

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: February 19, 2025

TIME: 6:00 p.m.

LOCATION: Roxborough Library Meeting Room and Zoom Meeting

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09>

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

B. Additions/Deletions/Approval of Agenda

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.

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:

- October 16, 2024
- October 30, 2024
- November 20, 2024
- December 4, 2024 (updated enclosure)
- December 18, 2024 (updated enclosure)
- January 13, 2024
- January 15, 2024 (updated enclosure)
- January 22, 2024 (updated enclosure)
- January 28, 2024 (updated enclosure)
- February 2, 2024 (updated enclosure)
- February 10, 2024

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 January 31, 2025
Total Claims	\$88,551.49

-
- B. Review and accept unaudited financial report for the period ending January 31, 2025 (enclosure)
-

V. CONTRACTOR/CONSULTANT REPORTS

- A. Landscaping Updates- CDI Landscape, LLC. (10 minutes)*

1. Review Monthly Report. (updated enclosure)
-

- a. Review proposal to remove and replace six (6) dog station cans. (new enclosure).
-

2. Update on outstanding invoices.
-

B. Engineering Updates- Farnsworth

1. Update on Crystal Lake intake work and Little Willow Creek bridge work. (3 minutes)
-

2. Other
-

VI. LEGAL MATTERS

- A. Ratify the 1st Amendment to the N&D Tree Agreement (enclosure). (3 minutes) *
-

- B. Consider approval of the Snow Removal Agreement with Filing 14B (enclosure). (3 minutes) *
-

- C. Updates from Urban Drainage regarding Executive Homes drainage issue.
-

- D. Other
-

VII. AGENDA PRIORITIES

- A. Discuss and consider approval of the Chavez Services Agreement to repair asphalt surfaces and add ADA upgrades (enclosure). (8 minutes) *
-

- B. Discuss and consider putting a measure on the May ballot for the District to maintain HOA owned property and determine what language should be utilized (updated enclosure). (40 minutes) *
-

- C. Consider resuming maintenance services of HOA owned areas for Arrowhead Shores, Roxborough Village 1st, and Filing 14B HOAs. (8 minutes) *
-

- D. Consider approval of 2025 Landscape Contract (enclosure). (8 minutes) *
-

- E. Other
-

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).*

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

 2. SDMS Monthly Report (enclosure).

 3. Review and discuss, if needed, any recent general communications to District or CORA Requests.

 4. Monthly Invoice from Foothills Park & Recreation (enclosure).

 5. Status of District Website.

 6. Consider contracting with Game-Set-Match for tennis court maintenance in 2025. (3 minutes)

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

 2. Update on turf replacement/xeriscape contract.

 3. Update on Landscape Maintenance RFP (update included in SDMS monthly report).

 4. Update on Community Park Playground RFP (update included in SDMS monthly report).

IX. DIRECTOR MATTERS

A. Signage committee update. (2 minutes)

B. Environmental committee update. (2 minutes)

C. Other

X. OTHER MATTERS

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

B. Other.

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: <https://roxvillagemetro.colorado.gov/documents-and-information/code-of-conduct>

XII. ADJOURNMENT

THE NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, MARCH 19, 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 16th 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

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. District Manager Ripko noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

**ADMINISTRATIVE
MATTERS**

Agenda: District Manager Ripko reviewed with the Board the proposed Agenda.

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

Agenda, as amended 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 for April and October, 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 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: District Manager Ripko updated the Board on the approved surveys.

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.

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: District Manager Ripko is compiling information to provide a cost to the 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 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 16th start date 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.

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 Ripko to contact Douglas County.

Ace Tree: The Board discussed who should serve as the main point of contact for Ace Tree Care. The consensus of the Board 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, upon motion duly made by Director Jensen, seconded by Director Prysby, and upon vote, unanimously carried, the meeting was adjourned.

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 30th 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

_____ 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. 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.

ADMINISTRATIVE MATTERS

Agenda: 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.

PUBLIC COMMENTS

Homeowners Requests/Comments: 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.

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.

DISCUSSION MATTERS

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

OTHER MATTERS

None.

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.

Respectfully submitted,

By: _____
Secretary for the Meeting

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
NOVEMBER 20, 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 20th day of November, 2024 at 6:00 p.m. at the Roxborough Library 8357 N Rampart Range Rd # 200, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

CALL TO ORDER

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

ATTENDANCE

Directors In Attendance Were:

Ephram Glass, President
Debra Prysby, Vice President
Mark Rubic, Treasurer
Travis Jensen, Secretary
Brendan Coupe, Assistant Secretary

Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, P.C.

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

Debbie McInnis, Christine Stahl, Scott Venn, Megan Burch, Joanna, Alan, Kim Dugan, Jessica Martella, and Bill Hallinan; District Residents

Tatiana Kubisa; Member of the Public

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. District Manager Ripko noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

ADMINISTRATIVE MATTERS

Agenda: District Manager Ripko reviewed with the Board the proposed Agenda.

Following discussion, upon motion duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the Agenda, as amended to move the discussion regarding N&D Tree Care to Legal Matters, remove the discussion of amended invoices, and move Public Comment to before the Budget Hearing.

PUBLIC COMMENTS

Homeowners Requests/Comments: Ms. Kubisa requested a memorial bench be placed on the hogback in memory of her late husband. The Board expressed their condolences; the bench was not approved as the District does not have a system in place and requests have been denied in the past.

BUDGET HEARING

Homeowners Association (HOA) Cost Allocation for Maintenance: The Board discussed the responses received concerning the HOA cost allocation for maintenance.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Coupe and, upon vote, carried with Directors Rubic, Coupe, and Glass, in favor and Directors Jensen and Prysby opposed, the Board approved moving forward with a 2025 Draft Budget which does not allocate funds for maintenance of HOA areas, stating community meetings will be held in early 2025 to get homeowner input..

Public Hearing on 2025 Budget: Director Glass opened the public hearing to consider the proposed 2025 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2025 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

The Board reviewed the estimated 2024 expenditures and the proposed 2025 expenditures.

Upon motion duly made by Director Prysby, seconded by Director Glass, and upon vote unanimously carried, the Board approved the 2025 Budget, as amended, and considered adoption of Resolution No. 2024-11-01 to Adopt the 2025 Budget and Appropriate Sums of Money and Resolution No. 2024-11-02 to Set Mill Levies at 12.087 mills in the General Fund. Following discussion, upon vote unanimously carried, the Board adopted the Resolutions and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of Douglas County not later than December 15, 2024. District Counsel was directed to

transmit the Certification of Budget to the Division of Local Government no later than January 30, 2025.

CONSENT AGENDA The Board considered the following Board meeting minutes:

- September 10, 2024 Minutes.
- November 12, 2024 Minutes.

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

FINANCIAL MATTERS

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

Fund	Period Ending October 31, 2024
Total Claims	\$89,399.38

Following discussion, upon motion duly made by Director Glass, seconded by Director Coupe 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 October 31, 2024.

Following discussion, upon motion duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending October 31, 2024.

**CONTRACTOR/
CONSULTANT
REPORTS**

Landscaping Updates- CDI Landscape, LLC:

Monthly Report: The Board reviewed the Monthly Report.

Landscaping Services for 2025: The Board deferred this matter to the continued meeting.

Holiday Lights: The holiday lights will be completed as of November 21, 2024.

Drip Irrigation Repair: The Board deferred this matter to the continued meeting..

Engineering Updates- Farnsworth: District Manager Ripko updated the Board on the approved surveys.

LEGAL MATTERS

DC2's Invoice: The Board deferred this matter to the continued meeting.

Farnsworth Bill Overage: The Board deferred this matter to the continued meeting.

Fences: The Board deferred this matter to the continued meeting.

Memorial Bench: The Board discussed establishing a memorial bench/item policy and a donor's request for a memorial bench on the hogback.

District Employees: The Board deferred this matter to the continued meeting.

Douglas County Zoning Resolution Amendment: The Board deferred this matter to the continued meeting.

District Contracts: The Board deferred this matter to the continued meeting.

Other: None.

**CONTINUATION
OF MEETING**

Upon motion made by Director Prysby, seconded by Director Coupe, and upon vote, unanimously carried, the meeting was continued to Wednesday, December 4, 2024 at 6:00 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting

**MINUTES OF A CONTINUED SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
DECEMBER 04, 2024**

A special 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 4th day of December, 2024 at 6:00 p.m. at via Zoom. The meeting was open to the public.

CALL TO ORDER

District Manager Ripko called the meeting to order the 6:05 p.m.

ATTENDANCE

Directors In Attendance Were:

Ephram Glass, President
Debra Prysby, Vice President
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.

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. District Manager Ripko noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

**ADMINISTRATIVE
MATTERS**

Agenda: District Manager Ripko reviewed with the Board the proposed Agenda.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen, and, upon vote, unanimously carried, the Board approved the Agenda and excuse the absence of Director Rubic.

**AGENDA
PRIORITIES**

Construction Agreement with Chavez Services: The Board discussed the construction agreement with Chavez Services.

Playground Equipment: The Board discussed the playground equipment replacement for the proposed Community Park playground site.

Agreement with Ace Tree Care: The Board discussed canceling the agreement with Ace Tree Care for wildfire mitigation and consider an agreement with N&D Tree.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen, and, upon vote, unanimously carried, the Board rescinded the agreement with Ace Tree Care for wildfire mitigation and approved an agreement with N&D Tree.

Chatfield Farms/Marketplace Playground: The Board discussed the replacement of spinner replacements in Chatfield Farms/Marketplace playground.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen, and, upon vote, unanimously carried, the Board approved the estimate from ~~PlayWell~~Rocky Mountain Recreation.

Executive Homes Detention Pond: Ms. Ripko provided an update to the Board on status of the Executive Homes detention pond.

**OPERATION AND
MAINTENANCE
MATTERS**

District Management Updates:

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

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

General Communications to District or CORA Requests: None.

Status of District Website: Ms. Ripko reported the website is 99% compliant; we have a list of items that need to be remediated which will be done prior to the July 2025 deadline.

General Update:

Chatfield Farms Planter Project: Ms. Ripko updated the Board on the status Chatfield Farms Planter project.

General Repairs and Maintenance of Existing Playground Equipment: Ms. Ripko reported the inspection for Crystal Lake Playground ~~has been~~was done in error, ~~and a~~A list of needed repairs drafted and an RFP has been sent out to potential vendors for the purpose of pricing repairs.

Turf Replacement/Xeriscape Contract: ~~Ms. Ripko~~Director Glass provided an update on the turf replacement/xeriscape contract.

**DIRECTOR
MATTERS**

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

Environmental Committee: The Board discussed an update from the Environmental committee. The Board approved the purchase of hoses and ancillary supplies to water the greenhouse from the school spigot during the winter in an amount not to exceed \$200.

Other: None.

OTHER MATTERS

Action Items: None.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned.

Respectfully submitted,

By: _____
Secretary for the Meeting

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
DECEMBER 18, 2024**

A regular meeting of the Board of Directors (referred to hereafter as the “Board”) of the Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 18th day of December, 2024 at 6:00 p.m. at the Roxborough Library 8357 N Rampart Range Rd # 200, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

CALL TO ORDER

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

ATTENDANCE

Directors In Attendance Were:

Ephram Glass, President
Debra Prysby, Vice President
Mark Rubic, Treasurer
Travis Jensen, Secretary
Brendan Coupe, Assistant Secretary

Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, P.C.

J.C. Cundall; Farnsworth Group, Inc.

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

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

Steve Throneberry and Thiago Hoffman; District Residents (for a portion of the meeting)

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. District Manager Ripko noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

**ADMINISTRATIVE
MATTERS**

Agenda: District Manager Ripko reviewed with the Board the proposed Agenda.

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

**PUBLIC
COMMENTS**

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

CONSENT AGENDA

The Board considered the following Board meeting minutes:

- ~~October 16, 2024~~
- ~~October 30, 2024~~
- November 12, 2024
- December 3, 2024
- Change Order to Service Agreement for Holiday Lights.

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

**FINANCIAL
MATTERS**

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

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

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby and, upon vote, unanimously carried, the Board ratified approval of the claims.

Unaudited Financial Report: The Board reviewed the unaudited financial report for the period ending November 30, 2024.

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

**CONTRACTOR/
CONSULTANT
REPORTS**

Landscaping Updates- CDI Landscape, LLC:

Monthly Report: The Board reviewed the Monthly Report.

Holiday Lights: The Board discussed the holiday lights.

Engineering Updates- Farnsworth:

Community Park Parking Lot Permit Application: The Board reviewed a Community Park parking lot permit application.

Other: None.

LEGAL MATTERS

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

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

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

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

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

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

Other: None.

**AGENDA
PRIORITIES**

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

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

Other: None.

**OPERATION AND
MAINTENANCE**

District Management Updates:

MATTERS

Stormwater Trickle Ditch Along Rampart Range Rd.: The Board discussed the cleaning out the stormwater trickle ditch along Rampart Range Rd. The Board directed Director Glass to obtain estimate from JPL, Inc. to clean out the stormwater trickle ditch along Rampart Range Rd.

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

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

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

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

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

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

General Update:

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

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

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

DIRECTOR MATTERS

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

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

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

Other: None.

OTHER MATTERS

Action Items: None.

Other: None.

ADJOURNMENT

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

Respectfully submitted,

By: _____
Secretary for the Meeting

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD JANUARY 13, 2025

A Special Meeting of the Board of Directors (referred to hereafter as the "Board") of Roxborough Village Metropolitan District (the "District") was convened on Monday, the 13th day of January, 2025 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
Mark Rubic

Director Absent:
Travis Jensen (excused)

Also In Attendance Were:

Steve Throneberry, Resident

CALL TO ORDER At 6:01 p.m. the meeting was called to order.

I. ADMINISTRATIVE MATTERS

Upon motion duly made by Director Glass, seconded by Director Prysby, and, upon vote, unanimously carried, the Board excused Director Jensen'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 Prysby, 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 possible town hall dates to discuss maintaining HOA owned property.

Following discussion, the consensus of the Board was to hold one town hall meeting on Tuesday, January 28th and one additional meeting on Sunday on either February 2nd or 9th subject to meeting room availability. The consensus was to format the meetings with an initial presentation followed by a Q&A session and/or a public comment session depending on meeting attendance. If participation exceeded the available time, any questions or comments would be sent to the District Manager. An exit poll would be used to gauge participants' opinions. Director Rubic noted that a statement of the issue was needed in the meeting notices and in the presentation.

B. Discuss adjustments to the district website, specifically the landing pages for the menu items.

After a brief discussion, the consensus of the Board was to direct SDMS to update the menu pages to ensure submenu links were shown. The Board directed Director Glass to develop a list of suggested changes in menu structure to better organize the website.

C. Discuss whether to request Xcel to install charging stations in the district where they cover most or all of the cost of installation.

After a brief discussion, the consensus of the Board was that if any charging stations were installed, they were best located at the Roxborough Marketplace. However, the Board noted that additional information was needed before any decisions could be made.

D. Updates from Arrowhead Shores HOA meeting.

Director Glass provided a brief update of the questions posed during the Arrowhead Shores

HOA meeting. Director Glass noted that the letters intended to go out to the HOAs in early December were never sent out by SDMS, the district management company. The Board reviewed newly drafted notification letters and the consensus of the Board was to remove the paragraph noting town hall meetings were planned.

E. Discuss who to appoint to Director Rubic's vacant position on the Operations Committee.

The Board discussed the Operations Committee vacancy. Director Rubic explained his reasoning for resigning from the Committee. He suggested that due to the lack of inclusion of all members of the Committee, it may be better to disband the Committee all together and just have the Board President assume all of those functions. Director Prysby noted she was interested in filling the position. It was also noted that the official designation of a new committee member was scheduled for January 15th.

F. Update on Community Park RFP.

The Board discussed the playground RFP draft. Director Glass requested that if the board members had any suggested changes to submit them with tracked changes to him.

G. Discuss any updates on the 2025 Landscape Agreement.

Director Glass reviewed the changes he made and did not make to the 2025 Landscape Agreement in response to CDI's requested changes. The Board did not suggest any further changes beyond those presented. The Board will put the language up for approval on January 15th and request an updated proposal based on the language approved.

H. Discuss possible employee hires, including what type of employee, what their scope of work would be, and any other prerequisites for hiring an employee.

The Board discussed the work scope of both possible employee positions. The consensus of the Board was to proceed with a slightly modified version of the Assistant Manager position as a part-time position only. The Board directed Director Glass to eliminate the Project Management term and use terms like 'coordinator'. Director Glass suggested that moving forward with field services positions in the near future would save the district money and improve services. Director Prysby had the opinion that it would end up costing more money and the District Engineer should step in to do more project management. The Board tabled the discussion about the field services employees until after the District was successful in hiring a productive Assistant Manager.

I. Updates on the following items:

1. District signage;

Director Glass noted SDMS had several proposals to be discussed at a future meeting.

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

The Board discussed the language in the edited license agreement. Director Rubic noted he had a few suggested changes that he would send to Director Glass primarily pertaining to liability.

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

There were no new updates.

4. Chatfield Farms Playground Spinner Equipment;

The Board discussed the color options presented and the consensus of the Board was to utilize the denim color to match the existing equipment.

5. Turf replacement (xeriscape) project;

Director Glass noted the turf replacement project along Rampart was mostly complete with minor work to occur in the spring. He also noted that Pinyon had provided a preliminary xeriscape design and many of the needed plants were transplanted in preparation for the project.

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

Director Glass noted that the load data showed 489 kWh for mid-November to mid-December. He noted this was extraordinarily high for LED lights and would require a very large solar installation to power something on the southeast corner where the power was severed. Director Coupe said he would investigate with Director Glass about why the load was so high.

7. Status of the holiday lights purchase and display;

Director Glass noted that CDI was planning to take down the holiday lights in the next week.

J. Environmental Committee Update

The updates were provided under the Turf replacement topic.

K. 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.

There were no new requests to report.

IV. OTHER MATTERS

A. Other

Director Glass asked the Board if the District should comment on the latest County referral regarding the proposed regulation amendments to regulate natural medicine businesses (referral DR2024-003). After some discussion, the consensus of the Board was not to provide any comments.

Director Glass noted that N&D Tree was looking to start wildfire mitigation work on January 23rd or 28th, though the date would be weather dependent. Once a start date was picked, he noted communications would be sent out to the district.

The Board discussed switching the April Board-only meeting date. The consensus of the Board was to switch it to April 7th.

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

There was no public comment.

VI. ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Glass, seconded by Director Prysby, and upon vote, unanimously carried, the Special Meeting was adjourned at 7:57 p.m.

Respectfully submitted

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
JANUARY 15, 2025**

A regular meeting of the Board of Directors (referred to hereafter as the “Board”) of the Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 15th day of January, 2025 at 6:00 p.m. at the Roxborough Library 8357 N Rampart Range Rd # 200, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

CALL TO ORDER

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

ATTENDANCE

Directors In Attendance Were:

Ephram Glass, President
Debra Prysby, Vice President
Brendan Coupe, Assistant Secretary

Directors Absent Were:

Travis Jenson, Secretary (excused)
Mark Rubic, Treasurer (excused)

Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq. and Kelley Duke; Ireland Stapleton Pryor & Pascoe, P.C.

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

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

Homeowners In Attendance Were:

Steve Thornberry
Debbie McInnis
Christine & Scott Venn
Gygentha Swofford

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. District Manager Ripko noted that a quorum was present and requested that members of the Board disclose any

potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors' Disclosure Statements to be filed.

ADMINISTRATIVE MATTERS

Agenda/Director Absences: 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 and excused the absences of Director Rubic and Director Jensen.

PUBLIC COMMENTS

Homeowners Requests/Comments: Homeowners asked about the open houses to discuss landscaping.

CONSENT AGENDA

~~The Board considered the following Board meeting minutes:~~

- ~~• November 20, 2024 continued to December 4, 2024~~
- ~~• December 18, 2024~~

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

FINANCIAL MATTERS

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

Fund	Period Ending December 31, 2024
Total Claims	\$99,219.73

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 December 31, 2024.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board accepted the unaudited financial report for the period ending December 31, 2024.

Hoelting & Company, Inc. Engagement Letter for 2024 Audit: The Board reviewed the Hoelting & Company, Inc. Engagement Letter for a total of \$7,500 for the 2024⁵ District Audit.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the Hoelting & Company, Inc. Engagement Letter for a total of \$7,500 for the 2025 District Audit.

**CONTRACTOR/
CONSULTANT
REPORTS**

Landscaping Updates- CDI Landscape, LLC:

Monthly Report: The Board reviewed the Monthly Report.

2025 Landscape Agreement: The Board discussed the update on the 2025 Landscape Agreement.

Following discussion, upon motion, duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the 2025 Landscape Agreement subject to finalization of the compensation schedule.

Update on Outstanding Invoices: The Board discussed the outstanding invoices.

Engineering Updates- Farnsworth:

Community Park Parking Lot Permit Application: The Board reviewed draft plans for sidewalk designs and gave direction to Farnsworth to update the plans.

Other: None.

LEGAL MATTERS

Update on Agreements for N&D Tree, Rocky Mountain Recreation and CDI:

The Board discussed the updates on the agreements for N&D Tree, Rocky Mountain Recreation, and CDI for wildfire mitigation, playground spinner replacement, and drip irrigation repair respectively. It was noted that N&D has an appointment with Director Glass on Friday, January 17th to review the area. Rocky Mountain Recreation: ~~the~~ The agreement has been finalized; the Board approved the color on Monday, January 13th. Drip irrigation: ~~Per~~ Per ~~Dino~~ attorney Ross, this is already in the agreement and therefore an agreement is not needed. An e-mail will be sent in the spring confirming the work and price.

Urban Drainage : Ms. Duke updated the Board regarding the Urban Drainage Executive Home drainage issue.

2025 Election Resolution: The Board reviewed the 2025 Election Resolution.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the resolution and directed Attorney Ross to draft potential ballot language for landscaping maintenance and snow removal.

AGENDA
PRIORITIES

Town Hall Meetings: The Board discussed scheduling the town hall meetings in January to discuss maintaining HOA owned property. The meetings are scheduled for January 28, 2025 and February 2, 2025 or February 9, 2025, pending confirmation of room reservations. The Board reviewed the draft letters to the [homeowner](#) associations.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the letters and directed [Attorney](#) Ross to draft a statement regarding why the town halls are taking place.

Operations Committee: The Board discussed appointing a new member of the Operations Committee.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board appointed Director Prysby to the Operations Committee.

Other: None.

OPERATION AND
MAINTENANCE
MATTERS

District Management Updates:

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

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

General Communications to the District or CORA Requests: Two e-mails have been received requesting information regarding the upcoming election.

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

Status of District Website: Ms. Ripko provided an update regarding the status of [the District website](#).

General Update:

General Repairs and Maintenance of Existing Playground Equipment: There were no updates at this time.

Turf Replacement/Xeriscape Contract: There were no updates at this time.

DIRECTOR

Signage Committee: The Board discussed an update from the Signage

MATTERS

Committee.

Environmental Committee: The Board discussed the estimate from the Environmental Committee.

Other: None.

OTHER MATTERS

Action Items: The Board reviewed action items and adding them to the task spreadsheet.

Other: The Board discussed ~~the~~ an aAgreement for snow removal for Filing 14B Homeowners' Association.

Following discussion, upon motion, duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board authorized ~~the~~ Attorney Ross to draft an aAgreement for snow removal for Filing 14B Homeowners' Association.

**PUBLIC
COMMENTS/HOME
OWNER REQUESTS**

None.

ADJOURNMENT

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

Respectfully submitted,

By: _____
Secretary for the Meeting

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
JANUARY 22, 2025**

A special 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 22nd day of January, 2025 at 6:00 p.m. via Zoom. The meeting was open to the public.

CALL TO ORDER

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

ATTENDANCE

Directors In Attendance Were:

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

Directors Absent Were:

Travis Jensen, Secretary (excused)
Brandan Coupe, Assistant Secretary (excused)

Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, P.C.

Homeowners In Attendance Were:

Steve Thornberry
Scott McInnis
Gygentha Swofford

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. District Manager Ripko noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

**ADMINISTRATIVE
MATTERS**

Agenda/Director Absences: District Manager Ripko reviewed with the Board the proposed Agenda.

Formatted: Font: Bold, Underline

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

**PUBLIC
COMMENTS**

Homeowners Requests/Comments: [Homeowner asked about dead rabbitbrush.](#)
[Director Glass was directed to follow up with the homeowner.](#)~~[Homeowners asked about the dead rabbit bush.](#)~~

**HOMEOWNER
OPEN HOUSES**

The Board discussed the homeowner's open houses.

**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 Prysby, seconded by Director Glass and, upon vote, unanimously carried, the meeting was adjourned ~~without objection.~~

Respectfully submitted,

By: _____
Secretary for the Meeting

**MINUTES OF A SPECIAL MEETING (TOWN HALL) OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
JANUARY 28, 2025**

A special meeting (Town Hall) of the Board of Directors (referred to hereafter as the “Board”) of the Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 28th day of January, 2025 at 6:00 p.m. at the West Metro Fire Protection District Station 15 Community Room at 6220 N. Roxborough Drive, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

CALL TO ORDER

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

ATTENDANCE

Directors In Attendance Were:

Ephram Glass, President
Debra Prysby, Vice President
Mark Rubic, Treasurer
Travis Jensen, Assistant Secretary
Brendan Coupe, Assistant Secretary

Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)
Dino Ross, Esq.; Ireland Stapleton Pryor and Pascoe, P.C.

Homeowners In Attendance Were:

Robin Woolley
Jeff Leal
Christine & Scott Venn
Justin Capanna
Michelle & Jared
Dan and Cynthia
Mark Rubic
Joshua Barnes
Jeremy Taylor
iPhone (2)
Ron
Jessica Martella
ashly
Marianne Schenk
Kim Gaworowski
William Finn
Theresa Daus-Weber
Megan Burch she/her
Tony

Will Morgan
Cory Calvert
Samsung SM-X210
Michelle McMahon
adolphsteinbach
Chad Bergman
iPhone (2)
J. Marink
v mistry (iPhone)
Farshad Behbahani
Julia
Gregory Reynolds
Farshad Behbahani
Megan
Michelle McMahon
C. Russell
Edgar's iPhone
Michelle & Jared
Farshad Behbahani
Steve Thornberry
Bob Mello
Scott & Debbie McInnis
Zach & Lindsay Hildegard
Kevin & Jeanette McClellan
Daniella Lee
Hrncir
Fran Santagata
Michael Hruza
Steve Becker
Ester Becker
Jack Grissom
Julie Grissom

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. District Manager Ripko noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors' Disclosure Statements to be filed.

**ADMINISTRATIVE
MATTERS**

Agenda: District Manager Ripko reviewed with the Board the proposed Agenda.

**PRESENTATION
OF DISTRICT HOA
MAINTENANCE
ISSUES**

The Board, District Manager Ripko, and Attorney Ross made a PowerPoint presentation that ~~consultants~~ gave an overview of issues with the District maintaining HOA-owned property.

**PUBLIC
COMMENTS**

The Board, District Manager Ripko, and Attorney Ross -answered questions from the attendees in the room and on zoom. as needed.

**PUBLIC
COMMENTS/
HOMEOWNER
REQUESTS**

~~None.~~

ADJOURNMENT

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

Respectfully submitted,

By: _____
Secretary for the Meeting

**MINUTES OF ~~A SPECIAL TOWNHALL MEETING OF~~
~~THE BOARD OF DIRECTORS OF THE~~
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
FEBRUARY 2, 2025**

A ~~Town Hall~~ was conducted by two members of the ~~special meeting of the~~ Board of Directors (referred to hereafter as the “Board ~~Members~~”) of the Roxborough Village Metropolitan District (the “District”) ~~was convened~~ on Sunday, the 2nd day of February, 2025 at 6:00 p.m. at the West Metro Fire Protection District Station 15 Community Room at 6220 N. Roxborough Drive, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

CALL TO ORDER

Director Glass called the ~~meeting~~ Town Hall to order at 6:00 p.m.

ATTENDANCE

Directors In Attendance Were:

Ephram Glass, President
Debra Prysby, Vice President

Homeowners In Attendance Were:

Andrew Montoya
Kim Dugan
Ken Dugan
John Norris
Nicole Linhardt
Christine Stahl
Debbie McInnis

**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. It was noted that there are no Directors’ Disclosure Statements to be filed.~~

**ADMINISTRATIVE
MATTERS**

Agenda: Director Glass reviewed ~~with the Board~~ the Town Hall ~~proposed A~~ agenda.

**PRESENTATION
OF DISTRICT HOA
MAINTENANCE
ISSUES**

The Board Members gave an overview of issues with the District maintaining HOA property.

**PUBLIC
COMMENTS**

The Board Members answered questions ~~as needed~~ from the attendees.

**PUBLIC
COMMENTS/
HOMEOWNER
REQUESTS**

None.

ADJOURNMENT

There being no further ~~business discussion, the Board Members to come before the Board at this time, upon motion duly made and seconded, upon vote, unanimously carried, adjourned the Town Hall meeting was adjourned without objection.~~

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 FEBRUARY 10, 2025

A Special Meeting of the Board of Directors (referred to hereafter as the "Board") of Roxborough Village Metropolitan District (the "District") was convened on Monday, the 10th day of February, 2025 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:

Ephram Glass
Brendan Coupe
Mark Rubic
Travis Jensen

Director Absent:

Debra Prysby (excused)

Also In Attendance Were:

Andrew Montoya, Resident
Jennifer Rhein, Resident
Debbie McInnis, Resident
Christine Stahl, Resident
Michelle Perry, Resident

CALL TO ORDER At 6:00 p.m. the meeting was called to order.

I. ADMINISTRATIVE MATTERS

Upon motion duly made by Director Glass, seconded by Director Coupe, and, upon vote, unanimously carried, the Board excused Director Prysby'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 Jensen, seconded by Director Coupe, and, upon vote, unanimously carried, the Board approved the agenda.

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

Debbie McInnis asked if there was a decision to resume maintenance services. Director Glass noted that the board would discuss it but a final decision would not be made until February 19th at the earliest.

Jennifer Rhein asked if the Roxborough Ridge HOA owned tracts would be maintained by RVMD in relation to the proposed ballot measure. Director Glass noted that the proposed ballot would allow for it if a ballot measure passed with language stating such.

III. BOARD DISCUSSION MATTERS

A. Discuss placing a ballot measure up for a vote in May regarding maintenance of HOA owned property and discuss what language should be used.

The Board discussed the proposed ballot language options. The consensus of the Board was to use some variation of the simpler ballot language that did not list out the various license agreements. There was discussion about adding a second measure to include a mill levy or other funding mechanism to cover costs associated with the extra maintenance, which would only pass if both measures received a majority vote. The Board also discussed whether to resume maintenance services until the May election. Due to lack of time, the Board opted to try to finalize the language at the meeting on February 19th.

B. Discuss issues with Farnsworth invoices.

After a brief discussion, the consensus of the Board was to only pay invoices where the final product was delivered and the hours were billed correctly without rounding up to the nearest hour.

C. Discuss the 2025 Landscape Maintenance Agreement and if the listed options should be included.

After a brief discussion, the consensus of the Board was not to include the additional options for fall pre-emergent herbicide treatment of turf or herbicide treatment of noxious weeds in non-irrigated areas.

D. Discuss proposal for adding stone around shade shelter pillars in Chatfield Farms playground.

Director Glass noted the proposal was to provide a solution to the potential trip hazard around the shade shelter columns. After a brief discussion, the consensus of the board was not to pursue the proposal at this time.

E. Discuss fixing drip irrigation across the district and possibly extending some in Community Park to help sickly trees.

Director Glass reviewed the non-functional drip irrigation areas with the Board. The consensus of the Board was to fix the drip irrigation where trees were water stressed. These areas included locations in Chatfield Farms and Community Park but excluded east of Rampart Range Rd where power lines restrict trees.

F. Discuss where to focus tree planting efforts.

Director Rubic proposed focusing tree planting efforts near the new playground in Community Park and in and around the adjacent parking lot. The consensus of the Board was to do that in conjunction with repairing and extending the drip irrigation to existing stressed trees on the west side of the parking lot.

G. Discuss creating an agreement to perform wildfire maintenance on Douglas County School District property north of Filing 16B.

After a brief discussion, the Board opted not to attempt to pursue an agreement with the Douglas County School District due to the timing of the ongoing wildfire mitigation work.

H. Update from Roxborough Ridge HOA with regard to having RVMD include their medians in the maintenance agreement with Douglas County.

The Board discussed the request by the Roxborough Ridge HOA to include the medians on Red and Blue Mesa into the maintenance agreement with Douglas County. The Board decided to postpone a decision until the end of May in case the proposed ballot measure affected any HOA agreements.

I. Discuss adjustments to the district website, specifically the landing pages for the menu items.

The item was deferred to a later date.

J. Update on Community Park RFP.

Director Glass noted the RFP had not been sent out yet. Director Rubic requested that it be publicized on the District website, social media, and elsewhere.

K. Update on Landscape Maintenance and Snow Removal RFP.

Director Glass noted the RFP had been sent out yet and had a deadline in early March. Director Rubic requested that it be publicized on the District website, social media, and elsewhere.

L. Discuss possible employee hires, including what type of employee, what their scope of work would be, and any other prerequisites for hiring an employee.

Director Glass noted he spoke with Kurt Miller, the supervisor for Roxborough Park Foundation, and he would be attending the March 10th meeting to answer questions from the Board. Director Glass also noted that the hours estimated for an assistant manager warranted a part-time position only. Director Rubic was concerned about who the employee would report to. The Board requested that Director Glass get more input from the District Attorney about government employment laws pertaining to benefits, termination, and other restrictions.

M. Updates on the following items:

1. District signage;

Director Glass noted SDMS is receiving updated proposals.

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

There were no updates.

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

Director Glass noted SDMS is obtaining proposals.

4. Chatfield Farms Playground Spinner Equipment;

There were no updates.

5. Turf replacement (xeriscape) project;

There were no updates.

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

Director Glass noted that SDMS would be asking other local electricians about installing solar in conjunction with installing an outlet at the Community Park gazebo.

N. Environmental Committee Update

There were no updates.

O. 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.

Director Glass noted the little league asked if they could install footers in the ball field for outfield fences. After some discussion, the Board directed Director Glass to receive input from legal counsel to see if he had concerns with installation of anything by volunteers.

IV. OTHER MATTERS

A. Other

Director Glass asked if the Board had issues with a proposed agreement with Filing 14B HOA to perform snow removal for a fee. The Board did not have any objections and asked

to have the agreement put up for approval at the February 19th meeting.

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

There was no public comment.

VI. ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Jensen, seconded by Director Coupe, and upon vote, unanimously carried, the Special Meeting was adjourned at 8:00 p.m.

Respectfully submitted

Roxborough Village Metro District
A/P Aging Summary
 As of January 31, 2025

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Bill.com LLC	338.99	0.00	0.00	0.00	338.99
Consolidated Divisions Inc	42,538.84	23,786.85	9,908.71	38,560.65	114,795.05
CORE Electric Cooperative	892.68	0.00	0.00	0.00	892.68
Diversified Underground	228.00	0.00	0.00	0.00	228.00
Douglas County Deputy Sheriff's Associati	82.75	0.00	0.00	0.00	82.75
Ephram Glass*	0.00	627.69	0.00	0.00	627.69
Farnsworth Group, Inc	0.00	0.00	57,362.67	0.00	57,362.67
Foothills Park & Recreation District	1,436.81	0.00	0.00	0.00	1,436.81
Game-Set-Match Inc.	0.00	350.00	0.00	0.00	350.00
Gemsbok Consulting Inc.	1,818.10	0.00	0.00	0.00	1,818.10
HGL Construction Services LLC	0.00	0.00	0.00	345.00	345.00
Ireland Stapleton Pryor & Pascoe PC	14,341.50	0.00	0.00	0.00	14,341.50
Rocky Mountain Recreation Inc	5,880.80	0.00	0.00	0.00	5,880.80
Utility Notification Center of Colorado	69.05	0.00	0.00	0.00	69.05
TOTAL	<u>67,627.52</u>	<u>24,764.54</u>	<u>67,271.38</u>	<u>38,905.65</u>	<u>198,569.09</u>

Roxborough Village Metro District
A/P Aging Detail
As of January 31, 2025

Date	Num	Name	Due Date	Split	Memo	Aging	Open Balance
Current							
01/16/2025	2017758	Consolidated Division...	01/31/2025	-SPLIT-			388.00
01/21/2025		CORE Electric Cooper...	01/31/2025	-SPLIT-			892.68
01/31/2025	SALES000...	Foothills Park & Recre...	01/31/2025	-SPLIT-	January 2024 Reside...		1,436.81
01/31/2025	225011178	Utility Notification Cen...	01/31/2025	-SPLIT-	RTL Transmissions		69.05
01/31/2025	161931	Ireland Stapleton Pryo...	01/31/2025	-SPLIT-	Billed Through 01/31/...		14,341.50
01/22/2025	00115372	Douglas County Deput...	02/01/2025	-SPLIT-			82.75
01/18/2025	2017807	Consolidated Division...	02/02/2025	-SPLIT-			9,310.00
01/23/2025	7884	Rocky Mountain Recr...	02/02/2025	80070 · New Playground	Airplane Park		5,880.80
01/19/2025	2017878	Consolidated Division...	02/03/2025	-SPLIT-			2,890.00
01/23/2025	2017914	Consolidated Division...	02/07/2025	-SPLIT-			8,183.00
01/25/2025	2017957	Consolidated Division...	02/09/2025	-SPLIT-			10,175.00
01/31/2025	25020248224	Bill.com LLC	02/10/2025	-SPLIT-	Billing Period 01/05/2...		338.99
01/28/2025	2018001	Consolidated Division...	02/12/2025	-SPLIT-			1,940.00
01/31/2025	2017633	Consolidated Division...	02/15/2025	-SPLIT-			9,652.84
01/31/2025	31458	Diversified Underground	03/02/2025	-SPLIT-	Screen Charge		228.00
01/31/2025	6190	Gemsbok Consulting I...	03/17/2025	-SPLIT-	January 2025		1,818.10
Total Current							67,627.52
1 - 45							
12/02/2024	2017027	Consolidated Division...	12/17/2024	-SPLIT-		45	9,652.85
12/31/2024	INV-18451	Game-Set-Match Inc.	12/31/2024	-SPLIT-	Tennis Court Washing	31	350.00
01/08/2025	2017564	Consolidated Division...	01/23/2025	-SPLIT-		8	6,863.00
01/09/2025	2017698	Consolidated Division...	01/24/2025	-SPLIT-		7	7,271.00
01/30/2025	RVMD10010	Ephram Glass*	01/30/2025	80060 · Plant Nursery	Greenhouse Supplies	1	627.69
Total 1 - 45							24,764.54
46 - 90							
10/19/2024	2016572	Consolidated Division...	11/03/2024	-SPLIT-		89	938.01
10/24/2024	255676	Farnsworth Group, Inc	11/03/2024	-SPLIT-	Period ending 09.30.2...	89	57,362.67
11/30/2024	2017062	Consolidated Division...	12/15/2024	-SPLIT-		47	8,970.70
Total 46 - 90							67,271.38
> 90							
04/12/2024	2024-23	HGL Construction Ser...	05/12/2024	80060 · Plant Nursery		264	345.00
04/27/2024	2013941	Consolidated Division...	05/12/2024	-SPLIT-	Water meter install	264	9,253.71
05/31/2024	2014479	Consolidated Division...	06/15/2024	-SPLIT-	T&M May 26-31	230	8,975.71
07/27/2024	2015307	Consolidated Division...	08/11/2024	-SPLIT-		173	120.00
07/27/2024	2015301	Consolidated Division...	08/11/2024	-SPLIT-		173	7,400.22
07/31/2024	2015447	Consolidated Division...	08/15/2024	-SPLIT-		169	80.00
08/10/2024	2015616	Consolidated Division...	08/25/2024	-SPLIT-		159	198.00
08/10/2024	2015617	Consolidated Division...	08/25/2024	-SPLIT-		159	195.00
08/24/2024	2015744	Consolidated Division...	09/08/2024	-SPLIT-		145	12,338.01
Total > 90							38,905.65
TOTAL							198,569.09

Roxborough Village Metro District

Claims by Vendor Detail

January 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
Bill.com LLC						
Bill	01/07/2025	25019893308	Billing Period 12/05/2024 - 01/04/2025	52040 · Software & Online Subscr...	274.72	274.72
Bill	01/07/2025	25019893308	Billing Period 12/05/2024 - 01/04/2025	52040 · Software & Online Subscr...	52.33	327.05
Bill	01/07/2025	25019893308	Billing Period 12/05/2024 - 01/04/2025	52040 · Software & Online Subscr...	13.63	340.68
Total Bill.com LLC						340.68
Colorado department of Agriculture						
Deposit	01/22/2025		Noxious Weed Grant Deposit	45000 · Grant Income	-20,000.00	-20,000.00
Total Colorado department of Agriculture						-20,000.00
Consolidated Divisions Inc						
Bill	01/21/2025	2016928		68070 · Snow Removal Expense	21,659.40	21,659.40
Bill	01/21/2025	2016928		68070 · Snow Removal Expense	4,125.60	25,785.00
Bill	01/21/2025	2017419		68070 · Snow Removal Expense	3,060.96	28,845.96
Bill	01/21/2025	2017419		68070 · Snow Removal Expense	583.04	29,429.00
Total Consolidated Divisions Inc						29,429.00
CORE Electric Cooperative						
Bill	01/07/2025			51050 · Utilities Expense	862.09	862.09
Bill	01/07/2025			51050 · Utilities Expense	33.00	895.09
Total CORE Electric Cooperative						895.09
Diversified Underground						
Bill	01/21/2025	31286	Screen Charge	62020 · Utility Locate	189.00	189.00
Bill	01/21/2025	31286	Screen Charge	62020 · Utility Locate	36.00	225.00
Bill	01/27/2025	31114	Screen Charge	62020 · Utility Locate	306.60	531.60
Bill	01/27/2025	31114	Screen Charge	62020 · Utility Locate	58.40	590.00
Total Diversified Underground						590.00
Douglas County Libraries						
Bill	01/21/2025	Library Rental		53050 · Other BOD Expense	375.00	375.00
Total Douglas County Libraries						375.00
Foothills Park & Recreation District						
Bill	01/21/2025	SALES000000035769	December 2024 Resident Use	68010 · Foothills Park & Rec Fees	1,223.72	1,223.72
Bill	01/21/2025	SALES000000035769	December 2024 Resident Use	68010 · Foothills Park & Rec Fees	383.54	1,607.26
Total Foothills Park & Recreation District						1,607.26
Gembok Consulting Inc.						
Bill	01/27/2025	6165	December 2024	57030 · Accounting Services	1,620.86	1,620.86
Bill	01/27/2025	6165	December 2024	57030 · Accounting Services	308.74	1,929.60
Bill	01/27/2025	6165	December 2024	57030 · Accounting Services	80.40	2,010.00
Total Gembok Consulting Inc.						2,010.00
Ireland Stapleton Pryor & Pascoe PC						
Bill	01/27/2025	160385	Billed Through 11/30/2024	57020 · Legal Expenses	3,056.09	3,056.09
Bill	01/27/2025	160385	Billed Through 11/30/2024	57020 · Legal Expenses	582.11	3,638.20
Bill	01/27/2025	160385	Billed Through 11/30/2024	57020 · Legal Expenses	151.59	3,789.79
Bill	01/27/2025	161181	Billed Through 12/31/2024	57020 · Legal Expenses	9,237.38	13,027.17
Bill	01/27/2025	161181	Billed Through 12/31/2024	57020 · Legal Expenses	1,759.50	14,786.67
Bill	01/27/2025	161181	Billed Through 12/31/2024	57020 · Legal Expenses	458.20	15,244.87
Total Ireland Stapleton Pryor & Pascoe PC						15,244.87
JPL Cares, Inc.						
Bill	01/21/2025	38736		80010 · Park Infrastructure/Improv...	20,205.07	20,205.07
Total JPL Cares, Inc.						20,205.07
QuickBooks Payroll Service						
Liability Che...	01/30/2025		Fee for 3 direct deposit(s) at \$5.00 each	54000 · Payroll Expenses	15.00	15.00
Total QuickBooks Payroll Service						15.00
Renovations Landscaping Inc						
Bill	01/06/2025	305 corr		80010 · Park Infrastructure/Improv...	28,130.00	28,105.00
Total Renovations Landscaping Inc						28,105.00
Roxborough Water & Sanitation District						
Bill	01/15/2025		Service Period 11/24/24 - 12/24/24 Rampart Range	68025 · Water Expense	119.00	119.00
Bill	01/15/2025		Service Period 11/25/24 to 12/24/24 Mule Deer Pl	68025 · Water Expense	104.25	223.25
Bill	01/15/2025		Service Period 11/25/24 - 12/24/24 Marmot Ridge Cir	68025 · Water Expense	208.50	431.75
Bill	01/15/2025		Service Period 11/25/24 to 12/24/24 Elk Mnt Cir	68025 · Water Expense	104.25	536.00
Bill	01/15/2025		Billing Period 12/01/24 to 12/31/24	68025 · Water Expense	735.28	1,271.28
Bill	01/15/2025		Billing Period 12/01/24 to 12/31/24	68025 · Water Expense	140.05	1,411.33
Total Roxborough Water & Sanitation District						1,411.33
Special District Association of Colorado						
Bill	01/31/2025	2025 Membership	2025 SDA Annual Membership	51005 · Dues & Subscriptions	831.72	831.72
Bill	01/31/2025	2025 Membership	2025 SDA Annual Membership	51005 · Dues & Subscriptions	158.42	990.14
Total Special District Association of Colorado						990.14

Roxborough Village Metro District
Claims by Vendor Detail
January 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
Special District Management Services, Inc						
Bill	01/27/2025	142230	December 2024 District Management Fees	57040 · District Management	5,404.64	5,404.64
Bill	01/27/2025	142230	December 2024 District Management Fees	57040 · District Management	1,029.45	6,434.09
Bill	01/27/2025	142230	December 2024 District Management Fees	57040 · District Management	268.09	6,702.18
Total Special District Management Services, Inc						6,702.18
United Site Services						
Bill	01/21/2025	INV-5016865	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	303.34	303.34
Bill	01/21/2025	INV-5018427	Services Roxborough Community Park	68050 · Portable Restroom Exp.	295.47	598.81
Total United Site Services						598.81
Utility Notification Center of Colorado						
Bill	01/21/2025	224121161	RTL Transmissions	62020 · Utility Locate	23.84	23.84
Bill	01/21/2025	224121161	RTL Transmissions	62020 · Utility Locate	4.54	28.38
Total Utility Notification Center of Colorado						28.38
Xcel Energy						
Bill	01/30/2025	909043485	December Statement	51050 · Utilities Expense	3.68	3.68
Total Xcel Energy						3.68
TOTAL						88,551.49

Roxborough Village Metro District
Payroll Detail
January 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Type</u>	<u>Wage Base</u>	<u>Amount</u>
BOD Compensation						
DD1095	01/31/2025	Brendan M Coupe	BOD Compensation	Paycheck	0.00	200.00
DD1096	01/31/2025	Debra D Prysby	BOD Compensation	Paycheck	0.00	200.00
DD1097	01/31/2025	Ephram Glass	BOD Compensation	Paycheck	0.00	200.00
Total BOD Compensation					0.00	600.00
TOTAL					0.00	600.00

Roxborough Village Metro District

Executive Summary

As of January 31st, 2025

Summary

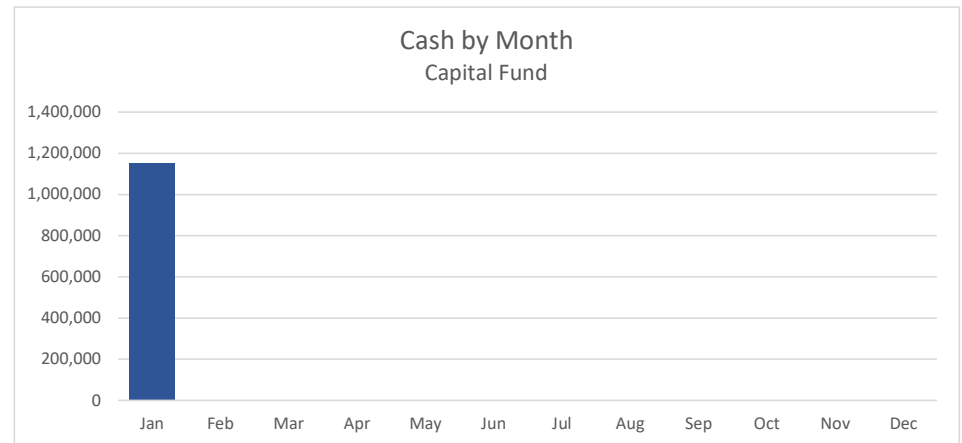
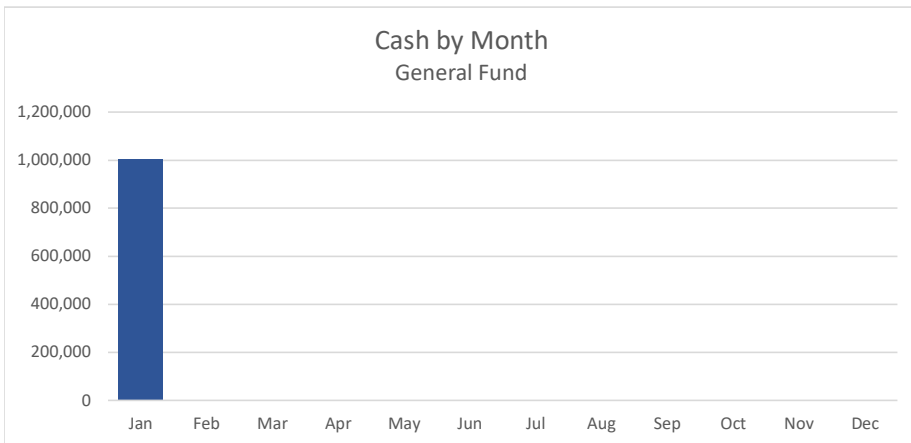
The district received a Property Tax and Specific Ownership Tax payment totaling \$8,773.73 in January. The 2025 budgets have been entered for all fund accounts and the bar charts have been updated to reflect the new year's budget. The audit engagement letter has been returned to the auditor, and Gemsbok is beginning to engage and provide them with requested documents.

Key Performance Metrics

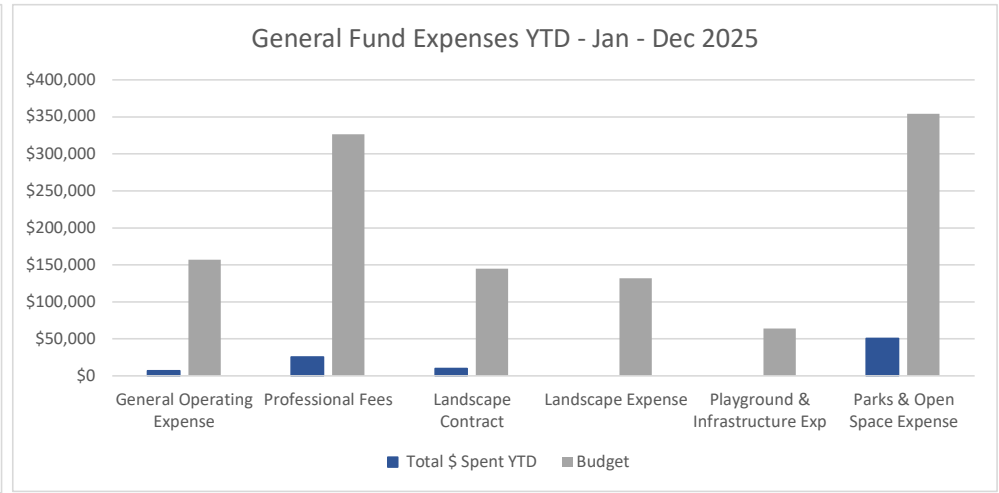
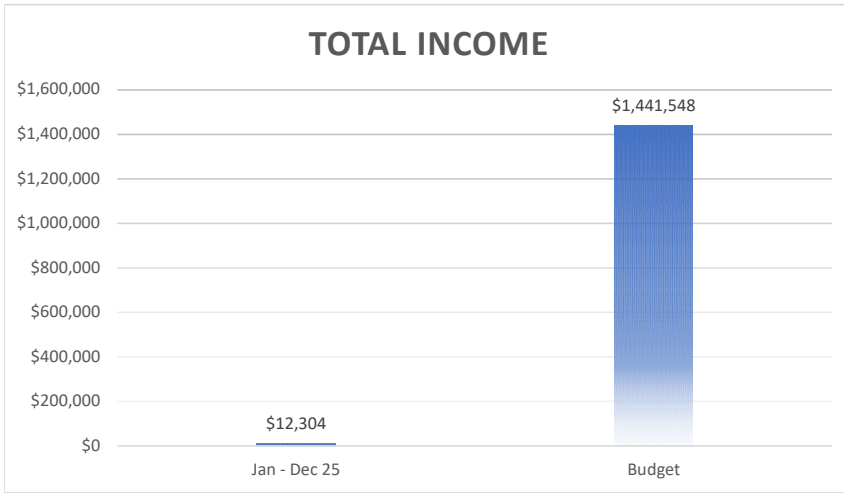
Cash Position



Cash balances will be expected to increase now that we are into 2025.

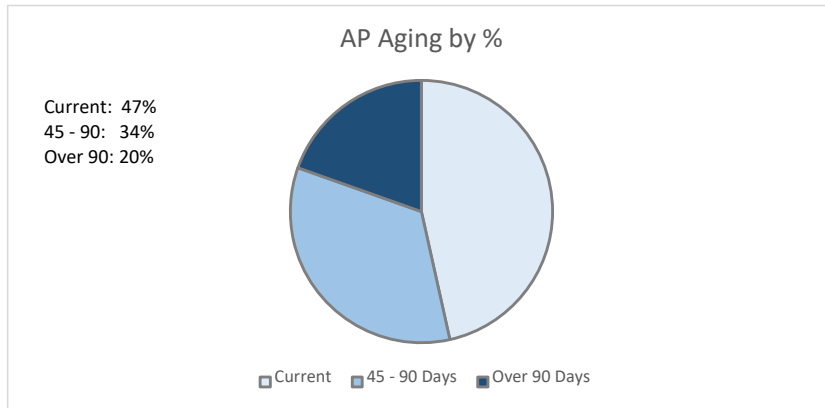


Income & Expenses



Financials were prepared before receiving January's Special District Management Services invoice. A place holder of \$10,000 was used and will be updated when the actual invoice is received. As the year progresses, we will monitor expense trends to the current budget, as well as historical years.

Accounts Payable

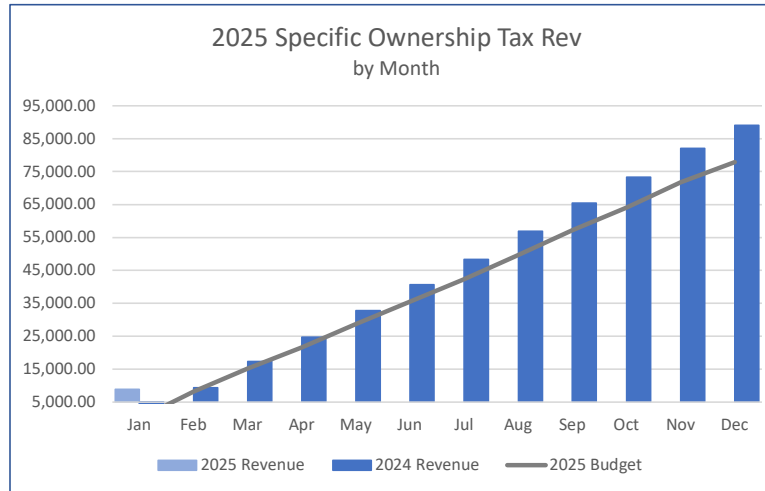
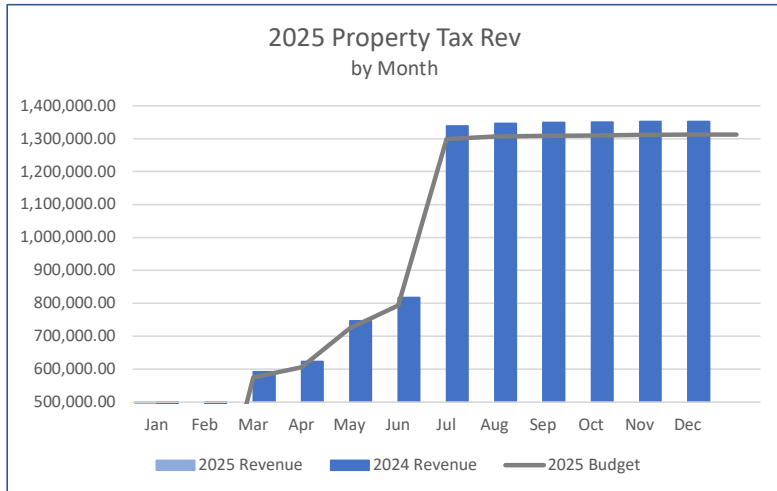


Based on the current reporting, 54% of Accounts Payable are over 45 days past due, which is higher than last month. The total value of the past due bills through January are \$106,177.03. The value of the current bills are \$92,392.06. We will continue to work with the board to provide transparency on all district bills received.

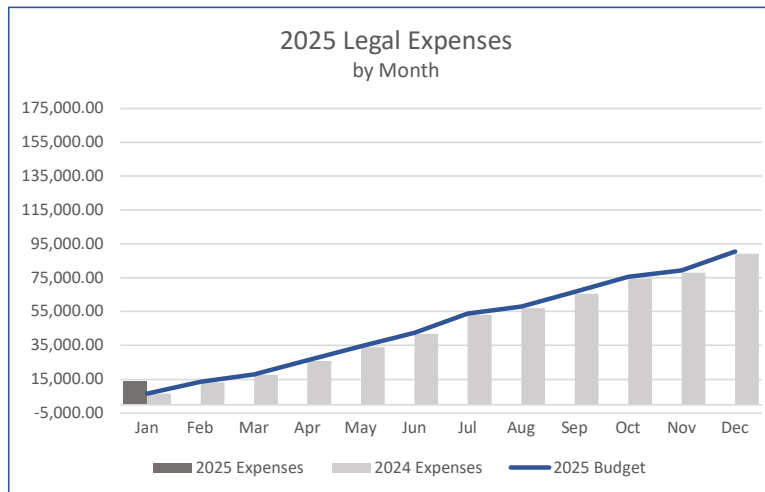
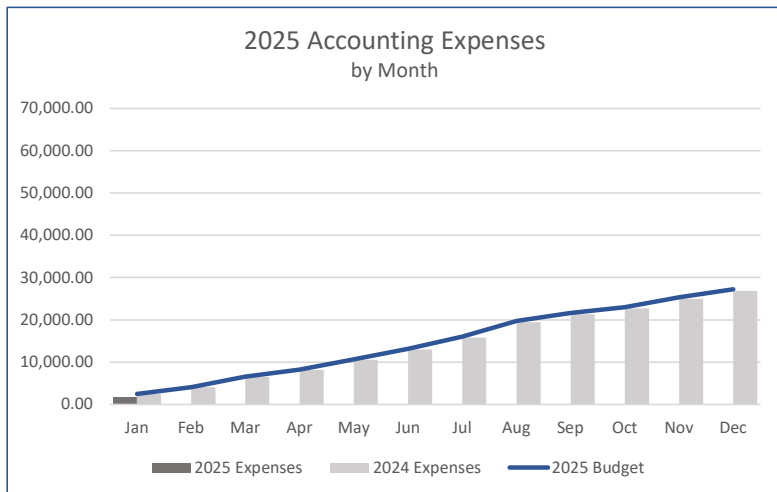
Revenue and Expense Trends by Type

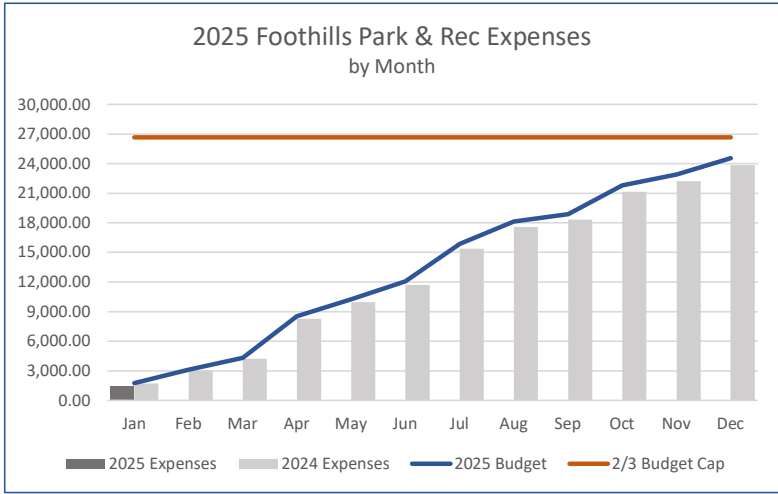
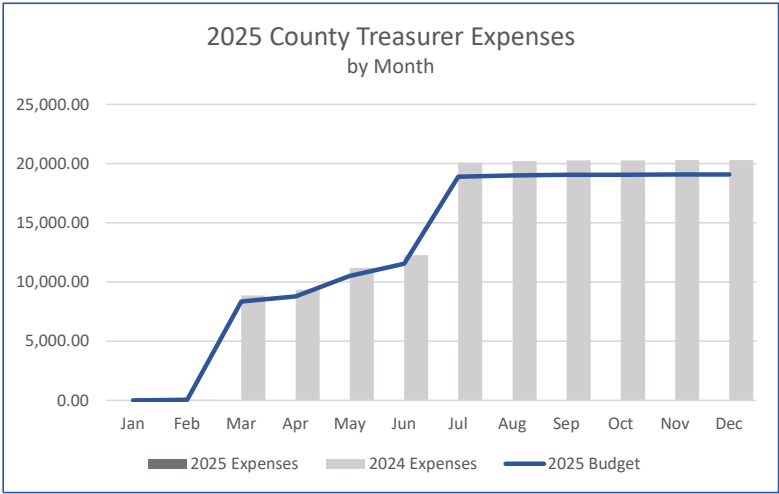
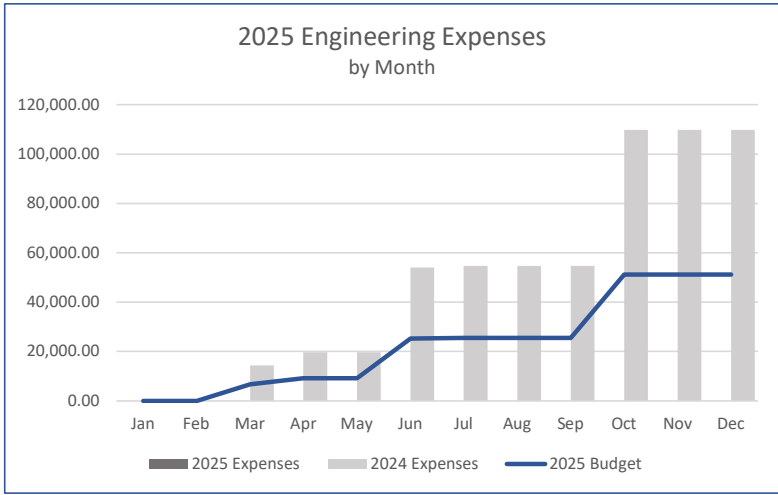
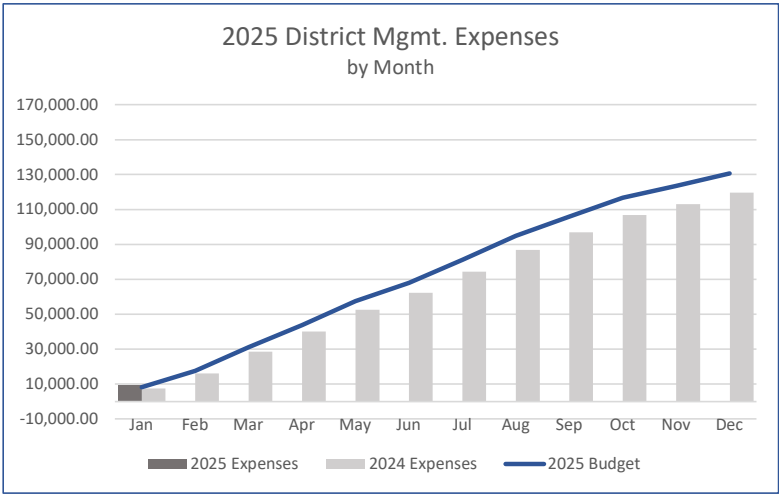
As of January 31st, 2025

Revenue

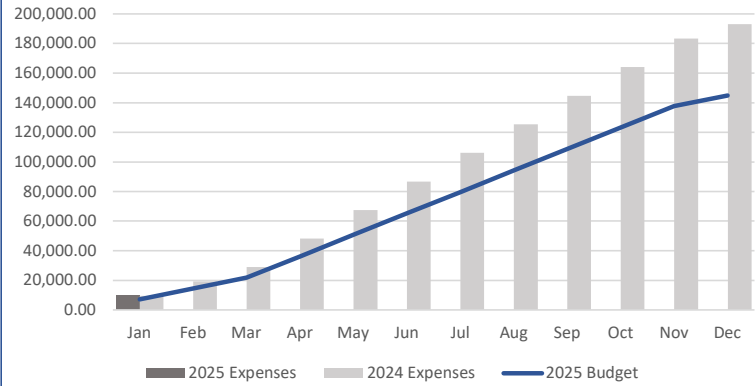


Expenses

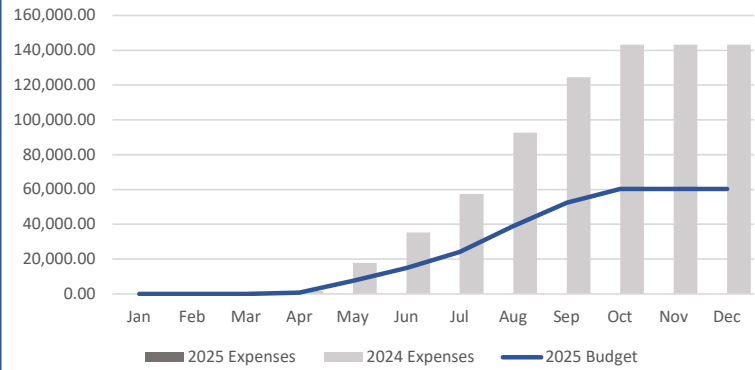




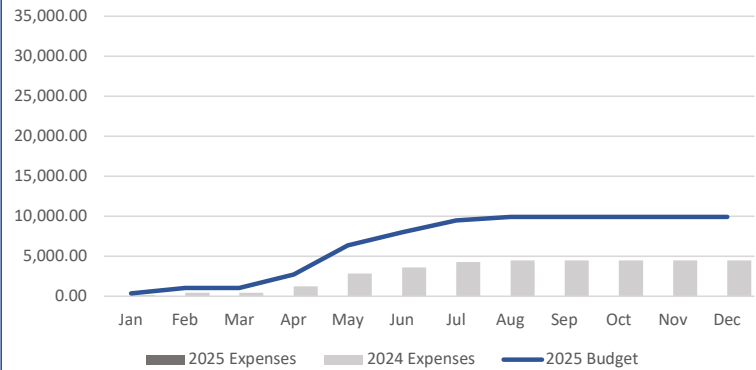
2025 Landscape Contract Expenses
by Month



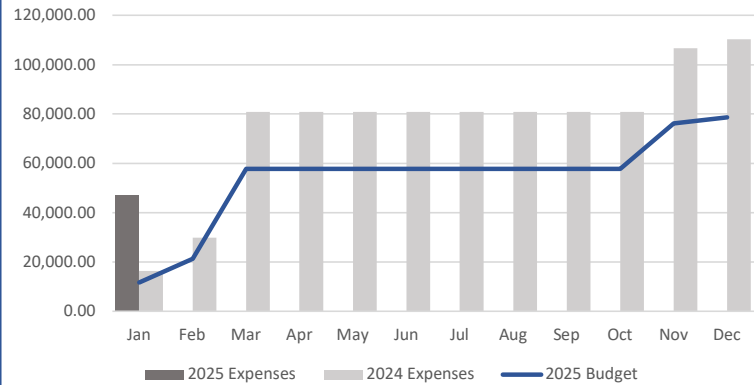
2025 Irrigation Expenses
by Month



2025 Landscape Repairs & Maint. Expenses
by Month

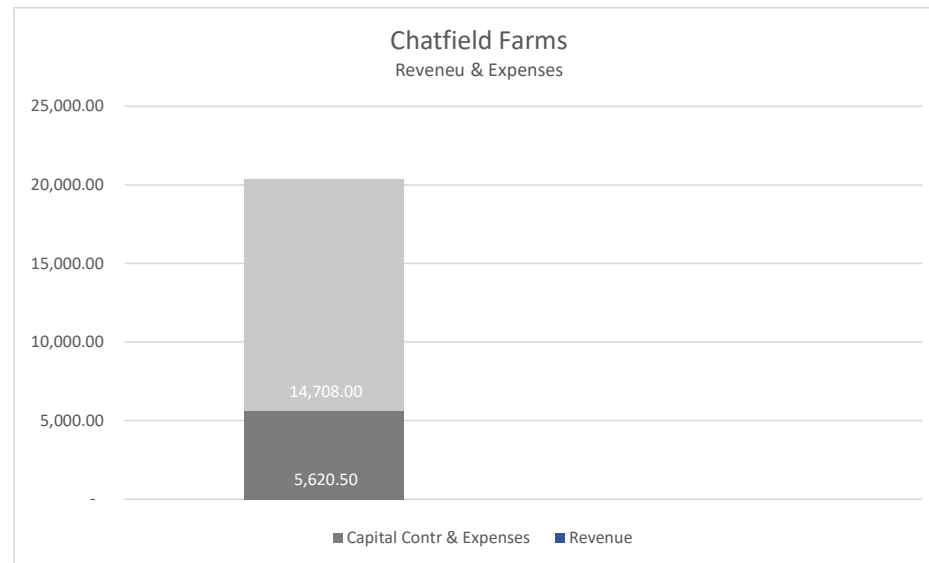


2025 Snow Removal Expenses
by Month



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 January 31, 2025

9:12 AM
 02/13/2025
 Accrual Basis

	100-General Fund	200 - Capital Project Fund	300 - Debt Service Fund	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
10100 · General Operating Acct	89,059.28	0.00	0.00	89,059.28
10500 · ColoTrust Funds				
10505 · General Fund	915,003.30	0.00	0.00	915,003.30
10510 · Capital Projects Fund	0.00	1,016,066.09	0.00	1,016,066.09
10520 · CTF Fund	0.00	135,392.06	0.00	135,392.06
10500 · ColoTrust Funds - Other	0.00	0.00	0.00	0.00
Total 10500 · ColoTrust Funds	915,003.30	1,151,458.15	0.00	2,066,461.45
Total Checking/Savings	1,004,062.58	1,151,458.15	0.00	2,155,520.73
Other Current Assets				
14010 · Prepaid Expense	37,920.50	0.00	0.00	37,920.50
14020 · Taxes Receivable	1,306,788.00	0.00	0.00	1,306,788.00
Total Other Current Assets	1,344,708.50	0.00	0.00	1,344,708.50
Total Current Assets	2,348,771.08	1,151,458.15	0.00	3,500,229.23
TOTAL ASSETS	2,348,771.08	1,151,458.15	0.00	3,500,229.23
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	171,126.73	27,442.36	0.00	198,569.09
Total Accounts Payable	171,126.73	27,442.36	0.00	198,569.09
Other Current Liabilities				
20011 · Accrued Expenses	9,600.00	400.00	0.00	10,000.00
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
Total 22000 · Payroll Liabilities	7.80	0.00	0.00	7.80
23010 · Defered Revenue-Taxes	1,306,788.00	0.00	0.00	1,306,788.00
Total Other Current Liabilities	1,316,395.80	400.00	0.00	1,316,795.80
Total Current Liabilities	1,487,522.53	27,842.36	0.00	1,515,364.89
Total Liabilities	1,487,522.53	27,842.36	0.00	1,515,364.89
Equity				
32001 · Retained Earnings	334,827.55	-7,222.44	0.00	327,605.11
34000 · Restricted Net Assets				
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
Total 34000 · Restricted Net Assets	36,200.00	1,113,878.94	0.00	1,150,078.94
39000 · Unrestricted Net Assets	570,109.75	0.00	0.00	570,109.75
Net Income	-79,888.75	16,959.29	0.00	-62,929.46
Total Equity	861,248.55	1,123,615.79	0.00	1,984,864.34
TOTAL LIABILITIES & EQUITY	2,348,771.08	1,151,458.15	0.00	3,500,229.23
UNBALANCED CLASSES	0.00	0.00	0.00	0.00

Roxborough Village Metro District
Profit & Loss Budget vs. Actual

January 2025

	Jan 25	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	8,774	77,925	(69,151)	11%
41020 · Property Tax	0	1,312,271	(1,312,271)	0%
41040 · Prior Year Tax	0	759	(759)	0%
41045 · Property Tax Interest	0	311	(311)	0%
Total 41000 · Property Tax Income	8,774	1,391,266	(1,382,492)	1%
43000 · Park and Field Income				
43010 · Sports Field Fees	0	2,200	(2,200)	0%
Total 43000 · Park and Field Income	0	2,200	(2,200)	0%
45000 · Grant Income	20,000	50,000	(30,000)	40%
46000 · Interest Income				
46010 · General Bank Account Interest	8,058	113,411	(105,353)	7%
Total 46000 · Interest Income	8,058	113,411	(105,353)	7%
48000 · CTF/Lottery Income	0	46,200	(46,200)	0%
Total Income	36,832	1,603,077	(1,566,245)	2%
Gross Profit	36,832	1,603,077	(1,566,245)	2%
Expense				
50000 · Treasurer Fees	0	19,091	(19,091)	0%
51000 · General Overhead				
51005 · Dues & Subscriptions	990	2,189	(1,199)	45%
51050 · Utilities Expense	896	14,140	(13,244)	6%
Total 51000 · General Overhead	1,887	16,329	(14,443)	12%
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	339	6,596	(6,257)	5%
Total 52000 · Computer & Software Expenses	339	6,596	(6,257)	5%
52500 · Insurance Expense				
52550 · General Insurance	3,333	46,680	(43,348)	7%
52500 · Insurance Expense - Other	0	357	(357)	0%
Total 52500 · Insurance Expense	3,333	47,037	(43,705)	7%
52600 · Election Expense	0	45,000	(45,000)	0%
53000 · Board of Director's Expense				
53010 · Directors' Stipend	600	9,870	(9,270)	6%
53020 · BOD Travel/Mileage Expense	0	323	(323)	0%
53040 · BOD Conference/Retreat Expense	0	394	(394)	0%
53050 · Other BOD Expense	375			
Total 53000 · Board of Director's Expense	975	10,587	(9,612)	9%
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	46	755	(709)	6%
54000 · Payroll Expenses - Other	15	202	(187)	7%
Total 54000 · Payroll Expenses	61	957	(896)	6%
57000 · Professional Services Fees				
57010 · Auditing	0	7,686	(7,686)	0%
57020 · Legal Expenses	14,342	93,412	(79,071)	15%
57030 · Accounting Services	1,818	28,277	(26,459)	6%
57040 · District Management	10,000	136,060	(126,060)	7%
57050 · Engineering Expense	0	52,942	(52,942)	0%
57090 · Other Professional Services Exp	83	20,000	(19,917)	0%
Total 57000 · Professional Services Fees	26,242	338,377	(312,135)	8%
62000 · Repairs and Maintenance				
62010 · General Repairs and Maintenance	0	7,000	(7,000)	0%
62020 · Utility Locate	297	3,499	(3,202)	8%
62000 · Repairs and Maintenance - Other	0	2,625	(2,625)	0%
Total 62000 · Repairs and Maintenance	297	13,124	(12,827)	2%

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

January 2025

	Jan 25	Budget	Budget Variance	% of Budget
64000 · Landscape Expenses				
64010 · Landscape Repairs and Maint	0	9,916	(9,916)	0%
64020 · Landscape Weed Control Expense	0	31,496	(31,496)	0%
64030 · Irrigation Expense	0	60,389	(60,389)	0%
64040 · Landscape Contract	9,653	145,000	(135,347)	7%
64000 · Landscape Expenses - Other	0	30,000	(30,000)	0%
Total 64000 · Landscape Expenses	9,653	276,801	(267,148)	3%
65000 · Playground & Infrastructure Exp				
65010 · Playground Repairs and Maint	0	32,568	(32,568)	0%
65030 · Graffiti Removal /Vandalism Exp	0	9,316	(9,316)	0%
65040 · Skate Park Maintenance	0	19,000	(19,000)	0%
65080 · Misc. Playground & Infrastruct	0	2,752	(2,752)	0%
65000 · Playground & Infrastructure Exp - Other	0	500	(500)	0%
Total 65000 · Playground & Infrastructure Exp	0	64,136	(64,136)	0%
68000 · Parks & Open Space Expense				
68010 · Foothills Park & Rec Fees	1,437	24,564	(23,127)	6%
68020 · Mosquito Control Expense	0	14,490	(14,490)	0%
68025 · Water Expense	1,411	68,000	(66,589)	2%
68030 · Seasonal Lighting Expense	0	17,000	(17,000)	0%
68035 · Wetland Mitigation	0	275	(275)	0%
68045 · Tree Care Expense	0	30,000	(30,000)	0%
68050 · Portable Restroom Exp.	599	8,235	(7,636)	7%
68065 · Water Rights Expense	0	850	(850)	0%
68070 · Snow Removal Expense	47,020	78,700	(31,680)	60%
68080 · Algae Control Exp.	0	40,000	(40,000)	0%
68085 · Annual Trails Maintenance	0	15,000	(15,000)	0%
68095 · Open Space Maintenances / Fire	0	57,950	(57,950)	0%
Total 68000 · Parks & Open Space Expense	50,467	355,064	(304,597)	14%
80000 · Capital Expenses				
80010 · Park Infrastructure/Improvements	0	503,000	(503,000)	0%
80020 · Irrigation Improvements	0	97,000	(97,000)	0%
80050 · Building Improvements	0	3,000	(3,000)	0%
80060 · Plant Nursery	628	3,500	(2,872)	18%
80070 · New Playground	5,881	350,000	(344,119)	2%
80000 · Capital Expenses - Other	0	18,000	(18,000)	0%
Total 80000 · Capital Expenses	6,508	974,500	(967,992)	1%
99000 · Contingency	0	39,960	(39,960)	0%
Total Expense	99,762	2,207,559	(2,107,797)	5%
Net Ordinary Income	(62,929)	(604,482)	541,552	10%
Net Income	(62,929)	(604,482)	541,552	10%

Roxborough Village Metro District
Capital Fund Profit & Loss Budget vs. Actual
 January 2025

	Jan 25	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
45000 · Grant Income	20,000	50,000	(30,000)	40%
46000 · Interest Income	4,528	65,329	(60,801)	7%
48000 · CTF/Lottery Income	0	46,200	(46,200)	0%
Total Income	<u>24,528</u>	<u>161,529</u>	<u>(137,001)</u>	<u>15%</u>
Gross Profit	24,528	161,529	(137,001)	15%
Expense				
52000 · Computer & Software Expenses	14	264	(250)	5%
52500 · Insurance Expense	0	1,694	(1,694)	0%
57000 · Professional Services Fees	1,046	11,473	(10,427)	9%
68000 · Parks & Open Space Expense	0	850	(850)	0%
80000 · Capital Expenses	6,508	969,500	(962,992)	1%
99000 · Contingency	0	0	0	0%
Total Expense	<u>7,568</u>	<u>983,781</u>	<u>(976,213)</u>	<u>1%</u>
Net Ordinary Income	<u>16,959</u>	<u>(822,252)</u>	<u>839,211</u>	<u>(2)%</u>
Net Income	<u><u>16,959</u></u>	<u><u>(822,252)</u></u>	<u><u>839,211</u></u>	<u><u>(2)%</u></u>

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

January 2025

	Jan 25	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	8,774	77,925	(69,151)	11%
41020 · Property Tax	0	1,312,271	(1,312,271)	0%
41040 · Prior Year Tax	0	759	(759)	0%
41045 · Property Tax Interest	0	311	(311)	0%
Total 41000 · Property Tax Income	8,774	1,391,266	(1,382,492)	1%
43000 · Park and Field Income				
43010 · Sports Field Fees	0	2,200	(2,200)	0%
Total 43000 · Park and Field Income	0	2,200	(2,200)	0%
46000 · Interest Income				
46010 · General Bank Account Interest	3,531	48,082	(44,551)	7%
Total 46000 · Interest Income	3,531	48,082	(44,551)	7%
Total Income	12,304	1,441,548	(1,429,244)	1%
Gross Profit	12,304	1,441,548	(1,429,244)	1%
Expense				
50000 · Treasurer Fees	0	19,091	(19,091)	0%
51000 · General Overhead				
51005 · Dues & Subscriptions	990	2,189	(1,199)	45%
51050 · Utilities Expense	896	14,140	(13,244)	6%
Total 51000 · General Overhead	1,887	16,329	(14,443)	12%
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	325	6,332	(6,007)	5%
Total 52000 · Computer & Software Expenses	325	6,332	(6,007)	5%
52500 · Insurance Expense				
52550 · General Insurance	3,333	45,000	(41,668)	7%
52500 · Insurance Expense - Other	0	343	(343)	0%
Total 52500 · Insurance Expense	3,333	45,343	(42,011)	7%
52600 · Election Expense	0	45,000	(45,000)	0%
53000 · Board of Director's Expense				
53010 · Directors' Stipend	600	9,870	(9,270)	6%
53020 · BOD Travel/Mileage Expense	0	323	(323)	0%
53040 · BOD Conference/Retreat Expense	0	394	(394)	0%
53050 · Other BOD Expense	375			
Total 53000 · Board of Director's Expense	975	10,587	(9,612)	9%
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	46	755	(709)	6%
54000 · Payroll Expenses - Other	15	202	(187)	7%
Total 54000 · Payroll Expenses	61	957	(896)	6%
57000 · Professional Services Fees				
57010 · Auditing	0	7,350	(7,350)	0%
57020 · Legal Expenses	13,768	90,450	(76,682)	15%
57030 · Accounting Services	1,745	27,260	(25,515)	6%
57040 · District Management	9,600	130,620	(121,020)	7%
57050 · Engineering Expense	0	51,224	(51,224)	0%
57090 · Other Professional Services Exp	83	20,000	(19,917)	0%
Total 57000 · Professional Services Fees	25,196	326,904	(301,708)	8%
62000 · Repairs and Maintenance				
62010 · General Repairs and Maintenance	0	7,000	(7,000)	0%
62020 · Utility Locate	297	3,499	(3,202)	8%
62000 · Repairs and Maintenance - Other	0	2,625	(2,625)	0%
Total 62000 · Repairs and Maintenance	297	13,124	(12,827)	2%

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

January 2025

	Jan 25	Budget	Budget Variance	% of Budget
64000 · Landscape Expenses				
64010 · Landscape Repairs and Maint	0	9,916	(9,916)	0%
64020 · Landscape Weed Control Expense	0	31,496	(31,496)	0%
64030 · Irrigation Expense	0	60,389	(60,389)	0%
64040 · Landscape Contract	9,653	145,000	(135,347)	7%
64000 · Landscape Expenses - Other	0	30,000	(30,000)	0%
Total 64000 · Landscape Expenses	9,653	276,801	(267,148)	3%
65000 · Playground & Infrastructure Exp				
65010 · Playground Repairs and Maint	0	32,568	(32,568)	0%
65030 · Graffiti Removal /Vandalism Exp	0	9,316	(9,316)	0%
65040 · Skate Park Maintenance	0	19,000	(19,000)	0%
65080 · Misc. Playground & Infrastruct	0	2,752	(2,752)	0%
65000 · Playground & Infrastructure Exp - Other	0	500	(500)	0%
Total 65000 · Playground & Infrastructure Exp	0	64,136	(64,136)	0%
68000 · Parks & Open Space Expense				
68010 · Foothills Park & Rec Fees	1,437	24,564	(23,127)	6%
68020 · Mosquito Control Expense	0	14,490	(14,490)	0%
68025 · Water Expense	1,411	68,000	(66,589)	2%
68030 · Seasonal Lighting Expense	0	17,000	(17,000)	0%
68035 · Wetland Mitigation	0	275	(275)	0%
68045 · Tree Care Expense	0	30,000	(30,000)	0%
68050 · Portable Restroom Exp.	599	8,235	(7,636)	7%
68070 · Snow Removal Expense	47,020	78,700	(31,680)	60%
68080 · Algae Control Exp.	0	40,000	(40,000)	0%
68085 · Annual Trails Maintenance	0	15,000	(15,000)	0%
68095 · Open Space Maintenances / Fire	0	57,950	(57,950)	0%
Total 68000 · Parks & Open Space Expense	50,467	354,214	(303,747)	14%
80000 · Capital Expenses				
80010 · Park Infrastructure/Improvements	0	5,000	(5,000)	0%
Total 80000 · Capital Expenses	0	5,000	(5,000)	0%
99000 · Contingency	0	39,960	(39,960)	0%
Total Expense	92,193	1,223,778	(1,131,584)	8%
Net Ordinary Income	(79,889)	217,770	(297,659)	(37)%
Net Income	(79,889)	217,770	(297,659)	(37)%

Roxborough Village Metro District
Chatfield Farms Profit & Loss Budget vs. Actual
 January 2025

	Jan 25	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income	0	375,309	(375,309)	0%
Total Income	0	375,309	(375,309)	0%
Gross Profit	0	375,309	(375,309)	0%
Expense				
50000 · Treasurer Fees	0	5,150	(5,150)	0%
51000 · General Overhead	191	2,612	(2,421)	7%
52000 · Computer & Software Expenses	52	1,013	(961)	5%
52500 · Insurance Expense	645	7,255	(6,610)	9%
52600 · Election Expense	0	7,200	(7,200)	0%
53000 · Board of Director's Expense	0	1,694	(1,694)	0%
54000 · Payroll Expenses	0	153	(153)	0%
57000 · Professional Services Fees	4,031	52,305	(48,274)	8%
62000 · Repairs and Maintenance	48	2,100	(2,052)	2%
64000 · Landscape Expenses	1,544	44,287	(42,743)	3%
65000 · Playground & Infrastructure Exp	0	10,262	(10,262)	0%
68000 · Parks & Open Space Expense	8,197	56,674	(48,477)	14%
80000 · Capital Expenses	0	5,000	(5,000)	0%
Total Expense	14,709	195,705	(180,996)	8%
Net Ordinary Income	(14,709)	179,604	(194,313)	(8)%
Net Income	(14,709)	179,604	(194,313)	(8)%

Roxborough Village Metro District
A/P Aging Summary
 As of January 31, 2025

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Bill.com LLC	338.99	0.00	0.00	0.00	338.99
Consolidated Divisions Inc	42,538.84	23,786.85	9,908.71	38,560.65	114,795.05
CORE Electric Cooperative	892.68	0.00	0.00	0.00	892.68
Diversified Underground	228.00	0.00	0.00	0.00	228.00
Douglas County Deputy Sheriff's Associati	82.75	0.00	0.00	0.00	82.75
Ephram Glass*	0.00	627.69	0.00	0.00	627.69
Farnsworth Group, Inc	0.00	0.00	57,362.67	0.00	57,362.67
Foothills Park & Recreation District	1,436.81	0.00	0.00	0.00	1,436.81
Game-Set-Match Inc.	0.00	350.00	0.00	0.00	350.00
Gemsbok Consulting Inc.	1,818.10	0.00	0.00	0.00	1,818.10
HGL Construction Services LLC	0.00	0.00	0.00	345.00	345.00
Ireland Stapleton Pryor & Pascoe PC	14,341.50	0.00	0.00	0.00	14,341.50
Rocky Mountain Recreation Inc	5,880.80	0.00	0.00	0.00	5,880.80
Utility Notification Center of Colorado	69.05	0.00	0.00	0.00	69.05
TOTAL	<u>67,627.52</u>	<u>24,764.54</u>	<u>67,271.38</u>	<u>38,905.65</u>	<u>198,569.09</u>

Roxborough Village Metro District
A/P Aging Detail
As of January 31, 2025

Date	Num	Name	Due Date	Split	Memo	Aging	Open Balance
Current							
01/16/2025	2017758	Consolidated Division...	01/31/2025	-SPLIT-			388.00
01/21/2025		CORE Electric Cooper...	01/31/2025	-SPLIT-			892.68
01/31/2025	SALES000...	Foothills Park & Recre...	01/31/2025	-SPLIT-	January 2024 Reside...		1,436.81
01/31/2025	225011178	Utility Notification Cen...	01/31/2025	-SPLIT-	RTL Transmissions		69.05
01/31/2025	161931	Ireland Stapleton Pryo...	01/31/2025	-SPLIT-	Billed Through 01/31/...		14,341.50
01/22/2025	00115372	Douglas County Deput...	02/01/2025	-SPLIT-			82.75
01/18/2025	2017807	Consolidated Division...	02/02/2025	-SPLIT-			9,310.00
01/23/2025	7884	Rocky Mountain Recr...	02/02/2025	80070 · New Playground	Airplane Park		5,880.80
01/19/2025	2017878	Consolidated Division...	02/03/2025	-SPLIT-			2,890.00
01/23/2025	2017914	Consolidated Division...	02/07/2025	-SPLIT-			8,183.00
01/25/2025	2017957	Consolidated Division...	02/09/2025	-SPLIT-			10,175.00
01/31/2025	25020248224	Bill.com LLC	02/10/2025	-SPLIT-	Billing Period 01/05/2...		338.99
01/28/2025	2018001	Consolidated Division...	02/12/2025	-SPLIT-			1,940.00
01/31/2025	2017633	Consolidated Division...	02/15/2025	-SPLIT-			9,652.84
01/31/2025	31458	Diversified Underground	03/02/2025	-SPLIT-	Screen Charge		228.00
01/31/2025	6190	Gemsbok Consulting I...	03/17/2025	-SPLIT-	January 2025		1,818.10
Total Current							67,627.52
1 - 45							
12/02/2024	2017027	Consolidated Division...	12/17/2024	-SPLIT-		45	9,652.85
12/31/2024	INV-18451	Game-Set-Match Inc.	12/31/2024	-SPLIT-	Tennis Court Washing	31	350.00
01/08/2025	2017564	Consolidated Division...	01/23/2025	-SPLIT-		8	6,863.00
01/09/2025	2017698	Consolidated Division...	01/24/2025	-SPLIT-		7	7,271.00
01/30/2025	RVMD10010	Ephram Glass*	01/30/2025	80060 · Plant Nursery	Greenhouse Supplies	1	627.69
Total 1 - 45							24,764.54
46 - 90							
10/19/2024	2016572	Consolidated Division...	11/03/2024	-SPLIT-		89	938.01
10/24/2024	255676	Farnsworth Group, Inc	11/03/2024	-SPLIT-	Period ending 09.30.2...	89	57,362.67
11/30/2024	2017062	Consolidated Division...	12/15/2024	-SPLIT-		47	8,970.70
Total 46 - 90							67,271.38
> 90							
04/12/2024	2024-23	HGL Construction Ser...	05/12/2024	80060 · Plant Nursery		264	345.00
04/27/2024	2013941	Consolidated Division...	05/12/2024	-SPLIT-	Water meter install	264	9,253.71
05/31/2024	2014479	Consolidated Division...	06/15/2024	-SPLIT-	T&M May 26-31	230	8,975.71
07/27/2024	2015307	Consolidated Division...	08/11/2024	-SPLIT-		173	120.00
07/27/2024	2015301	Consolidated Division...	08/11/2024	-SPLIT-		173	7,400.22
07/31/2024	2015447	Consolidated Division...	08/15/2024	-SPLIT-		169	80.00
08/10/2024	2015616	Consolidated Division...	08/25/2024	-SPLIT-		159	198.00
08/10/2024	2015617	Consolidated Division...	08/25/2024	-SPLIT-		159	195.00
08/24/2024	2015744	Consolidated Division...	09/08/2024	-SPLIT-		145	12,338.01
Total > 90							38,905.65
TOTAL							198,569.09

Roxborough Village Metro District

Claims by Vendor Detail

January 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
Bill.com LLC						
Bill	01/07/2025	25019893308	Billing Period 12/05/2024 - 01/04/2025	52040 · Software & Online Subscr...	274.72	274.72
Bill	01/07/2025	25019893308	Billing Period 12/05/2024 - 01/04/2025	52040 · Software & Online Subscr...	52.33	327.05
Bill	01/07/2025	25019893308	Billing Period 12/05/2024 - 01/04/2025	52040 · Software & Online Subscr...	13.63	340.68
Total Bill.com LLC						340.68
Colorado department of Agriculture						
Deposit	01/22/2025		Noxious Weed Grant Deposit	45000 · Grant Income	-20,000.00	-20,000.00
Total Colorado department of Agriculture						-20,000.00
Consolidated Divisions Inc						
Bill	01/21/2025	2016928		68070 · Snow Removal Expense	21,659.40	21,659.40
Bill	01/21/2025	2016928		68070 · Snow Removal Expense	4,125.60	25,785.00
Bill	01/21/2025	2017419		68070 · Snow Removal Expense	3,060.96	28,845.96
Bill	01/21/2025	2017419		68070 · Snow Removal Expense	583.04	29,429.00
Total Consolidated Divisions Inc						29,429.00
CORE Electric Cooperative						
Bill	01/07/2025			51050 · Utilities Expense	862.09	862.09
Bill	01/07/2025			51050 · Utilities Expense	33.00	895.09
Total CORE Electric Cooperative						895.09
Diversified Underground						
Bill	01/21/2025	31286	Screen Charge	62020 · Utility Locate	189.00	189.00
Bill	01/21/2025	31286	Screen Charge	62020 · Utility Locate	36.00	225.00
Bill	01/27/2025	31114	Screen Charge	62020 · Utility Locate	306.60	531.60
Bill	01/27/2025	31114	Screen Charge	62020 · Utility Locate	58.40	590.00
Total Diversified Underground						590.00
Douglas County Libraries						
Bill	01/21/2025	Library Rental		53050 · Other BOD Expense	375.00	375.00
Total Douglas County Libraries						375.00
Foothills Park & Recreation District						
Bill	01/21/2025	SALES000000035769	December 2024 Resident Use	68010 · Foothills Park & Rec Fees	1,223.72	1,223.72
Bill	01/21/2025	SALES000000035769	December 2024 Resident Use	68010 · Foothills Park & Rec Fees	383.54	1,607.26
Total Foothills Park & Recreation District						1,607.26
Gembok Consulting Inc.						
Bill	01/27/2025	6165	December 2024	57030 · Accounting Services	1,620.86	1,620.86
Bill	01/27/2025	6165	December 2024	57030 · Accounting Services	308.74	1,929.60
Bill	01/27/2025	6165	December 2024	57030 · Accounting Services	80.40	2,010.00
Total Gembok Consulting Inc.						2,010.00
Ireland Stapleton Pryor & Pascoe PC						
Bill	01/27/2025	160385	Billed Through 11/30/2024	57020 · Legal Expenses	3,056.09	3,056.09
Bill	01/27/2025	160385	Billed Through 11/30/2024	57020 · Legal Expenses	582.11	3,638.20
Bill	01/27/2025	160385	Billed Through 11/30/2024	57020 · Legal Expenses	151.59	3,789.79
Bill	01/27/2025	161181	Billed Through 12/31/2024	57020 · Legal Expenses	9,237.38	13,027.17
Bill	01/27/2025	161181	Billed Through 12/31/2024	57020 · Legal Expenses	1,759.50	14,786.67
Bill	01/27/2025	161181	Billed Through 12/31/2024	57020 · Legal Expenses	458.20	15,244.87
Total Ireland Stapleton Pryor & Pascoe PC						15,244.87
JPL Cares, Inc.						
Bill	01/21/2025	38736		80010 · Park Infrastructure/Improv...	20,205.07	20,205.07
Total JPL Cares, Inc.						20,205.07
QuickBooks Payroll Service						
Liability Che...	01/30/2025		Fee for 3 direct deposit(s) at \$5.00 each	54000 · Payroll Expenses	15.00	15.00
Total QuickBooks Payroll Service						15.00
Renovations Landscaping Inc						
Bill	01/06/2025	305 corr		80010 · Park Infrastructure/Improv...	28,130.00	28,105.00
Total Renovations Landscaping Inc						28,105.00
Roxborough Water & Sanitation District						
Bill	01/15/2025		Service Period 11/24/24 - 12/24/24 Rampart Range	68025 · Water Expense	119.00	119.00
Bill	01/15/2025		Service Period 11/25/24 to 12/24/24 Mule Deer Pl	68025 · Water Expense	104.25	223.25
Bill	01/15/2025		Service Period 11/25/24 - 12/24/24 Marmot Ridge Cir	68025 · Water Expense	208.50	431.75
Bill	01/15/2025		Service Period 11/25/24 to 12/24/24 Elk Mnt Cir	68025 · Water Expense	104.25	536.00
Bill	01/15/2025		Billing Period 12/01/24 to 12/31/24	68025 · Water Expense	735.28	1,271.28
Bill	01/15/2025		Billing Period 12/01/24 to 12/31/24	68025 · Water Expense	140.05	1,411.33
Total Roxborough Water & Sanitation District						1,411.33
Special District Association of Colorado						
Bill	01/31/2025	2025 Membership	2025 SDA Annual Membership	51005 · Dues & Subscriptions	831.72	831.72
Bill	01/31/2025	2025 Membership	2025 SDA Annual Membership	51005 · Dues & Subscriptions	158.42	990.14
Total Special District Association of Colorado						990.14

Roxborough Village Metro District
Claims by Vendor Detail
January 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
Special District Management Services, Inc						
Bill	01/27/2025	142230	December 2024 District Management Fees	57040 · District Management	5,404.64	5,404.64
Bill	01/27/2025	142230	December 2024 District Management Fees	57040 · District Management	1,029.45	6,434.09
Bill	01/27/2025	142230	December 2024 District Management Fees	57040 · District Management	268.09	6,702.18
Total Special District Management Services, Inc						6,702.18
United Site Services						
Bill	01/21/2025	INV-5016865	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	303.34	303.34
Bill	01/21/2025	INV-5018427	Services Roxborough Community Park	68050 · Portable Restroom Exp.	295.47	598.81
Total United Site Services						598.81
Utility Notification Center of Colorado						
Bill	01/21/2025	224121161	RTL Transmissions	62020 · Utility Locate	23.84	23.84
Bill	01/21/2025	224121161	RTL Transmissions	62020 · Utility Locate	4.54	28.38
Total Utility Notification Center of Colorado						28.38
Xcel Energy						
Bill	01/30/2025	909043485	December Statement	51050 · Utilities Expense	3.68	3.68
Total Xcel Energy						3.68
TOTAL						88,551.49

Roxborough Village Metro District
Payroll Detail
January 2025

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Type</u>	<u>Wage Base</u>	<u>Amount</u>
BOD Compensation						
DD1095	01/31/2025	Brendan M Coupe	BOD Compensation	Paycheck	0.00	200.00
DD1096	01/31/2025	Debra D Prysby	BOD Compensation	Paycheck	0.00	200.00
DD1097	01/31/2025	Ephram Glass	BOD Compensation	Paycheck	0.00	200.00
Total BOD Compensation					0.00	600.00
TOTAL					0.00	600.00

Roxborough Village Metro District
Capital Fund Profit & Loss Detail

Accrual Basis

January 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Ordinary Income/Expense							
Income							
45000 · Grant Income							
Deposit	01/22/2025		Colorado department of Ag...	Noxious Weed Grant Deposit		20,000.00	20,000.00
Total 45000 · Grant Income					0.00	20,000.00	20,000.00
46000 · Interest Income							
46010 · General Bank Account Interest							
Deposit	01/31/2025			Deposit		4,127.35	4,127.35
Deposit	01/31/2025			Deposit		400.37	4,527.72
Total 46010 · General Bank Account Interest					0.00	4,527.72	4,527.72
Total 46000 · Interest Income					0.00	4,527.72	4,527.72
Total Income					0.00	24,527.72	24,527.72
Gross Profit					0.00	24,527.72	24,527.72
Expense							
52000 · Computer & Software Expenses							
52040 · Software & Online Subscriptions							
Bill	01/31/2025	2502024...	Bill.com LLC	Billing Period 01/05/2025 - 02/04/2025	13.56		13.56
Total 52040 · Software & Online Subscriptions					13.56	0.00	13.56
Total 52000 · Computer & Software Expenses					13.56	0.00	13.56
52500 · Insurance Expense							
52550 · General Insurance							
General Journal	01/31/2025	0125BusIns		To move Business Insurance prepaid to exp...	0.00		0.00
Total 52550 · General Insurance					0.00	0.00	0.00
Total 52500 · Insurance Expense					0.00	0.00	0.00
57000 · Professional Services Fees							
57020 · Legal Expenses							
Bill	01/31/2025	161931	Ireland Stapleton Pryor & ...	Billed Through 01/31/2025	573.66		573.66
Total 57020 · Legal Expenses					573.66	0.00	573.66
57030 · Accounting Services							
Bill	01/31/2025	6190	Gembok Consulting Inc.	January 2025	72.72		72.72
Total 57030 · Accounting Services					72.72	0.00	72.72
57040 · District Management							
General Journal	01/31/2025	0131Accr...		January Invoice Accruals	400.00		400.00
Total 57040 · District Management					400.00	0.00	400.00
Total 57000 · Professional Services Fees					1,046.38	0.00	1,046.38
68000 · Parks & Open Space Expense							
68065 · Water Rights Expense							
Bill	01/31/2025	161931	Ireland Stapleton Pryor & ...	Billed Through 01/31/2025	0.00		0.00
Total 68065 · Water Rights Expense					0.00	0.00	0.00
Total 68000 · Parks & Open Space Expense					0.00	0.00	0.00
80000 · Capital Expenses							
80060 · Plant Nursery							
Bill	01/30/2025	RVMD10...	Ephram Glass*	Greenhouse Supplies	627.69		627.69
Total 80060 · Plant Nursery					627.69	0.00	627.69
80070 · New Playground							
Bill	01/23/2025	7884	Rocky Mountain Recreatio...	Airplane Park	5,880.80		5,880.80
Total 80070 · New Playground					5,880.80	0.00	5,880.80
Total 80000 · Capital Expenses					6,508.49	0.00	6,508.49
Total Expense					7,568.43	0.00	7,568.43
Net Ordinary Income					7,568.43	24,527.72	16,959.29
Net Income					7,568.43	24,527.72	16,959.29

Roxborough Village Metro District
General Fund Profit & Loss Detail

January 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Ordinary Income/Expense							
Income							
41000 · Property Tax Income							
41010 · Specific Ownership Tax							
Deposit	01/10/2025			Deposit		8,773.73	8,773.73
Total 41010 · Specific Ownership Tax					0.00	8,773.73	8,773.73
Total 41000 · Property Tax Income					0.00	8,773.73	8,773.73
46000 · Interest Income							
46010 · General Bank Account Interest							
Deposit	01/31/2025			Deposit		3,530.66	3,530.66
Total 46010 · General Bank Account Interest					0.00	3,530.66	3,530.66
Total 46000 · Interest Income					0.00	3,530.66	3,530.66
Total Income					0.00	12,304.39	12,304.39
Gross Profit					0.00	12,304.39	12,304.39
Expense							
51000 · General Overhead							
51005 · Dues & Subscriptions							
Bill	01/31/2025	2025 Me...	Special District Association...	2025 SDA Annual Membership	990.14		990.14
Total 51005 · Dues & Subscriptions					990.14	0.00	990.14
51050 · Utilities Expense							
Bill	01/02/2025	909043485	Xcel Energy	December Statement	3.68		3.68
Bill	01/21/2025		CORE Electric Cooperative		892.68		896.36
Total 51050 · Utilities Expense					896.36	0.00	896.36
Total 51000 · General Overhead					1,886.50	0.00	1,886.50
52000 · Computer & Software Expenses							
52040 · Software & Online Subscriptions							
Bill	01/31/2025	2502024...	Bill.com LLC	Billing Period 01/05/2025 - 02/04/2025	325.43		325.43
Total 52040 · Software & Online Subscriptions					325.43	0.00	325.43
Total 52000 · Computer & Software Expenses					325.43	0.00	325.43
52500 · Insurance Expense							
52550 · General Insurance							
General Journal	01/31/2025	0125BusIns		To move Business Insurance prepaid to exp...	3,332.50		3,332.50
Total 52550 · General Insurance					3,332.50	0.00	3,332.50
Total 52500 · Insurance Expense					3,332.50	0.00	3,332.50
53000 · Board of Director's Expense							
53010 · Directors' Stipend							
Paycheck	01/31/2025	DD1095	Brendan M Coupe	Direct Deposit	200.00		200.00
Paycheck	01/31/2025	DD1096	Debra D Prysby	Direct Deposit	200.00		400.00
Paycheck	01/31/2025	DD1097	Ephram Glass	Direct Deposit	200.00		600.00
Total 53010 · Directors' Stipend					600.00	0.00	600.00
53050 · Other BOD Expense							
Bill	01/01/2025	Library R...	Douglas County Libraries		375.00		375.00
Total 53050 · Other BOD Expense					375.00	0.00	375.00
Total 53000 · Board of Director's Expense					975.00	0.00	975.00
54000 · Payroll Expenses							
54060 · Employer Payroll Taxes							
Paycheck	01/31/2025	DD1095	Brendan M Coupe	Direct Deposit	15.30		15.30
Paycheck	01/31/2025	DD1096	Debra D Prysby	Direct Deposit	15.30		30.60
Paycheck	01/31/2025	DD1097	Ephram Glass	Direct Deposit	15.30		45.90
Total 54060 · Employer Payroll Taxes					45.90	0.00	45.90
54000 · Payroll Expenses - Other							
Liability Check	01/30/2025		QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$5.00 each	15.00		15.00
Paycheck	01/31/2025	DD1095	Brendan M Coupe	Direct Deposit	0.00		15.00
Paycheck	01/31/2025	DD1096	Debra D Prysby	Direct Deposit	0.00		15.00
Paycheck	01/31/2025	DD1097	Ephram Glass	Direct Deposit	0.00		15.00
Total 54000 · Payroll Expenses - Other					15.00	0.00	15.00
Total 54000 · Payroll Expenses					60.90	0.00	60.90
57000 · Professional Services Fees							
57020 · Legal Expenses							
Bill	01/31/2025	161931	Ireland Stapleton Pryor & ...	Billed Through 01/31/2025	13,767.84		13,767.84
Total 57020 · Legal Expenses					13,767.84	0.00	13,767.84

Roxborough Village Metro District
General Fund Profit & Loss Detail

January 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
57030 · Accounting Services							
Bill	01/31/2025	6190	Gembok Consulting Inc.	January 2025	1,745.38		1,745.38
Total 57030 · Accounting Services					1,745.38	0.00	1,745.38
57040 · District Management							
General Journal	01/31/2025	0131Accr...		January Invoice Accruals	9,600.00		9,600.00
Total 57040 · District Management					9,600.00	0.00	9,600.00
57090 · Other Professional Services Exp							
Bill	01/22/2025	00115372	Douglas County Deputy Sh...		82.75		82.75
Total 57090 · Other Professional Services Exp					82.75	0.00	82.75
Total 57000 · Professional Services Fees					25,195.97	0.00	25,195.97
62000 · Repairs and Maintenance							
62020 · Utility Locate							
Bill	01/31/2025	31458	Diversified Underground	Screen Charge	228.00		228.00
Bill	01/31/2025	225011178	Utility Notification Center o...	RTL Transmissions	69.05		297.05
Total 62020 · Utility Locate					297.05	0.00	297.05
Total 62000 · Repairs and Maintenance					297.05	0.00	297.05
64000 · Landscape Expenses							
64040 · Landscape Contract							
Bill	01/31/2025	2017633	Consolidated Divisions Inc		9,652.84		9,652.84
Total 64040 · Landscape Contract					9,652.84	0.00	9,652.84
Total 64000 · Landscape Expenses					9,652.84	0.00	9,652.84
68000 · Parks & Open Space Expense							
68010 · Foothills Park & Rec Fees							
Bill	01/31/2025	SALES00...	Foothills Park & Recreatio...	January 2024 Resident Use	1,436.81		1,436.81
Total 68010 · Foothills Park & Rec Fees					1,436.81	0.00	1,436.81
68025 · Water Expense							
Bill	01/15/2025		Roxborough Water & Sanit...	Service Period 11/24/24 - 12/24/24 Rampart...	119.00		119.00
Bill	01/15/2025		Roxborough Water & Sanit...	Service Period 11/25/24 to 12/24/24 Mule D...	104.25		223.25
Bill	01/15/2025		Roxborough Water & Sanit...	Service Period 11/25/24 - 12/24/24 Marmot ...	208.50		431.75
Bill	01/15/2025		Roxborough Water & Sanit...	Service Period 11/25/24 to 12/24/24 Elk Mn...	104.25		536.00
Bill	01/15/2025		Roxborough Water & Sanit...	Billing Period 12/01/24 to 12/31/24	875.33		1,411.33
Total 68025 · Water Expense					1,411.33	0.00	1,411.33
68050 · Portable Restroom Exp.							
Bill	01/01/2025	INV-5016...	United Site Services	Services Chatfield Farms Park	303.34		303.34
Bill	01/01/2025	INV-5018...	United Site Services	Services Roxborough Community Park	295.47		598.81
Total 68050 · Portable Restroom Exp.					598.81	0.00	598.81
68070 · Snow Removal Expense							
Bill	01/08/2025	2017564	Consolidated Divisions Inc		6,863.00		6,863.00
Bill	01/09/2025	2017698	Consolidated Divisions Inc		7,271.00		14,134.00
Bill	01/16/2025	2017758	Consolidated Divisions Inc		388.00		14,522.00
Bill	01/18/2025	2017807	Consolidated Divisions Inc		9,310.00		23,832.00
Bill	01/19/2025	2017878	Consolidated Divisions Inc		2,890.00		26,722.00
Bill	01/23/2025	2017914	Consolidated Divisions Inc		8,183.00		34,905.00
Bill	01/25/2025	2017957	Consolidated Divisions Inc		10,175.00		45,080.00
Bill	01/28/2025	2018001	Consolidated Divisions Inc		1,940.00		47,020.00
Total 68070 · Snow Removal Expense					47,020.00	0.00	47,020.00
Total 68000 · Parks & Open Space Expense					50,466.95	0.00	50,466.95
Total Expense					92,193.14	0.00	92,193.14
Net Ordinary Income					92,193.14	12,304.39	-79,888.75
Net Income					92,193.14	12,304.39	-79,888.75

From: [Damon Barker](#)
To: [Peggy Ripko](#)
Subject: RE: Roxborough Monthly Report
Date: Monday, February 17, 2025 10:14:05 AM
Attachments: [image001.png](#)
[Replace of dog stations along village circle east.pdf](#)

Hello Peggy,

Here is the monthly report for Roxborough:

Site policing: (trash, dog stations, etc....)

1/16

1/23

1/31

2/6

2/13

Other work:

1/14 removal of Christmas lights

2/10 replace missing cover on electrical box at pavilion, inspect dog stations along Village Circle east

Snow Work:

1/18

1/19

1/20

1/23

1/25

1/26

Notes:

After inspecting dog stations along Village Circle East found 6 stations that the bottoms are rusting out or fallen out. One is missing a lid. One other is disconnected from post but we will get it reattached to post. Proposal is included for the replacement of the 6 dog stations with rusted out cans.

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: Damon Barker
Sent: Friday, January 10, 2025 3:30 PM
To: Peggy Ripko <pripko@sdmsi.com>
Subject: RE: report

Here you go Peggy,

Roxborough Monthly Update December – Jan 10th

Maintenance:

12/30 – clean up of leaves at park sites and along fences on village cir west

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

12/13

12/20

12/27

1/2

1/10

Ancillary Work:

12/19 – limb pick up along Village cir west

T&M work or Snow Work:

12/11 – ice mitigation along trails

12/13 – ice mitigation along trails

1/7 - snow removal

1/9 – snow removal

Removal of lights is planned for next week 1/13-1/17(don't have an exact day yet)

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: Peggy Ripko <pripko@sdmsi.com>
Sent: Friday, January 10, 2025 2:51 PM
To: Damon Barker <DamonB@cdi-services.com>
Subject: report

Do you know when you will have that to me?

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
Phone: 303-987-0835

The information contained in this electronic communication and any document attached hereto or transmitted herewith is confidential and intended for the exclusive use of the individual or entity named above. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any examination, use, dissemination, distribution or copying of this communication or any part thereof is strictly prohibited. If you have received this communication in error, please immediately notify the sender by reply e-mail and destroy this communication. Thank you.



LANDSCAPE PROPOSAL

JOB NAME: Peggy Ripko/ Roxborough Metro
 PROJECT: Replace rusted dog station cans
 CLIENT CONTACT: Peggy Ripko
 SUBMITTAL DATE: 2/13/2025
 CLIENT PHONE: 303-987-0835

SCOPE: Removal of rusted out(bottoms) dog station cans and replace with new dog station cans.

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
6	Removal of old dog station cans and replace with new ones	\$ 298.87	\$ 1,793.22
GENERAL CONDITIONS:			
1	Mobilization	\$ 52.42	\$ 52.42
1	Dump Fee Yds	\$ 32.85	\$ 32.85
	Delivery Fees		
	Other (rental equipment, permits, fees, subs, porta-potty)		
	TOTAL PRICE	\$ 1,878.49	\$ 1,878.49

Notes and Exclusions: 1.) Contractor not responsible for private utility locates, this can be done at an additional charge. 2.) Irrigation repairs and modifications are not included, and will be done on T&M rates per base contract, unless otherwise specified above. 3.) Excludes permits, survey, fees, and traffic control unless otherwise noted above. 4.) CDI not responsible for acts of nature, theft, or vandalism. 5.) Tree and shrubs will be warrantied for one year as long as plants are irrigated, CDI retains maintenance on site including full control of irrigation, and client allows CDI to perform all responsible maintenance including but not limited to winter watering, and recommended pest control. 6.) Annual flowers are warrantied for a max of 30 days, excludes freeze, hail, vandalism, and pest damages. 7.) Sod will be warrantied for 1 growing season 8.) Plants will not be warrantied if installed between October 1st, and May 1st. 9.) Pricing is valid for 30 days, CDI reserves the right to reprice due to material price escalation.

 Authorization to perform work

 Damon Barker

**FIRST AMENDMENT
TO INDEPENDENT CONTRACTOR AGREEMENT**

This First Amendment to Independent Contractor Agreement (“*First Amendment*”) is entered into by and between Roxborough Village Metropolitan District, a political subdivision of the State of Colorado (“*District*”), and N&D Tree, LLC, a Colorado Limited Liability Company (“*Contractor*”). The District and Contractor are referred to collectively as the “*Parties*.”

1. The Parties entered into an Independent Contractor Agreement, effective December 18, 2024 (“*Agreement*”); and,
2. The Parties wish to add an approximately 2,737 square foot area to the Work set forth in Section 1 of the Agreement (“*Added Area*”). A map depicting the Added Area is attached as *Attachment 1*. An updated map of the entire Work area is attached as *Attachment 2*.

AMENDMENT

1. Pursuant to Section 15 of the Agreement, Section 1 of the Agreement is amended to include the Added Area within the Work. Contractor shall perform the Work within the Added Area at no additional cost to the District and the Contract Price set forth in Section 2(a) shall be unaffected by the Added Area being included in the Work. Nor will Contractor’s performing the Work within the Added Area constitute additional work under Section 2(b) of the Agreement.

Except as modified herein, all provisions in the Agreement shall remain in full force and effect. This First Amendment may be executed in counterparts and by facsimile or electronic pdf, each of which shall be an original and together shall constitute one valid and binding instrument.

IN WITNESS WHEREOF, the Parties have signed this First Amendment.

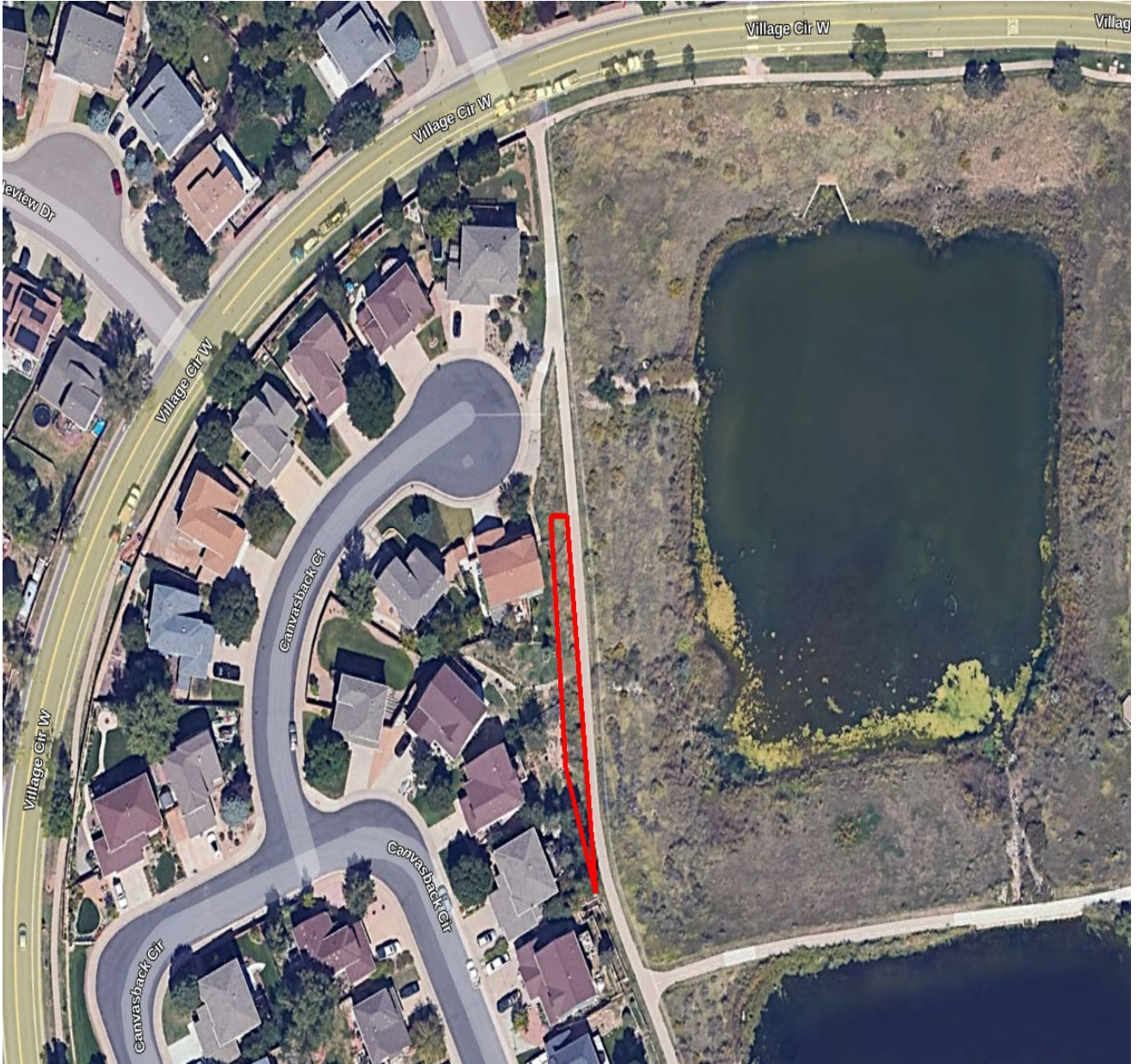
Roxborough Village Metropolitan District,
political subdivision of the State of Colorado

N&D Tree, LLC, a Colorado Limited
Liability Company

By: _____
Ephram Glass, Board President Date

By: _____
Nik Lenski, Owner/Manager Date

ATTACHMENT 1
Added Area Map



ATTACHMENT 2
Work Area Map



AGREEMENT FOR SNOW REMOVAL SERVICES

This Agreement for Snow Removal Services ("**Agreement**"), effective the 1st 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 Roxborough Village Filing 14B Homeowners Association, a Colorado Non-Profit Corporation ("**HOA**"). The District and the HOA are referred to collectively as the "**Parties**" or individually as a "**Party**."

1. Services. Pursuant to the December 30, 1999 Bicycle Trail Maintenance Agreement ("**Agreement**") between the Parties, the District has, without charge, provided snow removal services ("**Services**") for the bicycle trails located within Tracts A, B, and C of Roxborough Village Filing 14B, which the HOA owns.

2. Compensation. Effective December 31, 2024, the District terminated the Agreement and will no longer provide the Services to the HOA without charge. To continue receiving the Services, the HOA will compensate the District in accordance with the following formula ("**Compensation**"):

a. Percentage HOA’s 546 linear feet sidewalk bears to linear Feet of all sidewalks and paths District maintains (58,910):	0.927%
<i>Multiplied by:</i>	x
b. District’s total cost for snow removal on all District maintained sidewalks and paths:	\$ _____
<i>Plus:</i>	+
c. <u>\$200 administrative fee:</u>	<u>\$200.00</u>
 Total:	 \$ _____

3. Payment. Invoices will be calculated and submitted to the HOA once per year. The HOA shall pay the District within 30 calendar days of the date of the invoice. Payment shall be made to the following management company or any subsequent management company as the District directs:

Roxborough Village Metropolitan District
Attn: Peggy Ripko, District Manager
Special District Management Services, Inc.
141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898

Any invoice that remains unpaid for 45 days from the date of the invoice shall accrue interest at the rate of 12% until paid in full.

4. Term and Termination. The term of this Agreement commences on January 1, 2025 and ends on December 31, 2025. This Agreement shall automatically renew for successive one-

year periods until terminated by either party. Either Party may terminate this Agreement upon 30 days prior written notice to the other Party. The District will continue providing the Services until the effective date of the termination. The HOA will compensate the District through the termination date.

5. 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 to another address a Party previously furnished in writing to the other Party pursuant to this Paragraph 5. 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.
141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898

Attn: _____

6. 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, or defenses provided to, or enjoyed by, the District and its current or past directors, officers, 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.*

7. 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 or proceeding shall lie exclusively in the District Court for Douglas County. In any civil action or proceeding arising from or relating to this Agreement and/or the Services, the prevailing Party shall be awarded its reasonable attorneys' fees, costs, and expenses, including its reasonable attorneys' fees, costs, and expenses incurred in any appellate action and in collecting or executing upon any judgment, order, or award.

8. 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. 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 constitute an original and together shall be one valid and binding instrument.

IN WITNESS WHEREOF, the Parties have signed this Agreement.

ROXBOROUGH VILLAGE METROPOLITAN
DISTRICT

ROXBOROUGH VILLAGE FILING 14B
HOMEOWNERS ASSOCIATION

By: _____
Ephram Glass, Board President

By: _____
Name Title

Date: _____

Date: _____

CONSTRUCTION AGREEMENT

This Construction Agreement (“*Agreement*”), effective this [] day of February, 2025 (“*Effective Date*”), is entered into by and between Chavez Services, LLC, a Colorado Limited Liability Company (“*Contractor*”) and the 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 bids attached as Exhibit A (“*Project*”). This Agreement and the attached Exhibit A, as they may be amended by any approved and signed Change Order, are referred to as the “*Contract Documents*.” If there is a conflict between this Agreement and any other Contract Documents (except for an approved and signed Change Order), this Agreement shall control.

2. Work. 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.

3. Contract Price. In exchange for the Contractor’s satisfactory performance of the Project, the District shall pay the Contractor a total of One Hundred Thirty-Seven Thousand Nine Hundred and Fifty-Three Dollars and Seventy-Six Cents (\$137,953.76) (“*Contract Price*”). The Contract Price shall be subject to adjustments for increases or decreases reflected in any approved and signed Change Order.

4. Payment. The Project is composed of four separate areas of Work, as more specifically set forth in Exhibit A (each a “*Sub-Project*”). Upon the District’s final acceptance of a Sub-Project, the Contractor shall promptly submit an invoice for the total cost of the Sub-Project. The District shall pay 95% of an undisputed invoice within thirty days of receipt from the Contractor. Upon the Contractor’s completion of the entire Project, the District shall set a date and time for final settlement payment. If any person or entity that has furnished labor, materials, sustenance, or other supplies used or consumed by the Contractor or a subcontractor of the Contractor in or about the performance of the Work and the Project or that supplies laborers, rental machinery, tools, or equipment to the extent used in the performance of the Work, and whose claim therefor has not been paid by the Contractor or the Subcontractor, as applicable, files a verified statement of claim at any time up to and including the time of final settlement payment, the District will withhold from the payment to the Contractor an amount sufficient to pay the amount claimed due in accordance with C.R.S. §38-26-107. The District shall pay the Contractor any funds remaining after the District withholds funds to satisfy any verified statement(s) of claim timely filed with the District.

5. Performance and Payment Bond(s). The Contractor shall obtain a performance and payment bond(s) in an amount equal to the Contract Price. The cost of the performance and payment bond(s) shall be included in the Contract Price. The Contractor shall provide the District with a copy of the performance and payment bond(s) prior to commencing the Work. The Contractor shall increase the amount of the performance and payment bond(s) to reflect any increase in the Contract Price through a Change Order(s) signed by the Parties.

6. Governmental Immunity and Indemnification.

a. This Agreement and the other Contract Documents are not intended, and shall not be construed, as a waiver of the limitations on damages or any of the rights, privileges, immunities, and 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 or supplier, or any other person or entity performing any Work or any aspect of this Agreement, the other Contract Documents, or the Project. The District has the right to select its legal counsel, even though the Contractor is solely responsible for the payment of the attorneys' fees, costs, and expenses incurred by such legal counsel.

7. 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, and the amount of the adjustment, if any, in the Contract Price.

8. Permits, Fees, and Government Inspections. The Contractor shall secure and pay for all governmental fees and inspections necessary for proper execution and completion of the Work. The Contractor also shall secure and pay for all permits necessary to perform the Work; provided, that the costs of the permits are in addition to the Contract Price and shall be submitted to the District for reimbursement. 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.

9. 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 for bodily injury in the amount of \$1,000,000 per occurrence and minimum coverage for property damage in the amount of \$1,000,000 per occurrence. All such insurance shall include the "Roxborough Village Metropolitan 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 or endorsement(s) before commencing the Work.

10. Non-Conforming Work and Warranty. For a period of one year after the date of final settlement payment, 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 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 one year after the date of final settlement payment, Non-Conforming Work is discovered, the Contractor shall correct it promptly after receipt of written notice from the District. 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 fees, costs, and expenses incurred in correcting the Non-Conforming Work.

11. No Assignment. Neither Party may assign or delegate any of its rights or obligations under this Agreement without the prior written consent of the other Party.

12. 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 the reasonable attorneys’ fees, costs, and expenses incurred in any appellate action and in collecting or executing upon any judgment, order, or award.

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

14. 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.

[Signature Page Immediately Follows]

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

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

By: _____
Ephram Glass, Board President

CHAVEZ SERVICES, LLC

By: _____
Ermilo Chavez, Manager

EXHIBIT A
BIDS



Estimate By: Ermilo Chavez
990 S. Garrison St
Lakewood, CO 80226
Cell No. 720-308-2926

Client Name / Address		Date: 02/06/2025	Estimate No.	E2024255R3
Roxborough Village Metro District Ephram Glass		Project Location: Red-Blue Mesa Access Roxborough Metro District		
Task Description		Qty	Rate	Amount
1. Crack fill repairs.			LS \$	2,625.00
2. Seal coat, 2 coats.		12600 sf	\$ 0.48	\$ 6,048.00
3. Mobilization, traffic control, and general conditions.			LS \$	1,785.00
4. Bonding expenses.			LS \$	420.00
			Total Estimate	\$10,878.00



Estimate By: Ermilo Chavez
 990 S. Garrison St
 Lakewood, CO 80226
 Cell No. 720-308-2926

Client Name / Address	Date: 2/06/2025	Estimate No.	E2024256R3	
Roxborough Village Metro District Ephram Glass	Project Location: Tennis Court Parking at 7671 N. Rampart Rd Roxborough Metro District			
Task Description	Qty	Rate	Amount	
1. Crack fill repairs.		LS	\$	3,120.00
2. Asphalt Patching, remove and replace, 6" thickness max.	300 sf	\$ 10.00	\$	3,000.00
3. Seal coat, 2 coats.	9270 sf	\$ 0.48	\$	4,449.60
4. Striping including handicap spaces.		LS	\$	788.00
5. New concrete sidewalk, 6" thickness. Includes soil excavation, hauling, grading, and compaction. 4500 psi concrete with fibermesh reinforcement.	320 sf	\$ 12.60	\$	4,032.00
6. New concrete curb, 6" x 8". Includes soil excavation, hauling, grading, and compaction. 4500 psi concrete with #4 steel reinforcement.	125 ft	\$ 43.00	\$	5,375.00
7. Place new concrete wheel stops.	20 ea	\$ 158.00	\$	3,160.00
8. Mobilization, traffic control, and general conditions.		LS	\$	2,950.00
9. Bonding expenses.		LS	\$	1,075.00
		Total Estimate		\$27,949.60



Estimate By: Ermilo Chavez
 990 S. Garrison St
 Lakewood, CO 80226
 Cell No. 720-308-2926

Client Name / Address	Date: 2/06/2025	Estimate No.	E2024257R3	
Roxborough Village Metro District Ephram Glass	Project Location: Chatfield Farms Park Parking Roxborough Metro District			
<i>Task Description</i>	<i>Qty</i>	<i>Rate</i>	<i>Amount</i>	
1. Crack fill repairs.		LS	\$	2,625.00
2. Asphalt Patching, remove and replace, 6" thickness max.	442 sf	\$ 10.00	\$	4,420.00
3. Seal coat, 2 coats.	8230 sf	\$ 0.48	\$	3,950.40
4. Striping including handicap spaces.		LS	\$	650.00
5. Mobilization, traffic control, and general conditions.		LS	\$	2,000.00
6. Bonding expenses.		LS	\$	550.00
		Total Estimate		\$14,195.40



Estimate By: Ermilo Chavez
 990 S. Garrison St
 Lakewood, CO 80226
 Cell No. 720-308-2926

Client Name / Address	Date: 2/07/2025	Estimate No.	E2024272R2	
Roxborough Village Metro District Ephram Glass	Project Location: Main Parking at 7671 N. Rampart Rd Roxborough Metro District <u>Farnsworth Option 2</u>			
Task Description	Qty	Rate	Amount	
1. Asphalt saw cutting.		LS	\$1,250.00	
2. Pavement Demolition - includes hauling and disposal expenses. 6" maximum thickness.	2400 square ft	\$2.65	\$6,360.00	
3. Earthwork - excavate 43 CY and remove approx. 32 cubic yards of soil, hauling, and disposal fees. Compaction to 95% standard proctor density. (3000 sf max. area)		LS	\$9,200.00	
4. New concrete landing 42 sf landing with monolithic keyway, 4500 psi concrete with fibermesh reinforcement.		LS	\$ 900.00	
5. New concrete sidewalk, 6" thickness, 4500 psi concrete with fibermesh reinforcement.	460 sf	\$ 12.60	\$ 5,796.00	
6. Place new asphalt pavement, using 1/2" and 3/4" hot mixed asphalt. Bottom lifts to be 3/4" mix and top lift to be 1/2" mix., 6" max. total thickness.	2400 square ft	\$9.00	\$21,600.00	
7. Crack fill repairs at existing asphalt.		LS	\$ 8,715.00	
8. Seal coat, 2 coats at new asphalt and existing asphalt .	34812 sf	\$ 0.48	\$ 16,709.76	
9. Striping including handicap spaces.		LS	\$ 1,050.00	
10. Place new concrete wheel steps.	5 Ea.	\$ 158.00	\$ 750.00	
11. Seeding and mulching.	352 sf	\$ 3.50	\$ 1,232.00	
12. Erosion control blankets.	352 sf	\$ 2.75	\$ 968.00	
13. Mobilization, traffic control, and general conditions.		LS	\$ 7,200.00	
14. Bonding expenses.		LS	\$ 3,200.00	
			Total Estimate	\$84,930.76

ALTERNATIVE BALLOTS FOR MAY 6, 2025 ELECTION
(EG Alternative Ballots Draft 2-14-25)

Alternative Ballot A

Shall Roxborough Village Metropolitan District be required to provide, without charge and in perpetuity, landscape maintenance and snow removal services on property owned by any homeowners' association within the District's boundaries that requests it, notwithstanding that such services shall constitute multiple fiscal year obligations that will be paid from the District's *ad valorem* property taxes that it uniformly assesses and collects within its boundaries; provided that:

1. the District shall not be responsible for maintaining drainage ways, drainage facilities, detention ponds, or other drainage improvements located within any property owned by a homeowners' association;
2. ~~the District shall not be responsible for maintaining, repairing, or replacing any playgrounds owned by a homeowner's association;~~ the District shall only maintain a playground owned by a homeowners' association if it is code compliant and in good repair at the time the District is asked to assume maintenance;
3. the District's board of directors shall determine the types and levels of landscape maintenance and snow removal services to be provided to a homeowners' association;

Commented [A1]: Have these as alternatives to be voted on by the Board

and, provided further, that, to the extent reasonably practicable, the District's board of directors shall strive to provide the same types and levels of landscape maintenance and snow removal services for all property owned by the District and all property owned by a homeowners' association within the District's boundaries that has requested such services.

Alternative Ballot B

SHALL ROXBOROUGH VILLAGE METROPOLITAN DISTRICT TAXES BE INCREASED \$ ~~40,180.29~~ (FIRST FULL FISCAL YEAR DOLLAR INCREASE) ANNUALLY BEGINNING IN LEVY YEAR 2025 (FOR COLLECTION IN CALENDAR YEAR 2026) BY INCREASING THE DISTRICT'S EXISTING PROPERTY TAX BY ~~0.37~~ MILLS FOR A TOTAL PROPERTY TAX OF ~~12.457~~ ~~0.37~~ MILLS TO BE USED TO PROVIDE, WITHOUT CHARGE AND IN PERPETUITY, LANDSCAPE MAINTENANCE AND SNOW REMOVAL SERVICES ON PROPERTY OWNED BY ANY HOMEOWNERS' ASSOCIATION WITHIN THE DISTRICT'S BOUNDARIES THAT REQUESTS IT; PROVIDED THAT:

1. THE DISTRICT SHALL NOT BE RESPONSIBLE FOR MAINTAINING DRAINAGE WAYS, DRAINAGE FACILITIES, DETENTION PONDS, OR OTHER DRAINAGE

IMPROVEMENTS LOCATED WITHIN ANY PROPERTY OWNED BY A HOMEOWNERS' ASSOCIATION;

2. THE DISTRICT SHALL ONLY MAINTAIN A PLAYGROUND OWNED BY A HOMEOWNERS' ASSOCIATION IF IT IS CODE COMPLIANT AND IN GOOD REPAIR AT THE TIME THE DISTRICT IS ASKED TO ASSUME MAINTENANCE;
3. THE DISTRICT'S BOARD OF DIRECTORS SHALL DETERMINE THE TYPES AND LEVELS OF LANDSCAPE MAINTENANCE AND SNOW REMOVAL SERVICES TO BE PROVIDED TO A HOMEOWNERS' ASSOCIATION;

AND, PROVIDED FURTHER, THAT, TO THE EXTENT REASONABLY PRACTICABLE, THE DISTRICT'S BOARD OF DIRECTORS SHALL STRIVE TO PROVIDE THE SAME TYPES AND LEVELS OF LANDSCAPE MAINTENANCE AND SNOW REMOVAL SERVICES FOR ALL PROPERTY OWNED BY THE DISTRICT AND ALL PROPERTY OWNED BY A HOMEOWNERS' ASSOCIATION WITHIN THE DISTRICT'S BOUNDARIES THAT REQUESTS SUCH SERVICES, AND SHALL THE DISTRICT BE AUTHORIZED TO INCREASE OR DECREASE ITS TOTAL 12.457 MILLS IF ON OR AFTER MAY 6, 2025 THERE ARE CHANGES IN THE METHOD OF CALCULATING ASSESSED VALUATION OR THE PERCENTAGE OF ASSESSED VALUATION APPLIED TO ONE OR MORE PROPERTY CLASS FOR ANY REASON, SUCH AS A CONSTITUTIONAL AMENDMENT OR ACTION BY THE LEGISLATURE, SO THAT, TO THE EXTENT POSSIBLE, THE ACTUAL TAX REVENUE GENERATED BY THE 12.457 MILLS IS THE SAME AS THE ACTUAL TAX REVENUE THAT WOULD HAVE BEEN GENERATED HAD SUCH CHANGES NOT OCCURRED, WITH ALL REVENUE AND EARNINGS ON THE 12.457 MILLS CONSTITUTING A PERMANENT VOTER-APPROVED REVENUE CHANGE WITHIN THE MEANING OF ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION AND AN EXCEPTION TO THE LIMITATIONS SET FORTH IN SECTIONS 29-1-301 OF THE COLORADO REVISED STATUTES AND ANY OTHER LAW?

Emails Between Ephram Glass/Dino Ross (Updated 2-16-25)

From: Ephram Glass <ephramglass@roxboroughmetrodistrict.org>
Sent: Saturday, February 15, 2025 10:17 PM
To: Dino A. Ross <DRoss@irelandstapleton.com>
Subject: Re: REVISED Alternative Ballots for 2025 Election (ISPP Revisions 2-13-25)

You are correct. The concept behind my alternative was to avoid having Ballot B. The reasoning is that we can make things work within our budget IF we don't have to immediately replace playgrounds following the ballot measure passing. If it can be pushed out 10 years, we'll be pretty good. This will also avoid any confusion since we've been indicating we don't want to increase taxes. (I do realize there are ancillary benefits to solidifying the TABOR stuff, but I'd rather not muddle things on this ballot).

From: Dino A. Ross
Sent: Friday, February 14, 2025 4:16 PM
To: Ephram Glass <ephramglass@roxboroughmetrodistrict.org>
Subject: RE: REVISED Alternative Ballots for 2025 Election (ISPP Revisions 2-13-25)

Ephram,

That language makes the two ballots the same except the second authorizes a tax increase. The voters will obviously reject the tax increase because they can get the same thing under the first ballot without a tax increase. I thought the incentive was the additional tax would include playgrounds. Then, the voters would have to choose whether they wanted to include the playgrounds for increased taxes. That seed like a logical approach to the ballots. Dino

From: Ephram Glass <ephramglass@roxboroughmetrodistrict.org>
Sent: Friday, February 14, 2025 11:54 AM
To: Dino A. Ross <DRoss@irelandstapleton.com>
Subject: Re: REVISED Alternative Ballots for 2025 Election (ISPP Revisions 2-13-25)

Dino,

I added the alternative on Ballot A where RVMD maintains the playgrounds but there is no tax increase. I also entered some rough numbers (to be verified by Gemsbok if we go down that route) for how much more it would cost to take over the playgrounds and be revenue neutral (I used our 10-year budget forecast to obtain the numbers).

Thanks,
Ephram

**RESOLUTION
BOARD OF DIRECTORS
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**

A RESOLUTION SETTING BALLOT(S) FOR THE MAY 6, 2025 ELECTION

WHEREAS, in accordance with State law, at a duly noticed meeting of the Board of Directors (“*Board*”) of the Roxborough Village Metropolitan District (“*District*”) held on January 15, 2025, at which a quorum of the Board was present, the Board adopted Resolution No. [redacted] (“*Resolution*”) directing an election to be held on May 6, 2025 (“*Election*”) for the purpose of filling the Board positions currently held by Director Mark Rubic, Director Brendan Coupe, and Director Travis Jensen;

WHEREAS, at the time of adopting the Resolution, the Board was considering, but had not yet determined, whether it would include one or more ballot questions in the Election; and,

WHEREAS, at a duly noticed special meeting of the Board on February [redacted], 2025, at which a quorum of the Board was present, the Board determined that the ballot question(s) set forth below shall be included in the Election.

NOW, THEREFORE, be it resolved by the Board of Directors of the Roxborough Village Metropolitan District that:

1. The following ballot question(s) shall be included in the Election:

[insert final approved ballot(s)]
2. The Election shall be conducted as a mail ballot election.
3. All other provisions of the Resolution are incorporated as if set forth in full herein.
4. The provisions of this Resolution shall take effect immediately.

ADOPTED this [redacted] day of February, 2025 by the Board of Directors of the Roxborough Village Metropolitan District.

Director

Director

Director

Director

Director

**AGREEMENT FOR
LANDSCAPE MAINTENANCE SERVICES**

This Agreement for Landscape Maintenance Services ("**Agreement**"), effective the 1st 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 1, 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.

(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.

(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

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.

(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.

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**"):

- (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.

- (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.

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.

(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.

(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.

(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.

(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.

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 (“*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.

(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.

(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.

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, 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 law 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. 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:

Coverage	Minimum Amounts and Limits
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:

Coverage	Minimum Amounts and Limits
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:

Coverage	Minimum Amounts and Limits
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 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.

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

CDI Environmental Contractor
Attn: Zacc Wair
5585 Airport Rd
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.

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.

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 2³/₄ - 3³/₄ 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 or one (1) slow-release fertilizer designed for one annual application. Only non-phosphorus fertilizer shall be used. If using standard fertilizers requiring three (3) applications, 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. If using a fertilizer designed for one annual application, the application rate and timing of the application should follow manufacturer guidelines. 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

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.

(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.

(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.

(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.

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 to four inches (4") when any of the vegetation in the bands have exceeded seven inches (7"). All clippings shall be collected and disposed of properly and/or blown from trails and sidewalks to maintain a well-groomed appearance.

(b) Fence Lines: All fence lines depicted in Exhibit C shall be mowed to a width of eight 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 blown from sidewalks to maintain a well-groomed appearance.

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 $\frac{1}{3}$ 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.

(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.

(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.

(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.

(e) Watering: During periods of dry weather, up to fifteen (15) 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. If there are more than fifteen (15) new trees to be watered, CDI shall provide a quote to the District Manager for the additional watering.

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.

(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.

(c) Maintenance: All mulched areas shall be edged or re-edged prior to application of mulch to provide natural containment, or the tree rings shall be sprayed to prevent grass and weeds from encroaching the tree ring.

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.

(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. If edging has deteriorated beyond repair, CDI shall provide a quote to the District Manager for its replacement.

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

(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.

(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.

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.

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. Upon spring activation of the irrigation system, the Maintenance Technician shall check the operation of each sprinkler zone 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. In addition, all controller enclosures shall be opened and visually inspected. After the initial activation checks, the Maintenance Technician is 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 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.

(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.

(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.

(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.

(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.

(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.

(g) Backflow Inspection: Backflow prevention device inspections are not part of the Standard Landscape Services and will be performed by a separate District contractor on an annual basis.

(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.

(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.

(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. The District is entitled to 45 acre-feet of water from the Roxborough Water & Sanitation District. CDI shall take measures to ensure the District does not run out of water prior to the end of 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 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.

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

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.

(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.

(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.

(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.

(e) Bicycle Paths/Sidewalks: Pick up trash and animal waste and remove, sweep, or blow debris off bicycle paths and sidewalks as needed.

(f) Playground Areas: Pick up trash and remove animal waste weekly. 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 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-up any trash, remove, sweep, or blow debris off sidewalks within pavilion area weekly. Report any damage or graffiti to the District Manager immediately.

Section 9 Trash/Dog Waste Pick-up: Trash pick-up and removal shall be the responsibility of CDI. 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 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 bags and dog waste bags, at CDI's cost. CDI shall pick up and remove trash from the site per the following seasonal schedule and pursuant to the following guidelines:

(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 pick-ups as required by the District.

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

(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.

(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.

(e) Vehicular Use: Vehicles used for 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 pick-up must be quiet and non-polluting, such as electric vehicles. In picking up trash, CDI shall confine any vehicle or motorized equipment 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 Pick-up: 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 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:

(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, for a pre-approved additional fee, 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.

(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.

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**



**EXHIBIT B
STANDARD LANDSCAPE SERVICES**

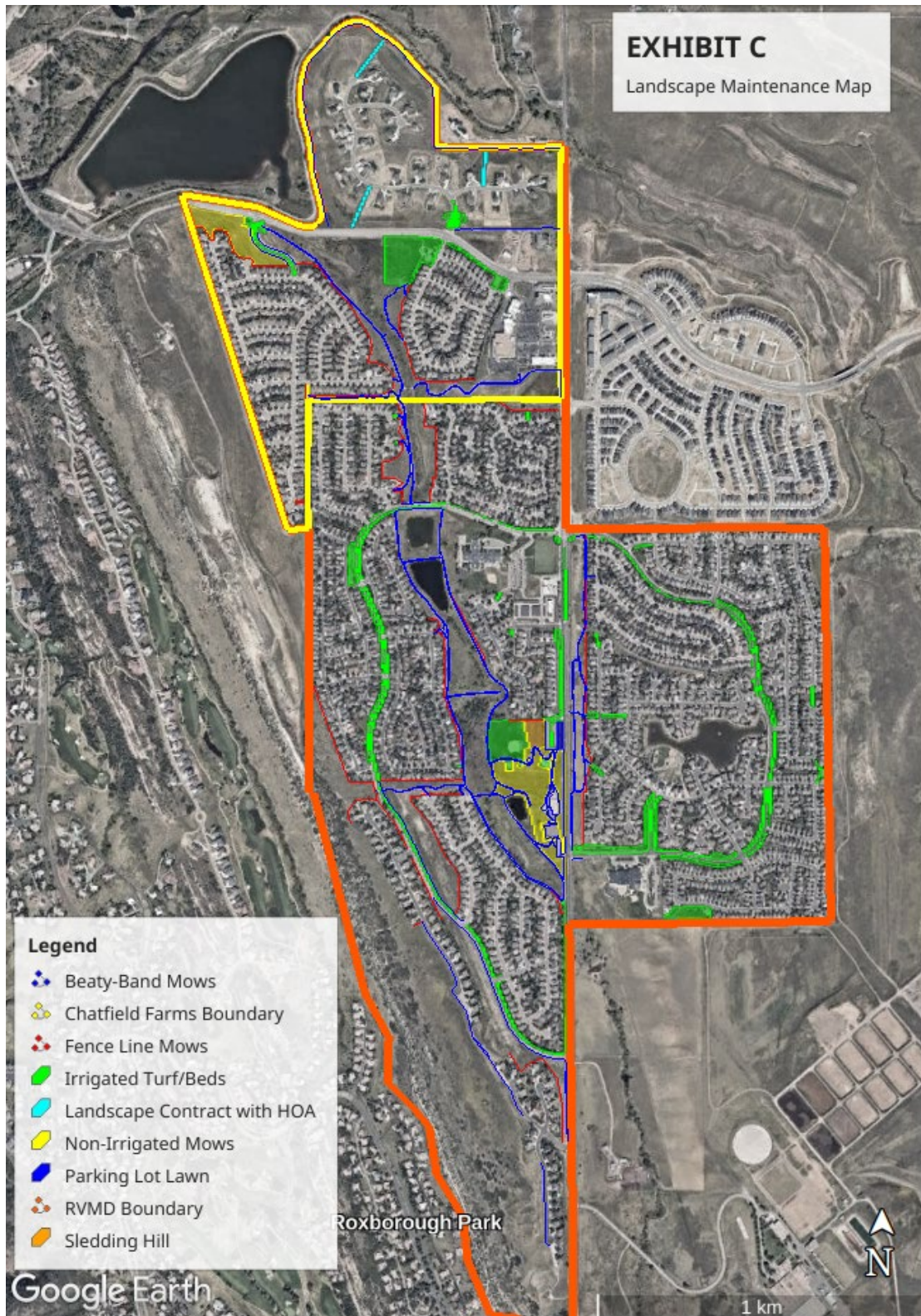
SERVICE	FREQUENCY/ NUMBER	TIME OF YEAR
Site Inspections	Monthly	January - December
Irrigated turf area mowing (mow, trim, blow)	Weekly/As Needed	April - October
Edging-Irrigated Turf Areas	Every Two Weeks	April - October
Fertilization-Irrigated turf areas	1 or 3	Spring or Spring/Summer/Fall
Broadleaf Weed Spray-Irrigated Turf Areas	3	Spring/Early Summer/Late Summer
Core Aeration-Irrigated turf areas	2	Spring/Fall
Leaf Removal	1	November - December
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
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 cleaning	As Needed	January - December
Playground maintenance (cleaning/raking)	Weekly	January - December
Gazebo cleaning	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

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



ATTACHMENT 2 COMPENSATION



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 Ephraim.

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	\$2,103.80	\$54,698.80
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	\$36.30	\$943.80
Pruning Shrubs And Trees: Shrub Pruning 2x Tree Pruning Up To 12' 1x	2.00	EACH	\$3,842.39	\$7,684.78
Spring Clean Up: Cut Ornamental Grasses Back, Remove Pine Needles, And Blow Debris Out Of Beds	1.00	EACH	\$9,605.22	\$9,605.22
Fall Clean Up: Leaf Removal From All Landscape Areas, Cut Back Herbaceous Perennials	1.00	EACH	\$7,819.21	\$7,819.21
Turf Fertilization And Broadleaf Herbicide: Season Long Duration Fertilizer (270 Day Release) Pre-emergent To Control Crabgrass 3 Broadleaf Herbicide Applications	3.00	EACH	\$5,238.14	\$15,714.42
Spring Pre-emergent Herbicide: Application To Landscape Beds:	1.00	EACH	\$1,663.27	\$1,663.27
Aeration Of All Turf Areas:	2.00	EACH	\$2,537.36	\$5,074.72
Irrigation Checks/Repair Time: 20 Hours Per Occurrence Total Of 480 Hours For The Season.	24.00	EACH	\$1,361.38	\$32,673.12
Irrigation System Spring Start Up:	1.00	EACH	\$2,961.14	\$2,961.14
Irrigation System Winterization: (1 Time)	1.00	EACH	\$6,867.36	\$6,867.36
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	\$3,231.34	\$3,231.34
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	\$1,862.89	\$11,177.34
Tennis & Basketball Court Maintenance	52.00	EACH	\$40.75	\$2,119.00
Volleyball Courts Maintenance	30.00	EACH	\$36.22	\$1,086.60
Skate Park Maintenance	52.00	EACH	\$38.34	\$1,993.68
Skate Park Pressure Wash	1.00	EACH	\$869.38	\$869.38
Softball Field Grooming	26.00	EACH	\$24.15	\$627.90
Shredded Wood Mulch - Refresh Mulch Up To 35 Yards	1.00	LS	\$9,369.93	\$9,369.93
Trash And Dog Station Services	104.00	EACH	\$397.93	\$41,384.72
Pond Litter Removal - Inside Excludes Crystal Lake Park	2.00	EACH	\$401.45	\$802.90
Softball Field Striping	6.00	EACH	\$62.09	\$372.54
Winter Watering- Trees: (5 Occurrences) 10 Gallons Per Caliper Inch Per Application For Trees (15 Trees Only)	5.00	EACH	\$182.36	\$911.80

Total Bid Price: \$219,652.97

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

January – 5%	\$10,982.65
February – 5%	\$10,982.65
March – 5%	\$10,982.65
April – 10%	\$21,965.30
May – 10%	\$21,965.30
June – 10%	\$21,965.30
July – 10%	\$21,965.30
August – 10%	\$21,965.30
September – 10%	\$21,965.30
October – 10%	\$21,965.30
November – 10%	\$21,965.30
<u>December – 5%</u>	<u>\$10,982.62</u>
Total:	\$219,652.97

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

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 there of 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 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.

- 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.

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes	127
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	7/1/25	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	5/31/2025			Do they want monthly or annually. Add to management report.	
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). Ephram sent updated info to Dino on 2/7; waiting for updated agreements.	
Dependent	SDMS- Peggy	Let Farnsworth know we are not paying extra	1/15/2025			Added to Tasks for tracking; waiting for updated plans.	
Dependent	SDMS- Peggy	Newsletter- get ideas together; get approval from Board and send out. Include info re: new rules.	4/1/2025			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).	
Dependent	SDMS-Peggy	Search for vendors to replace the pedestrian bridge in the common area near Rampart Way	3/31/2025				
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	2/28/2025	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	2/28/2025			Waiting for new DA to take office	
In Progress	Dir. Glass	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	Dir. Glass	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 Dependance. 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). (1/6/25) Waiting on load data.	

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes	127
In Progress	Dir. Glass	Obtain proposal from JPL to clean out trickle channel parallel to Rampart Range Rd	3/1/2025				
In Progress	Dir. Rubic	Update Mission Communications	1/1/2025			Need to remove Scott's email address as the main login. Followed up on 1/10.	
In Progress	Farnsworth	Create bridge specs for Rampart Way bridge replacement	11/1/2024			Asked JC for specs on 6/10. Followed up on 6/17. Followed up on 6/25. Survey was done. (2/10/25) Model should be done by 2/14/25. Specs to be done by 2/28.	
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). (2/10/25) Model should be done by 2/14/25. Specs to be done by 2/28.	
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	Ireland Stapleton	Contact Urban Drainage to see if they will fix the Executive Homes drainage issue	12/31/2024			(1/6/25) Kelly will set up a meeting with Urban Drainage and invite Ephram.	
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. (1/6/25) Kelly sent her revisions and Ephram replied with his own.	
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). (1/6/25) Vents have arrived, JPL to schedule install date.	
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- Charlie	Obtain proposals for installing solar aerators in Heron, Tadpole, and Preble's ponds.	1/31/2025			Gave Charlie info on 1/13. RFPs sent out on 1/29; in person consultations being scheduled the week of 2/3.	
In Progress	SDMS- Michelle	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). Followed up on 1/5; tracking on Tasks. Will be following up every week. Had a meeting with Tom on 1/14; the company is the same one as providing services to Sterling Ranch. Followed up on 1/15 regarding numbers. Turned over to Michelle. Reserach is showing large numbers; more meetings scheduled the week of 2/10.	
In Progress	SDMS- Diana	Obtain roxvillagemetro.gov domain	5/31/2024			SDMS has already requested. Waiting to hear back. Followed up on 4/29. Followed up on 12/18. They responded on 2/11 with a list of questions; answers provided the same day.	
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- 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. Yes- they will reach out.	
In Progress	SDMS- Michelle	7168 Red Mesa Dr- contractor driving on District property where there is irrigation	5/1/2025			official letter and email to HOA. Ephram sent the info to Dino on 12/19. Homeowner has been contacted and will restore when work done, in spring. Peggy e-mailed the	
In Progress	SDMS- Peggy	Proposal for drip irrigation system fixes in Chatfield Farms	3/31/2025			E-mailed Dino on 12/12 to make sure it's on his radar. (1/6/25) Dino said this is in the contract and only needs to be an email. Will do with landscape contractor.	

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes	127
In Progress	SDMS- Peggy	Work on sign design & locations	3/1/2025			Charlie is working on this; he has two ids as of 12/12 and is waiting for one more. Bids provided at January meeting; sign committee to work on. (2/10/25) Waiting on updated proposals.	
In Progress	SDMS- Peggy	Follow-up with PST regarding down payment	12/18/2024			The had some hard costs associated with the project; waiting for numbers (12/6). Followed up on 1/5. Followed up on 2/8.	
In Progress	SDMS- Peggy	SIPA- Google workspace	8/16/2024			Diana reached out to SIPA on 12/19. Peggy reached out on 1/30; response received on 2/4. Forwarded Ephram the information.	
In Progress	SDMS- Peggy	Wildfire grant (DOLA)	12/31/2025			Check on DOLA grant for 2025. Monthly reminders set up. Nothing available as of 1/3. Nothing available as of 2/8.	
In Progress	SDMS- Peggy	Receive and compile Landscape RFP proposals	3/19/2025			JPL, Keesen, Cox, Arrowhead. Added to Tasks for tracking. Drafted and sent to Board for review; waiting for updates from Board Only meeting. RFPs out to six contractors with a due date of 3/4.	
In Progress	SDMS- Peggy	RFP- update park with due dates, etc.	1/3/2025			Add details- look up different features and send to the Board, go over Mark's. Added to Tasks for tracking. Draft sent to OP; updates incorporated. Included in 1/13 Board packet. Followed up on 2/4. Followed up on 2/8.	
In Progress	SDMS- Peggy	Contact CDI and work on outstanding invoices	1/15/2025			E-mailed Chelsea on 1/15. Sent Chelsea update on 1/26. Followed up on 2/4.	
In Progress	SDMS	Research Xcel charging station grants	4/1/2025			No info has been recieved to date; did some reserach and the grant info I was able to find indicated grant applications are done by invite only. Meeting scheduled for 2/13 with Xcel.	
In Progress	JPL	Provide estimate for removal of river rock from xeriscape area and spread in other landscaped area	2/28/2025			JPL jumped the gun and added the river rock prematurely. A small crushed rock will be used in the xeriscape. Ephram spoke with Cory from JPL on 1/30.	
In Progress	JPL	Provide estimate for adding four more boulders in the xeriscape area	2/28/2025			Ephram spoke with Cory from JPL on 1/30.	
In Progress	JPL	Provide estimate to clear out the trickle channel along Rampart Range Rd south of Safeway	2/28/2025			Ephram spoke with Cory from JPL on 1/30.	
In Progress	SDMS- Michelle	Install outlet at gazebo and ask for solar install cost for broken electric location	2/28/2025			Sent her the ontacts on 2/10.	
In Progress	SDMS- Michelle	Douglas county- why they aren't responsible for fences on their property	3/1/2025			It is something for the Sheriff to address; Michell is confirming addresses (12/18) Sheriff has talked to all homes, and all will address. Deadline extended for follow-up. All but 7955 Jared Way done; Ephram will check once fire mitigation is done.	
Open	Operations Committee	Meet to discuss sign options & designs	2/28/2025				
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	SDMS	Submit grant application for hogback trail	6/1/2025			Deadline for 1st round GOCO grant is August 1st. Some initial work needs to be done to get estimates for the project.	
Open	SDMS- Peggy	Work regarding Wix moving forward.	8/16/2024			Work on forwarding old website.	
Open	SDMS- Peggy	Get reimbursed for turf removal grant expenses	6/30/2025				
Open	SDMS- Peggy	Review budget for projects to be done in 2025.					
Open	JPL	JPL needs to remove the plastic from the straw blankets	5/1/2025			JPL accidentally used non-biodegradable straw blankets; contract specifies biodegradable mats. Ephram spoke with Cory from JPL on 1/30.	
Open	Pinyon	Create RFP for planting wildflowers in new meadow along Rampart	3/31/2025			This is part of Pinyon's contract	
Recently Complete	SDMS- Peggy	Update presentation with Mark's comments/statement.	1/20/2025		1/16/2025	Sent to Board on 1/16	
Recently Complete	SDMS- Peggy	Confirm Nov & Dec minutes are at attorney	1/16/2025		1/16/2025		
Recently Complete	SDMS- Peggy	Get engagement letter for audit executed.	1/16/2025		1/16/2025	Uploaded on 1/15. Sent to Alisha.	
Recently Complete	SDMS- Peggy	CORE- check on check and let CORE know.	1/16/2025		1/16/2025	Asked CORE what the mailing address was; not seeing the check in my emails. Cat does not remember receiving a check for the District.	
Recently Complete	SDMS- Peggy	OP- Let Michelle know, figure out text string	1/16/2025		1/16/2025	E-mailed Michelle on 1/16.	
Recently Complete	CDI	Update numbers for landscape agreement	1/24/2025		1/17/2025		
Recently Complete	SDMS- Peggy	Library- 2025 board-only meeting scheduling	10/31/2024		1/17/2025	Requested on 9/19; waiting for confirmation. Confirmed as of 1/9; need a location for April meeting. E-mailed Ephram to discuss at 1/13 Board meeting.	

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes
Recently Complete	Ireland Stapleton	Update landscape agreement	1/31/2025		1/20/2025	
Recently Complete	SDMS- Peggy	Agreement for Rocky Mountain Recreation for spinner replacement	12/13/2024		1/20/2025	E-mailed Dino on 12/12 to make sure it's on his radar. Approved at the 12/18 meeting; uploaded for signature on 1/5. Reminder sent on 1/10.
Recently Complete	Ireland Stapleton	Agreement for snow removal- 14B	1/31/2025		1/21/2025	
Recently Complete	Ireland Stapleton	Statement re: need for town hall.	1/22/2025		1/23/2025	
Recently Complete	SDMS- Peggy	Set up January meetings for HOA discussions; presentation	1/10/2024		1/28/2025	Include statement of why we are doing this. Added to Tasks for tracking. E-mailed the Board for dates on 1/5.
Recently Complete	Dir. Glass	Ask Kurt Miller to attend a Board-only meeting	4/1/2025		1/30/2025	Kurt is the maintenance supervisor for Roxborough Park Foundation
Recently Complete	Farnsworth	GIS initiative to map the irrigation system and other RVMD assets (trash cans, etc.)	5/31/24	High	1/31/2025	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).
Recently Complete	Farnsworth	Three surveys	8/30/2024		1/31/2025	Agreement requested on 8/22. E-mailed JC confirmation on 8/22. Finalized on 8/28
Recently Complete	Farnsworth	Update option #2 with sidewalk on south end	12/31/2024		1/31/2025	
Recently Complete	Ireland Stapleton	Draft potential ballot language	1/31/2025		2/2/2025	
Recently Complete	SDMS- Peggy	Get reimbursed for noxious weed grant expenses	3/31/2025		2/4/2025	Grant paperwork submitted on 1/10. Paperwork accepted and invoice requested; drafted and submitted with remaining information on 1/14.
Recently Complete	SDMS- Peggy	Get election reso executed.	1/16/2025		2/4/2025	Update to just have President & Secretary. Updated and uploaded on 1/16. Sent a reminder to Travis on 2/4.
Recently Complete	Farnsworth	Update park permit and updated drawings for January meeting	1/13/2025		2/5/2025	Reminder will be going out on 1/8/2025.
Recently Complete	CDI	Review drip irrigation areas with board members in the field	6/30/2024		2/5/2025	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. (1/6/25) Tom said he'd send something by end of January. He confirmed on 1/27; asked him to add two areas.
recently Complete	SDMS- Michelle	Update park reservation info to 2025	2/1/2025		2/5/2025	Done; to be included in next packet.
Recently Complete	Farnsworth	Update parking lot plans & sidewalk	1/20/2025		2/6/2025	E-mailed JC on 1/16 with the info.
Recently Complete	SDMS- Peggy	Update minutes; send out for signature	12/20/2024		12/21/2025	Uploaded on 12/18.
Recently Complete	SDMS- Peggy	Follow up regarding Game/Set/Match				

Landscape RFP Update:

The RFP was sent to five companies with a due date of March 4, 2025.

Community Park RFP Update:

Due to the cost, this needs to be published. It has been sent out for publication for February 20, 2025 with a deadline of March 14, 2025

2024	
Month	Billed
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	\$1,607.26
Total	\$23,893.18
Budgeted	\$25,818.00
YTD	\$23,893.18
Remaining	\$1,924.82
Percent	92.5%

2025	
Month	Billed
January	\$1,436.81
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total	\$1,436.81
Budgeted	\$24,564.00
YTD	\$1,436.81
Remaining	\$23,127.19
Percent	5.8%

Game-Set-Match, Inc.
8280 S. Quebec St., Suite #A
Centennial, CO 80112
303-790-1991 :tel
303-790-1992 :fax



COURT CLEANING & WINDSCREEN MAINTENANCE AGREEMENT 2025

Community: Roxborough Village Metropolitan District Revised Date 9-10-2025
Number of Courts: 2 Number of locations: 1
Starting Date: March 15th, 2025 Ending Date: December 31, 2025

CLEANING

Washing of courts with water-broom, trash clean up (inside court enclosure) and equipment check (includes adjusting net height and tension, checking center straps, attaching loose wind-screens, checking fences and other court equipment for damage). Additional charge for materials used. Suggested equipment replacement with approval of Community Representative. Community will provide hose hook-up near tennis court enclosure, reasonable water pressure and access to tennis courts for GSM staff.

Liability Insurance and Workers Compensation coverage in place.

Number of cleanings: 4 Charge per cleaning: \$ 350

*Contract prices are contingent on number of cleanings specified. Any adjustments may result in a price increase and will require prior approval from GSM, Inc.

TOTAL ANNUAL CLEANING CHARGE: \$ 1400.00

WINDSCREEN MAINTENANCE-None

(Additional fenced areas with windscreens can be maintained at an extra charge).

*There will be an extra charge for materials used.

Charge per visit per court: Spring: \$ NA Fall: \$ NA

TOTAL ANNUAL WINDSCREEN MAINTENANCE CHARGE: \$ NA

CHARGE FOR ADDITIONAL SERVICES: \$ 0

GSM strives to perform quality workmanship in cleaning and windscreen maintenance. All complaints should be filed at our office within 7 days of service.

TOTAL COST FOR 2025 SEASON: \$ 1400.00

Community Representative Game-Set-Match, Inc.

Print Name _____ Print Name _____

Signature _____ Signature _____

Date _____ Date _____