorized equipment shall at all times yield to pedestrians and cyclists in parks and open space.

**Section 3.8 Mowing Equipment:** To prevent the spread of diseases, pests, and weeds, all mowing equipment shall be cleaned, including the underside of the mowing deck, prior to use within the District.

**Section 3.9 CDI Water:** All water required for application of fertilizers, weed control products, and any other products requiring water for application to the property shall be provided at no cost to CDI. The District Manager will designate the location(s) at which CDI may obtain water.

**Section 3.10. Compliance with 5 CCR 1001-33 - Emission Reduction Requirements for Lawn and Garden Equipment:** On or before June 1, 2025, CDI shall comply with the Air Quality Control Commission's Rule 29, which is codified at 5 CCR 1001-33, the relevant portions of which are attached as Attachment 3 (~~“Rule 29”~~), which prohibits the use of gasoline-powered push and hand-held lawn and garden equipment with an internal combustion engine smaller than 7 kW (10 horsepower) between June 1 and August 31 of each year. CDI is required to fully understand and strictly comply with Rule 29's requirements, including but not limited to: (a) ensuring its

personnel do not use prohibited lawn and garden equipment between June 1 and August 31 of each year; (b) maintaining the required records for a minimum of 5 years; and, (c) if this Agreement is extended through 2026, preparing and timely submitting to the Board the required annual report.

**ARTICLE IV  
INDEMNIFICATION AND CONFIDENTIALITY**

**Section 4.1 Indemnification:** CDI shall indemnify and defend the District and its directors, officers, and agents (collectively, the “*District Parties*”) against all claims, damages, and liability arising out of any intentional, reckless, grossly negligent, or negligent act or omission by CDI or its employees, subcontractors, agents, or any other individual or entity that provides labor, equipment, supplies, materials, or other services on behalf of CDI (collectively, the “*CDI Parties*”) that arise from or in any manner relate to CDI’s or the *CDI Parties*’ performance of the Services, or authorized Additional Services or from the violation of, or failure of CDI or any of the *CDI Parties* to comply with, any Applicable Law, specifically including Rule 29-~~(5 CCR 1001-33)~~. The District shall have the right to select legal counsel to represent it, notwithstanding CDI’s obligation to pay the reasonable attorneys’ fees, costs, and expenses of the District’s legal counsel.

**Section 4.2 Communications and Confidentiality:** CDI will hold the information supplied by the District in confidence and will not disclose it to any other person or entity, unless (a) the District authorizes it to do so; (b) it is published or released by the District; (c) it becomes publicly known or available other than through disclosure by CDI; or, (d) disclosure is required by Applicable Law. This confidentiality provision does not prohibit CDI from disclosing District information to one or more of the *CDI Parties* if necessary to provide the Services or authorized Additional Services. Any of the *CDI Parties* shall be subject to the same restrictions on the use and disclosure of District information as apply to CDI.

**ARTICLE V  
CDI’S INSURANCE**

**Section 5.1- Coverages:** CDI will, at its sole cost and expense, maintain in effect at all times during the Term, the following insurance coverages with limits of not less than those set forth below. CDI further agrees to maintain and supply documentation of any additional public liability or property damage insurance that may be required by the State of Colorado during the Term.

(a) Employee Insurance:

Coverage	Minimum Amounts and Limits
Worker’s Compensation	\$500,000 (or as required by Colorado law)
Employer’s Liability	\$1,000,000 (or as required by Colorado law)

This policy will include a waiver of subrogation in favor of the *District Parties*.

(b) Liability Insurance:

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<b>Coverage</b>	<b>Minimum Amounts and Limits</b>
General Liability	\$1,000,000 combined single limits per occurrence with respect to each location (Occurrence Basis)

This policy will contain an endorsement including the District Parties as “additional insureds”. It also will contain cross-liability and severability of interest endorsements, a waiver of subrogation in favor of the District Parties, and an aggregate per location endorsement.

(c) Vehicle Insurance:

<b>Coverage</b>	<b>Minimum Amounts and Limits</b>
Business Vehicle Liability	\$1,000,000 combined single limits per occurrence (Occurrence Basis) with respect to each location.

This policy will be a standard form written to cover all owned, hired, and non-own vehicles owned or operated by CDI or one or more of the CDI Parties. This policy will contain an endorsement including the District Parties as “additional insureds”. It also will contain a waiver of subrogation in favor of the District Parties, and an aggregate per location endorsement.

(d) Umbrella Liability Insurance:

<b>Coverage</b>	<b>Minimum Amounts and Limits</b>
Bodily Injury/Property Damage	\$5,000,000 per occurrence (Occurrence Basis) \$5,000,000 aggregate

This policy will be written on an umbrella basis above the liability and vehicle insurance coverages described above. This policy will contain an endorsement including the District Parties as “additional insureds”. It also will contain subrogation in favor of the District Parties.

**Section 5.2 Policies:** All policies will be issued by carriers having ratings of Best’s Insurance Guide A/VIII and/or Standard & Poor Insurance Solvency Review A-, or better, and admitted to engage in the business of insurance in the State of Colorado. All policies must be endorsed to be primary, with the policies of all District Parties being non-contributory. All policies shall contain a provision that states that they cannot be canceled, non-renewed or materially modified without 30 days prior written notice by insurance carrier(s) to the District Manager.

**Section 5.3 Evidence of Coverage:** Evidence of the insurance coverage required to be maintained by CDI under this Article V, represented by certificates of insurance or endorsements, as applicable, issued by the insurance carrier(s), must specify the additional insured status as well as the waivers of subrogation. Such certificates of insurance or endorsements shall state the amounts of all deductibles and self-insured retentions and that the District Manager will be notified in

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writing thirty (30) days prior to cancellation, material change, or non-renewal of insurance. Upon request, CDI will provide to the District Manager a certified copy of any or all insurance policies or endorsements required by this Agreement. CDI shall provide the District Manager with copies of the certificates and/or endorsements evidencing that the District has been added as an additional insured under the various insurance policies which CDI is required to carry.

## ARTICLE VI MISCELLANEOUS

**Section 6.1 Independent Contractor:** CDI's status shall at all times be that of an independent contractor. Under no circumstances shall CDI or its personnel be considered a District employee. CDI will provide and have complete control over all materials, equipment, and labor CDI deems necessary to perform the Services and authorized Additional Services. Except as necessary to ensure the Services and authorized Additional Services are performed in accordance with the District's requirements and expectations, the District will have no control or supervision over the hours CDI's personnel work or the manner in which CDI performs the Services or authorized Additional Services. The District's only concern is with the results of CDI's Services and authorized Additional Services. The District has the right to reject any work that does not meet the District's standards. CDI will not be paid for any costs CDI incurs, or time CDI spends, correcting substandard work.

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CDI UNDERSTANDS AND AGREES: (A) CDI AND ITS EMPLOYEES ARE NOT ENTITLED TO WORKERS' COMPENSATION OR UNEMPLOYMENT COMPENSATION INSURANCE BENEFITS, UNLESS WORKERS' COMPENSATION OR UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY CDI OR SOME ENTITY OTHER THAN THE DISTRICT; AND (B) CDI IS OBLIGATED TO PAY FEDERAL, STATE, AND LOCAL INCOME TAX ON ANY MONEYS PAID PURSUANT TO THIS AGREEMENT. THE DISTRICT WILL NOT MAKE FEDERAL, STATE, AND LOCAL WITHHOLDINGS AND WILL NOT PROVIDE WORKERS' COMPENSATION OR UNEMPLOYMENT COMPENSATION INSURANCE.

CDI certifies that 84-1298847 is CDI's correct Federal Taxpayer Identification Number. By signing this Agreement, CDI certifies that it assumes full responsibility for the payment of all contributions, payroll taxes, income taxes, withholdings, and backup withholdings or assessments under federal, state, and local law. The District will only provide CDI with, and will file, an IRS Form 1099 in compliance with federal, state, and local law.

**Section 6.2 Notice:** Any notice required or permitted under this Agreement shall be in writing and hand-delivered or sent by certified/registered mail, return receipt requested, to the address below, or at another address previously furnished in writing to the other Party pursuant to this Section. A notice sent by certified/registered mail is deemed given when received, or 3 business days after the date sent, if not accepted by the Party to whom it was sent, whichever is earlier.

Roxborough Village Metropolitan District  
Attn: Peggy Ripko, District Manager  
Special District Management Services, Inc.

CDI Environmental Contractor  
Attn: Zacc Wair  
5585 Airport Rd

141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898

Sedalia, CO 80135

**Section 6.3 Governmental Immunity:** This Agreement is not intended, and shall not be construed, as a waiver of the limitations on damages or any of the privileges, immunities, benefits, or defenses provided to, or enjoyed by, the District and its current or past directors, officers, employees, volunteers, and agents under federal or state law, including but not limited to, the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

**Section 6.4 Governing Law; Jurisdiction and Venue; Attorneys' Fees:** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Colorado. Jurisdiction and venue for any civil action shall lie exclusively in the District Court for Douglas County. Prior to either Party commencing a civil action, the Parties shall participate in non-binding mediation through the American Arbitration Association in Denver, Colorado-or another mediator mutual agreed upon by the Parties. If the Parties are unable to resolve their dispute within forty-five (45) days of a Party notifying the other Party in writing of its request for mediation, either Party may commence a civil action. In any civil action arising from or relating to this Agreement, the Services, and/or Additional Services, the prevailing Party shall be awarded its reasonable attorneys' fees, costs, and expenses, including its reasonable attorneys' fees, costs, and expenses incurred in collecting or executing upon any judgment, order, or award.

**Section 6.5 Additional Provisions:** This Agreement is the entire agreement between the Parties as to the subject matter herein, and there are no oral or collateral agreements or understandings. This Agreement may only be amended by a document signed by the Parties. Course of dealing, no matter how long it may continue, shall not constitute an amendment to this Agreement. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach of this Agreement. This Agreement is not assignable. This Agreement is not intended to, and shall not, confer rights on any person or entity not named as a Party to this Agreement.

IN WITNESS WHEREOF, the Parties have signed this Agreement.

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT, a political subdivision of the State of Colorado

CONSOLIDATED DIVISIONS, INC., a Colorado Corporation d/b/a CDI Environmental Contractor

By: \_\_\_\_\_  
Ephram Glass, Board President

By: \_\_\_\_\_  
Name Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT 1  
SCOPE OF SERVICES**

CDI shall provide the landscape services set forth in this Scope of Services within the landscaped areas shown on Exhibit A to this Attachment 1. Special landscape services are described in Article III, below. If there is a conflict between the Standard Landscaping Services (Article II) and/or the Special Landscaping Services (Article III) and CDI's General Representations (Article I), the Standard Landscaping Services and/or the Special Landscaping Services, as applicable, shall control.

Whenever the word "Trash" is used in this Attachment 1 (Scope of Services) it shall mean trash, litter, debris, and animal waste.

**ARTICLE I  
CDI's GENERAL REPRESENTATIONS**



## Maintenance - Quality Plan

**Property Name:** Roxborough Village Metro District

**Focus Area:** *Maintenance*

### 1. Maintenance QUALITY PLAN PURPOSE

Roxborough Village Metro District is classified by CDI as a HIGH PRIORITY site.

Attention to Detail – You expressed your need to have the association look aesthetically pleasing and maintained throughout the season at a high standard. We understand that Roxborough Village is a premier community, and the landscaping needs to reflect that image. Lack of focus in highly visible areas shows an unkempt look and can reflect negatively upon the association. In order to provide thoroughness and quality in all aspects of our service, CDI plans for such detailing of a property that is often overlooked due to lack of proper planning and adequate/trained resources. Our approach will be to have the same crew performing the work week after week throughout the season; providing you familiarity with the crew and ensuring timeliness and consistent quality of work completed. This planning includes utilizing proven tools for mapping out and allocating time and manpower for these activities to be completed as scheduled. Weekly quality assurance programs will ensure the community is maintained consistently. .

### 2. QUALITY MANAGEMENT METHOD

#### 2.1 Quality Standards

A leading cause of frustrations with landscape maintenance is when a contractor does not provide consistent services in a timely manner. When your time is spent "babysitting" your contractor, you are taken away from other more important responsibilities. In this proposal, we have provided a tailored Landscape Plan for Roxborough Village which outlines the services to be provided and the frequency of when these services are scheduled to be performed. This information provided in the Landscape Plan sets the expectations and allows you to communicate from a position of knowledge when corresponding with the Board and/or when you receive calls from homeowners.

#### 2.2 Quality Equipment

Qualified as a HIGH PRIORITY account, Roxborough Village will be assigned all CDI-owned equipment. As needs change and we become accustomed to the property we can adjust as necessary as well.

### 2.3 Account Manager Responsibilities

Proactive communication is important and something you expect from your contractor. "Doing what you say, when you say you are going to do it", is simply following through on commitments. It shouldn't be your responsibility to bring issues/concerns to the attention of the landscape maintenance provider. With CDI, you will have multiple sets of eyes, at various times each week, watching over the property to identify and anticipate concerns and potential problems. Your dedicated Account Manager and single point of contact will ensure that you receive focused, proactive, and solution-driven communication pertaining to changing conditions of the campus. Whether it be conducting site walks and/or providing status reports, we will work with you to develop the most appropriate communication method(s) to convey pertinent information on what has/has not/will be transpiring on the property.

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## Maintenance - Quality Plan

**Property Name:** Roxborough Village Metro District

**Focus Area:** *Maintenance*

### 1. Maintenance QUALITY PLAN PURPOSE

Roxborough Village Metro District is classified by CDI as a HIGH PRIORITY site.

Attention to Detail – You expressed your need to have the association look aesthetically pleasing and maintained throughout the season at a high standard. We understand that Roxborough Village is a premier community, and the landscaping needs to reflect that image. Lack of focus in highly visible areas shows an unkempt look and can reflect negatively upon the association. In order to provide thoroughness and quality in all aspects of our service, CDI plans for such detailing of a property that is often overlooked due to lack of proper planning and adequate/trained resources. Our approach will be to have the same crew performing the work week after week throughout the season; providing you familiarity with the crew and ensuring timeliness and consistent quality of work completed. This planning includes utilizing proven tools for mapping out and allocating time and manpower for these activities to be completed as scheduled. Weekly quality assurance programs will ensure the community is maintained consistently. .

### 2. QUALITY MANAGEMENT METHOD

#### 2.1 Quality Standards

A leading cause of frustrations with landscape maintenance is when a contractor does not provide consistent services in a timely manner. When your time is spent "babysitting" your contractor, you are taken away from other more important responsibilities. In this proposal, we have provided a tailored Landscape Plan for Roxborough Village which outlines the services to be provided and the frequency of when these services are scheduled to be performed. This information provided in the Landscape Plan sets the expectations and allows you to communicate from a position of knowledge when corresponding with the Board and/or when you receive calls from homeowners.

#### 2.2 Quality Equipment

Qualified as a HIGH PRIORITY account, Roxborough Village will be assigned all CDI-owned equipment. As needs change and we become accustomed to the property we can adjust as necessary as well.

### 2.3 Account Manager Responsibilities

Proactive communication is important and something you expect from your contractor. "Doing what you say, when you say you are going to do it", is simply following through on commitments. It shouldn't be your responsibility to bring issues/concerns to the attention of the landscape maintenance provider. With CDI, you will have multiple sets of eyes, at various times each week, watching over the property to identify and anticipate concerns and potential problems. Your dedicated Account Manager and single point of contact will ensure that you receive focused, proactive, and solution-driven communication pertaining to changing conditions of the campus. Whether it be conducting site walks and/or providing status reports, we will work with you to develop the most appropriate communication method(s) to convey pertinent information on what has/has not/will be transpiring on the property.

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**ARTICLE II  
STANDARD LANDSCAPING SERVICES**

**Section 1 Standard Landscape Services:** The frequency and/or number of times per year that CDI is to provide the Standard Landscape Services are set forth in Exhibit B. A map depicting the areas to provide the Standard Landscape Services is shown in Exhibit C (the "Landscape Maintenance Map").

(a) Irrigated Turf: Turf care consists of mowing, irrigation, fertilization, and herbicide application to maintain healthy turf at all times.

(b) Mowing of Irrigated Turf Areas: Irrigated turf areas shall be mowed as necessary to maintain a turf height of approximately 2<sup>3</sup>/<sub>4</sub> - 3<sup>3</sup>/<sub>4</sub> inches during the growing season. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible. Excess clippings shall be removed from sidewalks and drives. Blades on all equipment shall be sharp to prevent tearing of the grass blades. Drought conditions may necessitate less frequent mowing. All clippings shall be collected and disposed of properly and/or blown from sidewalks in irrigated turf areas to maintain a well-groomed appearance. Mowing shall not be performed when the ground is soggy to avoid compaction, rutting, and removal of the grass.

(c) Trimming: All irrigated turf areas shall be trimmed after each mowing to provide a well-groomed appearance. This shall include all fence lines and vertical elements.

(d) Edging: During the mowing season, edging shall be performed along all sidewalks, walkways, drainage ways, streets, curbs, and planting beds to maintain a well-groomed appearance. Such edging shall be performed at least bi-weekly in irrigated turf areas during the mowing season. Should more frequent edging be required to maintain a well-groomed appearance, CDI shall provide a written proposal for such additional edging to the District Manager. All clippings shall be collected and disposed of properly and/or blown from sidewalks to maintain a well-groomed appearance.

(e) Fertilization: Irrigated turf areas shall be fertilized with a high quality, well-balanced fertilizer three (3) times each season. Only non-phosphorus fertilizer shall be used. The first application shall consist of 1/2 pound of nitrogen per 1,000 square feet, at least 40% of which shall be slow-release nitrogen. This first application shall contain a pre-emergent herbicide to control annual grassy weeds. Each subsequent application shall be 1 pound of nitrogen per 1,000 square feet, at least 40% of which shall be slow-release nitrogen and shall also contain at least 1% iron. All fertilizer shall be blown into turf areas from sidewalks to minimize staining; fertilizer shall not be blown into streets or gutters. Both the first and third fertilization shall occur as specified under the aeration section with the second occurring at some midpoint between the first and third application.

(f) Integrated Pest Management: If requested, CDI shall assist the District to develop policies to apply the principles of Integrated Pest Management (IPM). This includes information on modifications and additions to the prevention strategy and schedule of regular cleaning and

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maintenance; regular monitoring to detect problems early; choosing the most effective options with the least risk to people and the environment; using biological methods that will result in long-term solutions; and minimizing the use of pesticides and insecticides. CDI shall attempt to alert the District of all effective alternatives to chemical applications available.

(g) Weed Control: CDI shall spray all irrigated turf with a broad-spectrum broadleaf herbicide three (3) times per season with follow-up spot application as required. Prior to such application, CDI shall submit the proposed herbicide to the District for approval. Application of pre-emergent herbicide shall be completed before May 1 of each year; second and third applications of pre-emergent or application of post-emergent control of broadleaf weeds shall occur late June to first week of July and again late August to first week of September of each year. CDI shall perform manual removal of weeds on a weekly basis as needed.

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(h) Aeration: CDI shall aerate all irrigated turf areas to open the turf for fertilizer, air, and water two (2) times each year. The first aeration shall be completed before the first fertilization and shall be done within one (1) week of the irrigation system being turned on in the spring. The second aeration shall occur at a minimum, two (2) weeks prior to the irrigation system being shut down for the year. Irrigated turf areas will be watered thoroughly prior to aeration and fertilized immediately thereafter with an appropriate fertilizer, as specified in the Fertilization section. CDI shall use only a closed coring tine. Prior to aeration, CDI shall flag all sprinkler heads and valve boxes to minimize damage. At its own expense, CDI shall replace any sprinkler heads and valve box covers damaged by the aerators. Plugs shall be left on irrigated turf areas to assist in breaking down thatch.

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(i) Leaf Removal: In irrigated turf areas, CDI will collect and remove large accumulations of leaves during the month of November or after 90% leaf drop. Timing of collection and removal shall be weather dependent.

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(j) Unusual Conditions: Whenever CDI observes any condition which CDI believes may be detrimental to healthy turf growth, such conditions shall be immediately reported to the District Manager along with a recommended corrective action.

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**Section 2 Non-Irrigated Turf and Native Grass Care:** All mowing of non-irrigated turf and native grasses shall be coordinated with the District's herbicide contractor.

(a) Trails Through Non-Irrigated Turf and Native Grass Areas: Non-irrigated turf and native grass areas on either side of trails and sidewalks shall be mowed to a width of four feet (4'). These mowing areas are defined as "beauty-bands" and are depicted in Exhibit C. The beauty-bands shall be mowed on or about the first and last mow of the season and thereafter to four inches (4") when any of the vegetation in the bands have exceeded seven inches (7"). If the distance from a beauty band to a path, curb, vertical elements, or to a road is under twenty feet (20'), the beauty band mowing shall be widened to meet the mowed beauty-band to avoid leaving narrow strips of tall grass. All clippings shall be collected and disposed of properly and/or blown from trails and sidewalks to maintain a well-groomed appearance.

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(b) Fence Lines: All fence lines depicted in Exhibit C shall be mowed to a width of eight

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feet (8') and trimmed for wildfire mitigation purposes. Fence lines shall be mowed to a height of four inches (4") when the grasses exceed seven inches (7"). If the distance from a fence line to a path or to a road is under twenty feet (20'), the fence line mowing shall be widened to meet the mowed beauty-band to avoid leaving narrow strips of tall grass.

(c) Mowing of Non-Irrigated Turf and Native Grass Areas: Non-irrigated turf and native grass areas, as identified in Exhibit C, shall be mowed once per year, or as necessary at the discretion of the Board. The annual mowing shall occur in late winter or early spring except for (i) the sledding hill which shall be mowed once in late summer or early fall before any snowfall and for (ii) the east side of the upper parking lot, which shall be mowed based on the same criteria and frequency as beauty-bands. Mowing shall not be performed when the ground is soggy to avoid compaction, rutting, and removal of the grass. Only native areas designated in the maintenance plan map shall be mowed; not all native areas throughout the District will be mowed. All clippings shall be collected and disposed of properly and/or blown from sidewalks to maintain a well-groomed appearance.

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**Section 3 Tree and Shrub Care in Landscaped Areas:** CDI shall familiarize themselves with the numbers, locations, and types of trees and shrubs within the District. Tree and shrub care shall maintain and promote healthy growing conditions and shall include pruning, wound repair, fertilization, insect control, disease control, and other maintenance measures as necessary. The maximum overall tree/shrub height for pruning and removal shall be ten feet (10') or 1/3 the height of the tree/shrub, whichever is less. Trees in native areas are not maintained; however, some trees in non-irrigated, landscaped areas are maintained.

(a) Pruning and/or Removal of Trees: CDI shall not prune or remove trees unless directed to do so by the District. Any such pruning of trees or removal of any trees shall be an Additional Service to be approved by the Board or District Manager.

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(b) Pruning Shrubs: The objective of shrub pruning is to promote healthy plants and a pleasing appearance and to remove any growth into sidewalk areas. Shrubs shall be maintained as prescribed by the best practices for the species. Shrubs will be thinned as necessary to retain dense foliage, quality flowers, and a healthy natural appearance. Shrubs in non-irrigated and native areas are not maintained.

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(c) Dead Plant Materials and Replacement of Plants: All dead plant materials shall be removed and properly disposed off-site within one (1) week of determination of death. CDI shall immediately provide a quote to the District Manager to replace such plants.

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(d) Wrapping: CDI shall not wrap trees or shrubs unless directed to do so by the District. Any such wrapping of trees or shrubs shall be an Additional Service to be approved by the Board or District Manager.

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(e) Watering: During periods of dry weather, newly planted trees shall be hand watered weekly when the irrigation system is shut off or where no irrigation exists. This watering shall continue for new trees until they have been in the ground for two years and/or until they have an established root system.

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**Section 4 Mulch and Mulch Beds:** Organic mulches, including wood and bark chips shall be utilized in non-turf flower bed areas.

(a) Protective Rings: All trees and shrub beds shall be protected from maintenance equipment by use of a mulch bed and/or other protection, as approved by the Board. CDI shall correct any protective rings that are misapplied or in disrepair. Wood mulch shall not be applied against tree bark and shall dip to meet the base of the tree.

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(b) Application: Certified weed-free shredded wood mulch shall be reapplied each season after the first herbicide application, if applicable. This shall include all tree protection rings, shrub beds, ground covers, and annual and perennial beds.

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(c) Maintenance: All mulched areas shall be edged or re-edged prior to application of mulch to provide natural containment.

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**Section 5 Ground Cover, Flower Beds and Rock Beds:** The appearance and health of ground cover, flower beds, and rock beds shall be maintained by adhering to the following practices:

(a) Weed Control: Weeds in rock beds shall be controlled by use of a pre-emergent herbicide or selective systemic herbicide. The manufacturer and formulation of herbicides will be coordinated with the District before use. Weeds shall be hoed as little as possible to minimize damage to plant root systems.

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(b) Mow Strips/Landscape Edging: Landscape edging, including metal edging, mow strips, and any other materials, shall be kept in good repair and appearance and replaced if necessary. Any safety hazards shall be immediately corrected. Edging shall be kept at an appropriate depth to ensure mulch stays in the landscaped area and grass cannot spread to the landscaped area via underground rhizomes. Edging that has tilted, particularly to the point of impacting sprinkler heads, shall be straightened. All time and labor for this service are included in the contract price. The contract price includes replacement of one hundred (100) linear feet of metal edging to be replaced monthly. Only deteriorated or irreparable edging shall be replaced. ~~These replacements must be specifically invoiced~~ Prior to replacing any metal edging, CDI shall submit to the Board a detailed description of the location(s) of the metal edging, its condition, and why replacement is being recommended. CDI shall not replace any of the involved metal edging until the Board approves its replacement. All Board-approved metal edging replacements must be specifically invoiced, including date, time expended, and locations serviced for record purposes. If any of the hundred (100) linear feet per month remain unused at the end of the month, CDI will credit the District any remaining linear footage on subsequent work orders submitted for metal edging replacements. The District shall receive the benefit of all one hundred (100) linear feet per month whether or not such benefit is realized within the month of service, within prior months, or within subsequent months, for a total of 1,200 linear feet per year. If all deteriorated and irreparable metal edging has been replaced, CDI shall cease metal edging replacement work and credit the remaining linear footage to the District at the unit price listed in Attachment 2.

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(c) Flower Care: Pinch back dead blooms as required and hand weed weekly or as needed.

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to maintain beds in a weed-free condition.

(d) Spring Clean-up: Flower beds and landscaped areas shall be cleaned up in the spring, including but not limited to, cutting back perennial grasses and removing accumulated leaves and branches.

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(e) Fall Clean-up: Flower beds and landscaped areas shall be cleaned up in the fall, including but not limited to, cutting back perennial flowers and removing accumulated leaves and branches.

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(f) Rock Beds: Rocks that have spilled out of rock beds shall be moved back into the rock beds. Exposed irrigation lines shall be reburied under the rock for a clean appearance. CDI shall inform the District if additional rock is required in rock beds and shall provide a time and materials cost for adding the additional rock.

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**Section 6 Natural Areas:** Non-irrigated natural areas such as Little Willow Creek and the Dakota Hogback shall only be mowed as specified in the Landscape Maintenance Map or at the direction of the Board. Any mowing shall be coordinated with the District's herbicide contractor.

(a) Weed Control: Herbicide spraying in non-irrigated, natural areas is performed under separate contract and is not a service covered hereunder.

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**Section 7 Irrigation System Operation and Maintenance:** CDI will provide one (1) on-site Maintenance Technician on the Property to monitor and check the irrigation system, as well as make all repairs for twenty (20) hours a week for twenty-eight (28) weeks beginning April 1 of the calendar year. ~~The~~ Upon spring activation of the irrigation system, the Maintenance Technician's main duty will be to Technician shall check the operation of each sprinkler zone ~~on a weekly basis,~~ to verify that all control valves and heads are functioning properly, and that there are no leaks or other conditions, which may require repair, to make adjustments, and clean nozzles. ~~All~~ In addition, all controller enclosures shall be opened and visually inspected. ~~The~~ After the initial activation checks, the Maintenance Technician ~~also is responsible for making all repairs not required to make the same checks unless there is a visual indication of an issue or the District requests additional checks. On a weekly basis, the Maintenance Technician shall monitor irrigated areas and control system~~ repair leaks, clean nozzles, and make adjustments, as required.

The contract price includes all twenty (20) hours of weekly maintenance services. CDI agrees that the irrigation hours provided by CDI, up to eighty (80) hours per month, will be applied by CDI to any irrigation work performed for the District. These hours must be specifically invoiced including date, time expended, and locations serviced for record purposes, and any repair work is required to be invoiced along with photographs of the irrigation break and of the fixed repair work. Once all irrigation hours have been applied, additional irrigation hours shall be billed at agreed upon labor rates and submitted to the District for approval in accordance with the terms of the Agreement. If any of the eighty (80) hours per month remain unused at the end of the month, CDI will credit the District any remaining hours on subsequent work orders submitted for irrigation services or to prior irrigation invoices at Maintenance Technician rates. The District shall receive the benefit of all eighty (80) hours per month whether or not such benefit is realized within the

month of service, within prior months, or within subsequent months, for a total of 560 hours per year.

Damage to heads caused by mowing operations shall be repaired at CDI's expense. CDI shall maintain all appropriate keys, locks, system log-ins and passwords, and any other security, access, or operational procedures, measures, or devices and shall ensure that copies and information concerning all such procedures, measures, and devices are provided to the District with all appropriate updates, changes, or alterations.

Operation and maintenance of the irrigation system shall include the following:

(a) Activation of Irrigation System: Each spring, on a date to be determined by CDI in consultation with the Board and notice thereto, the irrigation system shall be activated. CDI shall immediately notify the District of any system damages which have resulted from improper shutdown the previous fall. Any such damages that were the result of CDI's actions shall be repaired immediately at the expense of CDI. Any such damage that was the result of a prior provider's improper shutdown or system damages caused by actions other than the system shutdown will be brought to the immediate attention of the District with details, including photographs, of such cause and/or extent of such damages, with an itemized estimate for any such repair. Any repair or initiation of such work will require prior Board approval. CDI shall at all times exercise its best efforts to operate the irrigation system in a manner that protects all components and equipment of such system and to conserve water resources.

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(b) Inspection: Inspection and adjustment of the system will be performed with particular attention paid to irregular water distribution patterns. Control enclosures will be opened and visually inspected between start-up and winterization to ensure water is being distributed as intended.

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(c) Sprinkler Heads: Plugged sprinkler heads shall be cleaned and pattern adjustments made as necessary to ensure that water is being distributed to only the intended vegetated areas.

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(d) Sprinkler Clock Timing: CDI shall program the sprinkler controls to optimize the application of water for each individual zone while controlling system pressure to minimize the possibility of irrigation line breaks. CDI shall program sprinkler controls to water on the specific days, times, and frequencies directed and approved by the Board. If CDI recommends a deviation from the specified days, times, and frequencies, such recommendations must be approved by the Board or District Manager prior to programming the changes. Adjustments to the amounts of watering shall be performed as needed throughout the watering season to adjust for precipitation and fluctuations in the evapo-transpiration rate.

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(e) Drip Irrigation System: CDI shall walk through all planting beds watered with drip irrigation and check for visible signs of plant stress. If stressed plant material is located, CDI shall inspect for proper system operation and repair as necessary. CDI shall report any non-functional drip irrigation system component and submit recommendations and estimates on necessary repairs along with photos related to the same, for approval by the Board.

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(f) System Repairs - Non-System Activation Related: CDI shall be responsible for repairs of all sprinkler system damage that are the result of CDI's operations. The District shall be notified immediately of any such damage and CDI shall undertake to immediately repair or correct such damage. Minor irrigation system repairs and adjustments that are not caused by CDI, such as nozzle replacement and head alignment, and clock adjustment shall be performed as part of the basic services and the District shall be billed for materials only. The need for major irrigation system repairs which are not caused by CDI shall be approved by the District and billed on a time and material basis. Such work may include clearing of plugged lines, relocation of the system, system additions, locating valves, and clock or electrical work. Prior to the initiation of such work, written approval must be obtained from the District. CDI shall be responsible for all costs of repairs that fail within a month of the original repair. All repairs shall be invoiced along with photographs of the irrigation breaks and of the fixed repair work, itemization of the materials, including manufacturer and model numbers, GPS location, and the date of the repair. The aforementioned repair information also shall be conveyed to the District Engineer, or other designee, for as-built recording. If the District employs a geographic information system (GIS), CDI shall record the aforementioned information and as-builts in the GIS.

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(g) Backflow Inspection: CDI shall inspect and certify backflow prevention devices annually. CDI shall file all certification forms as required and provide copies to the District Manager.

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(h) Winterization of Irrigation Systems: Winterization of the irrigation systems shall be completed by CDI in the fall before the first hard freeze. The typical time for winterization is in October, however CDI must winterize the irrigation systems before the first hard freeze. Winterization activities shall not extend into the month of November without prior Board approval. Winterization shall include voiding all lines of water using compressed air or other methods approved by the District. CDI also shall perform other tasks as necessary to winterize controllers and other system components.

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(i) Locates: The District Board shall designate the individual or entity that shall be responsible for the UNCC locate services for the District, which designation the Board may change at any time in its discretion. The District shall notify CDI of any change in the UNCC locate services provider. If the District's UNCC locate services provider requires the irrigation system to be located in a particular area, CDI will be notified in writing by email of such a requirement. The District shall compensate CDI for locate services based on agreed upon rates. If a third party requests a locate, CDI shall obtain approval from the District Manager before providing same.

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(j) Pond Depth and Consumption Monitoring: While the irrigation system is in operation, CDI shall inspect the irrigation pond (Crystal Lake in Arrowhead Shores) twice per week and monitor its depth. The lake water level must be maintained with a minimum level of twenty-eight inches (28") below the lake overflow and a maximum level of sixteen inches (16") below the lake overflow with a target level of twenty-two inches (22") below the lake overflow. CDI will order additional water from Roxborough Water & Sanitation to maintain the lake water level during the growing season. CDI will notify the District each time water is ordered. At the end of the growing season, CDI will allow water to be drawn down to thirty-six inches (36") below the overflow to provide capacity for winter run-off. CDI shall include water levels and amounts of ordered water

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in its written report to the District Manager that is submitted by a time specified by the District Manager. If CDI negligently orders water that results in water overflowing out of the irrigation pond, CDI will be responsible for the cost of the lost water, and restoration of any damage incurred.

(k) Pump Inspections: The District Engineer, or other designee, is responsible for scheduling routine maintenance and upgrades to the Irrigation Pump Station located within the limits of the fence at the site on Crystal Lake. Irrigation pumps shall be inspected weekly during the irrigation season by CDI and any concerns forwarded to the District Manager and District Engineer as soon as practicable.

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(l) Emergency Contact: CDI shall provide and maintain an operating after-hours emergency contact system to report any irrigation issues, problems, or emergencies.

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**Section 8 Facilities Maintenance:** The following Standard Landscape Services shall be performed on the District's facilities during the period from January 1 through December 31 unless otherwise stated.

(a) Tennis Courts/Basketball Courts: On a weekly basis, clean off animal waste and sweep or blow debris off courts. Provide a time and materials cost for washings that may be requested by the District. Report any damage or graffiti to the District Manager immediately. Inform the District if there is a need for new nets, striping, or fencing repair.

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(b) Volleyball Courts: At the beginning of the active season (April), inspect the courts for low spots and appropriate depth, damaged or loose edging, and proper netting. Any additional material, if needed to maintain appropriate depths, and any repairs shall be performed under a separate Work Order after approval from the Board. On a weekly basis, rake smooth sand surfaces and remove any weeds, animal waste, or debris. Inform the District if there is a need for a new net, additional sand, or any repairs. Report any damage or graffiti to the District Manager immediately.

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(c) Skate Parks: At the beginning of the maintenance season (April), high-pressure hose wash all surfaces once. Provide a time and materials cost for additional washings that may be requested by the District. Clean off animal waste weekly. Sweep or blow debris off park weekly. Report any damage or graffiti to the District Manager immediately.

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(d) Softball Field: For the period from April 1 through September 30, on a weekly basis, prior to each weekend, groom the dirt infield to provide a smooth even surface and ensure a clean edge between the grass and dirt sections of the field. Stripe the grass section of the softball field after the first such grooming of the calendar year and then once each month thereafter through September 30.

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(e) Bicycle Paths/Sidewalks: ~~Pick~~On a weekly basis, pick up ~~trash~~Trash and ~~animal waste~~ and remove, sweep, or blow debris off bicycle paths and sidewalks as needed.

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(f) Playground Areas: ~~Pick up trash and remove animal waste~~On a weekly basis, pick up Trash. Rake materials to a twelve inch (12") depth under swings, slides, and other structures weekly. Report the need for any additional material to maintain appropriate depths immediately to

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the District with an estimate for providing such. Any additional material application shall be performed after approval by the District and under a separate Work Order. Report any damage or graffiti to the District Manager immediately.

(g) Gazebo - Community Park: ~~Pick-On~~ on a weekly basis, pick up any trash, remove, Trash and sweep, or blow debris off sidewalks within pavilion area weekly. Report any damage or graffiti to the District Manager immediately.

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(h) Parking Lots and Adjacent Areas: Pick up Trash weekly. Report any damage or graffiti or unattended vehicles to the District Manager immediately.

**Section 9** ~~Trash/Dog Waste Pick-up: Pickup of Trash pick- General:~~ CDI is responsible for picking-up and removal Trash on a weekly basis. CDI shall be the responsibility of CDI. All trash ensure that all Trash receptacles shall have an internal removable can and a plastic removal liner (trash bag). It shall be CDI's responsibility to ensure that these are in place. When a trash When a Trash receptacle has a removable lid, it shall be CDI's responsibility to ensure that the lid is properly in place and secured with a locking cable. CDI shall order and stock all materials, including trash Trash bags and dog waste bags, at CDI's cost. CDI shall pick up and remove trash Trash from the site per the following seasonal schedule and pursuant to the following guidelines:

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(a) Summer (April 1 through October 15): Trash receptacles shall be emptied twice weekly as set forth in Exhibit B with extra pick-ups the last working day before and the first working day after the following holidays: Memorial Day, Labor Day, and Independence Day. Trash shall be disposed of as directed by the District. CDI shall provide a fixed price per receptacle for additional trash Trash pick-ups as required by the District.

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(b) Winter (January 1 through March 31 and October 16 through December 31): During the winter months CDI shall pick up trash Trash on all Property on a weekly basis.

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(c) Dog Waste Dispenser Stations: Inspect dog waste dispenser stations and remove and dispose of waste on a twice weekly basis year-round. Fill dispensers as needed, removing any debris, animal waste, and grass or weeds. Minor repairs of dog stations shall be performed as part of the basic services. CDI shall recommend full replacement of dog stations that require more than minor repairs. CDI shall recommend additional pick-ups or additional dog stations for high traffic areas if deemed necessary.

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(d) Fishing Line Disposal Stations: Inspect fishing line disposal stations and dispose of waste once weekly year-round. Minor repairs shall be performed as part of the basic services. CDI shall recommend replacement of stations requiring more than minor repair.

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(e) Vehicular Use: Vehicles used for trash Trash pick-up shall be confined to paved surfaces except for temporary parking at the side of a path to avoid blocking pedestrians. If CDI requires vehicles to drive off paved surfaces, CDI must receive special permission in writing from the District. All vehicles used for trash Trash pick-up must be quiet and non-polluting, such as electric vehicles. In picking up trash Trash, CDI shall confine any vehicle or motorized equipment

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used for such purpose to only the paved areas of the District and shall avoid traversing on any non-paved areas unless CDI or vendor has obtained an access permit from the District.

**Section 10 ~~Litter~~Trash Pick-up In Specified Areas:** CDI shall pick up and remove litter on a weekly basis.

(a) Turf Areas: Prior to mowing, CDI shall pick up litter on the property and adjacent streets.

(b) Park Areas: CDI shall remove litter accumulated around courts, play areas, mulch beds, walks and paths, and pond perimeters.

(c) Natural, Non-Irrigated Areas: CDI shall remove litter from non-irrigated and natural areas.

(d) Little Willow Creek: CDI shall remove litter from Little Willow Creek and drainages with an emphasis around storm drain outlets.

(e) Ponds: Trash and debris collecting within the irrigation pond (Crystal Lake in Arrowhead Shores neighborhood) and other ponds shall be removed twice per year (May and November). This may require the use of small non-motorized watercraft. CDI shall provide a fixed price for additional clean-ups as directed by the Board.

**Section 11- Damage to Landscape Improvements:** CDI shall provide protection to any material, trees, shrubs, fences, or other landscape improvements that may be subject to repetitive contact with maintenance equipment. At all times CDI shall be alert for damages to or theft of any Landscape Improvements, including but not limited to plant stock, turf, ground cover, benches, picnic tables, ~~trash~~Trash receptacles, play equipment, shelters, irrigation equipment, regardless of cause, including, but not limited to, fertilization, fungus, disease, irrigation, improper maintenance, storm damage, dumping of debris, graffiti, or vandalism. When such is identified, CDI shall immediately notify the District Manager of the condition and convey locations and pictures, if practicable, and recommend corrective action.

Any Landscape Improvements damaged by CDI's operations shall be repaired or replaced at the expense of CDI. Any Landscape Improvements having sustained damage prior to the commencement of the term of the Agreement shall be documented in writing to the District Manager and shall include print or digital photographs where appropriate.

The fences along the major roads (Village Circle East, Village Circle West, Rampart Range Road) are not owned by the District. They are owned and maintained by individual landowners. Fence issues such as fences falling into the property shall be brought to the attention of the District Manager.

**Section 12 Winter Services:** During the winter months of January, February, March, October, November, and December, CDI shall provide the following services:

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(a) Winter Watering: Should there be extended periods of drought which may lead to plant or tree stress, such plants and trees shall be watered as recommended by CDI or the District's tree service provider. Ground cover areas shall be watered lightly, if so warranted, for a pre-approved additional fee, billed separately.

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(b) Winter Watering Turf: Turf shall be watered as far into the fall as weather will permit. Should there be extended dry periods during the winter, turf shall be watered either by pressurizing the sprinkler system and then re-winterizing or irrigating turf area using hoses attached to fire hydrants for an additional fee, billed separately.

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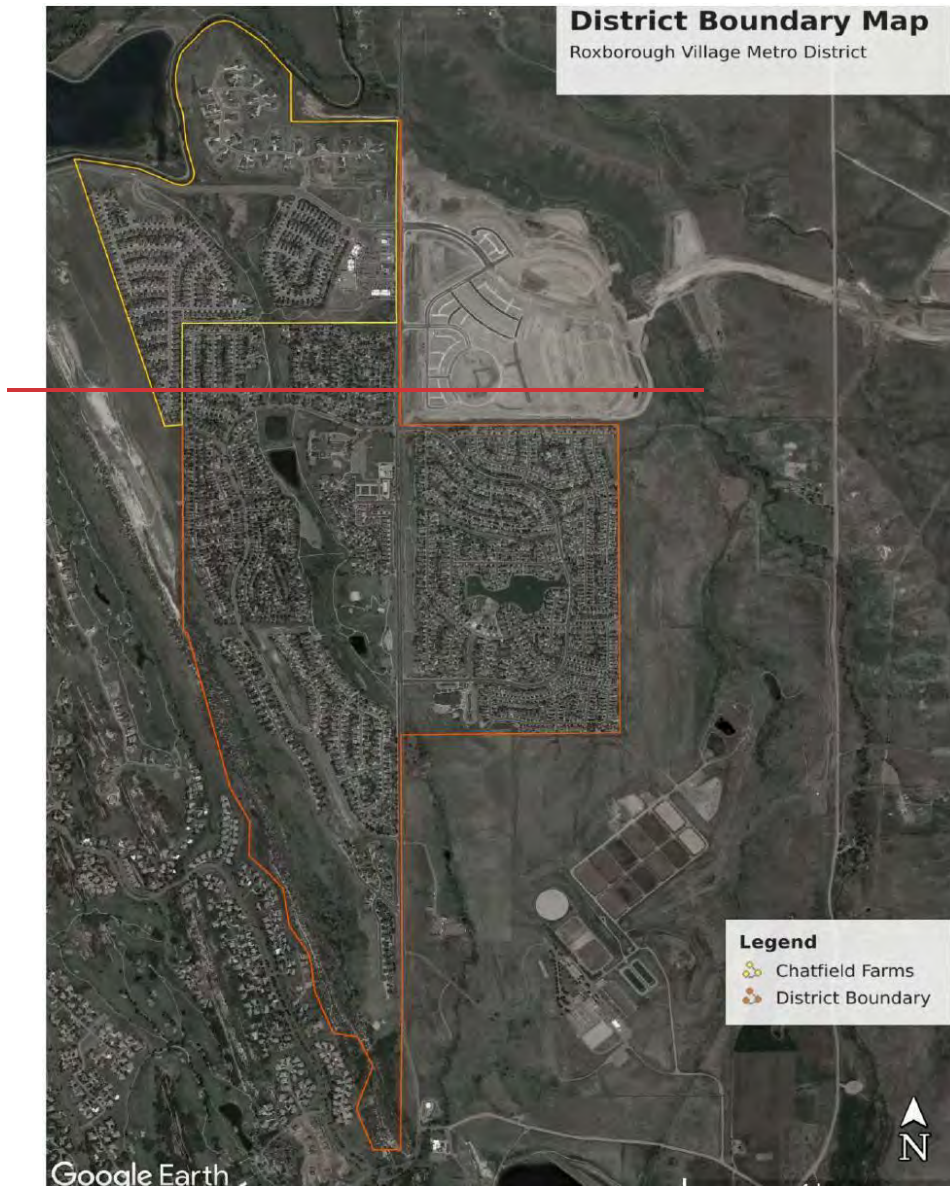
**Section 13 Graffiti Removal:** CDI shall be responsible for removal of graffiti when and wherever it occurs within the District's boundaries. CDI will bill time and materials for this Additional Service. CDI shall take photos of the graffiti before removal and the cleaned area after the removal. CDI shall include any graffiti removal services in the applicable monthly report to the Board, with the photos.

**Section 14 Geographic Information System (GIS) Services:** If and when the District is utilizing a GIS, CDI shall be responsible for recording work performed in the GIS. Photos, equipment information, services performed, shall be recorded or verified when CDI personnel are in the District performing the Services or Additional Services outlined in this Agreement. CDI shall use District provided equipment for recording information in the GIS. CDI shall ensure data is uploaded at least once a week by connecting to a Wi-Fi network or other means. CDI may charge and store the GIS equipment in an on-site location designated by the District. GIS training shall be provided by the District. CDI shall be solely responsible for the cost of replacing any GIS equipment that is lost or damaged as a result of the intentional, reckless, or negligent acts or omissions of any of the CDI Parties.

### ARTICLE III ADDITIONAL SERVICES

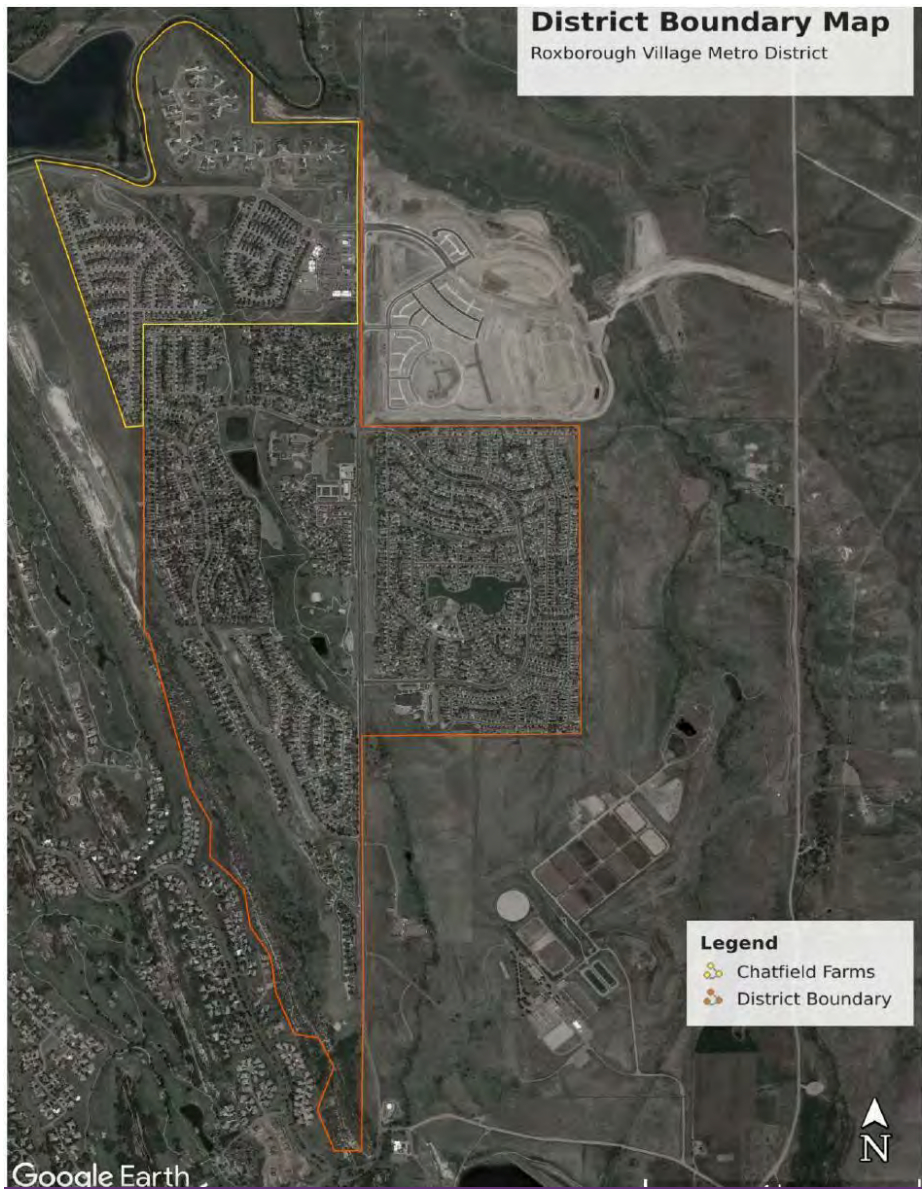
From time to time the District may request that CDI provide Additional Services not included within the scope of the Standard Landscape Services. Prior to providing any Additional Services, CDI will obtain approval from the District. Oral discussions between a District Board member or the District Manager and a CDI employee shall not constitute authority to perform Additional Services until it is memorialized through an approved Work Order. Additional Services shall be provided in accordance with agreed upon rates and charges, pursuant to an approved Work Order. In addition, Work Orders may include services not otherwise described.

**EXHIBIT A  
DISTRICT BOUNDARY MAP**



5348462.5  
5789147.1

Agreement for Landscape Maintenance Services (1/1/24) (Attachment 1, Exhibit A – District Boundary Map)



5348462.5 — 5783688.3  
Map)  
5789147.1

Agreement for Landscape Maintenance Services (1/1/2425) (Attachment 1, Exhibit A – District Boundary

**EXHIBIT B  
STANDARD LANDSCAPE SERVICES**

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SERVICE	FREQUENCY/ NUMBER	TIME OF YEAR
Site Inspections	Monthly	January - December
Irrigated turf area mowing (mow, trim, blow)	Weekly/As Needed	April - October
Edging-Irrigated Turf Areas	Every Two Weeks	April - October
Fertilization-Irrigated turf areas	3	Spring/Summer/Fall
Broadleaf Weed Spray-Irrigated Turf Areas	3	Spring/Early Summer/Late Summer
Core Aeration-Irrigated turf areas	2	Spring/Fall
Leaf Removal	1	November
Beauty-band mowing (mow, trim, blow)	As Needed	April - October
Fence line mowing (mow, trim)	As Needed	June - October
Non-irrigated turf area mowing (mow, trim, blow)	1	March
Sledding hill area mowing (mow, trim, blow)	1	September
Shrub/Tree Pruning (under 10')-Aesthetic	2	March/June
New tree watering	Weekly/As Needed	April - October
Wood mulch application	1	Spring
Chemical Weed Control- Ground Cover, Flower & Rock Beds. Sidewalks and Curb/Gutter	Monthly/As Needed	April - October
Manual Weed Control- Ground Cover, Flower & Rock Beds	Weekly/As Needed	April - October
Flower dead-heading	Weekly/As Needed	April - October
Spring Clean Up-Landscaped areas	1	April
Fall Clean Up-Landscaped areas	1	October
Irrigation Activation	1	April
Irrigation system checks	Weekly	April - October
Irrigation system adjustments	As Needed	April - October
Irrigation system repairs	As Needed	April - October
Pond level monitoring/maintenance	Twice Weekly	April - October
Irrigation pump inspection	Weekly	April - October
Backflow inspection	1	Spring
Irrigation Winterization	1	October
Winter watering (plants/trees)	As Needed	October - March
Winter watering (turf)	As Needed	October - March
Tennis/Basketball Court maintenance	Weekly	January - December
Volleyball Court maintenance	Weekly	April - October
Skate Park maintenance	Weekly	January - December
Skate Park pressure wash	1	April
Softball field grooming	Weekly	April - September
Softball field striping	Monthly	April - September
Bicycle path maintenance	As Needed	January - December
Playground maintenance (cleaning/raking)	Weekly	January - December
Gazebo maintenance	Weekly	January - December
Trash pick-up-Landscaped Area (Summer)	Twice Weekly	April - October

Trash pick-up-Landscaped Area (Winter)	Weekly	November - March
Dog waste pick-up	Twice Weekly	January - December
Litter removal (on the ground and pond edges)	Weekly	January - December
Litter removal (within ponds)	2	May/November
Metal landscape edging replacements	100 lin. ft. Monthly	January - December

Additional Services Not Included in Contract Price:

SERVICE	FREQUENCY/ NUMBER	COST/RATE
Native Area Mowing - Additional	Upon Approval	
Annual Flower Installation and Maintenance	Upon Approval	
Irrigation System Repair (after contracted 80 hours per month)	Upon Approval	
Insect and Disease Control	Upon Approval	
Tree Wrap/Unwrap	Upon Approval	
Winter Watering Each	Upon Approval	
Tree Pruning	Upon Approval	
Large Debris Removal	Upon Approval	
Holiday Lights /Decorations Set-up and Removal	Upon Approval	
Trash Pick-up - Additional	Upon Approval	

Additional Services Not Included in Contract Price:

SERVICE	FREQUENCY/ NUMBER	COST/RATE
Native Area Mowing - Additional	Upon Approval	
Annual Flower Installation and Maintenance	Upon Approval	
Irrigation System Repair (after contracted 80 hours per month)	Upon Approval	
Insect and Disease Control	Upon Approval	
Tree Wrap/Unwrap	Upon Approval	
Winter Watering Each	Upon Approval	
Tree Pruning	Upon Approval	
Large Debris Removal	Upon Approval	
Holiday Lights /Decorations Set-up and Removal	Upon Approval	
Trash Pick-up - Additional	Upon Approval	

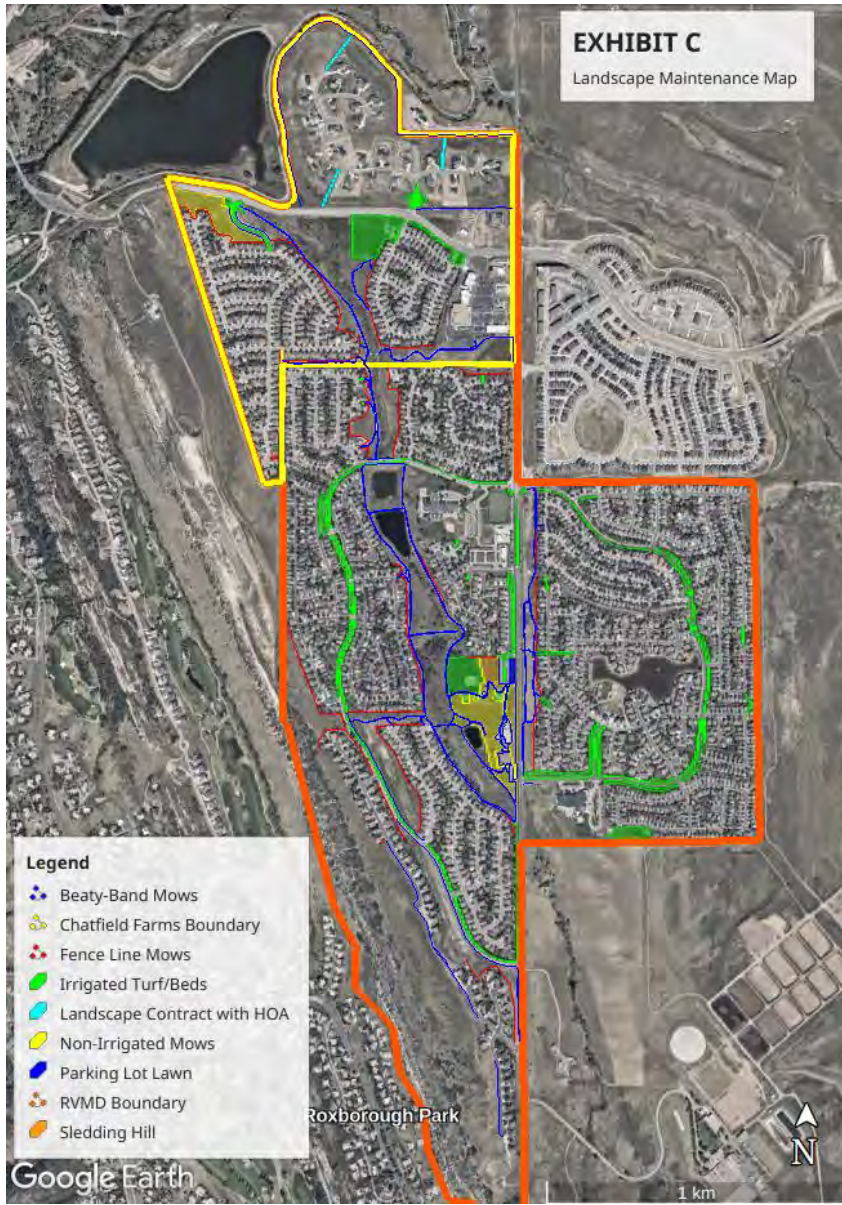
**EXHIBIT C  
LANDSCAPE MAINTENANCE MAP**



5783688.3  
5789147.1

Agreement for Landscape Maintenance Services (1/1/25) (Attachment 1, Exhibit C – Landscape Maintenance Map)





**ATTACHMENT 2  
COMPENSATION**

5783688.3  
5789147.1

Agreement for Landscape Maintenance Services (1/1/25) (Attachment 2 – Compensation)



**303-471-1522**  
 naturesworkforce.com

<b>To:</b> SDMS	<b>Contact:</b> Peggy Ripko
<b>Address:</b> 141 Union Boulevard, Suite 150 Lakewood, CO 80228	<b>Phone:</b> 303-987-0835 <b>Fax:</b> 303-987-2032
<b>Project Name:</b> Roxborough Village - Jan '24 - Dec '24	<b>Bid Number:</b>
<b>Project Location:</b> Littleton, CO	<b>Bid Date:</b> 12/6/2023
<b>Addendum #:</b> N/A	

2024 Landscape maintenance

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Summer Weekly Services:</b>	26.00	EACH	\$1,757.00	\$45,682.00
Mow, Trim, Blow, Bed Weeding, Trash Pick Up, Edging 13 Times, Spray				
<del>Tree Rings 2 Times</del>				
Includes - Bike Path Maintenance, Playground Maintenance, Flower Deadheading,				
<b>Pruning Shrubs And Trees:</b>	2.00	EACH	\$5,939.00	\$11,878.00
Shrub Pruning 2x				
Tree Pruning Up To 12' 2x				
<b>Spring Clean Up:</b>	1.00	EACH	\$3,060.00	\$3,060.00
Cut Ornamental Grasses Back, Remove Pine Needles, And Blow Debris Out Of Beds				
<b>Fall Clean Up:</b>	1.00	EACH	\$6,553.00	\$6,553.00
Leaf Removal From All Landscape Areas, Cut Back Herbaceous Perennials				
<b>Aeration Of All Turf Areas:</b>	2.00	EACH	\$2,764.00	\$5,528.00
<b>Turf Fertilization And Broadleaf Herbicide:</b>	3.00	EACH	\$3,475.22	\$10,425.66
3 Application Of 24-4-10 Fertilizer And One Pre-emergent				
3 Applications Of Post Emergent Broadleaf Weed Control				
<b>Irrigation Checks:</b>	24.00	EACH	\$948.00	\$22,752.00
Weekly Irrigation Checks - 20 Hours Per Week				
<b>Irrigation System Spring Start Up:</b>	1.00	EACH	\$2,118.00	\$2,118.00
<b>Irrigation System Winterization:</b>	1.00	EACH	\$2,683.00	\$2,683.00
<b>Native Grass Field Mowing:</b>	1.00	EACH	\$1,028.00	\$1,028.00
Includes String Trimming Around Obstacles Such As Trees, Include String Trimming Of Fence Lines, Includes Spraying Herbicide Along Fence Lines And Around Posts				
<b>Native Grass Beauty Band &amp; Fence Line Mowing: (6 Occurrences)</b>	6.00	EACH	\$598.50	\$3,591.00
Mow A 3'-6" Wide Band Along Sidewalks, Turf Areas, And Fence Lines That Are Adjacent To Native Grass Fields.				
<b>Tennis &amp; Basketball Court Maintenance</b>	52.00	EACH	\$138.50	\$7,202.00
<b>Volleyball Courts Maintenance</b>	30.00	EACH	\$107.00	\$3,210.00
<b>Skate Park Maintenance</b>	52.00	EACH	\$108.50	\$5,642.00
<b>Skate Park Pressure Wash</b>	1.00	EACH	\$3,449.00	\$3,449.00
<b>Softball Field Grooming</b>	26.00	EACH	\$157.00	\$4,082.00
<b>Softball Field Striping</b>	6.00	EACH	\$278.50	\$1,671.00
<b>Trash Pick Up - Summer</b>	52.00	EACH	\$155.00	\$8,060.00
Includes - Pond Edges				
<b>Winter Trash Removal:</b>	26.00	EACH	\$240.00	\$6,240.00
Police Property For Trash Change Out Trash Bags In Dog Stations And Trash Receptacles Excludes Pick Up Of Hazardous Materials Or Dead Animals				
<b>Dog Waste Pick Up</b>	104.00	EACH	\$99.85	\$10,384.40
<b>Pond Litter Removal - Inside</b>	2.00	EACH	\$1,678.00	\$3,356.00
<b>Shredded Wood Mulch - Refresh</b>	1.00	LS	\$12,090.00	\$12,090.00



**303-471-1522**  
 naturesworkforce.com

<b>To:</b> SDMS	<b>Contact:</b> Peggy Ripko			
<b>Address:</b> 141 Union Boulevard, Suite 150 Lakewood, CO 80228	<b>Phone:</b> 303-987-0835 <b>Fax:</b> 303-987-2032			
<b>Project Name:</b> Roxborough Village - Jan '24 - Dec '24	<b>Bid Number:</b>			
<b>Project Location:</b> Littleton, CO	<b>Bid Date:</b> 12/6/2023			
<b>Addendum #:</b> N/A				
<b>Item Description</b>	<b>Estimated Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total Price</b>
Steel Edger - 3/16" X 4"	1,200.00	LF	\$10.31	\$12,372.00
<b>Total Bid Price:</b>				<b>\$193,057.06</b>

**Notes:**

- Irrigation rates will be \$ 82.00 per hour for a irrigation technician any necessary materials will be additional.
- **This proposal is good for 30 days following the date given on the proposal.**
- This bid does not include traffic control.



<b>To:</b> SDMS	<b>Contact:</b> Peggy Ripko
<b>Address:</b> 141 Union Boulevard, Suite 150 Lakewood, CO 80228	<b>Phone:</b> 303-987-0835 <b>Fax:</b> 303-987-2032
<b>Project Name:</b> Roxborough Village Jan 25- Dec 25 (rev. Removal Of HOA's)	<b>Bid Number:</b> 0002
<b>Project Location:</b> Rampart Range Road, Littleton, CO	<b>Bid Date:</b> 12/4/2024
<b>Addendum #:</b> N/A	

Landscape Maintenance program Jan 1, 2025- December 31st, 2025.  
Includes Alternate Pricing for Native Herbicide applications, per map provided by Ephram.  
Excludes all the HOAs as Follows: Roxborough Village 1, Roxborough Filing 16B, Roxborough Filing 14B, Roxborough Chatfield Farms, Roxborough Arrowhead Shores. These have been removed from the pricing per the board of directors. See map provided

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Summer Weekly Services:</b> Mow, Trim, Blow, Bed Weeding, Edging 13 Times, Spray Tree Rings 3 Times	26.00	EACH	\$2,006.83	\$52,177.58
<b>Winter Trash Removal:</b> Police Property For Trash Change Out Trash Bags In Dog Stations And Trash Receptacles Excludes Pick Up Of Hazardous Materials Or Dead Animals	26.00	EACH	\$48.64	\$1,264.64
<b>Pruning Shrubs And Trees:</b> Shrub Pruning 2x Tree Pruning Up To 12' 1x	2.00	EACH	\$4,734.31	\$9,468.62
<b>Spring Clean Up:</b> Cut Ornamental Grasses Back, Remove Pine Needles, And Blow Debris Out Of Beds	1.00	EACH	\$9,456.69	\$9,456.69
<b>Fall Clean Up:</b> Leaf Removal From All Landscape Areas, Cut Back Herbaceous Perennials	1.00	EACH	\$7,698.23	\$7,698.23
<b>Turf Fertilization And Broadleaf Herbicide:</b> Season Long Duration Fertilizer (270 Day Release) Pre-emergent To Control Crabgrass 3 Broadleaf Herbicide Applications	3.00	EACH	\$5,261.40	\$15,784.20
<b>Spring Pre-emergent Herbicide:</b> Application To Landscape Beds:	1.00	EACH	\$1,622.76	\$1,622.76
<b>Aeration Of All Turf Areas:</b>	2.00	EACH	\$2,487.15	\$4,974.30
<b>Irrigation Checks:</b> 16 Hours Per Occurrence Total Of 384 Hours For The Season.	24.00	EACH	\$1,000.07	\$24,001.68
<b>Irrigation System Spring Start Up:</b>	1.00	EACH	\$2,719.08	\$2,719.08
<b>Irrigation System Winterization:</b> (1 Time)	1.00	EACH	\$6,411.02	\$6,411.02
<b>Native Grass Field Mowing:</b> (1 Occurrences) Includes String Trimming Around Obstacles Such As Trees Include String Trimming Of Fence Lines Includes Spraying Herbicide Along Fence Lines And Around Posts	1.00	EACH	\$3,370.89	\$3,370.89
<b>Native Grass Beauty Band Mowing:</b> (6 Occurrences) Mow A 3'-6' Wide Band Along Sidewalks, Turf Areas, And Fence Lines That Are Adjacent To Native Grass Fields.	6.00	EACH	\$1,826.28	\$10,957.68
<b>Tennis &amp; Basketball Court Maintenance</b>	52.00	EACH	\$40.12	\$2,086.24
<b>Volleyball Courts Maintenance</b>	30.00	EACH	\$35.68	\$1,070.40
<b>Skate Park Maintenance</b>	52.00	EACH	\$37.74	\$1,962.48
<b>Skate Park Pressure Wash</b>	1.00	EACH	\$856.25	\$856.25
<b>Softball Field Grooming</b>	26.00	EACH	\$23.78	\$618.28
<b>Shredded Wood Mulch - Refresh</b>	1.00	LS	\$8,365.26	\$8,365.26
<b>Trash And Dog Station Services</b>	104.00	EACH	\$315.25	\$32,786.00
<b>Pond Litter Removal - Inside</b> Excludes Crystal Lake Park	2.00	EACH	\$727.79	\$1,455.58
<b>Softball Field Striping</b>	6.00	EACH	\$60.92	\$365.52

**Total Bid Price: \$199,473.38**



<b>To:</b> SDMS	<b>Contact:</b> Peggy Ripko
<b>Address:</b> 141 Union Boulevard, Suite 150 Lakewood, CO 80228	<b>Phone:</b> 303-987-0835 <b>Fax:</b> 303-987-2032
<b>Project Name:</b> Roxborough Village Jan 25- Dec 25 (rev. Removal Of HOA's)	<b>Bid Number:</b> 0002
<b>Project Location:</b> Rampart Range Road, Littleton, CO	<b>Bid Date:</b> 12/4/2024
<b>Addendum #:</b> N/A	

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Additional Recommended Services</b>				
<b>Fall Pre-emergent Herbicide:</b> Application To Landscape Beds:	1.00	EACH	\$2,271.86	\$2,271.86
<b>Revive Applications-</b> Spring, Summer, And Fall Applications	3.00	EACH	\$6,626.31	\$19,878.93
<b>Total Price for above Additional Recommended Services Items:</b>				<b>\$22,150.79</b>
<b>Edger Install</b>				
<b>Steel Edger - 3/16" X 4"</b>	1,200.00	LF	\$9.24	\$11,088.00
<b>Total Price for above Edger Install Items:</b>				<b>\$11,088.00</b>
<b>Native Broadleaf Herbicide Applications</b>				
<b>Native Grass - Broadleaf Herbicide:</b> Spot Spray (estimated Per Occurrence Price) Does Not Control Grassy Weeds. Based On Map Provided Approx. 188 Acres Assume Treating 1/4 Of The Site Per Application.	1.00	EACH	\$12,109.69	\$12,109.69
<b>Native Broadleaf Weed Control: (price Per Hour)</b> Typical Production Rate Is Around 1 Acre Per Hour, Depending On Slope, Infestation Levels, And Access This May Adjust Up Or Down. Hourly Rate Includes Materials, Labor, And Standard Equipment. Price Is Per Hour, Per Person.	1.00	HR	\$160.00	\$160.00
<b>Total Price for above Native Broadleaf Herbicide Applications Items:</b>				<b>\$12,269.69</b>

**Notes:**

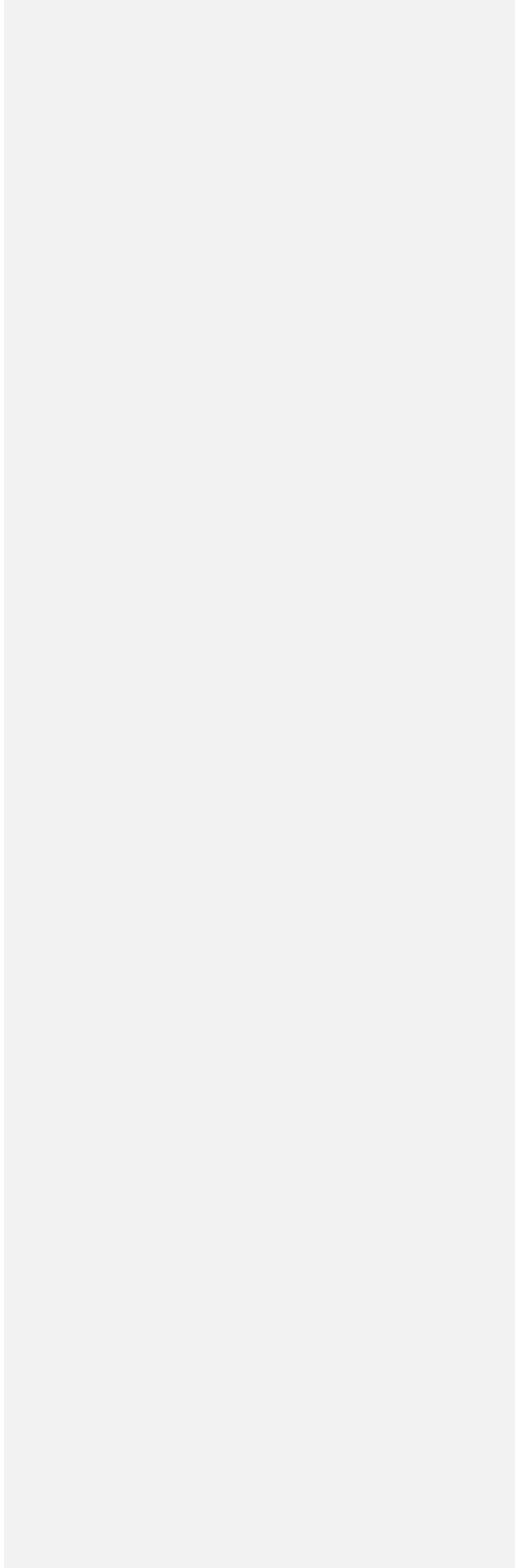
- This bid does not include organic amendments or fertilizer.
- On-site water source to be provided by others at no cost to CDI.
- This bid does not include traffic control.
- This bid does not include engineering, permits or testing.
- This bid does not include surveying or layout.
- Any fees for billing or project management platforms such as Texture are not included in this proposal and will be billed as an additional cost to the project.
- CDI is a commercial applicator licensed by the Department of Agriculture.
- **This proposal is good for 30 days following the date given on the proposal.**

**The total contract price shall be paid in accordance with the following monthly schedule:**

January – 5%	<del>-\$9,652.84</del>
February – 5%	<del>-\$9,652.84</del>
March – 5%	<del>-\$9,652.85</del>
April – 10%	\$19,305.71
May – 10%	\$19,305.71
June – 10%	\$19,305.71
July – 10%	\$19,305.71

August – 10%	<del>\$19,305.71</del>
September – 10%	<del>\$19,305.71</del>
October – 10%	<del>\$19,305.71</del>
November – 10%	<del>\$19,305.71</del>
December – 5%	<del>-\$9,652.85</del>
<b>Total:</b>	<u>\$</u>

| **\$193,057.06**



ATTACHMENT 3

**Department Of Public Health And Environment - Air Quality Control Commission  
Regulation Number 29 - Emission Reduction Requirements for Lawn & Garden Equipment  
5 CCR 1001-33**

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**PART A Emission Reduction Requirements for Lawn and Garden Equipment**

I. Applicability and general provisions

I.A. This part applies to the federal government, state government agencies, and local governments that use lawn and garden equipment, as defined in Section II.

I.B. The use restrictions in Section III. do not apply to lawn and garden equipment.

I.B.1. Used for the purpose of abating or preventing damage during a declared emergency or equipment used by first responders to provide emergency services.

I.B.2. Used for the purpose of fire hazard reduction and post-fire recovery activities in or near the wildland areas or the wildland urban interface.

I.B.3. Used for the purpose of riparian, forest, or grassland management.

I.B.4. Used for public safety purposes.

I.B.5. Nothing in this Section I.B. limits the applicability of the recordkeeping and reporting provisions in Section IV.I.C. Severability. If any section, clause, phrase, or standard contained in these regulations is for any reason held to be inoperative, unconstitutional, void, or invalid, the validity of the remaining portions thereof will not be affected and the Commission declares that it severally passed and adopted these provisions separately and apart.



II. Definitions

- II.A. "Federal government" means the United States and any department, agency, or instrumentality thereof as those terms are used in 42 U.S.C. § 7604(e) (February 16, 2024).
- II.B. "Landscaping" means decorative or protective vegetation that enhances appearance surrounding buildings or roadways; areas that enhance appearance and create useable space for outdoor activities around a home; a planned outdoor space set aside for cultivation, display, and enjoyment of herbs, fruits, flowers, vegetables, trees, or ornamental shrubs.
- II.C. "Lawn and garden equipment" means equipment whose primary purpose is to assist with cleanup or maintenance of a lawn or garden area of a property. Examples of this type include, but are not limited to:
- II.C.1. Aerators.
  - II.C.2. Brush cutters.
  - II.C.3. Chainsaws.
  - II.C.4. Dethatchers.
  - II.C.5. Edgers.
  - II.C.6. Generators, when used for lawn and garden services (e.g., charging or operating electric equipment).
  - II.C.7. Hedge trimmers.
  - II.C.8. Leaf blowers.
  - II.C.9. Power washers.
  - II.C.10. Push lawn mowers.
  - II.C.11. Pruners.
  - II.C.12. Rotary tillers.
  - II.C.13. String trimmers.
  - II.C.14. Wood splitters.
- II.D. "Lawn and garden services" means landscaping services, grass/lawn mowing, weeding, grass/lawn trimming, removal and disposal of debris and trash, leaf cleanup and removal, planting or maintenance of any plants (e.g., trees, bushes, hedges, shrubs, flowers, other plants). Lawn and garden services do not include activities such as forest or grassland management.
- II.E. "Local government" means municipalities, county governments, city and county governments, public school districts, and special districts.

- II.F. "Municipality" means a city or town as defined in § 31-1-101(6), C.R.S., (2023).
  - II.G. "Ozone nonattainment area" means an area within Colorado designated by the Commission and approved by the U.S. Environmental Protection Agency under the Code of Federal Regulations Title 40, § 81.306 (November 30, 2021), in which ambient air concentrations exceed the National Ambient Air Quality Standards for ozone.
  - II.H. "Special district" means a quasi-municipal corporation or political subdivision as defined in § 32-1-103(20), C.R.S., (2023).
  - II.I. "State government agency" means any agency, board, bureau, commission, department, division, institution, or office of the executive or judicial departments of state government, including institutions of higher education, located within the state of Colorado.
- III. Use restrictions
- III.A. Beginning June 1, 2025, no state government agency in Colorado can use gasoline-powered push and hand-held lawn and garden equipment with an internal combustion engine smaller than 19 kW (25 horsepower) between June 1 and August 31 of each year.
  - III.B. Beginning June 1, 2025, neither the federal government nor any local government can use gasoline-powered push and hand-held lawn and garden equipment with an internal combustion engine smaller than 7 kW (10 horsepower) between June 1 and August 31 of each year in the ozone nonattainment area.
  - III.C. The restrictions in Sections III.A. and III.B. also apply to lawn and garden services contracted for and provided to the federal government, a state government agency, or a local government.
- IV. Recordkeeping and reporting
- IV.A. State government agencies, local governments, and the federal government must maintain records for five (5) years demonstrating compliance with Sections III.A. through III.C. Records must be made available to the Division upon request.
  - IV.B. On or before June 1, 2026, and June 1 of each year thereafter, all state government agencies, local governments, and federal government conducting or contracting for lawn and garden services subject to Section III. must submit information for the preceding calendar year (e.g., for the June 1, 2026, report submit information for the period of June 1, 2025, through August 31, 2025) using a Division-approved format. The report must include:
    - IV.B.1. A list of all gasoline-powered push and hand-held lawn and garden equipment with an internal combustion engine smaller than 19 kW (25 horsepower) used or potentially used by the state government agency from June 1 to August 31.
    - IV.B.2. A list of all gasoline-powered push and hand-held lawn and garden equipment with an internal combustion engine smaller than 7 kW (10 horsepower) used or potentially used by the federal government or local government within the ozone nonattainment area from June 1 to August 31.
    - IV.B.3. For the equipment listed in Section IV.B.1. and IV.B.2.,
      - IV.B.3.a. The lawn and garden equipment type, horsepower, manufacturer.

IV.B.3.b. For gasoline-powered equipment used during the June 1 through August 31 time period, documentation demonstrating the circumstances requiring the use of such equipment such as supply chain issues, need for heavy-duty scale equipment, or a purpose listed in Section I.B.

IV.B.4. The company name and designated contact person for the lawn and garden services contractor(s), if applicable, and description of the services (e.g., list of activities, duration, frequency, expected equipment use) provided.

IV.C. Each report must be accompanied by a certification by a responsible official that, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.

**PART A Emission Reduction Requirements for Lawn and Garden Equipment**

I. Applicability and general provisions

I.A. This part applies to the federal government, state government agencies, and local governments that use lawn and garden equipment, as defined in Section II.

I.B. The use restrictions in Section III. do not apply to lawn and garden equipment.

I.B.1. Used for the purpose of abating or preventing damage during a declared emergency or equipment used by first responders to provide emergency services.

I.B.2. Used for the purpose of fire hazard reduction and post-fire recovery activities in or near the wildland areas or the wildland urban interface.

I.B.3. Used for the purpose of riparian, forest, or grassland management.

I.B.4. Used for public safety purposes.

I.B.5. Nothing in this Section I.B. limits the applicability of the recordkeeping and reporting provisions in Section IV.I.C. Severability. If any section, clause, phrase, or standard contained in these regulations is for any reason held to be inoperative, unconstitutional, void, or invalid, the validity of the remaining portions thereof will not be affected and the Commission declares that it severally passed and adopted these provisions separately and apart.



II. Definitions

- II.A. "Federal government" means the United States and any department, agency, or instrumentality thereof as those terms are used in 42 U.S.C. § 7604(e) (February 16, 2024).
- II.B. "Landscaping" means decorative or protective vegetation that enhances appearance surrounding buildings or roadways; areas that enhance appearance and create useable space for outdoor activities around a home; a planned outdoor space set aside for cultivation, display, and enjoyment of herbs, fruits, flowers, vegetables, trees, or ornamental shrubs.
- II.C. "Lawn and garden equipment" means equipment whose primary purpose is to assist with cleanup or maintenance of a lawn or garden area of a property. Examples of this type include, but are not limited to:
- II.C.1. Aerators.
  - II.C.2. Brush cutters.
  - II.C.3. Chainsaws.
  - II.C.4. Dethatchers.
  - II.C.5. Edgers.
  - II.C.6. Generators, when used for lawn and garden services (e.g., charging or operating electric equipment).
  - II.C.7. Hedge trimmers.
  - II.C.8. Leaf blowers.
  - II.C.9. Power washers.
  - II.C.10. Push lawn mowers.
  - II.C.11. Pruners.
  - II.C.12. Rotary tillers.
  - II.C.13. String trimmers.
  - II.C.14. Wood splitters.
- II.D. "Lawn and garden services" means landscaping services, grass/lawn mowing, weeding, grass/lawn trimming, removal and disposal of debris and trash, leaf cleanup and removal, planting or maintenance of any plants (e.g., trees, bushes, hedges, shrubs, flowers, other plants). Lawn and garden services do not include activities such as forest or grassland management.
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  - II.H. "Special district" means a quasi-municipal corporation or political subdivision as defined in § 32-1-103(20), C.R.S., (2023).
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  - III.B. Beginning June 1, 2025, neither the federal government nor any local government can use gasoline-powered push and held-held lawn and garden equipment with an internal combustion engine smaller than 7 kW (10 horsepower) between June 1 and August 31 of each year in the ozone nonattainment area.
  - III.C. The restrictions in Sections III.A. and III.B. also apply to lawn and garden services contracted for and provided to the federal government, a state government agency, or a local government.
- IV. Recordkeeping and reporting
- IV.A. State government agencies, local governments, and the federal government must maintain records for five (5) years demonstrating compliance with Sections III.A. through III.C. Records must be made available to the Division upon request.
  - IV.B. On or before June 1, 2026, and June 1 of each year thereafter, all state government agencies, local governments, and federal government conducting or contracting for lawn and garden services subject to Section III. must submit information for the preceding calendar year (e.g., for the June 1, 2026, report submit information for the period of June 1, 2025, through August 31, 2025) using a Division-approved format. The report must include:
    - IV.B.1. A list of all gasoline-powered push and hand-held lawn and garden equipment with an internal combustion engine smaller than 19 kW (25 horsepower) used or potentially used by the state government agency from June 1 to August 31.
    - IV.B.2. A list of all gasoline-powered push and hand-held lawn and garden equipment with an internal combustion engine smaller than 7 kW (10 horsepower) used or potentially used by the federal government or local government within the ozone nonattainment area from June 1 to August 31.
    - IV.B.3. For the equipment listed in Section IV.B.1. and IV.B.2.,
      - IV.B.3.a. The lawn and garden equipment type, horsepower, manufacturer.

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IV.B.3.b. For gasoline-powered equipment used during the June 1 through August 31 time period, documentation demonstrating the circumstances requiring the use of such equipment such as supply chain issues, need for heavy-duty scale equipment, or a purpose listed in Section I.B.

IV.B.4. The company name and designated contact person for the lawn and garden services contractor(s), if applicable, and description of the services (e.g., list of activities, duration, frequency, expected equipment use) provided.

IV.C. Each report must be accompanied by a certification by a responsible official that, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.



**ENVIRONMENTAL CONTRACTOR**

5585 W. Airport Rd  
Sedalia, Colorado 80135

☎ 303.471.1522 📠 303.470.3197 ✉ sales@cdi-services.com

To: SDMS	Contact: Peggy Ripko
Address: 141 Union Boulevard, Suite 150 Lakewood, CO 80228	Phone: 303-987-0835 Fax: 303-987-2032
Project Name: Roxborough Village Jan 25- Dec 25 (rev. Removal Of HOA's)	Bid Number: 0002
Project Location: Rampart Range Road, Littleton, CO	Bid Date: 12/4/2024
Addendum #: N/A	

Landscape Maintenance program Jan 1, 2025- December 31st, 2025.

Includes Alternate Pricing for Native Herbicide applications, per map provided by Ephram.

Excludes all the HOAs as Follows: Roxborough Village 1, Roxborough Filing 16B, Roxborough Filing 14B, Roxborough Chatfield Farms, Roxborough Arrowhead Shores. These have been removed from the pricing per the board of directors. See map provided

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Summer Weekly Services: Mow, Trim, Blow, Bed Weeding, Edging 13 Times, Spray Tree Rings 3 Times	26.00	EACH	\$2,006.83	\$52,177.58
Winter Trash Removal: Police Property For Trash Change Out Trash Bags In Dog Stations And Trash Receptacles Excludes Pick Up Of Hazardous Materials Or Dead Animals	26.00	EACH	\$48.64	\$1,264.64
Pruning Shrubs And Trees: Shrub Pruning 2x Tree Pruning Up To 12' 1x	2.00	EACH	\$4,734.31	\$9,468.62
Spring Clean Up: Cut Ornamental Grasses Back, Remove Pine Needles, And Blow Debris Out Of Beds	1.00	EACH	\$9,456.69	\$9,456.69
Fall Clean Up: Leaf Removal From All Landscape Areas, Cut Back Herbaceous Perennials	1.00	EACH	\$7,698.23	\$7,698.23
Turf Fertilization And Broadleaf Herbicide: Season Long Duration Fertilizer (270 Day Release) Pre-emergent To Control Crabgrass 3 Broadleaf Herbicide Applications	3.00	EACH	\$5,261.40	\$15,784.20
Spring Pre-emergent Herbicide: Application To Landscape Beds:	1.00	EACH	\$1,622.76	\$1,622.76
Aeration Of All Turf Areas:	2.00	EACH	\$2,487.15	\$4,974.30
Irrigation Checks: 16 Hours Per Occurrence Total Of 384 Hours For The Season.	24.00	EACH	\$1,000.07	\$24,001.68
Irrigation System Spring Start Up:	1.00	EACH	\$2,719.08	\$2,719.08
Irrigation System Winterization: (1 Time)	1.00	EACH	\$6,411.02	\$6,411.02
Native Grass Field Mowing: (1 Occurrences) Includes String Trimming Around Obstacles Such As Trees Include String Trimming Of Fence Lines Includes Spraying Herbicide Along Fence Lines And Around Posts	1.00	EACH	\$3,370.89	\$3,370.89
Native Grass Beauty Band Mowing: (6 Occurrences) Mow A 3'-6' Wide Band Along Sidewalks, Turf Areas, And Fence Lines That Are Adjacent To Native Grass Fields.	6.00	EACH	\$1,826.28	\$10,957.68
Tennis & Basketball Court Maintenance	52.00	EACH	\$40.12	\$2,086.24
Volleyball Courts Maintenance	30.00	EACH	\$35.68	\$1,070.40
Skate Park Maintenance	52.00	EACH	\$37.74	\$1,962.48
Skate Park Pressure Wash	1.00	EACH	\$856.25	\$856.25
Softball Field Grooming	26.00	EACH	\$23.78	\$618.28
Shredded Wood Mulch - Refresh	1.00	LS	\$8,365.26	\$8,365.26
Trash And Dog Station Services	104.00	EACH	\$315.25	\$32,786.00
Pond Litter Removal - Inside Excludes Crystal Lake Park	2.00	EACH	\$727.79	\$1,455.58
Softball Field Striping	6.00	EACH	\$60.92	\$365.52

Total Bid Price: \$199,473.38





**ENVIRONMENTAL CONTRACTOR**

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Sedalia, Colorado 80135

☎ 303.471.1522 📠 303.470.3197 ✉ sales@cdi-services.com

To: SDMS	Contact: Peggy Ripko
Address: 141 Union Boulevard, Suite 150 Lakewood, CO 80228	Phone: 303-987-0835 Fax: 303-987-2032
Project Name: Roxborough Village Jan 25- Dec 25 (rev. Removal Of HOA's)	Bid Number: 0002
Project Location: Rampart Range Road, Littleton, CO	Bid Date: 12/4/2024
Addendum #: N/A	

Item Description	Estimated Quantity	Unit	Unit Price	Total Price
<b>Additional Recommended Services</b>				
Fall Pre-emergent Herbicide: Application To Landscape Beds: Revive Applications- Spring, Summer, And Fall Applications	1.00	EACH	\$2,271.86	\$2,271.86
	3.00	EACH	\$6,626.31	\$19,878.93
Total Price for above Additional Recommended Services Items:				<u>\$22,150.79</u>
<b>Edger Install</b>				
Steel Edger - 3/16" X 4"	1,200.00	LF	\$9.24	\$11,088.00
Total Price for above Edger Install Items:				<u>\$11,088.00</u>
<b>Native Broadleaf Herbicide Applications</b>				
Native Grass - Broadleaf Herbicide: Spot Spray (estimated Per Occurrence Price) Does Not Control Grassy Weeds. Based On Map Provided Approx. 188 Acres Assume Treating 1/4 Of The Site Per Application.	1.00	EACH	\$12,109.69	\$12,109.69
Native Broadleaf Weed Control: (price Per Hour) Typical Production Rate Is Around 1 Acre Per Hour, Depending On Slope, Infestation Levels, And Access This May Adjust Up Or Down. Hourly Rate Includes Materials, Labor, And Standard Equipment. Price Is Per Hour, Per Person.	1.00	HR	\$160.00	\$160.00
Total Price for above Native Broadleaf Herbicide Applications Items:				<u>\$12,269.69</u>

**Notes:**

- This bid does not include organic amendments or fertilizer.
- On-site water source to be provided by others at no cost to CDI.
- This bid does not include traffic control.
- This bid does not include engineering, permits or testing.
- This bid does not include surveying or layout.
- Any fees for billing or project management platforms such as Textura are not included in this proposal and will be billed as an additional cost to the project.
- CDI is a commercial applicator licensed by the Department of Agriculture.
- This proposal is good for 30 days following the date given on the proposal.
- Nature's Workforce, a Consolidated Divisions, Inc. company.  
An Equal Opportunity Employer

**Payment Terms:**

Payment due 30 days from invoice.



**CDI**  
ENVIRONMENTAL CONTRACTOR

5585 W. Airport Rd  
Sedalia, Colorado 80135

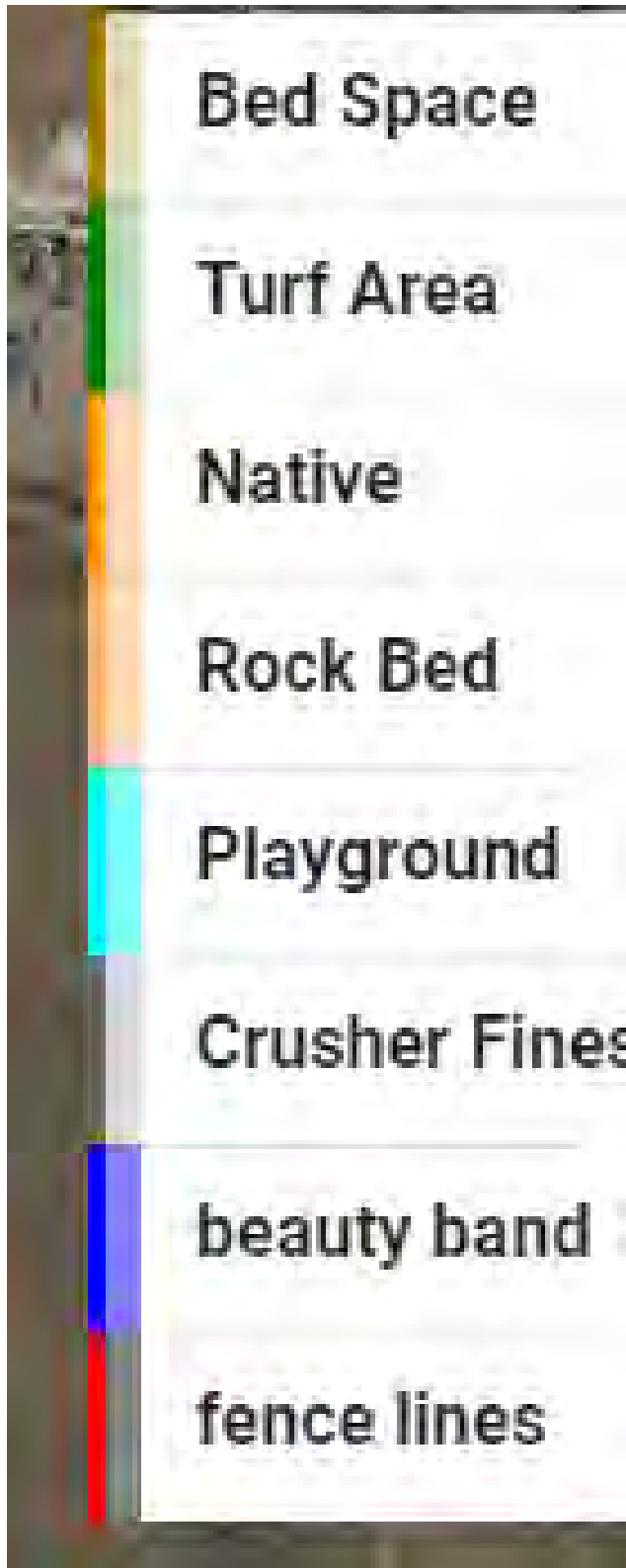
☎ 303.471.1522 📠 303.470.3197 ✉ sales@cdi-services.com

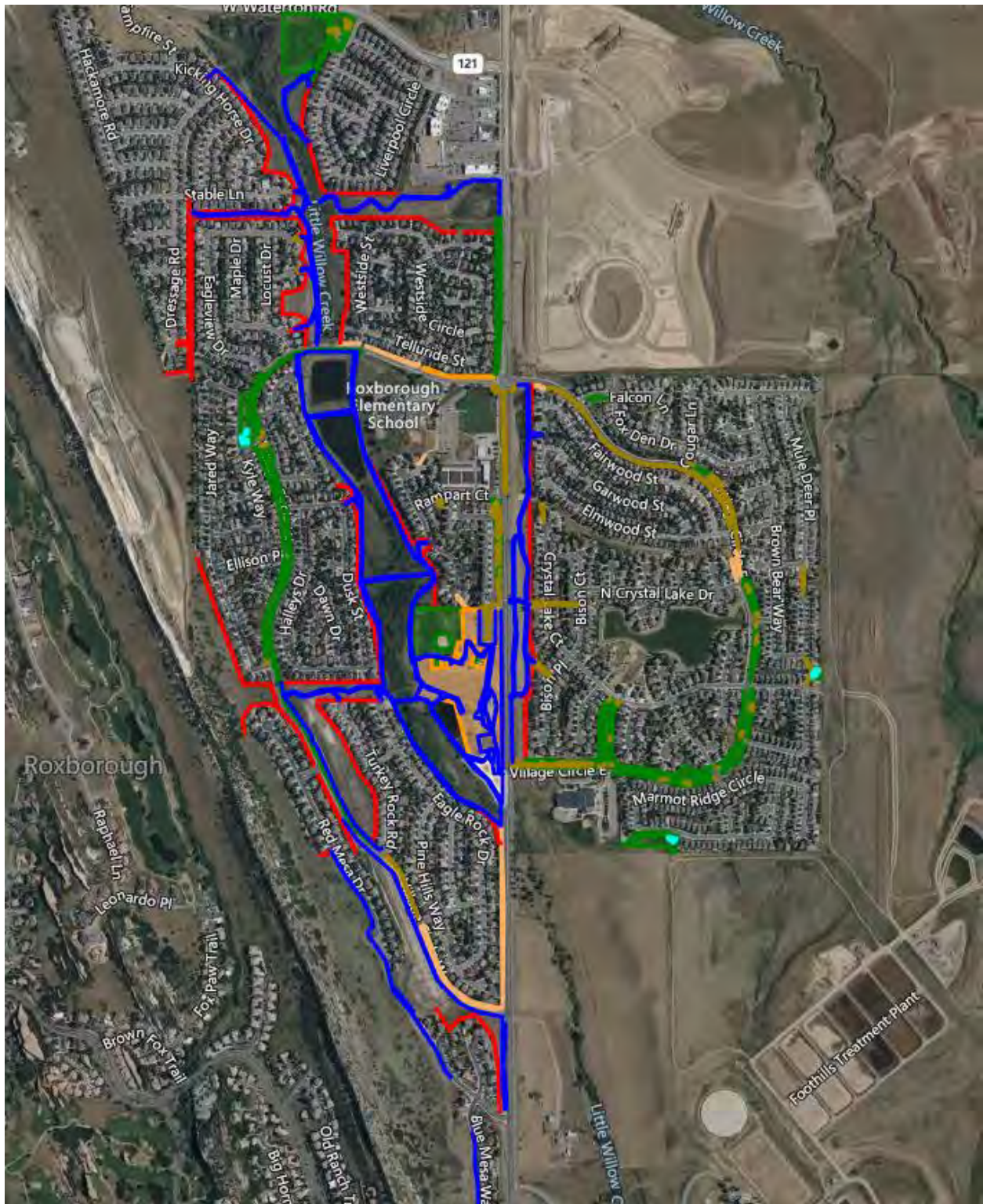
To: SDMS	Contact: Peggy Ripko
Address: 141 Union Boulevard, Suite 150 Lakewood, CO 80228	Phone: 303-987-0835 Fax: 303-987-2032
Project Name: Roxborough Village Jan 25- Dec 25 (rev. Removal Of HOA's)	Bid Number: 0002
Project Location: Rampart Range Road, Littleton, CO	Bid Date: 12/4/2024
Addendum #: N/A	

<p><b>ACCEPTED:</b> The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p><b>CONFIRMED:</b> Consolidated Divisions, Inc DbA CDI Environmental Contractors</p> <p>Authorized Signature: _____</p> <p>Estimator: Daniel Levine (303) 396-9851 DanielL@cdi-services.com</p>
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Revised Service Map- HOA's removed:

**KEY:**







**ENVIRONMENTAL CONTRACTOR**

5585 W. Airport Rd  
Sedalia, Colorado 80135

☎ 303.471.1522 📠 303.470.3197 ✉ sales@cdi-services.com

To: SDMS	Contact: Peggy Ripko
Address: 141 Union Boulevard, Suite 150 Lakewood, CO 80228	Phone: 303-987-0835 Fax: 303-987-2032
Project Name: Roxborough Snow 2025	Bid Number: 1
Project Location: Village Circle West, Roxborough, CO	Bid Date: 12/11/2024
Addendum #: NA	

Service Parking Area/ Drive Lanes	Scope 2"	Ice Mitigation Required	Service Private Sidewalks	Scope 2"	Ice Mitigation Required
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Other/Special Requirements \_\_\_\_\_

AGREEMENT TERMS: January 1, 2025- December 31, 2025

Contractor proposes to provide all labor and materials necessary to complete snow and ice management in accordance with the following details, specifications and estimates.

Line #	Item Description	Estimated Quantity	Unit	Unit Price
1	4x4 Pickup With Plow	1.00	HR	\$132.00
2	Sand Truck	1.00	HR	\$132.00
3	ATV With Plow	1.00	HR	\$120.00
4	Zero-Turn With Plow	1.00	HR	\$120.00
5	Skidsteer With Plow	1.00	HR	\$168.00
6	Loader With Box Or Bucket	1.00	HR	\$315.00
7	Snow Blower	1.00	HR	\$85.00
8	Dump Truck	1.00	HR	\$162.00
9	Tractor With Plow	1.00	HR	\$290.00
10	Laborer	1.00	HR	\$72.00
11	Snow Captain Site Supervision	1.00	HR	\$98.00
12	Ice Slicer (Granular)	1.00	TON	\$310.00
13	Ice Melt	1.00	BAG	\$50.00
14	Post Storm 4x4 Pickup With Plow	1.00	HR	\$132.00
15	Post Sand Truck	1.00	HR	\$132.00
16	Post Storm ATV With Plow	1.00	HR	\$120.00
17	Post Storm Zero-Turn With Plow	1.00	HR	\$120.00
18	Post Storm Skidsteer With Plow	1.00	HR	\$168.00
19	Post Storm Loader With Box Or Bucket	1.00	HR	\$315.00
20	Post Storm Snow Blower	1.00	HR	\$85.00
21	Post Storm Dump Truck	1.00	HR	\$162.00
22	Post Storm Tractor With Plow	1.00	HR	\$290.00
23	Post Storm Laborer	1.00	HR	\$72.00
24	Post Storm Snow Captain Site Supervision	1.00	HR	\$98.00
25	Post Storm Ice Slicer (Granular)	1.00	TON	\$310.00
26	Post Storm Ice Melt	1.00	BAG	\$50.00

**Notes:**

- Note: The above stated rates are based on time and material. All services are charged portal to portal. There is a minimum charge of 1 hour per push for each piece of equipment used, and such minimum charge shall also include 1 hour of snow supervision and 1 bag (50 lb) ice melt and/or 1/2 ton ice slicer. Client agrees to pay Contractor for time and materials utilized by the contractor, including the minimum charge stated herein. Items listed above include the operator fee in the hourly rate.



**ENVIRONMENTAL CONTRACTOR**

5585 W. Airport Rd  
Sedalia, Colorado 80135

☎ 303.471.1522 📠 303.470.3197 ✉ sales@cdi-services.com

To:	SDMS	Contact:	Peggy Ripko
Address:	141 Union Boulevard, Suite 150 Lakewood, CO 80228	Phone:	303-987-0835
		Fax:	303-987-2032
Project Name:	Roxborough Snow 2025	Bid Number:	1
Project Location:	Village Circle West, Roxborough, CO	Bid Date:	12/11/2024
Addendum #:	NA		

- Fuel Surcharge: If fuel prices exceed \$4.00 per gallon for gasoline or \$4.50 per gallon for diesel, a surcharge of 8% will be charged on top of the above rates. Additionally, if material costs exceed more than 20% of quoted vendor price and/or cost at the beginning of the season, material prices will be adjusted to reflect such increases and Client agrees to pay the increase. By signing this Contract, Contractor and Client agree to the above pricing, including this fuel surcharge.
- Snow Staking: Staking of the site(s) will be billed at the above hourly rate, which includes materials. In the event that Client elects to not have the site(s) staked by Contractor prior to commencement of snow/ice removal, then Contractor shall not be responsible for any damage to the site which occurs as a result of snow/ice removal operations.
- Terms and Conditions.
- 1. Contractor will furnish labor, materials, supervision and necessary equipment to perform snow/ice removal services as set forth on page one. Services will be provided for length of time specified in "agreement term." Contractor will provide only the services outlined and only at the locations ("site(s)") referenced on page one.
- 2. Contractor will not be responsible for anything that is not included on page one of this Contract. Contractor shall not be held responsible for any damage resulting from Client's (or its agent's) lack of or improper staking of the site(s). If Contractor provides land marking at the site(s), Contractor shall be responsible for items that are damaged by Contractor that have been land marked and will repair, replace, or credit client for such damages which were not present prior to contracted services. However, in order for this provision to apply, Contractor must be notified by Client in writing within 48 hours of such damage occurring, otherwise, any claim for such damage is irrevocably waived by Client.
- 3. Contractor shall not be liable for untimely notice of accumulation by Client for snow removal. Neither will Contractor be liable for any damages resulting from Client's failure to timely or appropriately request services from Contractor.
- 4. Contractor reserves the right to stop work, with or without notice, if Client does not pay each invoice in full within ten (10) days of the invoice date. In the event that Contractor stops work under this provision, Contractor shall have no obligation to maintain, care for, or provide any service for the site(s) unless and until all of Client's outstanding account is brought current. While Contractor has no responsibility for the sites(s), Contractor shall not be liable for any injuries to Client or to any invitee, guest, or licensee of Client related to accumulation or other hazardous conditions on the site(s). Further, Client acknowledges and agrees that Contractor has the right to record a mechanic's lien against any real property for which Contractor provides the services hereunder.
- 5. Client further agrees to pay Contractor a finance charge of 1.75% per month (21% per annum) for any amount which is not paid in full within fifteen (15) days of the invoice date. Client shall also pay Contractor's fees incurred in association with collection including, but not limited, to attorneys' fees, collection agency fees, and court costs.
- 6. This Contract shall be governed, construed and enforced in accordance with the laws of the State of Colorado. Any controversy or claim arising out of or relating to this contract shall be settled by Med-Arb, as defined in C.R.S. § 13-22-302 (mediation/arbitration) or in a court of competent jurisdiction in the State of Colorado, County of Douglas, at Contractor's sole discretion. If Med-Arb is selected by Contractor, then Contractor and Client shall mutually agree upon a mediator/arbitrator, or if they cannot agree, then Contractor shall select from a list of American Arbitration Association arbiters in Denver, Colorado. If applicable, Med-Arb shall be under the Construction Industry Arbitration Rules and Mediation Procedures of the American Arbitration Association and shall take place in Denver, Colorado. Any settlement agreement shall include reasonable attorney fees and costs incurred by the successful party plus interest at the legal rate. Judgment may be entered upon any such award in any Court of competent jurisdiction, which shall be final and binding upon the parties. **EACH PARTY WAIVES ANY RIGHT TO A TRIAL BY JURY IN ANY ACTION OR PROCEEDING TO ENFORCE OR DEFEND ANY RIGHTS UNDER THIS CONTRACT**
- 7. To the extent allowed by law, Contractor shall not be responsible or liable to Client or to any third-party for any damages to existing walks, curbs, driveways, speed bumps, expansion joints, rubber-coated decks, cesspools, septic tanks, utility lines, sprinkler systems, arches, shrubs, lawn, trees, or other personal property, appurtenances or improvements, or for any damage to the site(s) itself (collectively "Damages"), except in the case of Contractor's gross negligence. Client shall indemnify, defend and hold Contractor harmless for any and all Damages caused by Client or any of its agents, employees, suppliers, vendors, assigns, or anyone under Client's direction, permission or control.
- 8. If, after Contractor has declared the work completed, Client claims that work still remains to be done, Client shall give Contractor reasonable (in time and amount of detail) notice and opportunity to complete the work before proceeding to hire any other entity to complete the services. Upon Contractor's completion of any corrective work claimed by Client, Contractor shall be entitled to payment of the full of the Contract Price then remaining due.
- 9. This Contract may be amended by a written change order or other agreement signed by both parties, or by Client requesting additional services be performed, Contractor performing said services, and Client accepting such work from Contractor.
- 10. This Contract constitutes the entire contract between the parties and neither party shall be bound by any oral statements or representation by any party or agent



**ENVIRONMENTAL CONTRACTOR**

5585 W. Airport Rd  
Sedalia, Colorado 80135

☎ 303.471.1522 📠 303.470.3197 ✉ sales@cdi-services.com

To: SDMS	Contact: Peggy Ripko
Address: 141 Union Boulevard, Suite 150 Lakewood, CO 80228	Phone: 303-987-0835 Fax: 303-987-2032
Project Name: Roxborough Snow 2025	Bid Number: 1
Project Location: Village Circle West, Roxborough, CO	Bid Date: 12/11/2024
Addendum #: NA	

- 11. No action arising from or related to the Contract, or the performance thereof, shall be commenced by either party against the other more than one year after the completion or cessation of work under this Contract. This limitation applies to all actions of any character, whether a law or in equity, and whether sounding in contract, tort, or otherwise.
- 12. Contractor agrees to complete its work under this Contract in a good and workmanlike manner, but is not responsible for failures or defects which result from work done by others.
- 13. Contractor shall not be liable for any claim, loss, expense, damage or cause of action resulting in any matter whatsoever, directly or indirectly, from weather conditions, unless such claim is caused by negligence of Contractor.
- 14. In the event CDI mobilizes on a Holiday, as defined below, all rates are doubled. "Holidays" shall consist of the following days/times:
  - Thanksgiving Day 12:01 am – 11:59 pm
  - Christmas Day 12:01 am – 11:59 pm
  - New Years' Day 12:01 am – 11:59 pm
- 15. Client understands and agrees that Contractor's response time will be affected by events beyond Contractor's control (e.g. governmental emergency, equipment failure, unusually severe weather conditions, etc.) Client further understands that response time will be affected by Contractor's ability to travel to the site(s), and that Contractor may be delayed or even prevented from reaching the site(s). Client also acknowledges that the rate of snowfall and wind conditions dramatically affect snow/ice management operations. Accordingly, Client agrees that Contractor shall not be held to any specific level of performance, other than it shall make a reasonable, good faith effort to complete the work specified herein.
- 16. At no time will Contractor be liable for personal injury or property damage caused by changing winter weather conditions before, during or after the snow/ice removal has been completed.
- 17. Contractor may terminate this Contract at any time, upon ten (10) work days' written notice to Client, for non-payment and may terminate this Contract at any time, upon fifteen (15) work days' written notice to Client, for any other reason. Client may terminate this Contract upon fifteen (15) work days' written notice to Contractor if Contractor fails to cure or take reasonable steps to cure any defaults under this Contract within seven (7) work days of Contractor's receipt of written notice from Client specifying the alleged defaults.
- 18. Client understands and acknowledges that Contractor's crews may not work safely in blizzard or blizzard-like conditions, or if temperatures and/or wind conditions make the wind chill factor below 20 degrees Fahrenheit. Client understands that Contractor reserves the right to have its crew(s) cease working in such conditions.
- 19. If any provision of this Contract is determined to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired thereby.
- 20. Whenever any provision of this Contract requires the giving of written notice, such notice shall be delivered to Client at the address stated on page one, or to Contractor at: CDI, 5585 Airport Rd, Sedalia, CO 80135, [INSERT EMAIL]. The notice shall be effective as of the date of personal delivery or email delivery, or on the fifth day after mailing (which mailing must be certified mail, postage prepaid and return receipt requested).

**ACCEPTANCE OF CONTRACT**

- The undersigned representative of Client hereby acknowledges, represents and warrants to Contractor that: i) he/she is authorized to represent Client with respect to this Contract and has been authorized to sign on Client's behalf; ii) Client is the owner of the site(s) listed on page one of this Contract ("Owner"), or is the authorized representative of the Owner and has the authority to enter into this Contract on behalf of Owner; iii) HE/SHE HAS READ AND UNDERSTOOD THE TERMS AND CONDITIONS OF THIS PROPOSAL, iv) he/she has received from Contractor a completed copy of this Contract, including the Job Estimate, if applicable, v) in consideration of the products, materials and services to be provided by Contractor, he/she accepts the terms and conditions of the Contract in its entirety and, on behalf of Client and Owner, authorizes Contractor to acquire the
- Billing Contact Info:  
Contact Name and Phone Number \_\_\_\_\_  
Email \_\_\_\_\_  
Company information, (If different than proposal header) \_\_\_\_\_

Consolidated Divisions, Inc. dba CDI | ENVIRONMENTAL CONTRACTOR  
An Equal Opportunity Employer

Payment Terms:



**CDI**  
ENVIRONMENTAL CONTRACTOR

5585 W. Airport Rd  
Sedalia, Colorado 80135

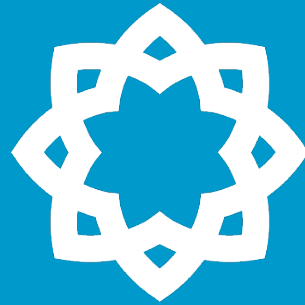
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To: SDMS	Contact: Peggy Ripko
Address: 141 Union Boulevard, Suite 150 Lakewood, CO 80228	Phone: 303-987-0835 Fax: 303-987-2032
Project Name: Roxborough Snow 2025	Bid Number: 1
Project Location: Village Circle West, Roxborough, CO	Bid Date: 12/11/2024
Addendum #: NA	

Payment due 30 days from invoice.

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>Consolidated Divisions, Inc DbA CDI Environmental Contractors</p> <p>Authorized Signature: _____</p> <p>Estimator: Daniel Levine (303) 396-9851 DanielL@cdi-services.com</p>
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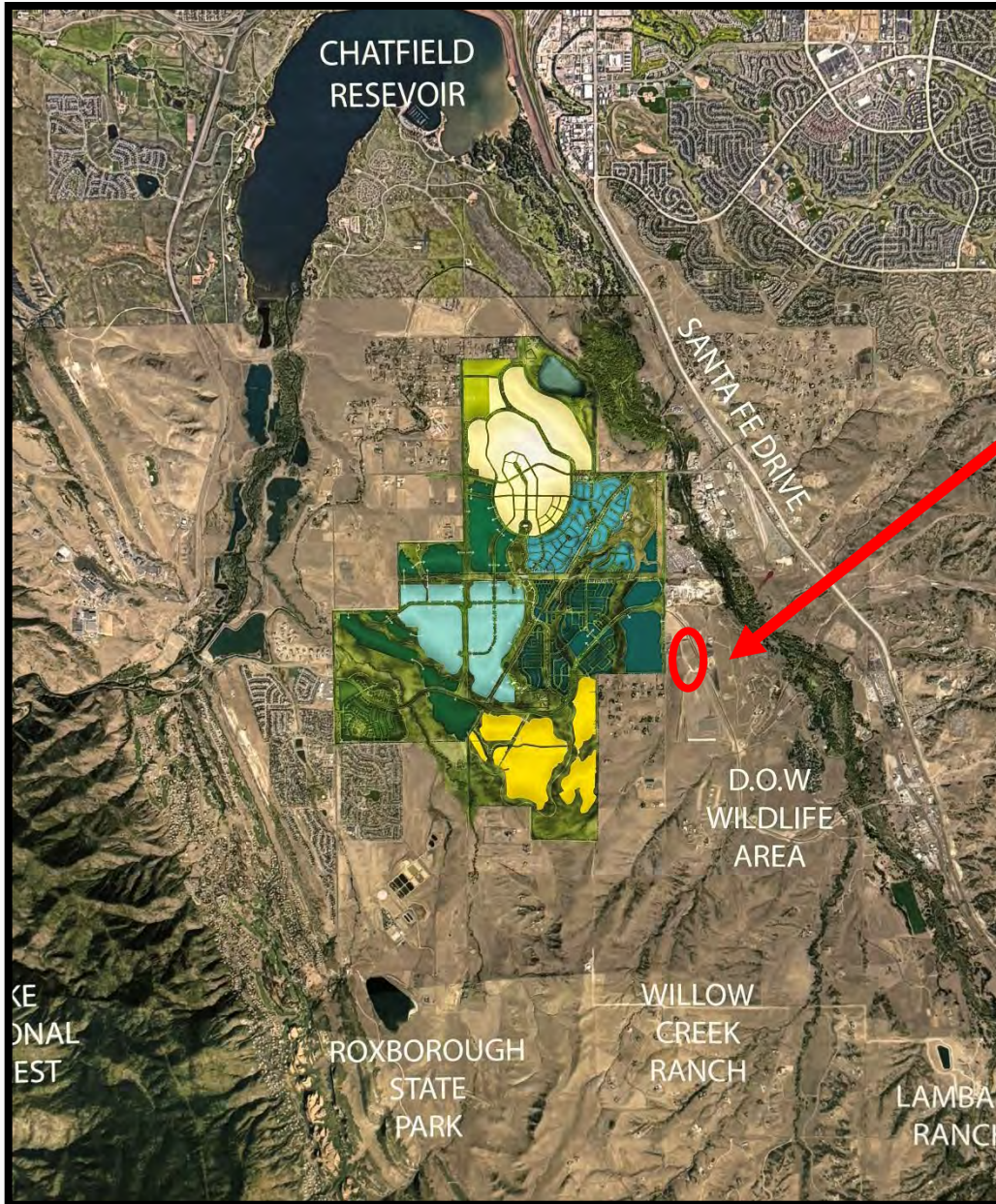




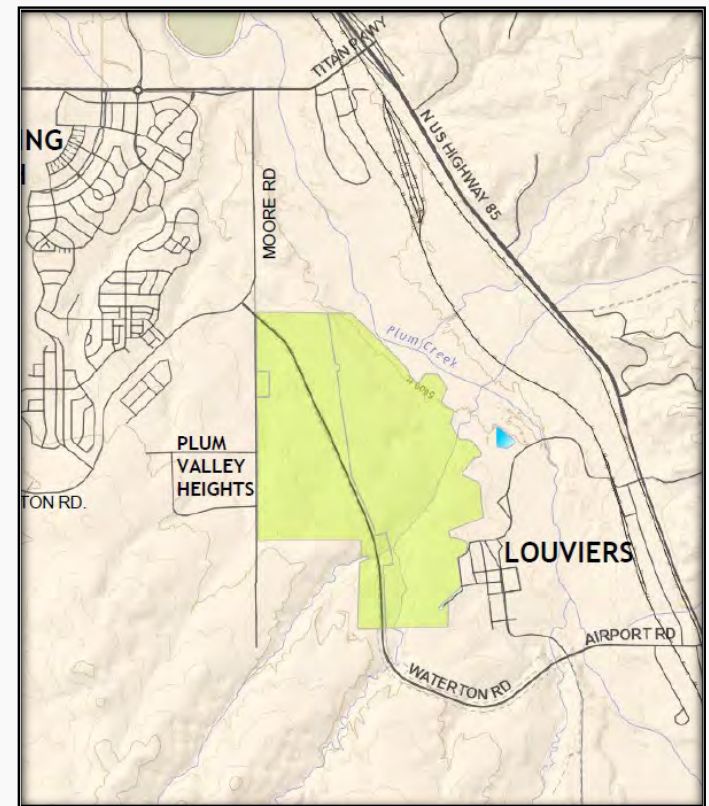
Sterling Ranch Comprehensive Map Amendment  
One Roxborough December 5,2024



# Waterton Business Park Property



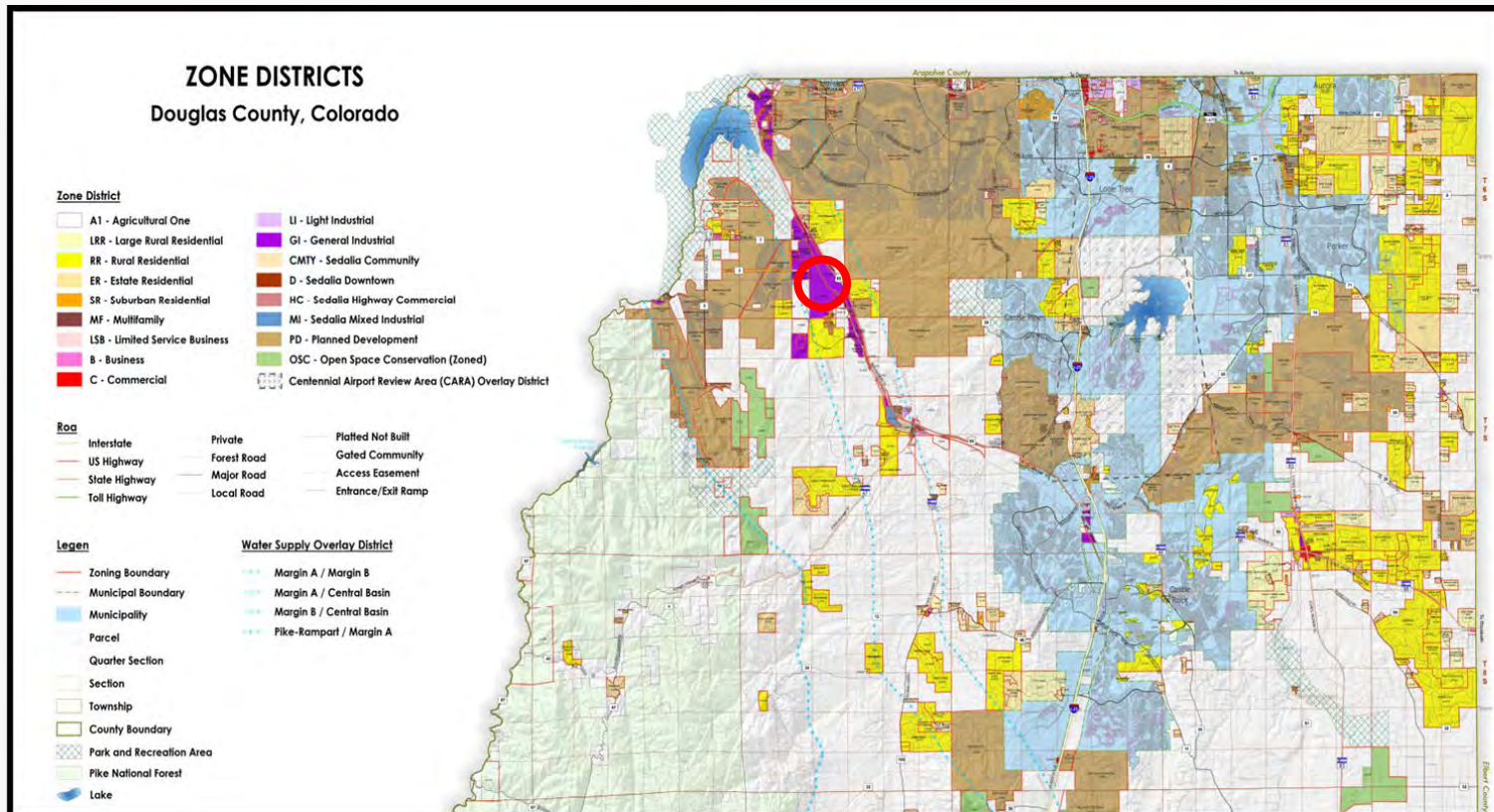
Located contiguous to Louviers and at the entryway of Sterling Ranch and the Chatfield Basin. It is on the corner of Moore Road and Waterton Road





# Current Zoning

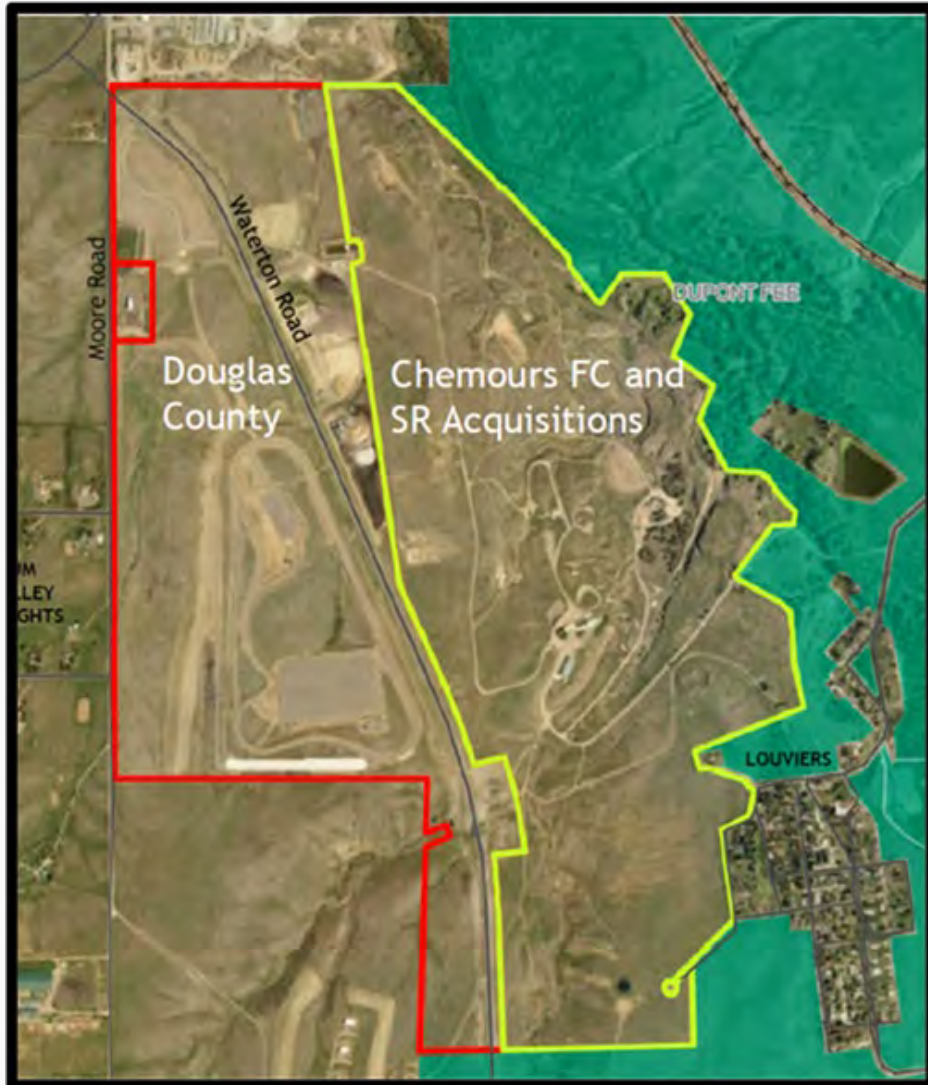
Majority of the property is zoned GI-heavy industrial



GI-heavy industrial uses could include hazardous chemical material storage, outdoor firing range, junk yard, mining, propane distribution and private or public landfill and asphalt plant



# History of the Property



This land is a portion of the 1,520 acres that was initially owned by DuPont to manufacture dynamite

In 1998 CDPHE and DuPont entered into a mandatory agreement to address soil and groundwater contamination

Douglas County purchased the unrestricted east side of the property

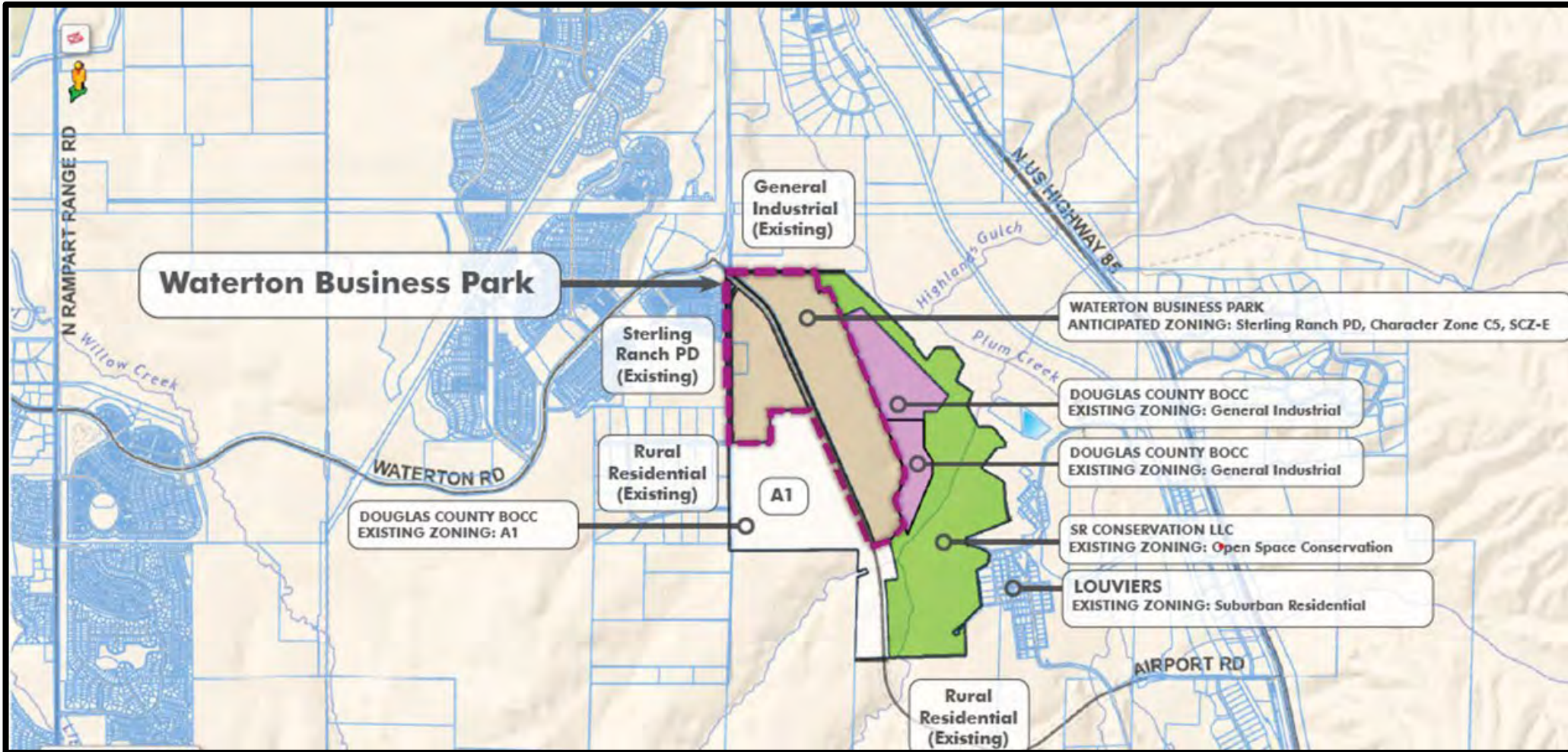
In 2023 CDPHE released the restricted property to allow development.

Sterling Ranch was one of 8 bidders competing to purchase the Chemours Property

Sterling Ranch and Douglas County signed a Land Exchange Agreement



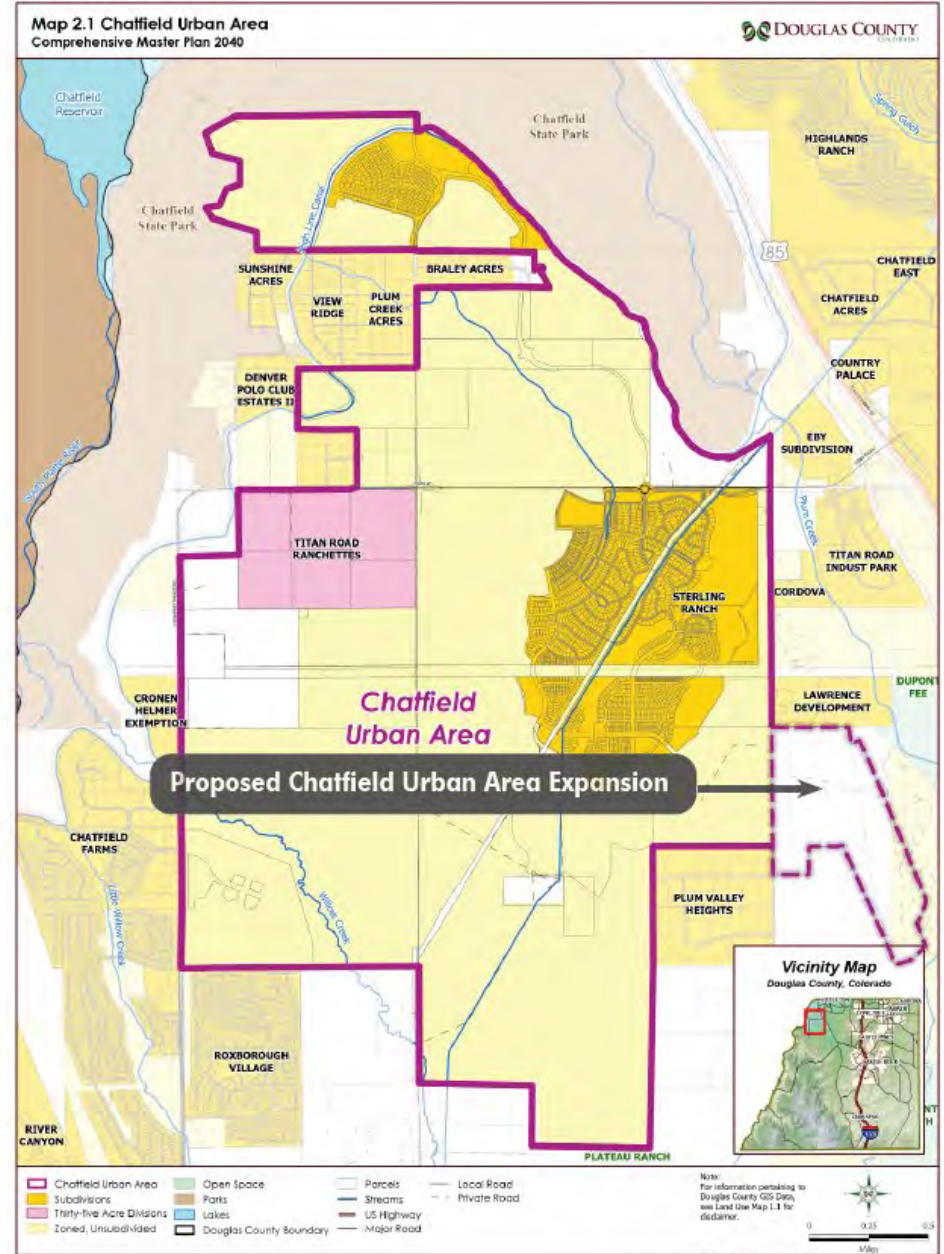
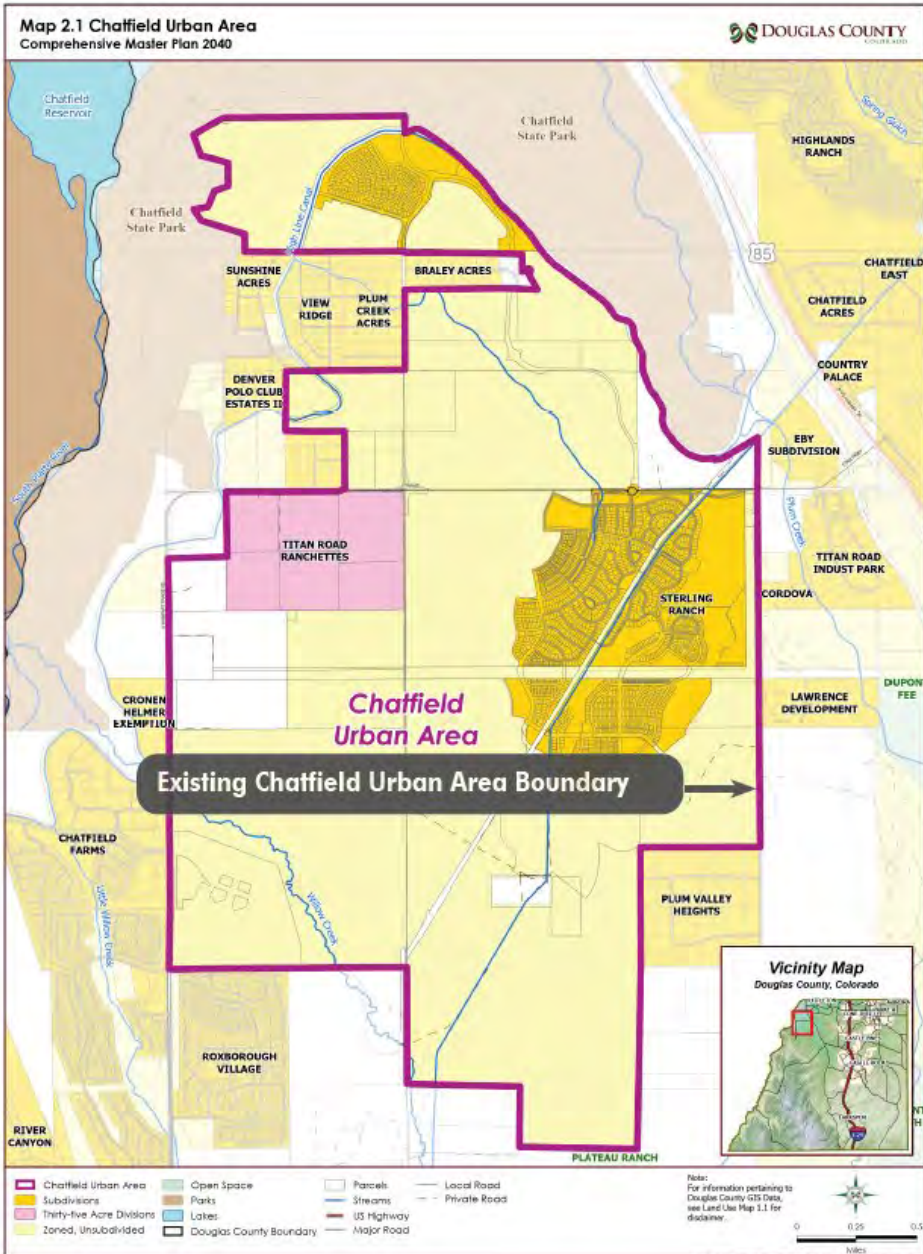
# Land Exchange Between Sterling Ranch and Douglas County



**Preserved** land for Douglas County - **Protected** the Elk Corridor - **Downzoned** effectively the General Industrial to conservation easement – **Established** a community buffer for Louviers



# Comprehensive Master Plan Map Amendment



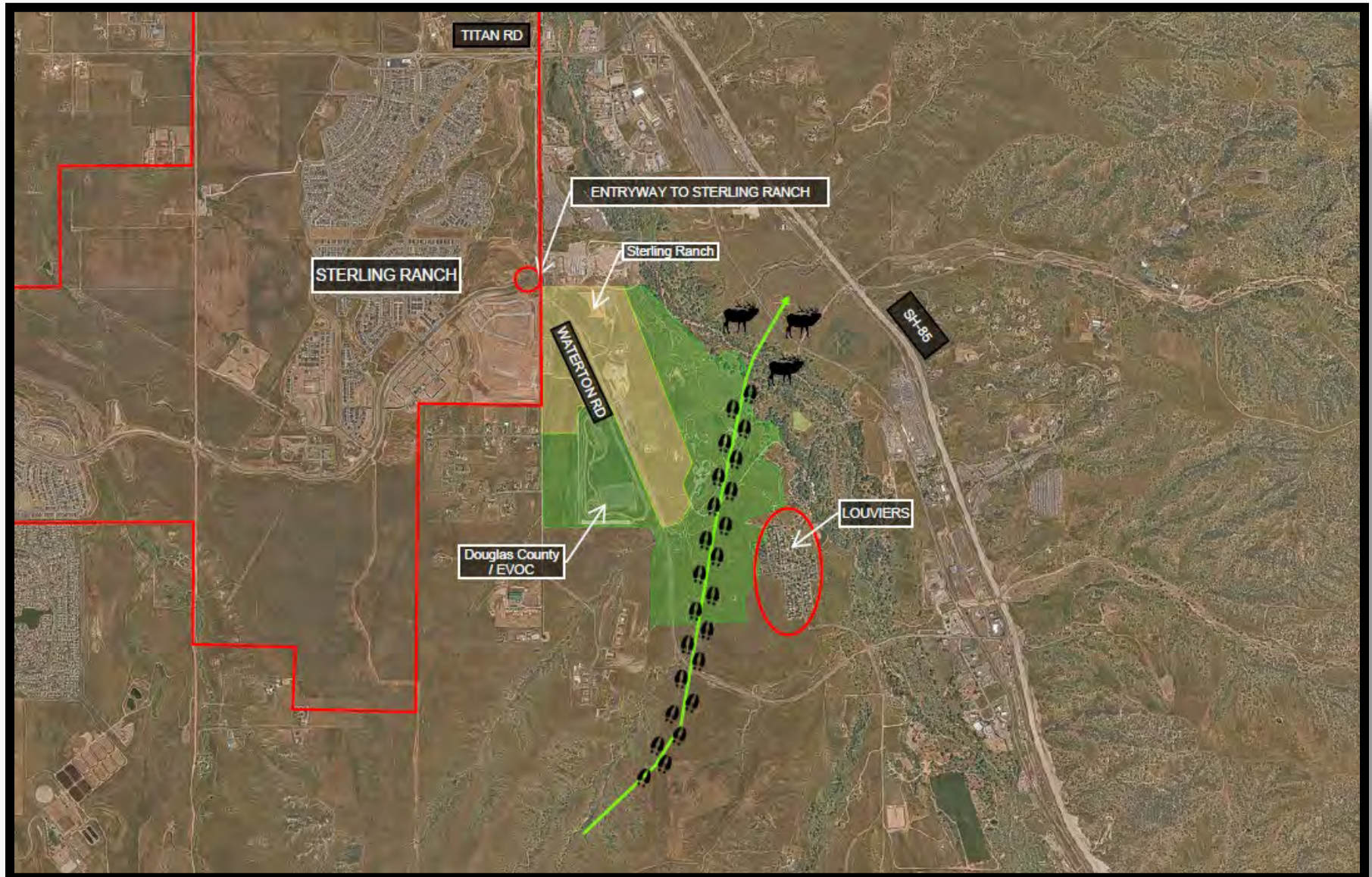


## CMP Map Amendment Approval Criteria

- **Compatibility with surrounding land uses and zoning** - The Property satisfies this condition as it is surrounded on three sides by General Industrial zoning and on the fourth side by the Sterling Ranch Planned Development
- **Changes in surrounding land uses and changes in circumstances** - The Property satisfies this condition as the current Agricultural zoning that is on the Property was the default zoning designation when the first Douglas County Zoning Resolution was adopted in 1999, well before the Sterling Ranch PD was adopted in 2013
- **Compatibility with existing, natural, riparian corridors, wildlife habitat and movement corridors** – The Property satisfies this condition as it will dedicate 203.9 acres as preserved open space for the Elk and Wildlife Corridor
- **Adequate water supply, water and sewer treatment facilities, transportation access, fire protection, school facilities, and parks and trails for the development** – All services will be provided, Dominion Water and Sanitation District will provide water and sewer



# Waterton Business Park Next Steps



Thank you for your time this morning!



## PLAYGROUND EQUIPMENT INSTALLATION AGREEMENT

This Playground Equipment Installation Agreement (“*Agreement*”), effective the [REDACTED] day of December, 2024 (“*Effective Date*”), is entered into by and between Rocky Mountain Recreation, Inc., a Colorado Corporation (“*Contractor*”) and Roxborough Village Metropolitan District, a political subdivision of the State of Colorado (“*District*”). The Contractor and the District are referred to collectively as the “*Parties*” and individually as a “*Party*.”

Now, therefore, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Project. The Contractor agrees to perform the work described in the bid dated December 2, 2024, and attached as Exhibit A (“*Project*”). This Agreement, as may be amended in a writing signed by the Parties, and the attached Exhibit A, as it may be amended by an approved Change Order signed by the Parties, are referred to as the “*Contract Documents*.” If there is a conflict between this Agreement and the bid, this Agreement shall control.

2. Work; Substantial Completion. The term “*Work*” means all labor, materials, equipment, tools, and services necessary to perform and complete in a workmanlike manner construction of the Project in strict compliance with the Contract Documents. The Contractor agrees to perform the Work in a good and workmanlike manner in accordance with the Contract Documents and all applicable licenses and permits. Substantial completion of the Project shall be achieved by no later than March 31, 2024 (“*Substantial Completion Date*”). The Substantial Completion Date may only be extended by a Change Order that complies with Section 6, below, and is signed by the Parties. The Contract Price (defined below) shall be reduced by \$250.00 for each day that achievement of Substantial Completion exceeds the Substantial Completion Date (as extended by any Change Order).

3. Contract Price. In exchange for the Contractor’s satisfactory performance of the Project, the District shall pay the Contractor a total of Eleven Thousand Seven Hundred Sixty-One Dollars and Sixty Cents (\$11,761.60) (“*Contract Price*”). The Contract Price shall be subject to adjustments for increases or decreases reflected in any approved Change Order.

4. Payment. Within 10 business days from the date this Agreement is executed, the District shall pay Contractor one-half (½) of the Contract Price (\$5,880.08). The Contractor shall submit an invoice the balance of the Contract Price (\$5,761.60) within 10 business days from the date the District accepts the completed Project. ~~Within 10 business days from the date the District accepts the completed Project,~~ The District shall pay the Contractor the invoice within 30 calendar days of receiving it ~~balance of the Contract Price (\$5,761.60),~~ provided there is no dispute between the District and the Contractor regarding the Project. If such a dispute occurs, the District shall be entitled to withhold from the final payment an amount that would reasonably pay for the correction of any deficient or defective Work or any other matters that form the basis for the dispute.

5. Governmental Immunity and Indemnification.

a. This Agreement and Exhibit A, as they may be amended in accordance with this Agreement, are not intended, and shall not be construed, as a limitation on or waiver of any of the privileges, immunities, benefits, notice requirements, limitations, or defenses provided to, or enjoyed by, the District and its current and former directors, officers, representatives, and agents under federal or state law, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

b. The Contractor shall indemnify and defend the District and its current and former directors, officers, representatives, and agents from and against any loss, liability, damage, claim, cost, or expense (including reasonable attorneys' fees, costs, and expenses) of any kind or nature whatsoever arising from or relating to any intentional or negligent act or omission of the Contractor, or any subcontractor, vendor, supplier, or other person or entity performing any Work or any aspect of the Work or this Agreement on behalf of the Contractor or a subcontractor. The District has the right to select its legal counsel, even though the Contractor is solely responsible for payment of the defense costs.

6. Changes in the Work. Changes in the Work may only be accomplished after execution of this Agreement by a Change Order. A Change Order shall be in writing and signed by the Parties. At a minimum, the Change Order shall state the change in the Work, any change to the Substantial Completion Date, and the amount of the adjustment, if any, in the Contract Price.

7. Permits and Government Inspections. The Contractor shall secure and pay for all permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work. The Contractor represents and warrants that it holds all licenses necessary for performance of the Work and agrees to maintain such licenses throughout the duration of the Project.

8. Insurance. The Contractor shall maintain workers' compensation insurance required on all Contractor employees with minimum coverage at least equal to the statutory minimum. The Contractor shall also maintain comprehensive general liability, independent contractor's liability, and business automobile liability insurance with minimum coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. All such insurance shall include the District as an additional insured and shall include a provision prohibiting cancellation, termination, or alteration without thirty (30) days prior written notice to the District. The insurance also shall state that the District's insurance is not contributory. The Contractor shall provide the District with a copy of the Certificate(s) of Insurance and/or endorsement(s) before commencing the Work.

9. Non-Conforming Work and Warranty. For a period of one year after the date the District accepts the Project as satisfactorily completed, the Contractor warrants to the District that materials and equipment furnished under this Agreement will be new and of good quality, the

Work and the workmanship will be free from deficiencies and defects, and the Work will conform to the requirements of the Contract Documents. Work not conforming to these requirements, including substitutions not properly approved and authorized, shall constitute “**Non-Conforming Work**”. If, within the one-year period, Non-Conforming Work is discovered, the Contractor shall correct it promptly after receiving the District’s written notice of the Non-Conforming Work. If the Contractor fails to promptly correct the Non-Conforming Work, the District may correct it and the Contractor shall reimburse the District for all costs and expenses incurred in correcting the Non-Conforming Work.

10. No Assignment. Neither Party may assign this Agreement without the prior written consent of the other Party.

11. Attorneys’ Fees, Costs, and Expenses. In any civil action or proceeding arising from or relating to this Agreement, the Work and/or the Project, the prevailing Party shall be awarded its reasonable attorneys’ fees, costs, and expenses, including any reasonable attorneys’ fees, costs, and expenses incurred in any appellate action and in collecting or executing upon any judgment, order, or award.

12. Governing Law, Jurisdiction, and Venue. Colorado law governs this Agreement. Jurisdiction and venue shall lie exclusively in the District Court for Douglas County.

13. Miscellaneous. This Agreement is the entire agreement between the Parties and there are no oral or collateral agreements or understandings. This Agreement may only be amended by a document signed by the Parties. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach of this Agreement. This Agreement is not intended to, and shall not, confer rights on any person or entity not named as a party to this Agreement. This Agreement may be executed in counterparts and by facsimile or electronic PDF, each of which shall be deemed an original and all of which shall constitute one valid and binding instrument.

IN WITNESS WHEREOF, the Parties have executed and delivered this Agreement as of the Effective Date.

**Roxborough Village Metropolitan District**

**Rocky Mountain Recreation, Inc.**

By: \_\_\_\_\_  
Ephram Glass, Board President      Date

By: \_\_\_\_\_  
Signature                      Title                      Date



Location	Date	Time	Approved?	Deposit \$100	Deposit Returned	Fee	In Binder?	Voided/ Cashed?	Date Permit Issued
Rox Skate Park	4/6/2024	10 am- 2 pm	Yes	Yes	Yes	NA		Voided	3.28.2024
Rox Community Park/ Softball Field	3/30/2024	9:30 am-3:30 pm	Yes	Yes	Yes/6/18/2024	NA		Voided	3.12.2024
		Monday- Friday 4pm-8pm Saturday							
Rox Community Park/ Softball Field	4/6/24-5/4/2024	9am-6pm	Yes	Yes/ \$300		\$1,050			4.4.2024
	6/3,6/17,7/1,7/15								
Chatfield Farms	, and 7/29	8:30 am-10:30 am	Yes	on the way		NA			4.11.2024
Rox Community Park/ Softball Field/ CANCELED	5/22/2024	10:30am-1:30pm	Yes	Yes	5/1/2024	NA			4.11.2024
Softball Field	4/23/2024	9am- 3 pm	Yes	Waived		NA			4.11.2024
Rox Community Park Parking Lot	5/18/2024	6am-4pm (SET UP) 7A-2P (SALE)	Yes	NA		NA			
Chatfield Farms	6/5/2024	5:00 PM- 7:30 PM	Yes	Yes					

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes	49
Dependent	CDI	Replace green irrigation covers with purple	4/1/2025	Low		Get GPS coordinates for each box. Purple covers are difficult to obtain due to supply issues Followed up on 8/8 to see status. Extended. CDI will be replacing as they can with the covers and GPS. Followed up on 8/28. Waiting for GIS. 11/2 Roughly 15- 20% of purple valve box lids have been replaced - TH E-mailed on 4/4/24 to have them check/replace during the spring irrigation checks. Will be doing this over the winter; deadline extended (10/9). Waiting for proposal from CDI to do the work (11/12).	
Dependent	Dir. Glass	Put together greenhouse update for website	6/30/2024			Waiting on photo	
Dependent	Ireland Stapleton	Sign replacements	10/31/24	High		Postponed from 1/25/2023 meeting. On hold pending Board action.	
Dependent	Ireland Stapleton	Draft agreements with 16B HOA for tracts C and E	6/1/25	Low		Waiting on formula for how HOAs pay for work	
Dependent	SDMS- Michelle	Get a new bollard and locks for the path leading down the hill in Community Park	7/1/2025	Low		Requested proposal. Travis has options; will be forwarding to OP for selection. 10/5 - Found several options. Spoke with maintenance tech and they said we need a specific lock. Even if it is not a road/trail that emergency response will go on, it is still required for emergency purposes. TH. Received quote from CDI, need to confirm its the correct bollard. Will request new quote if not. Delayed until new playground is installed. Pushed back a year due to playground replacement.	
Dependent	SDMS- Peggy	Create spreadsheet for snow removal costs/percentages for billing purposes	10/30/2024			Do they want monthly or annually. Add to management report.	
In Progress	Farnsworth	Search for vendors to replace the pedestrian bridge in the common area near Rampart Way	11/1/2024			Asked JC for specs on 6/10. Followed up on 6/17. Followed up on 6/25.	
In Progress	CDI	List of items to follow up	10/31/2024			E-mailed list to CDI on 8/22.	
In Progress	Dir. Glass	Inserts for new home buyers in the district	10/31/2024	Low		Currently waiting on SDA to assist	
In Progress	Dir. Glass	Contact Douglas County about proposed pedestrian connection to Waterton Canyon	1/31/2025	Low		Lora Thomas was interested in setting up a kickoff meeting early in the year. Initial meeting set for 1/31/24. Peggy to ask Denver Water if they would be on board with a path through their properties -5/13. Contact made; map with location and interested parties sent to DW on 5/20. She will get back with me after Memorial Day. The request was denied; e-mailed her to set up a time for Ephram to discuss. Followed up on 6/12. Per Ephram, he will be reaching out directly. (8/12/24) Douglas County setting up meeting for 9/13/24. (9/13/24) Discussed with Douglas County and they will see if they have funding for design in January 2025.	
In Progress	Dir. Glass	Reach out to DA regarding process for rule enforcement	1/30/2025			Waiting for new DA to take office	
In Progress	Farnsworth	Propose fix for second pump intake at Crystal Lake	7/31/23	Medium		Gave JC info at meeting on 9/20. Had meeting on 5/16; set up regular meetings. Survey in progress (9/13/24).	
In Progress	Farnsworth	Bridge replacement permitting at south creek crossing	4/1/24	High		Gave info to JC at meeting on 9/20. Get permit going ASAP. (Received permission from US Fish & Wildlife Service on 12/18/23). Had meeting on 5/16; set up regular meetings. Survey in progress (9/13/24).	
In Progress	Farnsworth	Seek permits for bridge replacement at Rampart Way Open Area bridge	4/1/24	High		Get permit going ASAP. (Received permission from US Fish & Wildlife Service on 12/18/23) Had meeting on 5/16; set up regular meetings. Survey in progress (9/13/24).	
In Progress	Farnsworth	Weathertrak	4/1/24	Low		Gave JC info at meeting on 9/20; Per CDI; don't renew. Need info on whether Optiflow is worthwhile to implement. Had meeting on 5/16; set up regular meetings.	
In Progress	Farnsworth	GIS initiative to map the irrigation system and other RVMG assets (trash cans, etc.)	5/31/24	High		Information provided to Farnsworth on 6/8/2023. Waiting for additional information about next steps. Ephram and SDMS can give JC or crew information that is needed. Need device to get GPS in the field. JC to reach out to Ephram. Presentation was at October meeting; to be discussed at the 11/7 meeting. Proposal to be approved 11/15. GIS device approved on 1/17/2024. Everything complete except for loading in stormwater shapefile from Douglas County. Stormwater system is uploaded - updated file to upload (12/13/24).	
In Progress	Farnsworth	Three surveys	8/30/2024			Agreement requested on 8/22. E-mailed JC confirmation on 8/22. Finalized on 8/28	
In Progress	Ireland Stapleton	Go to county re: median maintenance and landscaping along the sides of roads that are on Douglas County property	12/31/2024	Medium		Sent reminder on 7/24. Board directed Kelley to draft new agreement (or substantially change Douglas County's version). (10/14/24) Douglas County to supply language they would be comfortable with. Kelly provided with basic language to review on 12/4.	
In Progress	JPL	Greenhouse repairs- JPL	10/20/2024			Agreement was signed. Repairs were completed. Solar fans have not been installed yet (9/13/24). Ephram to supply fan model to JPL (10/14/24). Sent vent models to Cory for verification (11/11).	

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes	49
In Progress	SDMS- Peggy	Continue to try to get electric repaired on Rampart Range Rd	10/1/2025	Low		Additional contractors contracted. Revisiting area and information with CORE electric. Working with FW. Changed to SDMS. Travis coordinating with boring company and McBride. 9/27 - Meeting scheduled with McBride Lighting to meet on 9/29 at 10am. Waiting to here if boring company can attend. 9/29 Met with boring and electrical company. Electrical company will be placing a work order for the area of the week of 10/9 to do more thorough check. Once they update, I will pass along the information - TH. 1/18/2024 Reached out to Core electric. Will follow up on 1/19. 1/22/2024 Emailed Mitch Anderson with McBride lighting to address next steps. Will be done when the road is being repair; changed to Dependence. Per Douglas County, road work will not happen until at least 2026. Board to discuss next steps in June -5/13. Coordinate with Douglas County with Rampart road work in 2026. Proposal included in August meetings. Agreement approved at AUGust meeting. Agreement is out for signature (9/13/24). Agreement finalized on 9/30. Waiting for actual load data from holiday lights to size a solar system (12/13/24).	
In Progress	SDMS- Charlie	Info for playground maintenance	9/30/2024			Done; RFP sent out. Was done on wrong park; Peggy will not bill for meetings to equal the cost.	
In Progress	SDMS- Diana	Reservations for tennis/ cost for non-district residents, rules	10/30/2024	Medium		Working to confirm that SIPA offers this with no monthly fee attached. Also need more direction from the Board about costs and process. Rsreaching with SIPA. Not possible through SIPA but we can get an add-on. Diana is researching. Not something we can do through SIPA. Working on other options. SIPA is investigating costs for an add-on (9/12/24). Would be \$8500 to add on. Peggy working with a company; information coming (10/9).	
In Progress	SDMS- Diana	Obtain <a href="https://roxvillagemetro.gov">roxvillagemetro.gov</a> domain	5/31/2024			SDMS has already requested. Waiting to hear back. Followed up on 4/29.	
In Progress	SDMS- Michelle	Find out if we can use ballot box at library	1/30/2025	Low		Have reached out to Rox Water and Library about hosting box. Also will be connecting with Ireland Stapleton Atty about this week of 1/30. Travis called on 9/18; the ballot box they have goes through Douglas county. He is checking with them. Seemed to be a possibility, but we won't know until January 2025.	
In Progress	SDMS- Michelle	Get proposals for mechanically removing algae from Tadpole, Heron, and Preble's ponds	5/1/2025			I have talked to several companies, and no one that I have talked to will do this. DC2 said they may be able to do this (9/13/24). Charlie with SDMS went out and was unable to address as needed (10/21).	
In Progress	SDMS- Diana	Website ADA compliance	7/1/2025	Medium		Some fixes will be easy in terms of navigation and headers. Remediating older pdf documents and agreements will be more time consuming and expensive. Conversation with legal about what needs to be on site, and WCAG requirements. Grant proposal submitted on 4/30. Diana is tracking, and putting up quarterly reports as needed (10/9). Per report, the website is 99% compliant (10/21).	
In Progress	SDMS- Peggy	Newsletter- get ideas together; get approval from Board and send out. Include info re: new rules.	11/1/2024			This should be done after the website is ready and should include a QR code. Board to list topics. Per Operating Committee, to be done when signs are installed. Extended. Waiting for Board direction. Waiting for playground design proposals before sending (12/12/24).	
In Progress	SDMS- Peggy	Library- 2025 board-only meeting scheduling	10/31/2024			Requested on 9/19; waiting for confirmation.	
Dependent	SDMS-Peggy	Execute asphalt repair contract	2/28/2025			Deferred to 11/20. Deferred to 2025. Waiting for engineering drawings with southern sidewalk (12/13/24).	
In Progress	SDMS- Michelle	Follow-up with CORE on retaining wall issue at corner of Turkey Rock Rd and Village Circle West	11/30/2024			Michelle submitted a request to Douglas County on 11/6. Ephram asked CORE separately.	
In Progress	SDMS- Peggy	Work on sign design & locations	12/31/2024			Charlie is working on this; he has two ids as of 12/12 and is waiting for one more.	
In Progress	SDMS- Peggy	Follow up with CDI questions re: invoices	12/31/2024			E-mailed details to CDI on 12/2; waiting for response.	
In Progress	Farnsworth	Update option #2 with sidewalk on south end	12/31/2024				
In Progress	SDMS- Charlie	Obtain proposals for installing solar aerators in Heron, Tadpole, and Preble's ponds.	1/31/2025			Got a proposal from EcoResource in the past.	
In Progress	SDMS- Peggy	Draft RFP for playground	12/31/2024			Details in email from Ephram (send 11/12). Sent draft to Operations Committee on 12/10.	
In Progress	Ireland Stapleton	Change order for drip irrigation system	12/31/2024			E-mailed Dino on 12/12 to make sure it's on his radar.	
In Progress	Ireland Stapleton	Agreement with N&D Tree	12/13/2024			E-mailed Dino on 12/12 to make sure it's on his radar.	

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes	49
In Progress	Ireland Stapleton	Agreement for Rocky Mountain Recreation for spinner replacement	12/13/2024			E-mailed Dino on 12/12 to make sure it's on his radar.	
In Progress	SDMS- Peggy	Get reimbursed from PST for planter deposit	12/18/2024			The had some hard costs associated with the project; waiting for numbers.	
Open	CDI	Review drip irrigation areas with board members in the field	6/30/2024			Some areas on the map are suspect. SDMS to set up meeting in late April. Per May meeting, to be done when main line breaks are fixed.	
Open	Dir. Rubic	Update Mission Communications	1/1/2025			Need to remove Scott's email address as the main login	
Open	SDMS- Peggy	SIPA- Google workspace	8/16/2024				
Open	SDMS- Peggy	Work regarding Wix moving forward.	8/16/2024			Work on forwarding old website.	
Open	Dir. Glass	Talk to Douglas County re: guardrail between Waterton & soccer field.	11/30/2024			Asked Douglas County, waiting for response (12/13/24).	
Open	Dir. Glass	Upload noxious weed mapping data	11/30/2024				
Open	SDMS- Peggy	Wildfire grant (DOLA)	12/31/2025			Check on DOLA grant for 2025	
Open	SDMS- Peggy	Termination for Ace Tree Care	12/17/2024				
Open	SDMS	Douglas county- why they aren't responsible for fences on their property	12/19/2024				
Open	Ireland Stapleton	Contact Urban Drainage to see if they will fix the Executive Homes drainage issue	12/31/2024				



From: [Roxborough Village Metropolitan District](#)  
To: [Peggy Ripko](#)  
Subject: Webform submission from: Contact Info > Rows > Cards Content  
Date: Thursday, December 12, 2024 2:47:19 PM

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Submitted on Thursday, December 12, 2024

Submitted by: Anonymous

Submitted values are:

**Your Name**

**Your Email**

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**Subject**

Snow removal

**Message**

I was wondering why the sidewalks along VCW as well as rampart and through the green space/park weren't plowed? It has now turned to ice and is an extreme hazard and makes it impossible for anyone to use. I walk my kids to school daily and my 6 year old slipped and fell multiple times. It was almost impassable in spots for my stroller with a baby. And now that it is tamped down I e it is going to be a long time melting especially in shaded areas. What happened? When will I be able to walk with my children again?

**Add my email address to the District distribution list.**

Yes

From:  
To: [Peggy Ripko](#)  
Subject: Re: Webform submission from: Contact Info > Rows > Cards Content  
Date: Thursday, December 12, 2024 7:51:36 PM

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Thank you so much for your response. I do think the district needs to re-evaluate their threshold or consider more remediation in shaded and north facing areas where melt times will be very slow. Whatever was done a day ago did nothing for the extremely steep hill coming out of the park just below red Mesa. That is extremely treacherous and also there will be a significant amount of ice remaining for quite some time on the south side on VCW as you make the big curve just past the school. The sidewalks are nearly impossible in those areas by anyone with a stroller or god forbid someone who requires a wheelchair or walker. With all the children who go to school so close by I feel like sidewalks should be a priority regardless of the depth of snow. Thank you for your time.

On Dec 12, 2024, at 4:25 PM, Peggy Ripko <[pripko@sdmsi.com](mailto:pripko@sdmsi.com)> wrote:

Good afternoon-

The District's snow removal agreement calls for removal to be done at 2 inches of snow; the measurements taken that morning were between 1.5-1.75 inches, depending on the location. We know there were some areas that might have been higher due to drifts but the basic amount did not hit the threshold. We did send the crews out for some ice mediation yesterday as needed.

Peggy

*Peggy Ripko*  
**District Manager & Community Management Division Manager**  
**Special District Management Services, Inc.**  
141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898  
[pripko@sdmsi.com](mailto:pripko@sdmsi.com)  
Phone: 303-987-0835

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**From:** Roxborough Village Metropolitan District <no-reply@co.colorado.gov>

**Sent:** Thursday, December 12, 2024 2:47 PM

**To:** Peggy Ripko <pripko@sdmsi.com>

**Subject:** Webform submission from: Contact Info > Rows > Cards Content

Submitted on Thursday, December 12, 2024

Submitted by: Anonymous

Submitted values are:

**Your Name**

**Your Email**

**Subject**

Snow removal

**Message**

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**Add my email address to the District distribution list.**

Yes

<b>2023</b>	
<b>Month</b>	<b>Billed</b>
January	\$2,033.76
February	\$1,161.67
March	\$1,414.21
April	\$3,317.49
May	\$1,519.84
June	\$1,650.40
July	\$3,246.17
August	\$1,486.89
September	771.64
October	\$2,242.14
November	\$1,563.59
December	\$1,717.39
<b>Total</b>	<b>\$22,125.19</b>
<b>Budgeted</b>	<b>\$22,500.00</b>
<b>YTD</b>	<b>\$22,125.19</b>
<b>Remaining</b>	<b>\$374.81</b>
<b>Percent</b>	<b>98.3%</b>

<b>2024</b>	
<b>Month</b>	<b>Billed</b>
January	\$1,717.39
February	\$1,306.04
March	\$1,203.99
April	4,073.60
May	1,676.99
June	\$1,741.22
July	\$3,685.27
August	\$2,198.86
September	730.27
October	\$2,824.00
November	\$1,128.29
December	
<b>Total</b>	<b>\$22,285.92</b>
<b>Budgeted</b>	<b>\$25,818.00</b>
<b>YTD</b>	<b>\$22,285.92</b>
<b>Remaining</b>	<b>\$3,532.08</b>
<b>Percent</b>	<b>86.3%</b>

The Board of Directors for the Roxborough Ranch Metropolitan District are requesting proposals to upgrade the District's Community Park Playground. The Board is requesting both design, preparation, and installation estimates. The estimates should be presented with each stage of the project separated out and itemized. The location of the playground is noted on the enclosed map.

#### Step One- Design

1. A minimum of two different designs must be presented. The designs should include a price list of all components, a diagram of the proposed designs, pictures of the proposed equipment and details regarding preparation and construction of the area.
2. The equipment should incorporate all age groups, either through separate equipment or integrated.
3. The designs should complement the natural surroundings to enhance the look of the community.

#### Step Two- Preparation

1. The playground area will need to be excavated on the east end with a retaining wall built against the existing sidewalk.
2. I'm sure there is more to put here, but I will need input

#### Step Three- Installation

1. Purchase and shipping of selected equipment, to include any transportation and/or storage.
2. Construction and installation of selected equipment.