

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 • 800-741-3254
Fax: 303-987-2032

<https://www.roxboroughmetrodistrict.org/>

NOTICE OF SPECIAL 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 3, 2024
TIME: 6:00 p.m.
LOCATION: Roxborough Library
8357 N Rampart Range Rd # 200,
Littleton, CO 80125

Google Meet joining info
meet.google.com/hkz-ergd-xut
(US) +1 419-718-1320
PIN: 141 511 845#

** 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

- A. Disclosure of Potential Conflicts of Interest.
- B. Additions/Deletions/Approval of Agenda.

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

- 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.

III. BOARD DISCUSSION MATTERS

- A. Discuss the funding and maintenance gap HOAs may face in 2025.
 - 1. Discuss formal letter informing HOAs. (enclosures)
 - 2. Discuss town hall meeting format to provide information about the issue.
- B. Discuss sending out notification about Douglas County ordinance for snow removal.
- C. Discuss if the Board should be drafting an RFP to send out to potential vendors for playgrounds not on District-owned property.
- D. Update on Community Park RFP.
- E. Discuss contract issue concerning Ace Tree Care's agreement and consider switching contractors. (enclosure)
- F. Discuss increase in CDI's landscape contract price.
- G. Discuss amendment to CDI's landscape maintenance agreement. (enclosure)
- H. Discuss CDI's purple lid replacement costs. (enclosure)
- I. Discuss proposal to repair drip irrigation in Chatfield Farms playground. (enclosure)
- J. Updates on the following items:
 - 1. District signage;
 - 2. Chatfield Farms planter project;
 - 3. Douglas County updates on proposed maintenance agreement for medians and roadsides; Waterton Rd safety, and Executive Homes drainage issues (enclosure)
 - 4. Information or proposal(s) for repairs/maintenance of playground equipment throughout the District;
 - 5. Chatfield Farms Playground Spinner Equipment;
 - 6. Turf replacement (xeriscape) project;
 - 7. Broken electric line under N Rampart Range Road repair project;

8. Status of the holiday lights purchase and display;
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. (enclosure)

K. Environmental Committee Update.

1. Consider hose and water purchase for winter watering.
2. Update on material needs (dirt, etc.) to meet xeriscape project objectives.

- 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.

IV. OTHER MATTERS

- A. Other

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

VI. ADJOURNMENT

THE NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 18, 2024.

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<https://www.roxboroughmetrodistrict.org>

November [REDACTED], 2024

Board of Directors

Roxborough Village Filing No. 16-A Homeowners' Association, Inc.

Via E-Mail: [REDACTED]

Re: Notification of Nonappropriation of Funds for 2025 Maintenance and Snow Removal Services

Dear Board Members,

This letter is in follow-up to the two letters the Roxborough Village Metropolitan District (“**District**”) Board of Directors (“**Board**”) previously sent to the Roxborough Village Filing No. 16-A Homeowners' Association (“**Association**”). In each of the prior letters, the Board advised the Association that the Board was intending to have the District cease providing maintenance and snow removal services without charge to areas owned by the Association, effective December 31, 2024.

This letter advises the Association that the Board did not appropriate funds in its 2025 Budget to continue providing maintenance and snow removal services for the Association without charge in 2025. As such, the District’s maintenance and snow removal services will terminate on December 31, 2024.

The Board will be holding a town hall meeting to continue educating the community on this issue and to receive input on the District potentially conducting an election in May 2025 to ask its voters if they want the District to 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 services. We will let you know when the Board has established the date and time of the town hall.

If the Association would like the District to provide interim maintenance and snow removal services, the Board can arrange for the District to provide the services for a fee. Please contact the District Manager to initiate an interim agreement.

Sincerely,

Ephram Glass, President

On behalf of the Board of Directors of the

Roxborough Village Metropolitan District

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

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November [REDACTED], 2024

Board of Directors
Roxborough Village Filing No. 14B Homeowners' Association
Via E-mail: [REDACTED]

Re: Notification of Nonappropriation of Funds for 2025 Maintenance and Snow Removal Services

Dear Board Members,

This letter is in follow-up to the two letters the Roxborough Village Metropolitan District (“*District*”) Board of Directors (“*Board*”) previously sent to the Roxborough Village Filing No. 14B Homeowners' Association (“*Association*”). In each of the prior letters, the Board advised the Association that the Board was intending to have the District cease providing maintenance and snow removal services without charge to areas owned by the Association, effective December 31, 2024.

This letter advises the Association that the Board did not appropriate funds in its 2025 Budget to continue providing maintenance and snow removal services for the Association without charge in 2025. As such, the District’s maintenance and snow removal services will terminate on December 31, 2024.

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Sincerely,

Ephram Glass, President
On behalf of the Board of Directors of the
Roxborough Village Metropolitan District

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

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Tel: 303-987-0835 □ 800-741-3254

Fax: 303-987-2032

<https://www.roxboroughmetrodistrict.org>

November , 2024

Board of Directors
Roxborough Village First Homeowners' Association, Inc.
Via e-mail: Angela.Christensen@kchoa.com

Re: Notification of Nonappropriation of Funds for 2025 Maintenance and Snow Removal Services

Dear Board Members,

This letter is in follow-up to the two letters the Roxborough Village Metropolitan District (“*District*”) Board of Directors (“*Board*”) previously sent to the Roxborough Village First Homeowners' Association (“*Association*”). In each of the prior letters, the Board advised the Association that the Board was intending to have the District cease providing maintenance and snow removal services without charge to areas owned by the Association, effective December 31, 2024.

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Sincerely,

Ephram Glass, President
On behalf of the Board of Directors of the
Roxborough Village Metropolitan District



PROPOSAL

N&D Tree LLC
 2718 Autumn Way
 Parker, CO 80138
 Phone (720) 793-5273

PROPOSED BY: Logan Ediger
DATE: November 22, 2024

CUSTOMER INFO:

Michelle Gardner
mgardner@sdmsi.com
 141 Union Boulevard, Suite 150
 Lakewood, CO. 80228-1898
 303-987-0835 Ext. 204

WORK SITE:

Roxborough Village

Item	Service	Description	QTY	Rate	Cost
Brush	Mastication	Mastication of the shaded polygons (approximately 2.3 acres) on the map, with a focus on thinning out the rabbitbrush in these zones.			\$ 4,140.00
Trees	Pruning/removal	Removal of dead trees, trees <4" dbh, trees damaging the fence line (approximately 1-3 larger trees), and the raising of trees >4" dbh to a height of 10' (1/3 tree height or 6' for trees <20' tall) in an 8' wide border running along approximately 5.6 miles of fence marked in the map.			\$ 38,500.00
Trees	Add-on	Optional add-on to extend the scope past the 8' border, from the fence down to the sidewalk, in the section walked by Logan and Ephram.			\$ 4,125.00
Land	Herbicide Spray	Optional per acre pricing for spraying treated areas to reduce woody plant regeneration.		\$500/acre	\$ -

N&D Tree will price match, or beat any other competitive bid by an insured, licensed, and certified contractor.

If scope definition will change, we can address on a case by case basis. Costs are valid if the entire job is to be completed by N&D Tree.

Payment Terms: Payment to be Received within 30 days of service completion. If payment is not received within 30 days, a 20% late charge will be added to the initial bill.
 Credit cards are subject to a 3.5% processing fee.

Materials/Parts + Tax	N/A
Shipping and Handling	N/A
PROPOSAL TOTAL	\$ 46,765.00

I, the undersigned, hereby accept the above proposal and release N&D Tree, LLC, officers, and employees from any liability for property damage resulting from the operating, parking, loading, or unloading (including the use of any boom or detached equipment) of any N&D Tree vehicle over and upon the job location premises described above. This includes, but is not limited to, damage to driveways, walkways, and lawns. Additionally, I release N&D Tree, LLC, officers, and employees from any liability for damage to underground utilities or irrigation while stump grinding.

Authorized By:

 (Signature) (Date)

Applicators are licensed by the Colorado Department of Agriculture

THANK YOU FOR YOUR BUSINESS!

From: [Damon Barker](#)
To: [Peggy Ripko](#); [Ephram Glass](#); [Tom Riley](#)
Subject: Valve Box Purple Lid Covers
Date: Wednesday, November 20, 2024 10:12:58 AM
Attachments: [image001.png](#)

Hello Everyone,

I just wanted to give an update on this project and pricing. After talking with Tom, the best way to go about this is to do this on a T&M basis. We do not know how many and what type of lids need to be replaced plus we need to GPS each valve box while doing this.

Valve Box Lid Pricing:

Round 9 inch - \$14.40 each plus labor

Standard Box - \$21.60 each plus labor

Jumbo Box - \$47.60 each plus labor

If needed to replace the box and lid pricing:

Round 9 inch - \$40 each plus labor

Standard Box - \$70 each plus labor

Jumbo Box - \$127.60 each plus labor

Majority of the box lids will be the standard size. Round is mainly used for quick couplers and the Jumbo for drip valves.

If you have any questions or concerns, please let me know.

Thanks,

Damon Barker
Account Manager



5585 Airport Road, Sedalia, CO 80135

720.813.7680 – Mobile

DamonB@cdi-services.com

cdi-services.com / 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.

From: [Ephram Glass](#)
To: [Peggy Ripko](#)
Subject: Fwd: Roxborough Pond and Outfall Rehabilitation
Date: Friday, November 22, 2024 1:03:10 PM
Attachments: [BASE - Roxborough Village \(DRAINAGE\)-22x34 - Concepts.pdf](#)

Please include the email and attachment in the December 3rd packet.

Thanks,
Ephram

----- Forwarded message -----

From: **Brad Robenstein** <BRobenst@douglas.co.us>
Date: Mon, Nov 18, 2024 at 11:36 AM
Subject: Roxborough Pond and Outfall Rehabilitation
To: Ephram Glass <ephramglass@roxboroughmetrodistrict.org>
Cc: Janet Herman <JHerman@douglas.co.us>

Ephram,

I have attached a concept plan for restoring the Roxborough Village Metro District (RVMD) detention pond and downstream outfall. It's based on the surveying effort donated by Douglas County and a few staff site visits. Hopefully, this provides the RVMD engineering consultant a good starting point to develop a long-term solution, which will benefit the Roxborough Village Metro District. The concept will have to be further verified and refined and construction and GESC drawings will need to be submitted to the County for review, approval and permitting. As we have discussed, you'll have to get appropriate permissions and/or easements from the Chatfield Farms HOA to facilitate construction and future maintenance activities. After one site visit, the County concluded that there are no unusual or heavy sediment sources in the upstream watershed. The accumulation appears to be what would be expected for a developed subdivision and the lack of frequent maintenance is most likely the bigger issue. It might be appropriate to also consider constructing forebays at the pipe and Rampart Range Road concrete channel inflow points to catch sediment and facilitate easy removal. Please contact Janet or I with any additional questions, comments, or if you need any clarifications.

Thanks, and have a good week!

Brad

Brad Robenstein, P.E., CFM | Drainage and Flood Control Engineer

Douglas County Department of Public Works Engineering

Engineering Services

Address | 100 Third St., Castle Rock, CO 80104

Main | 303-660-7490

Email | brobenst@douglas.co.us



GPS BASE:
 PNT CP #21 - ORANGE CAP ON REBAR
 SW CORN. OF SAFEWAY PKNG LOT (BOC).
 ELEV.=5633.83
 N=1600934.6340
 E=3119684.8090

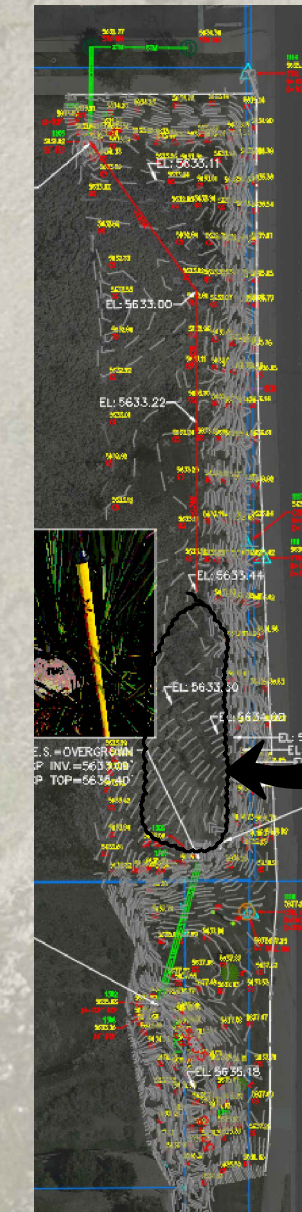
Assumptions - Estimated invert elevation = 5629.21.
 40-feet of RCP pipe at 1.0%. Upstream invert of
 proposed pipe would be approximately 5629.61.
 Approximate slope between detention pond outlet and
 pipe inlet for trickle channel would be 1.2%.

It appears that this manhole has adequate
 depth that a new pipe could be cored in and
 installed to the south, providing an invert that
 would allow an adequate slope from the
 detention pond outlet.

This pipe appears to be at an elevation that will only
 provide a 0.3% slope from the detention pond outlet,
 which isn't feasible for proper function. Could likely be
 abandoned with the proposed concept.

Proposed RCP to accept
 detention pond outflow.

NOTE:
 SPOT ELEVATIONS AND SLOPES ARE SHOWN AT RANDOM
 LOCATIONS AND APPROX.. CATTAILS WERE VERY THICK
 THROUGHOUT DRAINAGE POND.
 CONTOURS ARE SHOWN AT 0.10' FOR CLARITY.



SUMMARY OF SURVEYED AREA USED TO
 CREATE CONTOUR SURFACE.
 (CATTAILS LIMITED ACCESS THROUGHOUT)

AREA LACKING SURVEY
 DUE TO CATTAILS!



12" CMP INV.=5631.91'
 12" CMP TOP=5633.02'



24" RCP F.E.S.=OVERGROWN
 24" RCP INV.=5633.09'
 24" RCP TOP=5635.40'



24" RCP F.E.S.=OVERGROWN
 24" RCP INV.=5633.36'
 24" RCP TOP=5635.68'



6" WIDE x 5' CONCRETE WALL. ????
 BOTTOM OF WALL COULD NOT BE FOUND.
 (OVERGROWN)

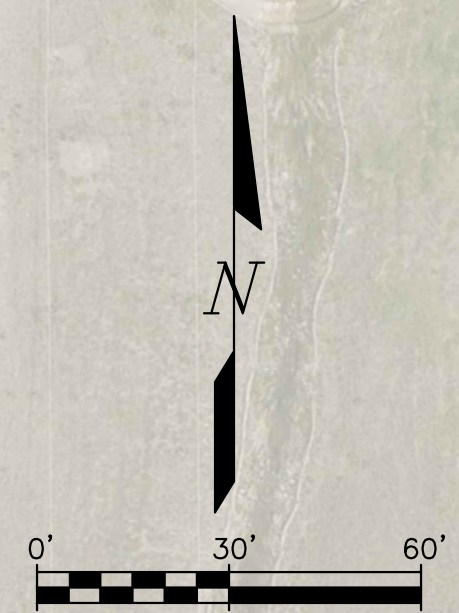
TRACT A
 CHATFIELD FARMS FILING
 No. 1A

TRACT B
 EXECUTIVE HOMES AT
 ROXBOROUGH VILLAGE
 FILING No. 3

CONTOURS ARE SHOWN AT 0.10' FOR CLARITY.

MONTE VISTA AVE.

NORTH RAMBLER ROAD



Note:
 Coordinates are State Plane Colorado Central 0502 (US Feet);
 Horizontal Datum NAD83/92;
 Vertical Datum NAVD88.



Rev	Date	Description

DOUGLAS COUNTY
 COLORADO
 Engineering Division
 100 Third Street
 Castle Rock, Colorado 80104
 (303) 660-7490

'TRACT A'
 CHATFIELD FARMS FILING No. 1A
 DETENTION POND / WETLANDS

Design	Drawn	Checked	Date	Created	Date	Modified	Scale	Job No.

SHEET
01
 OF 01 SHEETS

C:\Survey\2024 - 07.08.24 - Roxborough Village (DRAINAGE) CAD\BASE - Roxborough Village (DRAINAGE).dwg



ALL PURCHASE ORDERS, CONTRACTS, AND
CHECKS TO BE MADE OUT TO:
ROCKY MOUNTAIN RECREATION INC.
P.O. BOX 1521
ENGLEWOOD, CO 80150-1521
303-783-1452 800-636-0199

PROPOSAL

December 2, 2024
DATE

CONTACT: Michelle Gardner
PHONE: 303.987.0835 ext 204
EMAIL: mgardner@sdmsi.com

Littleton, CO 80125
F.O.B.

FREIGHT Prepaid Collect

SHIP TO: Roxborough Neighborhood Park
10126 Waterton Rd
Littleton, CO 80125

50% Down, Remaining Balance Net 30;
1.5% Monthly Finance Charge There After
TERMS

Approx. 4-6 Weeks A.R.O.
SHIPPING TIME

BILL TO: Special District Management Services
141 Union Boulevard, Suite 150
Lakewood, CO. 80228-1898

January 2, 2025
PROPOSAL GOOD UNTIL

We are pleased to submit this proposal to supply the following items:

QTY	ITEM NO.	DESCRIPTION	UNIT WT	UNIT PRICE	WEIGHT	EXTENDED AMT
1	148637A	 Seesaw, 4-Seats	157	\$4,615.00	157	\$ 4,615.00
1	SITE-WORK	DEMO, RELOCATE & INSTALL: Removal/Disposal of (1) Spica Spinner, Spinner, Remove and Relocate (1) Bowl Spinner, and Install 4-Person Seesaw (#148637A)		\$6,300.00		\$ 6,300.00

Comments: *Pricing includes pushing EWF/Surfacing away and putting it back; pricing based on hand digging. Please include a copy of a tax exempt certificate if applicable to avoid charges. Thank you!*

SUBTOTAL MATERIALS	\$10,915.00
INSTALLATION	INCLUDED
FREIGHT	\$410.00
SALES TAX (State& RTD)	\$436.60
TOTAL	\$11,761.60

ACCEPTED BY CUSTOMER _____ DATE _____

PRINT NAME
Jarett Baer _____
PROPOSED BY RMR REPRESENTATIVE _____ DATE 12/2/24

Jarett Baer
PRINT NAME