

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: March 19, 2025

TIME: 6:00 p.m.

LOCATION: Roxborough Library Meeting Room and Zoom Meeting

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRTWkRyUlZZc1VMWTJFZjFHdz09>

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) *

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:

- March 10, 2025 (enclosure)
-

IV. FINANCIAL MATTERS (10 minutes)*

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

Fund	Period Ending February 28, 2025
Total Claims	\$124,666.36

- B. Review and accept unaudited financial report for the period ending February 28, 2025 (enclosure)
-

- C. Conduct Public Hearing to amend the 2025 Budget and consider adoption of Resolution to Amend the 2025 Budget and Appropriate Sums of Money (enclosures).
-

- D. Consider approval of the invoice from Mission Communications (enclosure).
-

V. CONTRACTOR/CONSULTANT REPORTS

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

1. Review Monthly Report. (enclosure)
-

- a. Proposal for dog station repair (enclosure)
-

- b. Proposal for wildflower plugs (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. Review and consider approval of Design Survey Proposal (enclosure)
-

3. Other
-

VI. AGENDA PRIORITIES

- A. Review and ratify Agreement between the District and Chavez Services, LLC for Snow and Ice Removal Services (enclosure).
-

- B. Discuss Community Park Playground proposals (sent under separate cover). (10 minutes) *
-

- C. Discuss landscape maintenance proposals (enclosure). (10 minutes) *
-

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

- E. Consider approval of 2025 Landscape Contract with CDI (enclosure). (5 minutes)
-

- F. Other
-

VII. 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).

- i. Little League (enclosure).
-

- ii. Dumpster Event (enclosure).
-

2. Review and consider approval of agreement for cleaning of Community Park bathrooms (enclosure).
-

3. SDMS Monthly Report (enclosure).

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

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

6. Status of District Website.

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

8. Consider appointing a board member to the Signage Committee. (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. (3 minutes)

2. Consider approval of the \$1,887.00 proposal from JPL to clean out the trickle channel on the west side of Rampart Range Rd (enclosure). (3 minutes)

3. Update on turf replacement/xeriscape contract (enclosure). (3 minutes)

- i. Consider approval of the \$1,680.00 proposal from JPL to relocate river rock from the xeriscape area to areas with missing rock (enclosure). (5 minutes)

- ii. Consider approval of the \$2,425.00 proposal from JPL to install four additional boulders for the xeriscape area to match the xeriscape design (enclosure). (5 minutes)

VIII. DIRECTOR MATTERS

- A. Signage committee update. (2 minutes)

B. Environmental committee update. (2 minutes)

C. Other

IX. LEGAL MATTERS

A. Discuss any legal differences between hiring employees as a government entity compared to a private company. (10 minutes) *

B. Discuss legal considerations if the District enters a maintenance agreement with Roxborough Park Foundation. (10 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, APRIL 16, 2025

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD MARCH 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 March, 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
Debra Prysby

Also In Attendance Were:

Ron Bendall, Resident
Debbie McInnis, Resident
Kurt Miller, Resident

CALL TO ORDER At 6:02 p.m. the meeting was called to order.

I. ADMINISTRATIVE MATTERS

A. Disclosure of Potential Conflicts of Interest

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

B. Additions/Deletions/Approval of Agenda

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

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

There were no public comments.

III. BOARD DISCUSSION MATTERS

A. Discussion about possible employee hires with Kurt Miller, Facilities Maintenance Manager for the Roxborough Park Foundation.

The Board discussed with Kurt Miller what would be required if the District opted to use employees rather than contractors for landscape maintenance and snow removal. Kurt said he'd estimate that one working supervisor and two additional employees would be needed. He noted it would be ideal to have a fourth employee to reduce the workload. Kurt said a two-bay building would be needed to house equipment and a small office and restroom would be needed for the employees. For equipment, Kurt estimated that the following were needed: one pickup truck with a plow, two UTVs, possibly a skid steer, a couple mowers, trimmers, blowers, chemicals, and various ancillary, smaller equipment. Director Glass noted that Kurt had mentioned it would be cost effective to work with Roxborough Park Foundation in some fashion. After some discussion, the Board directed Director Glass to reach out to the Foundation and ask if they were interested in such an arrangement.

B. Update on May elections and discussion about election matters including whether to hold a town hall to give residents the opportunity to meet the candidates.

Director Glass noted that Douglas County had agreed to let the District use its new drop box for the May election which is now located just west of the Re/Max at the Roxborough Marketplace. Director Glass asked the Board if they would like to set up a meeting to allow residents to meet the candidates in the RVMD election. It was the consensus of the Board not to set up such a meeting. There was some discussion about what would be asked of the candidates that would be posted on the website. Director Glass said he'd check with the District Manager to see if she had specific plans.

C. Discuss proposed locations and species for new trees.

Director Glass presented a mock-up of new trees for the perimeter of the large parking lot in Community Park. Director Rubic objected to planting trees on the west side for several reasons including that an overlook was planned, but its exact location had not been decided. After some discussion, the Board directed Director Glass to reach out to the

Arrowhead Shores HOA manager to see if residents had any objection since the trees may impact their views.

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

Director Glass reviewed his proposals for changing the website organization. The consensus of the Board was to make the proposed changes. It was noted that the old website URL was on the agenda. Director Glass said he'd fix that going forward.

E. Update on Snow Removal contract with Chavez Services.

Director Glass noted the agreement with Chavez Services was signed, however there had not been any snow storms yet that met the District's 2" threshold for snow removal.

F. Update on Community Park RFP.

There were no new updates.

G. Update on Landscape Maintenance and Snow Removal RFP.

There were no new updates. Director Rubic noted the public posting did not have contact details or a deadline. Director Rubic noted he did not want to receive the proposals without enough time to review them and that the agenda should not be changed multiple times right before the meeting. Director Glass said he'd ask the District Manager to send out the proposals early to avoid that issue.

H. Updates on the following items:

1. District signage;

Director Glass noted he sent the designer and vendor information for the High Line Canal signs to the District Manager.

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;

There were no updates.

4. Chatfield Farms Playground Spinner Equipment;

Director Glass noted the work was complete and the vendor was paid.

5. Turf replacement (xeriscape) project;

Director Glass noted he had just received a vendor list for planting wildflower plugs.

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

Director Glass noted the District was waiting for electrician proposals.

I. Environmental Committee Update

Director Glass said JPL was out to repair the greenhouse on March 10th, however there were still some clean-up items. Due to some confusion over what was approved in 2024, Director Glass requested that the Board approve his purchase of vents and hooks used by JPL for the greenhouse repairs and venting. Following discussion, upon motion duly made by Director Coupe, seconded by Director Prysby, and, upon vote, unanimously carried, the Board approved the purchase of the vents and greenhouse hooks with a not-to-exceed sum of \$300.

J. 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 discussed the Little League's permit and fencing requests. He noted that the Little League was going to use a vendor for the fence installation which had insurance meeting District guidelines. The Board requested that the District's attorney respond to whether the contractor's insurance resolved his liability concern. The consensus of the Board was to approve the Little Leagues permit dates pending final review of the paperwork.

The Board discussed the proposed dumpster event requested for April 26th in both the Community Park and Chatfield Farms parking lots. After some discussion, the consensus of the Board was to approve the dumpster event permit pending final review of the paperwork and that the event was open to all residents.

IV. OTHER MATTERS

A. Other

Director Glass noted that Douglas County would be cleaning out some of the stormwater pipes in the fall.

Director Glass relayed that two of the food trucks for the Easter Egg Hunt asked for the deposit requirement be waived. The consensus of the Board was not to waive the deposit requirement.

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

Debbie McInnis commented that the website was out of date in several areas.

Ron Bendall said the keyword difference between 'metro' and 'metropolitan' brought up the old website address. He also noted that the title and mouse-hover information on the website link showed 'Colorado.gov' instead of 'Roxborough Village Metro District'.

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 7:46 p.m.

2:04 PM

03/11/25

Roxborough Village Metro District

A/P Aging Summary

As of February 28, 2025

	Current	1 - 45	46 - 90	> 90	TOTAL
Bill.com LLC	340.19	0.00	0.00	0.00	340.19
Colorado Community Media	49.76	0.00	0.00	0.00	49.76
Consolidated Divisions Inc	20,938.99	0.00	0.00	9,979.51	30,918.50
CORE Electric Cooperative	840.66	0.00	0.00	0.00	840.66
Diversified Underground	340.00	0.00	0.00	0.00	340.00
Ephram Glass*	0.00	627.69	0.00	0.00	627.69
Farnsworth Group, Inc	0.00	0.00	0.00	57,362.67	57,362.67
Foothills Park & Recreation District	1,228.85	0.00	0.00	0.00	1,228.85
Gembok Consulting Inc.	1,597.50	0.00	0.00	0.00	1,597.50
HGL Construction Services LLC	0.00	0.00	0.00	345.00	345.00
Ireland Stapleton Pryor & Pascoe PC	19,075.98	0.00	0.00	0.00	19,075.98
Mission Communication LLC	0.00	387.00	0.00	0.00	387.00
P&L Electric, LLC	1,143.57	0.00	0.00	0.00	1,143.57
Rocky Mountain Recreation Inc	5,444.20	0.00	0.00	0.00	5,444.20
Special District Management Services, Inc	13,950.29	11,218.57	0.00	0.00	25,168.86
Utility Notification Center of Colorado	69.05	0.00	0.00	0.00	69.05
Xcel Energy	0.00	3.68	0.00	0.00	3.68
TOTAL	65,019.04	12,236.94	0.00	67,687.18	144,943.16

2:03 PM
03/11/25

Roxborough Village Metro District
A/P Aging Detail
As of February 28, 2025

Date	Num	Name	Due Date	Split	Memo	Aging	Open Balance
Current							
02/28/2025	225021182	Utility Notification Cen...	02/28/2025	-SPLIT-	RTL Transmissions		69.05
02/28/2025	144581	Special District Manag...	02/28/2025	-SPLIT-	February 2025 District...		13,950.29
02/28/2025	SALES000...	Foothills Park & Recre...	02/28/2025	-SPLIT-	February 2025 Reside...		1,228.85
02/28/2025	Feb2025	Ireland Stapleton Pryo...	02/28/2025	-SPLIT-	Billed Through 02/28/...		19,075.98
02/15/2025	2018165	Consolidated Division...	03/02/2025	-SPLIT-			117.50
02/20/2025		CORE Electric Cooper...	03/02/2025	-SPLIT-			840.66
02/20/2025	13629	P&L Electric, LLC	03/02/2025	-SPLIT-			723.02
02/20/2025	13561	P&L Electric, LLC	03/02/2025	-SPLIT-			420.55
02/21/2025	2018436	Consolidated Division...	03/08/2025	-SPLIT-			9,792.00
02/28/2025	25030600003	Bill.com LLC	03/10/2025	-SPLIT-	Billing Period 02/05/2...		340.19
02/28/2025	2017665	Consolidated Division...	03/15/2025	-SPLIT-			9,652.84
02/28/2025	2018400	Consolidated Division...	03/15/2025	-SPLIT-			536.65
02/28/2025	2018513	Consolidated Division...	03/15/2025	-SPLIT-			840.00
02/20/2025	7935	Rocky Mountain Recr...	03/22/2025	80070 · New Playground	Airplane Park		5,444.20
02/21/2025	130456	Colorado Community ...	03/23/2025	-SPLIT-			49.76
02/28/2025	31631	Diversified Underground	03/30/2025	-SPLIT-	Screen Charge		340.00
02/28/2025	6212	Gemsbok Consulting L...	04/14/2025	-SPLIT-	February 2025		1,597.50
Total Current							65,019.04
1 - 45							
01/30/2025	RVMD10010	Ephram Glass*	01/30/2025	80060 · Plant Nursery	Greenhouse Supplies	29	627.69
01/31/2025	143497	Special District Manag...	01/31/2025	-SPLIT-	January 2025 District ...	28	11,218.57
02/02/2025	913273288	Xcel Energy	02/12/2025	51050 · Utilities Expense	December Statement	16	3.68
02/10/2025	2004625	Mission Communicati...	02/20/2025	-SPLIT-	Annual Service	8	387.00
Total 1 - 45							12,236.94
46 - 90							
Total 46 - 90							
> 90							
04/12/2024	2024-23	HGL Construction Ser...	05/12/2024	80060 · Plant Nursery		292	345.00
04/27/2024	2013941	Consolidated Division...	05/12/2024	-SPLIT-	Water meter install	292	9,253.71
08/10/2024	2015616	Consolidated Division...	08/25/2024	-SPLIT-		187	198.00
08/10/2024	2015617	Consolidated Division...	08/25/2024	-SPLIT-		187	195.00
10/19/2024	2016572	Consolidated Division...	11/03/2024	-SPLIT-		117	332.80
10/24/2024	255676	Farnsworth Group, Inc	11/03/2024	-SPLIT-	Period ending 09.30.2...	117	57,362.67
Total > 90							67,687.18
TOTAL							144,943.16

Invoice Update:

CDI Invoice 2013941- This was paid by the company that caused the damage; it will be removed from bill.com.

CDI Invoice 2015616- This was paid in March, so will not be on the list next month

CDI Invoice 2015617- This was written off by CDI; it will be removed for next month's financials CDI Invoice

2016572- This was paid in March, so will not be on the list next month.

HGL Construction Services- The work was not done correctly and it will not be paid. It will be removed from bill.com.

Farnsworth- They have been informed of the issues and need to re-submit.

2:05 PM

03/11/25

Cash Basis

Roxborough Village Metro District

Claims by Vendor Detail

February 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
Bill.com LLC						
Bill	02/06/2025	25020248224	Billing Period 01/05/2025 - 02/04/2025	52040 · Software & Online Subscr...	273.36	273.36
Bill	02/06/2025	25020248224	Billing Period 01/05/2025 - 02/04/2025	52040 · Software & Online Subscr...	52.07	325.43
Bill	02/06/2025	25020248224	Billing Period 01/05/2025 - 02/04/2025	52040 · Software & Online Subscr...	13.56	338.99
Total Bill.com LLC						338.99
Consolidated Divisions Inc						
Bill	02/13/2025	2017027		64040 · Landscape Contract	8,108.39	8,108.39
Bill	02/13/2025	2017027		64040 · Landscape Contract	1,544.46	9,652.85
Bill	02/13/2025	2017062		68030 · Seasonal Lighting Expense	7,535.39	17,188.24
Bill	02/13/2025	2017062		68030 · Seasonal Lighting Expense	1,435.31	18,623.55
Bill	02/13/2025	2017564		68070 · Snow Removal Expense	5,764.92	24,388.47
Bill	02/13/2025	2017564		68070 · Snow Removal Expense	1,098.08	25,486.55
Bill	02/13/2025	2017807		68070 · Snow Removal Expense	7,820.40	33,306.95
Bill	02/13/2025	2017807		68070 · Snow Removal Expense	1,489.60	34,796.55
Bill	02/13/2025	2017758		68070 · Snow Removal Expense	325.92	35,122.47
Bill	02/13/2025	2017758		68070 · Snow Removal Expense	62.08	35,184.55
Bill	02/13/2025	2017698		68070 · Snow Removal Expense	6,107.64	41,292.19
Bill	02/13/2025	2017698		68070 · Snow Removal Expense	1,163.36	42,455.55
Bill	02/17/2025	2017633		64040 · Landscape Contract	8,108.38	50,563.93
Bill	02/17/2025	2017633		64040 · Landscape Contract	1,544.46	52,108.39
Bill	02/24/2025	2015744		64030 · Irrigation Expense	9,939.31	62,047.70
Bill	02/24/2025	2015744		64030 · Irrigation Expense	1,893.20	63,940.90
Bill	02/24/2025	2017957		68070 · Snow Removal Expense	8,547.00	72,487.90
Bill	02/24/2025	2017957		68070 · Snow Removal Expense	1,628.00	74,115.90
Bill	02/24/2025	2018001		68070 · Snow Removal Expense	1,629.60	75,745.50
Bill	02/24/2025	2018001		68070 · Snow Removal Expense	310.40	76,055.90
Bill	02/24/2025	2017914		68070 · Snow Removal Expense	6,873.72	82,929.62
Bill	02/24/2025	2017914		68070 · Snow Removal Expense	1,309.28	84,238.90
Bill	02/24/2025	2017878		68070 · Snow Removal Expense	2,427.60	86,666.50
Bill	02/24/2025	2017878		68070 · Snow Removal Expense	462.40	87,128.90
Bill	02/25/2025	2014479	T&M May 26-31	64030 · Irrigation Expense	7,539.60	94,668.50
Bill	02/25/2025	2014479	T&M May 26-31	64030 · Irrigation Expense	1,436.11	96,104.61
Bill	02/25/2025	2015301		64030 · Irrigation Expense	6,081.78	102,186.39
Bill	02/25/2025	2015301		64030 · Irrigation Expense	1,158.44	103,344.83
Total Consolidated Divisions Inc						103,344.83
CORE Electric Cooperative						
Deposit	02/07/2025	114412	Core Power Easement	49010 · Miscellaneous Income	-906.00	-906.00
Bill	02/11/2025			51050 · Utilities Expense	859.68	-46.32
Bill	02/11/2025			51050 · Utilities Expense	33.00	-13.32
Total CORE Electric Cooperative						-13.32
Diversified Underground						
Bill	02/13/2025	31458	Screen Charge	62020 · Utility Locate	191.52	191.52
Bill	02/13/2025	31458	Screen Charge	62020 · Utility Locate	36.48	228.00
Total Diversified Underground						228.00
Douglas County Deputy Sheriff's Associati						
Bill	02/13/2025	00115372		57090 · Other Professional Servic...	69.51	69.51
Bill	02/13/2025	00115372		57090 · Other Professional Servic...	13.24	82.75
Total Douglas County Deputy Sheriff's Associati						82.75
Douglas County Libraries						
Bill	02/25/2025	Library Rental 2	Extended Time	53050 · Other BOD Expense	70.00	70.00
Total Douglas County Libraries						70.00
Foothills Park & Recreation District						
Bill	02/24/2025	SALES000000035864	January 2025 Resident Use	68010 · Foothills Park & Rec Fees	1,206.01	1,206.01
Bill	02/24/2025	SALES000000035864	January 2025 Resident Use	68010 · Foothills Park & Rec Fees	230.80	1,436.81
Total Foothills Park & Recreation District						1,436.81
Game-Set-Match Inc.						
Bill	02/25/2025	INV-18451	Tennis Court Washing	65080 · Misc. Playground & Infras...	294.00	294.00
Bill	02/25/2025	INV-18451	Tennis Court Washing	65080 · Misc. Playground & Infras...	56.00	350.00
Total Game-Set-Match Inc.						350.00
Gemsbok Consulting Inc.						
Bill	02/24/2025	6190	January 2025	57030 · Accounting Services	1,466.12	1,466.12
Bill	02/24/2025	6190	January 2025	57030 · Accounting Services	279.26	1,745.38
Bill	02/24/2025	6190	January 2025	57030 · Accounting Services	72.72	1,818.10
Total Gemsbok Consulting Inc.						1,818.10
Ireland Stapleton Pryor & Pascoe PC						
Bill	02/25/2025	161931	Billed Through 01/31/2025	57020 · Legal Expenses	10,334.02	7,277.91
Bill	02/25/2025	161931	Billed Through 01/31/2025	57020 · Legal Expenses	1,968.38	8,664.19
Bill	02/25/2025	161931	Billed Through 01/31/2025	57020 · Legal Expenses	512.60	9,025.21
Total Ireland Stapleton Pryor & Pascoe PC						9,025.21
QuickBooks Payroll Service						
Liability Che...	02/27/2025		Fee for 5 direct deposit(s) at \$5.00 each	54000 · Payroll Expenses	25.00	25.00
Total QuickBooks Payroll Service						25.00

2:05 PM

03/11/25

Cash Basis

Roxborough Village Metro District

Claims by Vendor Detail

February 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
Rocky Mountain Recreation Inc						
Bill	02/24/2025	7884	Airplane Park	80070 · New Playground	5,880.80	5,880.80
Total Rocky Mountain Recreation Inc						5,880.80
Roxborough Water & Sanitation District						
Bill	02/15/2025		Service Period 12/25/24 to 01/24/25 Elk Mnt Cir	68025 · Water Expense	104.25	104.25
Bill	02/15/2025		Service Period 12/25/24 - 01/24/25 Marmot Ridge Cir	68025 · Water Expense	208.50	312.75
Bill	02/15/2025		Service Period 12/25/24 - 01/24/25 Mule Deer Pl	68025 · Water Expense	104.25	417.00
Bill	02/15/2025		Service Period 12/25/24 - 01/24/25 Rampart Range	68025 · Water Expense	119.00	536.00
Bill	02/15/2025		Billing Period 01/01/2025 - 01/31/2025	68025 · Water Expense	735.28	1,271.28
Bill	02/15/2025		Billing Period 01/01/2025 - 01/31/2025	68025 · Water Expense	140.05	1,411.33
Total Roxborough Water & Sanitation District						1,411.33
United Site Services						
Bill	02/17/2025	INV-5078635	Services Roxborough Community Park	68050 · Portable Restroom Exp.	295.47	295.47
Bill	02/17/2025	INV-5076127	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	303.34	598.81
Total United Site Services						598.81
Utility Notification Center of Colorado						
Bill	02/13/2025	225011178	RTL Transmissions	62020 · Utility Locate	58.00	58.00
Bill	02/13/2025	225011178	RTL Transmissions	62020 · Utility Locate	11.05	69.05
Total Utility Notification Center of Colorado						69.05
TOTAL						124,666.36

2:06 PM
03/11/25

Roxborough Village Metro District
Payroll Detail
February 2025

Num	Date	Source Name	Payroll Item	Type	Wage Base	Amount
BOD Compensation						
DD1098	02/28/2025	Brendan M Coupe	BOD Compensation	Paycheck	0.00	300.00
DD1099	02/28/2025	Debra D Prysby	BOD Compensation	Paycheck	0.00	300.00
DD1100	02/28/2025	Ephram Glass	BOD Compensation	Paycheck	0.00	400.00
DD1101	02/28/2025	Mark J Rubic	BOD Compensation	Paycheck	0.00	400.00
DD1102	02/28/2025	Travis Jensen	BOD Compensation	Paycheck	0.00	300.00
Total BOD Compensation					0.00	1,700.00
TOTAL					0.00	1,700.00

Roxborough Village Metro District

Executive Summary

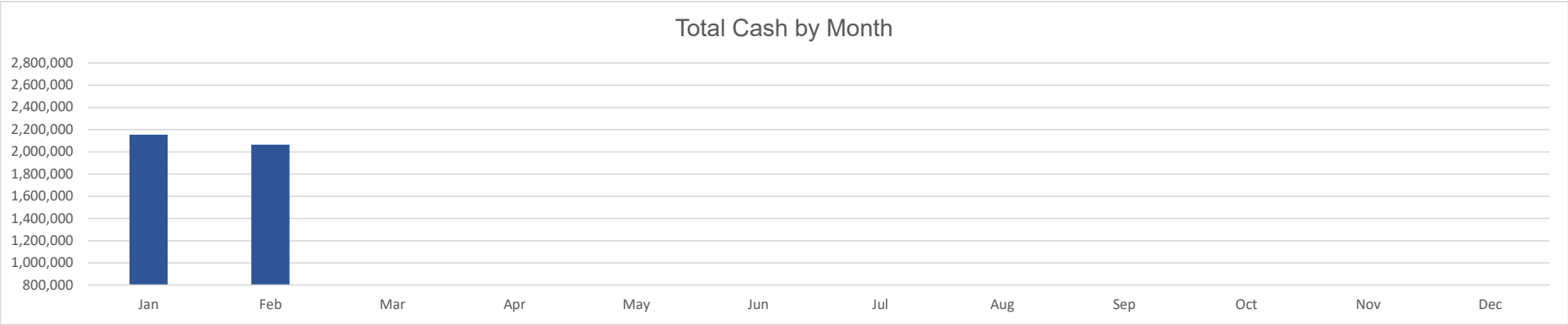
As of February 28th, 2025

Summary

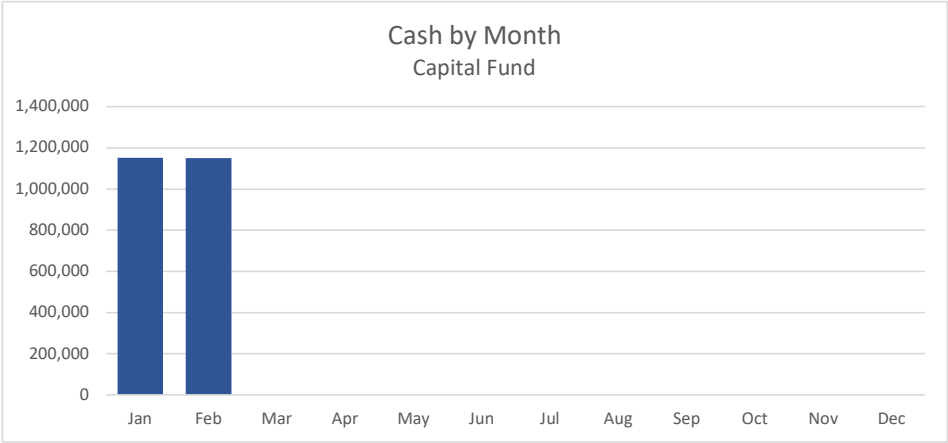
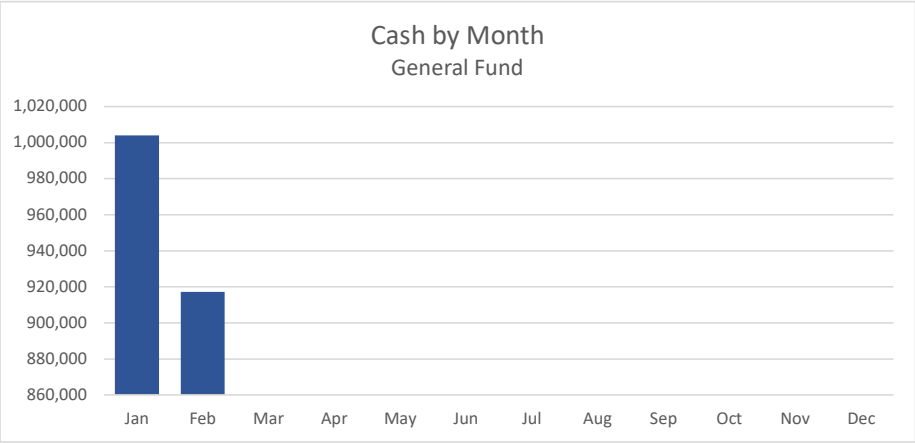
The district received a Property Tax and Specific Ownership Tax payment totaling \$30,331.01 in February. Gemsbok continues to work with the auditor and Board to provide the requested documents for the audit.

Key Performance Metrics

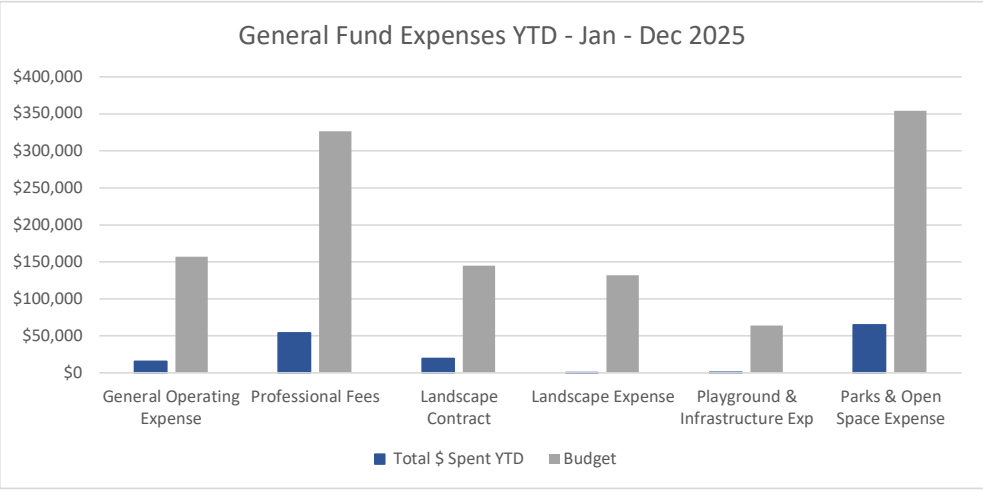
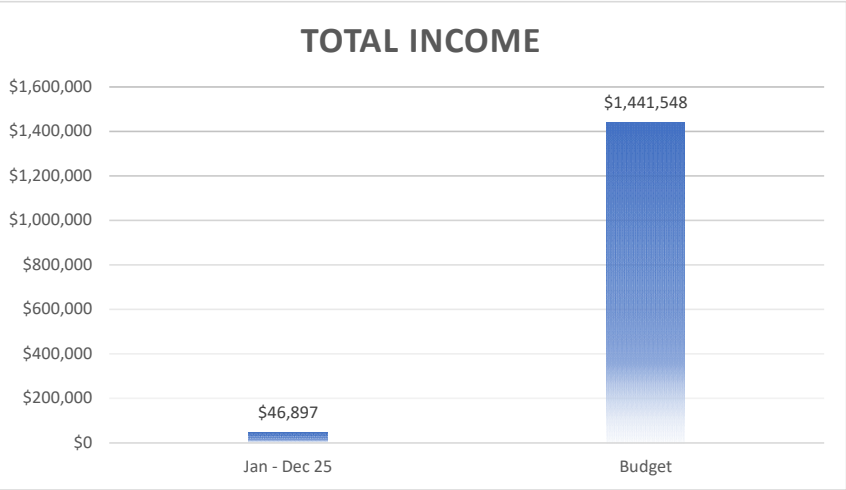
Cash Position



Cash balances will be expected to increase now that we are into 2025 - next month's property tax and SOT tax distribution is in excess of \$500K and we will receive a Conservation Trust Fund distribution as well.

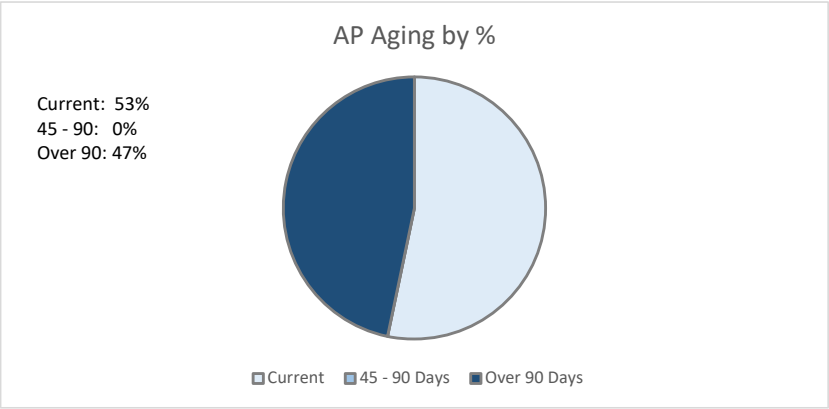


Income & Expenses



All vendor invoices were received before financials were prepared and are represented here. As the year progresses, we will monitor expense trends to the current budget, as well as historical years.

Accounts Payable

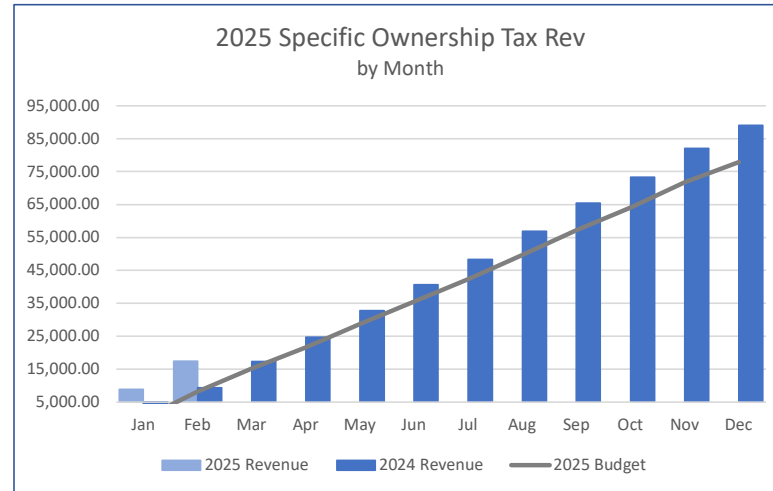
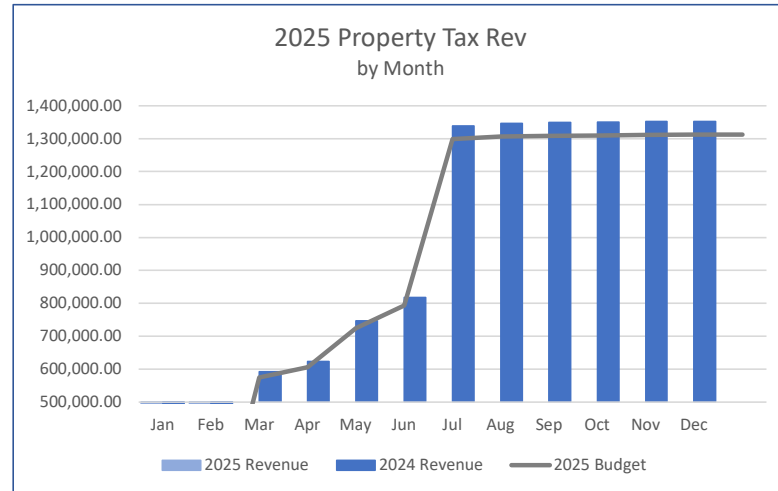


Based on the current reporting, 53% of Accounts Payable are over 45 days past due, which is a slight improvement over last month. The total value of the past due bills through February are \$67,687.18. The value of the current bills are \$77,255.98. This will show even greater improvement next month with the continued work with CDI.

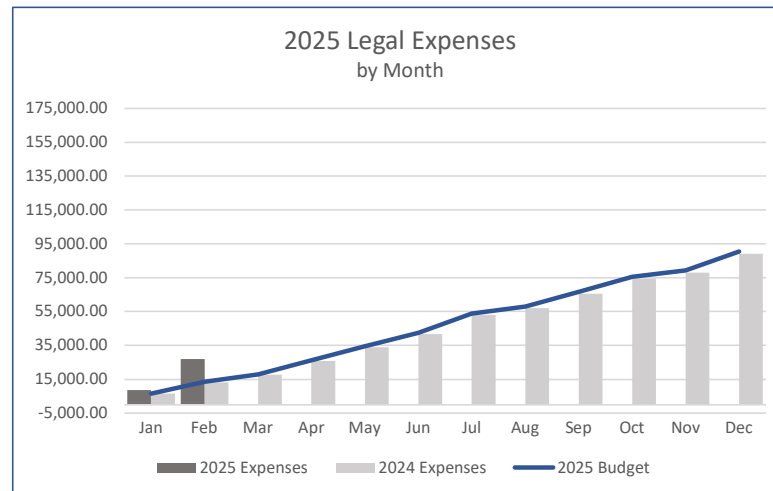
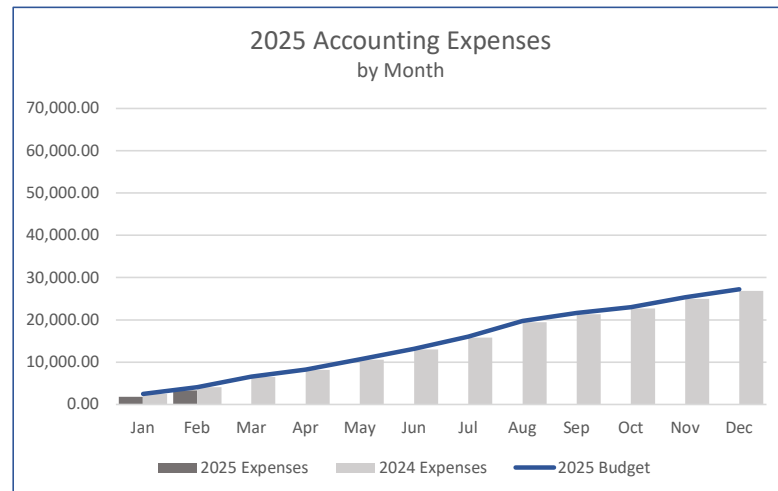
Revenue and Expense Trends by Type

As of February 28th, 2025

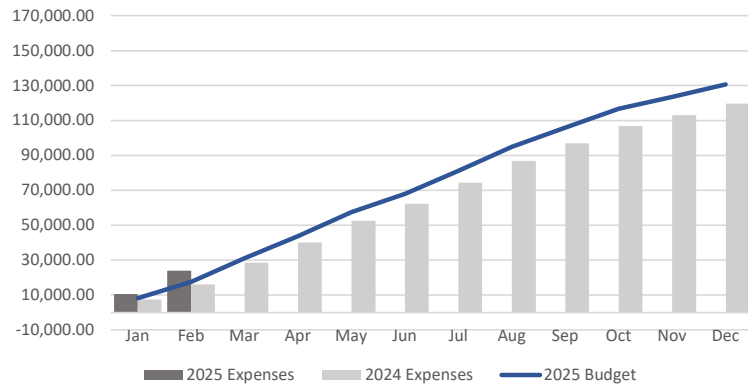
Revenue



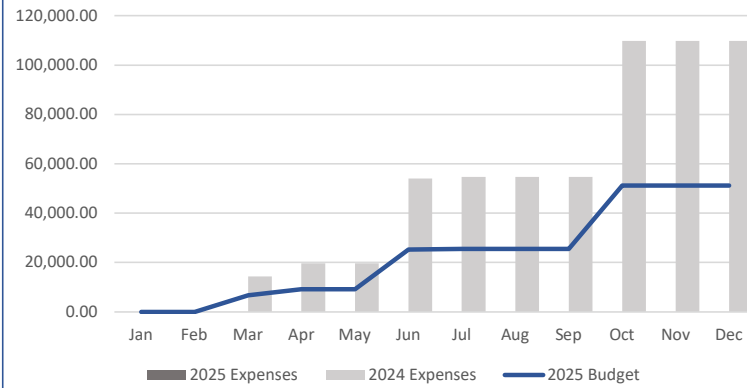
Expenses



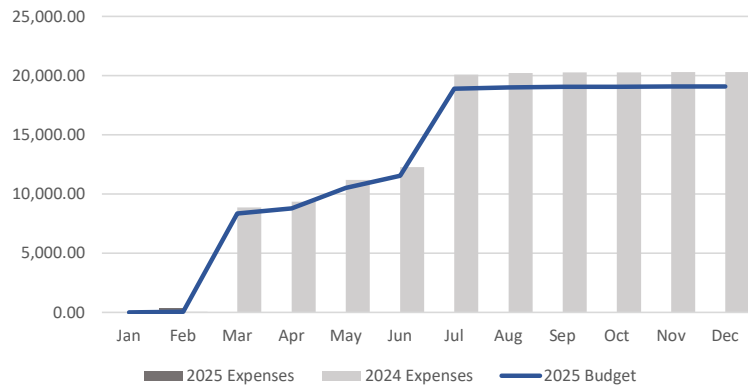
2025 District Mgmt. Expenses
by Month



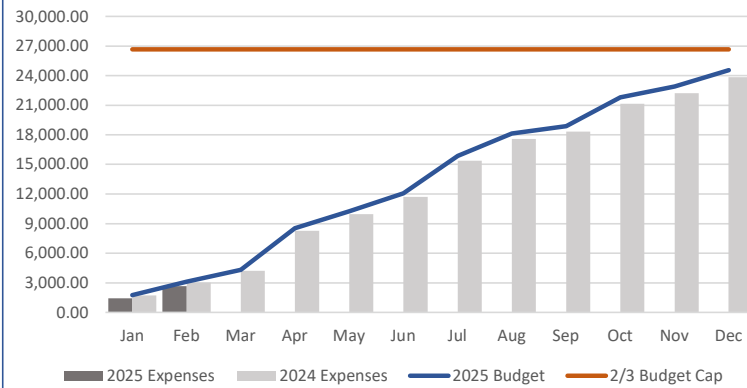
2025 Engineering Expenses
by Month



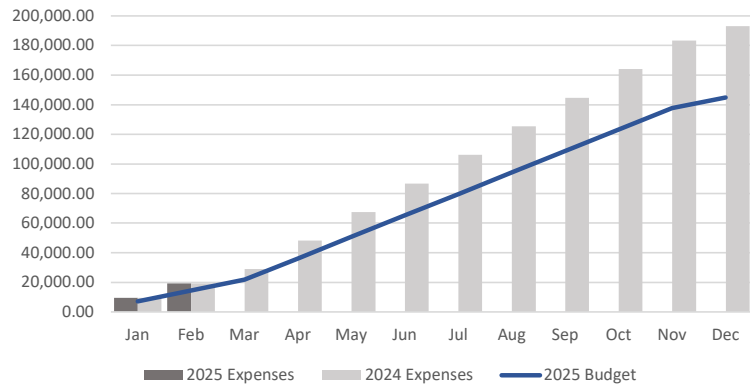
2025 County Treasurer Expenses
by Month



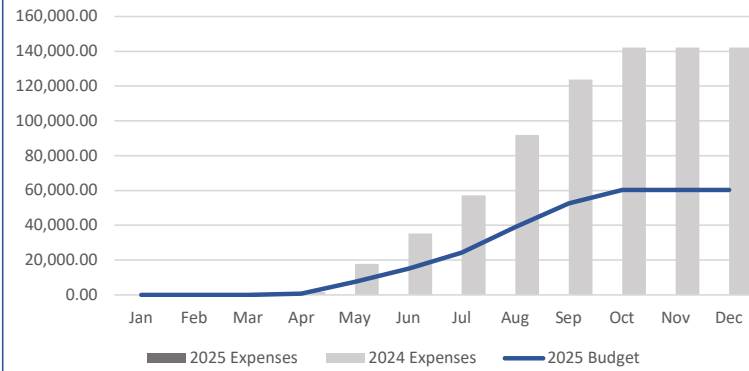
2025 Foothills Park & Rec Expenses
by Month



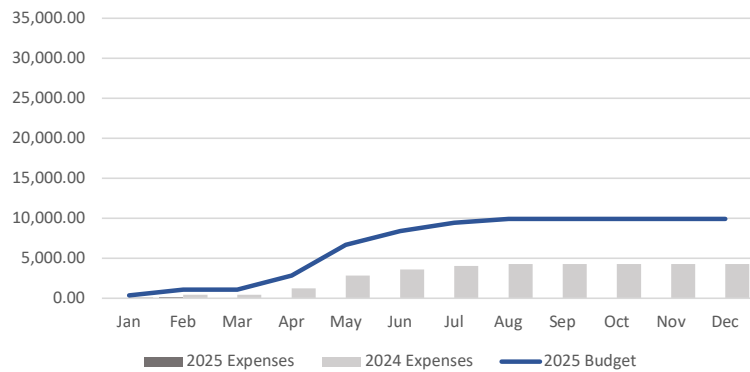
2025 Landscape Contract Expenses
by Month



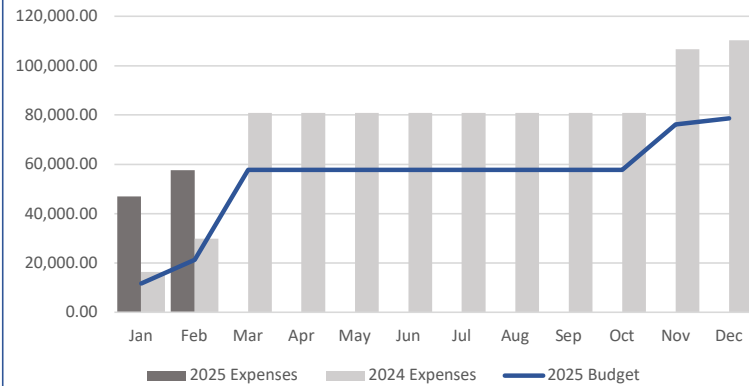
2025 Irrigation Expenses
by Month



2025 Landscape Repairs & Maint. Expenses
by Month

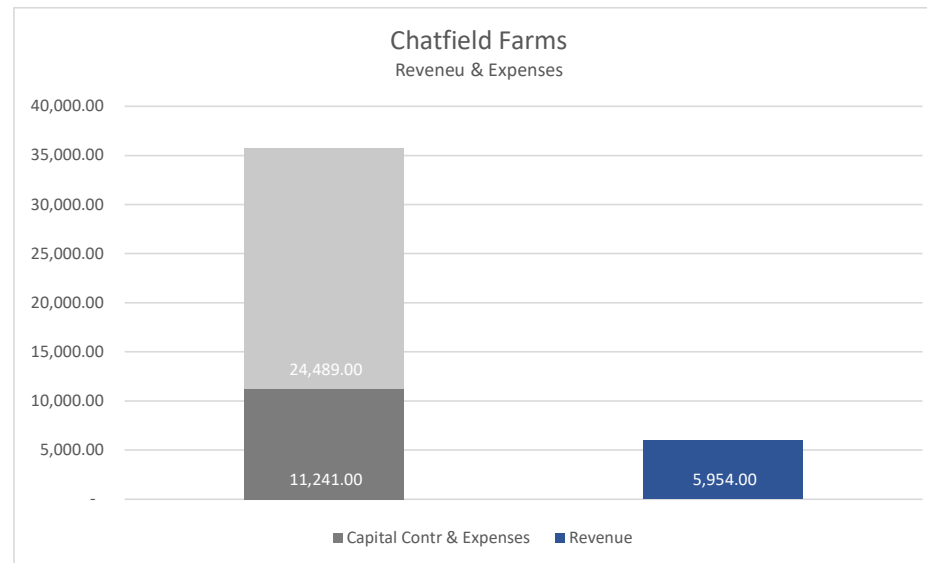


2025 Snow Removal Expenses
by Month



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 February 28, 2025

1:56 PM
03/11/2025
Accrual Basis

	100-General Fund	200 - Capital Project Fund	300 - Debt Service Fund	TOTAL
ASSETS				
Current Assets				
Checking/Savings				
10100 · General Operating Acct	72,562.87	0.00	0.00	72,562.87
10500 · ColoTrust Funds				
10505 · General Fund	844,687.72	0.00	0.00	844,687.72
10510 · Capital Projects Fund	0.00	1,033,365.09	0.00	1,033,365.09
10520 · CTF Fund	0.00	115,784.67	0.00	115,784.67
10500 · ColoTrust Funds - Other	0.00	0.00	0.00	0.00
Total 10500 · ColoTrust Funds	844,687.72	1,149,149.76	0.00	1,993,837.48
Total Checking/Savings	917,250.59	1,149,149.76	0.00	2,066,400.35
Other Current Assets				
14010 · Prepaid Expense	34,588.00	0.00	0.00	34,588.00
14020 · Taxes Receivable	1,306,788.00	0.00	0.00	1,306,788.00
Total Other Current Assets	1,341,376.00	0.00	0.00	1,341,376.00
Total Current Assets	2,258,626.59	1,149,149.76	0.00	3,407,776.35
TOTAL ASSETS	2,258,626.59	1,149,149.76	0.00	3,407,776.35
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	116,748.05	28,195.11	0.00	144,943.16
Total Accounts Payable	116,748.05	28,195.11	0.00	144,943.16
Other Current Liabilities				
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 · Deferred Revenue-Taxes	1,306,788.00	0.00	0.00	1,306,788.00
Total Other Current Liabilities	1,306,795.80	0.00	0.00	1,306,795.80
Total Current Liabilities	1,423,543.85	28,195.11	0.00	1,451,738.96
Total Liabilities	1,423,543.85	28,195.11	0.00	1,451,738.96
Equity				
32001 · Retained Earnings	336,298.26	-7,222.44	0.00	329,075.82
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	-107,525.27	14,298.15	0.00	-93,227.12
Total Equity	835,082.74	1,120,954.65	0.00	1,956,037.39
TOTAL LIABILITIES & EQUITY	2,258,626.59	1,149,149.76	0.00	3,407,776.35
UNBALANCED CLASSES	0.00	0.00	0.00	0.00

Roxborough Village Metro District Profit & Loss Budget vs. Actual

January through February 2025

	Jan - Feb 25	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	17,385	77,925	(60,540)	22%
41020 · Property Tax	22,050	1,312,271	(1,290,221)	2%
41040 · Prior Year Tax	0	759	(759)	0%
41045 · Property Tax Interest	0	311	(311)	0%
Total 41000 · Property Tax Income	39,436	1,391,266	(1,351,830)	3%
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	15,103	113,411	(98,308)	13%
Total 46000 · Interest Income	15,103	113,411	(98,308)	13%
48000 · CTF/Lottery Income	0	46,200	(46,200)	0%
49000 · Miscellaneous Income				
49010 · Miscellaneous Income	906			
Total 49000 · Miscellaneous Income	906			
Total Income	75,445	1,603,077	(1,527,632)	5%
Gross Profit	75,445	1,603,077	(1,527,632)	5%
Expense				
50000 · Treasurer Fees	331	19,091	(18,760)	2%
51000 · General Overhead				
51005 · Dues & Subscriptions	990	2,189	(1,199)	45%
51010 · Communication / Website Expense	50			
51050 · Utilities Expense	1,741	14,140	(12,399)	12%
Total 51000 · General Overhead	2,781	16,329	(13,548)	17%
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	679	6,596	(5,917)	10%
Total 52000 · Computer & Software Expenses	679	6,596	(5,917)	10%
52500 · Insurance Expense				
52550 · General Insurance	6,665	46,680	(40,015)	14%
52500 · Insurance Expense - Other	0	357	(357)	0%
Total 52500 · Insurance Expense	6,665	47,037	(40,372)	14%
52600 · Election Expense	263	45,000	(44,738)	1%
53000 · Board of Director's Expense				
53010 · Directors' Stipend	2,300	9,870	(7,570)	23%
53020 · BOD Travel/Mileage Expense	0	323	(323)	0%
53040 · BOD Conference/Retreat Expense	0	394	(394)	0%
53050 · Other BOD Expense	445			
Total 53000 · Board of Director's Expense	2,745	10,587	(7,842)	26%
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	176	755	(579)	23%
54000 · Payroll Expenses - Other	40	202	(162)	20%
Total 54000 · Payroll Expenses	216	957	(741)	23%
57000 · Professional Services Fees				
57010 · Auditing	0	7,686	(7,686)	0%
57020 · Legal Expenses	28,101	93,412	(65,311)	30%
57030 · Accounting Services	3,416	28,277	(24,861)	12%
57040 · District Management	24,906	136,060	(111,154)	18%
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	56,506	338,377	(281,871)	17%
62000 · Repairs and Maintenance				
62010 · General Repairs and Maintenance	1,144	7,000	(5,856)	16%
62020 · Utility Locate	706	3,499	(2,793)	20%
62000 · Repairs and Maintenance - Other	0	2,625	(2,625)	0%
Total 62000 · Repairs and Maintenance	1,850	13,124	(11,274)	14%

Roxborough Village Metro District
Profit & Loss Budget vs. Actual

January through February 2025

	Jan - Feb 25	Budget	Budget Variance	% of Budget
64000 · Landscape Expenses				
64010 · Landscape Repairs and Maint	118	9,916	(9,798)	1%
64020 · Landscape Weed Control Expense	0	31,496	(31,496)	0%
64030 · Irrigation Expense	0	60,389	(60,389)	0%
64040 · Landscape Contract	19,306	145,000	(125,694)	13%
64000 · Landscape Expenses - Other	0	30,000	(30,000)	0%
Total 64000 · Landscape Expenses	19,423	276,801	(257,377)	7%
65000 · Playground & Infrastructure Exp				
65010 · Playground Repairs and Maint	0	32,568	(32,568)	0%
65030 · Graffiti Removal /Vandalism Exp	537	9,316	(8,779)	6%
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	537	64,136	(63,599)	1%
68000 · Parks & Open Space Expense				
68010 · Foothills Park & Rec Fees	2,666	24,564	(21,898)	11%
68020 · Mosquito Control Expense	0	14,490	(14,490)	0%
68025 · Water Expense	3,210	68,000	(64,790)	5%
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.	1,198	8,235	(7,037)	15%
68065 · Water Rights Expense	0	850	(850)	0%
68070 · Snow Removal Expense	57,652	78,700	(21,048)	73%
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	64,725	355,064	(290,339)	18%
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	11,325	350,000	(338,675)	3%
80000 · Capital Expenses - Other	0	18,000	(18,000)	0%
Total 80000 · Capital Expenses	11,953	974,500	(962,547)	1%
99000 · Contingency	0	39,960	(39,960)	0%
Total Expense	168,672	2,207,559	(2,038,887)	8%
Net Ordinary Income	(93,227)	(604,482)	511,254	15%
Net Income	(93,227)	(604,482)	511,254	15%

2:07 PM

03/11/25

Accrual Basis

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

	Jan - Feb 25	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
45000 · Grant Income	20,000	50,000	(30,000)	40%
46000 · Interest Income	8,547	65,329	(56,782)	13%
48000 · CTF/Lottery Income	0	46,200	(46,200)	0%
Total Income	28,547	161,529	(132,982)	18%
Gross Profit	28,547	161,529	(132,982)	18%
Expense				
51000 · General Overhead	2			
52000 · Computer & Software Expenses	27	264	(237)	10%
52500 · Insurance Expense	0	1,694	(1,694)	0%
57000 · Professional Services Fees	2,267	11,473	(9,206)	20%
68000 · Parks & Open Space Expense	0	850	(850)	0%
80000 · Capital Expenses	11,953	969,500	(957,547)	1%
99000 · Contingency	0	0	0	0%
Total Expense	14,249	983,781	(969,532)	1%
Net Ordinary Income	14,298	(822,252)	836,550	(2)%
Net Income	14,298	(822,252)	836,550	(2)%

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

January through February 2025

	Jan - Feb 25	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	17,385	77,925	(60,540)	22%
41020 · Property Tax	22,050	1,312,271	(1,290,221)	2%
41040 · Prior Year Tax	0	759	(759)	0%
41045 · Property Tax Interest	0	311	(311)	0%
Total 41000 · Property Tax Income	39,436	1,391,266	(1,351,830)	3%
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	6,556	48,082	(41,526)	14%
Total 46000 · Interest Income	6,556	48,082	(41,526)	14%
49000 · Miscellaneous Income				
49010 · Miscellaneous Income	906			
Total 49000 · Miscellaneous Income	906			
Total Income	46,897	1,441,548	(1,394,651)	3%
Gross Profit	46,897	1,441,548	(1,394,651)	3%
Expense				
50000 · Treasurer Fees	331	19,091	(18,760)	2%
51000 · General Overhead				
51005 · Dues & Subscriptions	990	2,189	(1,199)	45%
51010 · Communication / Website Expense	48			
51050 · Utilities Expense	1,741	14,140	(12,399)	12%
Total 51000 · General Overhead	2,779	16,329	(13,550)	17%
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	652	6,332	(5,680)	10%
Total 52000 · Computer & Software Expenses	652	6,332	(5,680)	10%
52500 · Insurance Expense				
52550 · General Insurance	6,665	45,000	(38,335)	15%
52500 · Insurance Expense - Other	0	343	(343)	0%
Total 52500 · Insurance Expense	6,665	45,343	(38,678)	15%
52600 · Election Expense	263	45,000	(44,738)	1%
53000 · Board of Director's Expense				
53010 · Directors' Stipend	2,300	9,870	(7,570)	23%
53020 · BOD Travel/Mileage Expense	0	323	(323)	0%
53040 · BOD Conference/Retreat Expense	0	394	(394)	0%
53050 · Other BOD Expense	445			
Total 53000 · Board of Director's Expense	2,745	10,587	(7,842)	26%
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	176	755	(579)	23%
54000 · Payroll Expenses - Other	40	202	(162)	20%
Total 54000 · Payroll Expenses	216	957	(741)	23%
57000 · Professional Services Fees				
57010 · Auditing	0	7,350	(7,350)	0%
57020 · Legal Expenses	26,977	90,450	(63,473)	30%
57030 · Accounting Services	3,279	27,260	(23,981)	12%
57040 · District Management	23,900	130,620	(106,720)	18%
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	54,238	326,904	(272,666)	17%
62000 · Repairs and Maintenance				
62010 · General Repairs and Maintenance	1,144	7,000	(5,856)	16%
62020 · Utility Locate	706	3,499	(2,793)	20%
62000 · Repairs and Maintenance - Other	0	2,625	(2,625)	0%
Total 62000 · Repairs and Maintenance	1,850	13,124	(11,274)	14%

2:08 PM

03/11/25

Accrual Basis

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

January through February 2025

	Jan - Feb 25	Budget	Budget Variance	% of Budget
64000 · Landscape Expenses				
64010 · Landscape Repairs and Maint	118	9,916	(9,798)	1%
64020 · Landscape Weed Control Expense	0	31,496	(31,496)	0%
64030 · Irrigation Expense	0	60,389	(60,389)	0%
64040 · Landscape Contract	19,306	145,000	(125,694)	13%
64000 · Landscape Expenses - Other	0	30,000	(30,000)	0%
Total 64000 · Landscape Expenses	19,423	276,801	(257,377)	7%
65000 · Playground & Infrastructure Exp				
65010 · Playground Repairs and Maint	0	32,568	(32,568)	0%
65030 · Graffiti Removal /Vandalism Exp	537	9,316	(8,779)	6%
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	537	64,136	(63,599)	1%
68000 · Parks & Open Space Expense				
68010 · Foothills Park & Rec Fees	2,666	24,564	(21,898)	11%
68020 · Mosquito Control Expense	0	14,490	(14,490)	0%
68025 · Water Expense	3,210	68,000	(64,790)	5%
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.	1,198	8,235	(7,037)	15%
68070 · Snow Removal Expense	57,652	78,700	(21,048)	73%
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	64,725	354,214	(289,489)	18%
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	154,423	1,223,778	(1,069,355)	13%
Net Ordinary Income	(107,525)	217,770	(325,296)	(49)%
Net Income	(107,525)	217,770	(325,296)	(49)%

2:07 PM

03/11/25

Accrual Basis

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

	Jan - Feb 25	Budget	Budget Variance	% of Budget
Ordinary Income/Expense				
Income				
41000 · Property Tax Income	5,954	375,309	(369,355)	2%
Total Income	5,954	375,309	(369,355)	2%
Gross Profit	5,954	375,309	(369,355)	2%
Expense				
50000 · Treasurer Fees	53	5,150	(5,097)	1%
51000 · General Overhead	232	2,612	(2,380)	9%
52000 · Computer & Software Expenses	104	1,013	(909)	10%
52500 · Insurance Expense	1,290	7,255	(5,965)	18%
52600 · Election Expense	42	7,200	(7,158)	1%
53000 · Board of Director's Expense	0	1,694	(1,694)	0%
54000 · Payroll Expenses	0	153	(153)	0%
57000 · Professional Services Fees	8,678	52,305	(43,627)	17%
62000 · Repairs and Maintenance	296	2,100	(1,804)	14%
64000 · Landscape Expenses	3,108	44,287	(41,179)	7%
65000 · Playground & Infrastructure Exp	86	10,262	(10,176)	1%
68000 · Parks & Open Space Expense	10,600	56,674	(46,074)	19%
80000 · Capital Expenses	0	5,000	(5,000)	0%
Total Expense	24,490	195,705	(171,215)	13%
Net Ordinary Income	(18,536)	179,604	(198,140)	(10)%
Net Income	(18,536)	179,604	(198,140)	(10)%

2:04 PM

03/11/25

Roxborough Village Metro District

A/P Aging Summary

As of February 28, 2025

	Current	1 - 45	46 - 90	> 90	TOTAL
Bill.com LLC	340.19	0.00	0.00	0.00	340.19
Colorado Community Media	49.76	0.00	0.00	0.00	49.76
Consolidated Divisions Inc	20,938.99	0.00	0.00	9,979.51	30,918.50
CORE Electric Cooperative	840.66	0.00	0.00	0.00	840.66
Diversified Underground	340.00	0.00	0.00	0.00	340.00
Ephram Glass*	0.00	627.69	0.00	0.00	627.69
Farnsworth Group, Inc	0.00	0.00	0.00	57,362.67	57,362.67
Foothills Park & Recreation District	1,228.85	0.00	0.00	0.00	1,228.85
Gemsbok Consulting Inc.	1,597.50	0.00	0.00	0.00	1,597.50
HGL Construction Services LLC	0.00	0.00	0.00	345.00	345.00
Ireland Stapleton Pryor & Pascoe PC	19,075.98	0.00	0.00	0.00	19,075.98
Mission Communication LLC	0.00	387.00	0.00	0.00	387.00
P&L Electric, LLC	1,143.57	0.00	0.00	0.00	1,143.57
Rocky Mountain Recreation Inc	5,444.20	0.00	0.00	0.00	5,444.20
Special District Management Services, Inc	13,950.29	11,218.57	0.00	0.00	25,168.86
Utility Notification Center of Colorado	69.05	0.00	0.00	0.00	69.05
Xcel Energy	0.00	3.68	0.00	0.00	3.68
TOTAL	65,019.04	12,236.94	0.00	67,687.18	144,943.16

2:03 PM
03/11/25

Roxborough Village Metro District
A/P Aging Detail
As of February 28, 2025

Date	Num	Name	Due Date	Split	Memo	Aging	Open Balance
Current							
02/28/2025	225021182	Utility Notification Cen...	02/28/2025	-SPLIT-	RTL Transmissions		69.05
02/28/2025	144581	Special District Manag...	02/28/2025	-SPLIT-	February 2025 District...		13,950.29
02/28/2025	SALES000...	Foothills Park & Recre...	02/28/2025	-SPLIT-	February 2025 Reside...		1,228.85
02/28/2025	Feb2025	Ireland Stapleton Pryo...	02/28/2025	-SPLIT-	Billed Through 02/28/...		19,075.98
02/15/2025	2018165	Consolidated Division...	03/02/2025	-SPLIT-			117.50
02/20/2025		CORE Electric Cooper...	03/02/2025	-SPLIT-			840.66
02/20/2025	13629	P&L Electric, LLC	03/02/2025	-SPLIT-			723.02
02/20/2025	13561	P&L Electric, LLC	03/02/2025	-SPLIT-			420.55
02/21/2025	2018436	Consolidated Division...	03/08/2025	-SPLIT-			9,792.00
02/28/2025	25030600003	Bill.com LLC	03/10/2025	-SPLIT-	Billing Period 02/05/2...		340.19
02/28/2025	2017665	Consolidated Division...	03/15/2025	-SPLIT-			9,652.84
02/28/2025	2018400	Consolidated Division...	03/15/2025	-SPLIT-			536.65
02/28/2025	2018513	Consolidated Division...	03/15/2025	-SPLIT-			840.00
02/20/2025	7935	Rocky Mountain Recr...	03/22/2025	80070 · New Playground	Airplane Park		5,444.20
02/21/2025	130456	Colorado Community ...	03/23/2025	-SPLIT-			49.76
02/28/2025	31631	Diversified Underground	03/30/2025	-SPLIT-	Screen Charge		340.00
02/28/2025	6212	Gemsbok Consulting I...	04/14/2025	-SPLIT-	February 2025		1,597.50
Total Current							65,019.04
1 - 45							
01/30/2025	RVMD10010	Ephram Glass*	01/30/2025	80060 · Plant Nursery	Greenhouse Supplies	29	627.69
01/31/2025	143497	Special District Manag...	01/31/2025	-SPLIT-	January 2025 District ...	28	11,218.57
02/02/2025	913273288	Xcel Energy	02/12/2025	51050 · Utilities Expense	December Statement	16	3.68
02/10/2025	2004625	Mission Communicati...	02/20/2025	-SPLIT-	Annual Service	8	387.00
Total 1 - 45							12,236.94
46 - 90							
Total 46 - 90							
> 90							
04/12/2024	2024-23	HGL Construction Ser...	05/12/2024	80060 · Plant Nursery		292	345.00
04/27/2024	2013941	Consolidated Division...	05/12/2024	-SPLIT-	Water meter install	292	9,253.71
08/10/2024	2015616	Consolidated Division...	08/25/2024	-SPLIT-		187	198.00
08/10/2024	2015617	Consolidated Division...	08/25/2024	-SPLIT-		187	195.00
10/19/2024	2016572	Consolidated Division...	11/03/2024	-SPLIT-		117	332.80
10/24/2024	255676	Farnsworth Group, Inc	11/03/2024	-SPLIT-	Period ending 09.30.2...	117	57,362.67
Total > 90							67,687.18
TOTAL							144,943.16

2:05 PM

03/11/25

Cash Basis

Roxborough Village Metro District

Claims by Vendor Detail

February 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
Bill.com LLC						
Bill	02/06/2025	25020248224	Billing Period 01/05/2025 - 02/04/2025	52040 · Software & Online Subscr...	273.36	273.36
Bill	02/06/2025	25020248224	Billing Period 01/05/2025 - 02/04/2025	52040 · Software & Online Subscr...	52.07	325.43
Bill	02/06/2025	25020248224	Billing Period 01/05/2025 - 02/04/2025	52040 · Software & Online Subscr...	13.56	338.99
Total Bill.com LLC						338.99
Consolidated Divisions Inc						
Bill	02/13/2025	2017027		64040 · Landscape Contract	8,108.39	8,108.39
Bill	02/13/2025	2017027		64040 · Landscape Contract	1,544.46	9,652.85
Bill	02/13/2025	2017062		68030 · Seasonal Lighting Expense	7,535.39	17,188.24
Bill	02/13/2025	2017062		68030 · Seasonal Lighting Expense	1,435.31	18,623.55
Bill	02/13/2025	2017564		68070 · Snow Removal Expense	5,764.92	24,388.47
Bill	02/13/2025	2017564		68070 · Snow Removal Expense	1,098.08	25,486.55
Bill	02/13/2025	2017807		68070 · Snow Removal Expense	7,820.40	33,306.95
Bill	02/13/2025	2017807		68070 · Snow Removal Expense	1,489.60	34,796.55
Bill	02/13/2025	2017758		68070 · Snow Removal Expense	325.92	35,122.47
Bill	02/13/2025	2017758		68070 · Snow Removal Expense	62.08	35,184.55
Bill	02/13/2025	2017698		68070 · Snow Removal Expense	6,107.64	41,292.19
Bill	02/13/2025	2017698		68070 · Snow Removal Expense	1,163.36	42,455.55
Bill	02/17/2025	2017633		64040 · Landscape Contract	8,108.38	50,563.93
Bill	02/17/2025	2017633		64040 · Landscape Contract	1,544.46	52,108.39
Bill	02/24/2025	2015744		64030 · Irrigation Expense	9,939.31	62,047.70
Bill	02/24/2025	2015744		64030 · Irrigation Expense	1,893.20	63,940.90
Bill	02/24/2025	2017957		68070 · Snow Removal Expense	8,547.00	72,487.90
Bill	02/24/2025	2017957		68070 · Snow Removal Expense	1,628.00	74,115.90
Bill	02/24/2025	2018001		68070 · Snow Removal Expense	1,629.60	75,745.50
Bill	02/24/2025	2018001		68070 · Snow Removal Expense	310.40	76,055.90
Bill	02/24/2025	2017914		68070 · Snow Removal Expense	6,873.72	82,929.62
Bill	02/24/2025	2017914		68070 · Snow Removal Expense	1,309.28	84,238.90
Bill	02/24/2025	2017878		68070 · Snow Removal Expense	2,427.60	86,666.50
Bill	02/24/2025	2017878		68070 · Snow Removal Expense	462.40	87,128.90
Bill	02/25/2025	2014479	T&M May 26-31	64030 · Irrigation Expense	7,539.60	94,668.50
Bill	02/25/2025	2014479	T&M May 26-31	64030 · Irrigation Expense	1,436.11	96,104.61
Bill	02/25/2025	2015301		64030 · Irrigation Expense	6,081.78	102,186.39
Bill	02/25/2025	2015301		64030 · Irrigation Expense	1,158.44	103,344.83
Total Consolidated Divisions Inc						103,344.83
CORE Electric Cooperative						
Deposit	02/07/2025	114412	Core Power Easement	49010 · Miscellaneous Income	-906.00	-906.00
Bill	02/11/2025			51050 · Utilities Expense	859.68	-46.32
Bill	02/11/2025			51050 · Utilities Expense	33.00	-13.32
Total CORE Electric Cooperative						-13.32
Diversified Underground						
Bill	02/13/2025	31458	Screen Charge	62020 · Utility Locate	191.52	191.52
Bill	02/13/2025	31458	Screen Charge	62020 · Utility Locate	36.48	228.00
Total Diversified Underground						228.00
Douglas County Deputy Sheriff's Associati						
Bill	02/13/2025	00115372		57090 · Other Professional Servic...	69.51	69.51
Bill	02/13/2025	00115372		57090 · Other Professional Servic...	13.24	82.75
Total Douglas County Deputy Sheriff's Associati						82.75
Douglas County Libraries						
Bill	02/25/2025	Library Rental 2	Extended Time	53050 · Other BOD Expense	70.00	70.00
Total Douglas County Libraries						70.00
Foothills Park & Recreation District						
Bill	02/24/2025	SALES000000035864	January 2025 Resident Use	68010 · Foothills Park & Rec Fees	1,206.01	1,206.01
Bill	02/24/2025	SALES000000035864	January 2025 Resident Use	68010 · Foothills Park & Rec Fees	230.80	1,436.81
Total Foothills Park & Recreation District						1,436.81
Game-Set-Match Inc.						
Bill	02/25/2025	INV-18451	Tennis Court Washing	65080 · Misc. Playground & Infras...	294.00	294.00
Bill	02/25/2025	INV-18451	Tennis Court Washing	65080 · Misc. Playground & Infras...	56.00	350.00
Total Game-Set-Match Inc.						350.00
Gemsbok Consulting Inc.						
Bill	02/24/2025	6190	January 2025	57030 · Accounting Services	1,466.12	1,466.12
Bill	02/24/2025	6190	January 2025	57030 · Accounting Services	279.26	1,745.38
Bill	02/24/2025	6190	January 2025	57030 · Accounting Services	72.72	1,818.10
Total Gemsbok Consulting Inc.						1,818.10
Ireland Stapleton Pryor & Pascoe PC						
Bill	02/25/2025	161931	Billed Through 01/31/2025	57020 · Legal Expenses	10,334.02	7,277.91
Bill	02/25/2025	161931	Billed Through 01/31/2025	57020 · Legal Expenses	1,968.38	8,664.19
Bill	02/25/2025	161931	Billed Through 01/31/2025	57020 · Legal Expenses	512.60	9,025.21
Total Ireland Stapleton Pryor & Pascoe PC						9,025.21
QuickBooks Payroll Service						
Liability Che...	02/27/2025		Fee for 5 direct deposit(s) at \$5.00 each	54000 · Payroll Expenses	25.00	25.00
Total QuickBooks Payroll Service						25.00

2:05 PM

03/11/25

Cash Basis

Roxborough Village Metro District

Claims by Vendor Detail

February 2025

Type	Date	Num	Memo	Account	Original Amount	Balance
Rocky Mountain Recreation Inc						
Bill	02/24/2025	7884	Airplane Park	80070 · New Playground	5,880.80	5,880.80
Total Rocky Mountain Recreation Inc						5,880.80
Roxborough Water & Sanitation District						
Bill	02/15/2025		Service Period 12/25/24 to 01/24/25 Elk Mnt Cir	68025 · Water Expense	104.25	104.25
Bill	02/15/2025		Service Period 12/25/24 - 01/24/25 Marmot Ridge Cir	68025 · Water Expense	208.50	312.75
Bill	02/15/2025		Service Period 12/25/24 - 01/24/25 Mule Deer Pl	68025 · Water Expense	104.25	417.00
Bill	02/15/2025		Service Period 12/25/24 - 01/24/25 Rampart Range	68025 · Water Expense	119.00	536.00
Bill	02/15/2025		Billing Period 01/01/2025 - 01/31/2025	68025 · Water Expense	735.28	1,271.28
Bill	02/15/2025		Billing Period 01/01/2025 - 01/31/2025	68025 · Water Expense	140.05	1,411.33
Total Roxborough Water & Sanitation District						1,411.33
United Site Services						
Bill	02/17/2025	INV-5078635	Services Roxborough Community Park	68050 · Portable Restroom Exp.	295.47	295.47
Bill	02/17/2025	INV-5076127	Services Chatfield Farms Park	68050 · Portable Restroom Exp.	303.34	598.81
Total United Site Services						598.81
Utility Notification Center of Colorado						
Bill	02/13/2025	225011178	RTL Transmissions	62020 · Utility Locate	58.00	58.00
Bill	02/13/2025	225011178	RTL Transmissions	62020 · Utility Locate	11.05	69.05
Total Utility Notification Center of Colorado						69.05
TOTAL						124,666.36

2:06 PM
03/11/25

Roxborough Village Metro District
Payroll Detail
February 2025

Num	Date	Source Name	Payroll Item	Type	Wage Base	Amount
BOD Compensation						
DD1098	02/28/2025	Brendan M Coupe	BOD Compensation	Paycheck	0.00	300.00
DD1099	02/28/2025	Debra D Prysby	BOD Compensation	Paycheck	0.00	300.00
DD1100	02/28/2025	Ephram Glass	BOD Compensation	Paycheck	0.00	400.00
DD1101	02/28/2025	Mark J Rubic	BOD Compensation	Paycheck	0.00	400.00
DD1102	02/28/2025	Travis Jensen	BOD Compensation	Paycheck	0.00	300.00
Total BOD Compensation					0.00	1,700.00
TOTAL					0.00	1,700.00

Roxborough Village Metro District
Capital Fund Profit & Loss Detail

January through February 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
Deposit	02/28/2025			Deposit		392.61	4,920.33
Deposit	02/28/2025			Deposit		3,627.10	8,547.43
Total 46010 · General Bank Account Interest					0.00	8,547.43	8,547.43
Total 46000 · Interest Income					0.00	8,547.43	8,547.43
Total Income					0.00	28,547.43	28,547.43
Gross Profit					0.00	28,547.43	28,547.43
Expense							
51000 · General Overhead							
51010 · Communication / Website Expense							
Bill	02/21/2025	130456	Colorado Community Media		1.99		1.99
Total 51010 · Communication / Website Expense					1.99	0.00	1.99
Total 51000 · General Overhead					1.99	0.00	1.99
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
Bill	02/28/2025	2503060...	Bill.com LLC	Billing Period 02/05/2025 - 03/04/2025	13.61		27.17
Total 52040 · Software & Online Subscriptions					27.17	0.00	27.17
Total 52000 · Computer & Software Expenses					27.17	0.00	27.17
52500 · Insurance Expense							
52550 · General Insurance							
General Journal	01/31/2025	0125BusIns		To move Business Insurance prepaid to exp...	0.00		0.00
General Journal	02/28/2025	0225BusIns		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	512.60		512.60
Bill	01/31/2025	161931	Ireland Stapleton Pryor & ...	Credit for double payment of bill.com		151.59	361.01
Bill	02/28/2025	Feb2025	Ireland Stapleton Pryor & ...	Billed Through 02/28/2025	763.04		1,124.05
Total 57020 · Legal Expenses					1,275.64	151.59	1,124.05
57030 · Accounting Services							
Bill	01/31/2025	6190	Gemsbok Consulting Inc.	January 2025	72.72		72.72
Bill	02/28/2025	6212	Gemsbok Consulting Inc.	February 2025	63.90		136.62
Total 57030 · Accounting Services					136.62	0.00	136.62
57040 · District Management							
Bill	01/31/2025	143497	Special District Manageme...	January 2025 District Management Fees	448.74		448.74
Bill	02/28/2025	144581	Special District Manageme...	February 2025 District Management Fees	558.02		1,006.76
Total 57040 · District Management					1,006.76	0.00	1,006.76
Total 57000 · Professional Services Fees					2,419.02	151.59	2,267.43
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
Bill	01/31/2025	143497	Special District Manageme...	January 2025 District Management Fees	0.00		0.00
Bill	02/28/2025	144581	Special District Manageme...	February 2025 District Management Fees	0.00		0.00
Bill	02/28/2025	Feb2025	Ireland Stapleton Pryor & ...	Billed Through 02/28/2025	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

Roxborough Village Metro District
Capital Fund Profit & Loss Detail

January through February 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
80070 · New Playground							
Bill	01/23/2025	7884	Rocky Mountain Recreatio...	Airplane Park	5,880.80		5,880.80
Bill	02/20/2025	7935	Rocky Mountain Recreatio...	Airplane Park	5,444.20		11,325.00
Total 80070 · New Playground					11,325.00	0.00	11,325.00
Total 80000 · Capital Expenses					11,952.69	0.00	11,952.69
Total Expense					14,400.87	151.59	14,249.28
Net Ordinary Income					14,400.87	28,699.02	14,298.15
Net Income					14,400.87	28,699.02	14,298.15

Roxborough Village Metro District
General Fund Profit & Loss Detail

January through February 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
Deposit	02/10/2025			Deposit		8,611.72	17,385.45
Total 41010 · Specific Ownership Tax					0.00	17,385.45	17,385.45
41020 · Property Tax							
Deposit	02/10/2025			Deposit		22,050.07	22,050.07
Total 41020 · Property Tax					0.00	22,050.07	22,050.07
Total 41000 · Property Tax Income					0.00	39,435.52	39,435.52
46000 · Interest Income							
46010 · General Bank Account Interest							
Deposit	01/31/2025			Deposit		3,530.66	3,530.66
Deposit	02/28/2025			Deposit		3,025.31	6,555.97
Total 46010 · General Bank Account Interest					0.00	6,555.97	6,555.97
Total 46000 · Interest Income					0.00	6,555.97	6,555.97
49000 · Miscellaneous Income							
49010 · Miscellaneous Income							
Deposit	02/07/2025	114412	CORE Electric Cooperative	Core Power Easement		906.00	906.00
Total 49010 · Miscellaneous Income					0.00	906.00	906.00
Total 49000 · Miscellaneous Income					0.00	906.00	906.00
Total Income					0.00	46,897.49	46,897.49
Gross Profit					0.00	46,897.49	46,897.49
Expense							
50000 · Treasurer Fees							
Deposit	02/10/2025			Deposit	330.78		330.78
Total 50000 · Treasurer Fees					330.78	0.00	330.78
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
51010 · Communication / Website Expense							
Bill	02/21/2025	130456	Colorado Community Media		47.77		47.77
Total 51010 · Communication / Website Expense					47.77	0.00	47.77
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
Bill	02/02/2025	913273288	Xcel Energy	December Statement	3.68		900.04
Bill	02/20/2025		CORE Electric Cooperative		840.66		1,740.70
Total 51050 · Utilities Expense					1,740.70	0.00	1,740.70
Total 51000 · General Overhead					2,778.61	0.00	2,778.61
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
Bill	02/28/2025	2503060...	Bill.com LLC	Billing Period 02/05/2025 - 03/04/2025	326.58		652.01
Total 52040 · Software & Online Subscriptions					652.01	0.00	652.01
Total 52000 · Computer & Software Expenses					652.01	0.00	652.01
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
General Journal	02/28/2025	0225BusIns		To move Business Insurance prepaid to exp...	3,332.50		6,665.00
Total 52550 · General Insurance					6,665.00	0.00	6,665.00
Total 52500 · Insurance Expense					6,665.00	0.00	6,665.00
52600 · Election Expense							
Bill	01/31/2025	143497	Special District Manageme...	January 2025 District Management Fees	262.50		262.50
Bill	02/28/2025	Feb2025	Ireland Stapleton Pryor & ...	Billed Through 02/28/2025	0.00		262.50
Total 52600 · Election Expense					262.50	0.00	262.50

Roxborough Village Metro District
General Fund Profit & Loss Detail

January through February 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
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
Paycheck	02/28/2025	DD1098	Brendan M Coupe	Direct Deposit	300.00		900.00
Paycheck	02/28/2025	DD1099	Debra D Prysby	Direct Deposit	300.00		1,200.00
Paycheck	02/28/2025	DD1100	Ephram Glass	Direct Deposit	400.00		1,600.00
Paycheck	02/28/2025	DD1101	Mark J Rubic	Direct Deposit	400.00		2,000.00
Paycheck	02/28/2025	DD1102	Travis Jensen	Direct Deposit	300.00		2,300.00
Total 53010 · Directors' Stipend					2,300.00	0.00	2,300.00
53050 · Other BOD Expense							
Bill	01/01/2025	Library R...	Douglas County Libraries		375.00		375.00
Bill	02/20/2025	Library R...	Douglas County Libraries	Extended Time	70.00		445.00
Total 53050 · Other BOD Expense					445.00	0.00	445.00
Total 53000 · Board of Director's Expense					2,745.00	0.00	2,745.00
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
Paycheck	02/28/2025	DD1098	Brendan M Coupe	Direct Deposit	22.95		68.85
Paycheck	02/28/2025	DD1099	Debra D Prysby	Direct Deposit	22.95		91.80
Paycheck	02/28/2025	DD1100	Ephram Glass	Direct Deposit	30.60		122.40
Paycheck	02/28/2025	DD1101	Mark J Rubic	Direct Deposit	30.60		153.00
Paycheck	02/28/2025	DD1102	Travis Jensen	Direct Deposit	22.95		175.95
Total 54060 · Employer Payroll Taxes					175.95	0.00	175.95
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
Liability Check	02/27/2025		QuickBooks Payroll Service	Fee for 5 direct deposit(s) at \$5.00 each	25.00		40.00
Paycheck	02/28/2025	DD1098	Brendan M Coupe	Direct Deposit	0.00		40.00
Paycheck	02/28/2025	DD1099	Debra D Prysby	Direct Deposit	0.00		40.00
Paycheck	02/28/2025	DD1100	Ephram Glass	Direct Deposit	0.00		40.00
Paycheck	02/28/2025	DD1101	Mark J Rubic	Direct Deposit	0.00		40.00
Paycheck	02/28/2025	DD1102	Travis Jensen	Direct Deposit	0.00		40.00
Total 54000 · Payroll Expenses - Other					40.00	0.00	40.00
Total 54000 · Payroll Expenses					215.95	0.00	215.95
57000 · Professional Services Fees							
57020 · Legal Expenses							
Bill	01/31/2025	161931	Ireland Stapleton Pryor & ...	Billed Through 01/31/2025	12,302.40		12,302.40
Bill	01/31/2025	161931	Ireland Stapleton Pryor & ...	Credit for double payment of bill.com		3,638.20	8,664.20
Bill	02/28/2025	Feb2025	Ireland Stapleton Pryor & ...	Billed Through 02/28/2025	18,312.94		26,977.14
Total 57020 · Legal Expenses					30,615.34	3,638.20	26,977.14
57030 · Accounting Services							
Bill	01/31/2025	6190	Gembok Consulting Inc.	January 2025	1,745.38		1,745.38
Bill	02/28/2025	6212	Gembok Consulting Inc.	February 2025	1,533.60		3,278.98
Total 57030 · Accounting Services					3,278.98	0.00	3,278.98
57040 · District Management							
Bill	01/31/2025	143497	Special District Manageme...	January 2025 District Management Fees	10,507.33		10,507.33
Bill	02/28/2025	144581	Special District Manageme...	February 2025 District Management Fees	13,392.27		23,899.60
Total 57040 · District Management					23,899.60	0.00	23,899.60
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					57,876.67	3,638.20	54,238.47
62000 · Repairs and Maintenance							
62010 · General Repairs and Maintenance							
Bill	02/20/2025	13629	P&L Electric, LLC		723.02		723.02
Bill	02/20/2025	13561	P&L Electric, LLC		420.55		1,143.57
Total 62010 · General Repairs and Maintenance					1,143.57	0.00	1,143.57
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
Bill	02/28/2025	225021182	Utility Notification Center o...	RTL Transmissions	69.05		366.10
Bill	02/28/2025	31631	Diversified Underground	Screen Charge	340.00		706.10
Total 62020 · Utility Locate					706.10	0.00	706.10
Total 62000 · Repairs and Maintenance					1,849.67	0.00	1,849.67

2:05 PM

03/11/25

Accrual Basis

Roxborough Village Metro District
General Fund Profit & Loss Detail

January through February 2025

Type	Date	Num	Name	Memo	Debit	Credit	Balance
64000 · Landscape Expenses							
64010 · Landscape Repairs and Maint							
Bill	02/15/2025	2018165	Consolidated Divisions Inc		117.50		117.50
Total 64010 · Landscape Repairs and Maint					117.50	0.00	117.50
64040 · Landscape Contract							
Bill	01/31/2025	2017633	Consolidated Divisions Inc		9,652.84		9,652.84
Bill	02/28/2025	2017665	Consolidated Divisions Inc		9,652.84		19,305.68
Total 64040 · Landscape Contract					19,305.68	0.00	19,305.68
Total 64000 · Landscape Expenses					19,423.18	0.00	19,423.18
65000 · Playground & Infrastructure Exp							
65030 · Graffiti Removal /Vandalism Exp							
Bill	02/28/2025	2018400	Consolidated Divisions Inc		536.65		536.65
Total 65030 · Graffiti Removal /Vandalism Exp					536.65	0.00	536.65
Total 65000 · Playground & Infrastructure Exp					536.65	0.00	536.65
68000 · Parks & Open Space Expense							
68010 · Foothills Park & Rec Fees							
Bill	01/31/2025	SALES00...	Foothills Park & Recreatio...	January 2025 Resident Use	1,436.81		1,436.81
Bill	02/28/2025	SALES00...	Foothills Park & Recreatio...	February 2025 Resident Use	1,228.85		2,665.66
Total 68010 · Foothills Park & Rec Fees					2,665.66	0.00	2,665.66
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
Bill	02/10/2025	2004625	Mission Communication LLC	Annual Service	387.00		1,798.33
Bill	02/15/2025		Roxborough Water & Sanit...	Service Period 12/25/24 to 01/24/25 Elk Mn...	104.25		1,902.58
Bill	02/15/2025		Roxborough Water & Sanit...	Service Period 12/25/24 - 01/24/25 Marmot ...	208.50		2,111.08
Bill	02/15/2025		Roxborough Water & Sanit...	Service Period 12/25/24 - 01/24/25 Mule De...	104.25		2,215.33
Bill	02/15/2025		Roxborough Water & Sanit...	Service Period 12/25/24 - 01/24/25 Rampart...	119.00		2,334.33
Bill	02/15/2025		Roxborough Water & Sanit...	Billing Period 01/01/2025 - 01/31/2025	875.33		3,209.66
Total 68025 · Water Expense					3,209.66	0.00	3,209.66
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
Bill	02/01/2025	INV-5078...	United Site Services	Services Roxborough Community Park	295.47		894.28
Bill	02/01/2025	INV-5076...	United Site Services	Services Chatfield Farms Park	303.34		1,197.62
Total 68050 · Portable Restroom Exp.					1,197.62	0.00	1,197.62
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
Bill	02/21/2025	2018436	Consolidated Divisions Inc		9,792.00		56,812.00
Bill	02/28/2025	2018513	Consolidated Divisions Inc		840.00		57,652.00
Total 68070 · Snow Removal Expense					57,652.00	0.00	57,652.00
Total 68000 · Parks & Open Space Expense					64,724.94	0.00	64,724.94
Total Expense					158,060.96	3,638.20	154,422.76
Net Ordinary Income					158,060.96	50,535.69	-107,525.27
Net Income					158,060.96	50,535.69	-107,525.27

RESOLUTION TO AMEND 2025 BUDGET
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

WHEREAS, the Board of Directors of the Roxborough Village Metropolitan District adopted a budget and appropriated funds for the fiscal year 2025 as follows:

General Fund	\$_____
Capital Fund	\$_____

WHEREAS, the necessity has arisen for additional expenditures in the General Fund requiring the unanticipated expenditure of funds in excess of those appropriated for the fiscal year 2025; and

WHEREAS, the expenditure of such funds is a contingency which could not have been reasonably foreseen at the time of adoption of the budget; and

WHEREAS, funds are available for such expenditures in the General Fund from the fund balance; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Roxborough Village Metropolitan District shall and hereby does amend the adopted Budget for the fiscal year 2025 and adopts a supplemental budget and appropriation for the General Fund for the fiscal year 2025, as follows:

General Fund	\$_____
--------------	---------

BE IT FURTHER RESOLVED, that such sums are hereby appropriated from the revenues of the District to the proper funds for the purposes stated.

DATED this 19th day of March, 2025.

ROXBOROUGH VILLAGE METROPOLITAN
DISTRICT

By: _____
Secretary

EXHIBIT A
Original and Amended Budget Appropriations



Mission Communications LLC.
3170 Reps Miller Road NW
Suite 190
Norcross GA 30071
United States
Phone: 678-969-0021

Invoice

Invoice Date

2/10/2025

Invoice Number

2004625

Bill To:

Roxborough Village Metropolitan District,
141 Union Boulevard Suite 150
Lakewood CO 80228
United States

Ship To:

Roxborough Village Metropolitan District,
141 Union Boulevard Suite 150
Lakewood CO 80228
United States

Phone:

Email: pcorado@somsi.com

Sales Rep: Canyon Systems-V

PO Number:

Terms: Net 30

Line	Part Number/Description	Quantity	Unit Price	Ext Price
1	Contract: 51077 SP110-12R Name: Roxborough Village SerialNumber: 17MIS21941 Service Period: 3/1/2025 for 12 Months	1.00 EA	387.00/1	387.00

Please make checks payable to Mission Communications, LLC For your convenience Mission accepts credit cards.

Line(s) Subtotal: 387.00

Total: \$ 387.00

Card payments less than \$3,000 received within (7) days of the invoice date may avoid the 3% credit card processing fee.

If you have any questions concerning this invoice please contact our Accounts Receivable team, 877-993-1911 option 5, ar@123mc.com.

SWIFT Code USBKUS44IMT
ABA. Routing Number 042000013
Account Type CHECKING
Account Number 1-301-2888-7051
Account Name MISSION COMMUNICATIONS, LLC
DEPOSIT ACCOUNT

From: [Damon Barker](#)
To: [Peggy Ripko](#)
Subject: RE: monthly report
Date: Friday, March 14, 2025 10:56:52 AM
Attachments: [image001.png](#)
[Replace of dog stations along village circle east and trails.pdf](#)
[Rox - Wildflower Plug Planting.pdf](#)

Roxborough Monthly Report:

Trash, Dog Stations, etc.....:

2/13

2/24

3/4

3/12

T&M work:

2/24 removal of graffiti from skate park

3/4 removal of shopping cart and two bicycles from pond

Other Visits:

3/13 blow off of sidewalks and street of gravel and repair of metal edging.

After inspecting the dog stations along the trails, we found four more that needed to be replaced. I have submitted a revised proposal to replace 10 dog stations up from the previous 6 stations. I have also submitted a proposal for the installation of the 2500 wildflower plugs with initial watering in of plugs.

If there is anything else that you need, please let me know.

Thanks,

Damon Barker
Account Manager



5585 Airport Road, Sedalia, CO 80135

720.813.7680 – Mobile

DamonB@cdi-services.com

cdi-services.com / Naturesworkforce.com

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

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

From: Peggy Ripko <pripko@sdmsi.com>
Sent: Friday, March 14, 2025 10:13 AM
To: Damon Barker <DamonB@cdi-services.com>
Subject: monthly report

Can you send over?

Peggy Ripko
District Manager & Community Management Division Manager
Special District Management Services, Inc.
141 Union Boulevard, Suite 150
Lakewood, CO 80228-1898
pripko@sdmsi.com
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
10	Removal of old dog station cans and replace with new ones	\$ 298.87	\$ 2,988.70
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	\$ 3,073.97	\$ 3,073.97

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

Damon Barker



LANDSCAPE PROPOSAL

JOB NAME: Peggy Ripko/ Roxborough Metro
 PROJECT: Planting of wildflower plugs
 CLIENT CONTACT: Peggy Ripko
 SUBMITTAL DATE: 3/14/2025
 CLIENT PHONE: 303-987-0835

SCOPE: Planting of 2500 wildflower plugs along Rampart Range Rd. Initial watering in of plugs after planting.

QTY.	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Installation of 2500 wildflower plugs	\$ 2,411.28	\$ 2,411.28
1	Watering of wildflower plugs after planting	\$ 314.51	\$ 314.51
GENERAL CONDITIONS:			
1	Mobilization	\$ 209.68	\$ 209.68
0	Dump Fee Yds		
	Delivery Fees		
	Other (rental equipment, permits, fees, subs, porta-potty)		
	TOTAL PRICE	\$ 2,935.47	\$ 2,935.47

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.

Damon Barker

Authorization to perform work

Damon Barker



PROJECT SERVICES PROPOSAL

Roxborough Village Metro District
Design Survey for Little Willow
Creek Pedestrian Bridge and
Southern Creek Crossing Areas

Roxborough Village Metro District

March 14, 2025

March 14, 2025

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

RE: Project Services Proposal - Design Survey for Little Willow Creek Pedestrian Bridge and
Southern Creek Crossing Areas

Dear RVMD:

Farnsworth Group, Inc. (FGI) is pleased to present our proposal for Design Survey services for the Little Willow Creek Pedestrian Bridge and Southern Creek Crossing areas (PROJECT) for the Roxborough Village Metro District (RMVD) (CLIENT).

Please review the scope as we have outlined on the following pages. Please indicate your acceptance of this Proposal, by signing and returning one copy for our records. We appreciate your consideration and look forward to working with you on this project.

Sincerely,

FARNSWORTH GROUP, INC.



Brian Davies, PE
Senior Project Engineer

PROJECT OVERVIEW / SCOPE OF PROFESSIONAL SERVICES /

Farnsworth Group's scope of work includes the services described as follows:

1. Survey Control: Farnsworth Group will recover and verify existing control and set two control points.
2. Topographic Design Survey: Farnsworth Group will conduct a control and topographic survey of the Little Willow Creek Bridge and South Creek Crossing areas for design purposes.

The topographic survey will be processed to create a 3D surface with one-foot contours. CAD base drawings will be prepared for both the Little Willow Creek Bridge and South Creek Crossing areas.

PROFESSIONAL FEES /

Farnsworth Group proposes to provide the above-described services on an hourly basis, plus direct expenses, not to exceed Three Thousand, Eight Hundred and Seventy-Five Dollars (\$3,875) including expenses.

ASSUMPTIONS AND CLARIFICATIONS /

The following assumptions and clarifications support the fees for this proposal.

- Access permission on private property will not be required and is not included in the proposed scope of work.
- No boundary or easement information will be addressed or shown on the survey in this scope of work.
- Accuracy of the survey will be consistent with 1-foot contour map standards.

SURVEY DELIVERABLES /

- The topographic survey, as noted above, delivered in AutoCAD Civil 3D format .DWG file, using Farnsworth Group CAD standards.

PROJECT TIMELINE /

We anticipate completion of the survey and deliverable CAD drawing within 2 – 3 weeks from receipt of written acceptance of this scope of work and fee estimate as notice to proceed.

AGREEMENT /

FARNSWORTH GROUP, INC.

ROXBOROUGH VILLAGE METRO DISTRICT

Signature

Signature

Typed Name

Typed Name

Senior Engineering Manager

Title

Title

March 14, 2025

Date

Date

AGREEMENT FOR SNOW AND ICE REMOVAL SERVICES

This Agreement for Snow and Ice Removal Services ("**Agreement**"), effective the 27th day of February, 2025 ("**Effective Date**"), is entered into by and between Roxborough Village Metropolitan District, a political subdivision of the State of Colorado ("**District**"), and Chavez Services, LLC, a Colorado Limited Liability Company ("**Contractor**"). The District and Contractor 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 Contractor to perform, and Contractor agrees to perform, the snow and ice removal services, including furnishing the labor, materials, supplies, supervision, and equipment necessary to perform such services, described in the Scope of Services attached as **Attachment 1**, which is incorporated by reference and made a part of this Agreement (collectively, the "**Services**"). Contractor will provide only the Services set forth in Attachment 1 and only at the locations ("**Sites**") referenced therein. Additional services beyond those set out in Attachment 1, if requested, shall be provided only when authorized in writing by the District. To the extent any provision of this Agreement and Attachment 1 conflict, directly or indirectly, the provisions of this Agreement shall prevail.

(b) Attendance at Board Meetings and Reports to District Manager: Contractor shall attend Board meetings when requested by the Board or District Manager. Contractor shall submit a summary report of all activities for the prior month to the District Manager in a format determined by the Board. The summary report, and any proposed agenda items that Contractor 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 Board packet prepared by the District Manager.

(c) Incomplete Work: If, after Contractor has declared the Services on a given snow/ice event completed, the District claims that work still remains to be performed, the District shall (i) promptly give Contractor notice that work remains to be performed, with sufficient detail for Contractor to understand the remaining work to be performed; and, (ii) provide Contractor 48 hours or, if there are blizzard conditions (12"+ of snow fall) 72 hours, after the storm ends to complete the work before hiring any other entity to complete the Services. These requirements only apply to work included in the Services and does not apply to Additional Services, including but not limited to, snow pile removal and additional areas not shown on the map in Attachment 1. If Contractor satisfactorily completes the work described in the District's notice, Contractor shall be entitled to payment in full for the satisfactory Services performed. Contractor shall pay the difference, if any, between what Contractor would have charged to perform the Service and what it cost to have another entity perform the Service. The District shall have the right to deduct such amount from any payment owed to Contractor.

(d) Response Times: The District understands and agrees that Contractor's response time may be affected by events beyond Contractor's control (e.g., governmental emergency, unforeseeable equipment failure, unusually severe weather conditions, etc.). The District further understands that response time will be affected by Contractor's ability to travel to the Sites, and that Contractor may be delayed or even prevented from reaching the Sites. The District also acknowledges that the rate of snowfall and wind conditions dramatically affect snow/ice management operations. Accordingly, the District agrees that Contractor shall not be held to any specific level of performance when events beyond its control occur, other than it shall make a reasonable, good faith effort to complete the work specified herein.

(e) Hazardous Conditions: The District understands and acknowledges that Contractor's crews may not work safely in blizzard or blizzard-like conditions, or if temperatures and/or wind chill factors fall below 20 degrees Fahrenheit. The District understands that Contractor reserves the right to have its crew(s) cease working in such conditions.

(f) Access to Sites: The District shall provide Contractor with access to the Sites as reasonably required by Contractor to perform the Services.

(g) Storage of Equipment and Material: Contractor shall be permitted, during the snow season, to store a container for housing equipment and materials. This container shall be permitted to be located at the far northeast corner parking spaces of the Community Park large parking lot. This container and storage of equipment and materials is for the convenience of Contractor and the District shall not be responsible for any damage, vandalism, theft, or loss to the container or any contents thereof.

(h) Commencement Date: Contractor shall commence performance of the Services on the Effective Date and will thereafter continually and diligently perform the Services until this Agreement is terminated or expires, whichever occurs first.

(i) Performance Standards and Warranties: Contractor warrants that it is qualified to assume the responsibilities and perform the Services and has all requisite corporate authority and professional licenses required by Applicable Law. All Services shall be performed timely in accordance with generally accepted practices and the level of competency presently maintained by other professionals providing the same general type of work as the Services.

Section 1.2 Compensation: In consideration of Contractor's satisfactory performance and completion of the Services, the District shall pay Contractor the compensation described in Attachment 2, which is incorporated by reference and made a part of this Agreement.

Section 1.3 Payment:

(a) Request for Payment: Contractor shall submit to the District Manager, by the second Tuesday of the month, a standard pay request form attached to 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 (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.
- (iii) A separate section in a Request for Payment, either as an invoice subsection or as a separate invoice, that: (A) describes in detail any Services that were performed within the Chatfield Farms areas shown on Attachment 1; and, (B) the costs associated with such Services.

If Contractor fails to timely provide a Request for Payment and/or fails to provide all of the required information, the District may delay payment up to the next monthly District Board of Directors meeting, or it may reject the Request for Payment and require Contractor to resubmit the Request for Payment with all of the required information. Contractor's failure to timely provide a Request for Payment and/or to provide all of the required information may constitute a breach of this Agreement.

(b) Payment Procedure: The District will make payment to Contractor for work satisfactorily completed within thirty (30) days after a Request for Payment that meets the requirements in Section 1.3(a), above, is submitted by Contractor. Late fees, penalties, and interest will not be charged against any disputed amount the District does not pay by the date owed. Contractor 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 timely submitted Request for Payment that meets the requirements in Section 1.3(a), above, in full within thirty (30) days of the District receiving the Request for Payment. If Contractor stops work, it shall have no obligation to maintain, care for, or provide any Services to the Sites, unless and until all undisputed amounts owed by the District are paid. During the period Contractor has no responsibility for the Sites, it shall not be liable for any injuries to the District or to any invitee, guest, or licensee of the District related to accumulation of snow or ice on one or more of the Sites.

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 Contractor, Contractor agrees that the District is entitled to set-off any amounts it may owe Contractor under this Agreement against such claims for indemnity or other reimbursement, recoupment, or payment.

Section 1.5 Non-Appropriation: The District's 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 Contractor.

ARTICLE II TERM AND TERMINATION

Section 2.1 Term: The term of this Agreement shall begin on the Effective Date and shall continue through May 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 Contractor: Contractor may terminate this Agreement: (i) if the District fails to pay an undisputed amount owed within fifteen (15) work days of receiving Contractor’s written notice that the undisputed amount has not been paid; or, (ii) upon thirty (30) work days 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) work days written notice to Contractor that it has breached this Agreement, if Contractor fails to cure, or take substantial steps to cure, such breach within the fifteen (15) day period; or, (ii) upon thirty (30) work days prior written notice to Contractor for any other reason.

(c) Effect of Termination: In the event of termination, the District will pay Contractor 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: Contractor will perform the 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 Contractor’s Services are rendered. Except as otherwise expressly stated herein, Contractor shall, at its cost, be solely responsible for repairing any damage caused by its employees, subcontractors or any other individual or entity performing work on behalf of Contractor.

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

Section 3.3 Personnel: Contractor represents that all of its personnel, and any subcontractors, who will perform any Services have received the information, instructions, and training required to provide the 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: Contractor and all of its employees and subcontractors performing work that require licensing shall be licensed to the extent required by all Applicable Law and will, at Contractor'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: Contractor shall make timely payments to Contractor's employees, subcontractors, 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 Contractor 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 Contractor performs. In addition, Contractor shall promptly resolve any verified statement of claim filed with the District by a subcontractor, vendor, or supplier claiming Contractor has failed to pay amounts due for services, labor or materials provided to Contractor in the performance of its Services.

Section 3.6 Damage Due to Repetitive Contact: Contractor shall provide protection to any material, trees, shrubs, fences, or other landscape improvements that may be subjected to repetitive contact with snow removal equipment as necessary to avoid damage thereto.

Section 3.7 Reporting Damage to Landscape Improvements: Contractor shall be alert for damages to any landscape improvements, including but not limited to, plant stock, turf, ground cover, benches, trash receptacles, play equipment, shelters, and irrigation equipment that are not caused by Contractor. When such damage is identified, Contractor shall immediately notify the District Manager.

Section 3.8 Limit on Contractor's Liability for Damages:

(a) Contractor shall not be responsible or liable to the District for any damages to existing walks, curbs, driveways, speed bumps, expansion joints, rubber-coated decks, cesspools, septic tanks, utility lines, sprinkler systems, arches, shrubs, lawn, trees, or other personal property, appurtenances or improvements, or for any damage to one or more of the Sites, except when such damages arise from or are caused by an intentional or negligent act or omission of Contractor, its subcontractors or any other individual or entity performing Services on behalf of Contractor, including damages occurring under Subsection 3.8(e), below.

(b) Contractor shall not be liable for any claim, loss, expense, damage or cause of action whatsoever, directly or indirectly, from weather conditions, unless such claim is caused by an

intentional or negligent act or omission of Contractor, its subcontractors or any other individual or entity performing Services on behalf of Contractor.

(c) Contractor is not responsible for failures or defects that result from work done by individuals or entities that are not performing Services on behalf of Contractor.

(d) Contractor shall not be liable for personal injury or property damage caused by changing winter weather conditions before, during, or after the snow/ice removal has been completed.

(e) The Parties have mutually agreed that no staking will be performed. The District shall not be responsible for any damage by Contractor or its subcontractors or any other individual or entity performing Services on behalf of Contractor, that could have been avoided, or could have been lessened, if the District had staked the Sites. Contractor shall be liable for any damages to real or personal property that could have been avoided, or could have been lessened, if either Contractor or the District had staked the Sites. Nothing in this Subsection 3.8(e) prohibits Contractor from staking in its discretion and at its own cost.

Section 3.9 Operation of Motorized Vehicles or Equipment: The operation of motorized vehicles or equipment on or through parks and open space owned or maintained by the District is prohibited, except for those used for snow removal. Service equipment and vehicles may only operate on paved surfaces, unless a special written permit has been obtained from the District.

ARTICLE IV INDEMNIFICATION AND CONFIDENTIALITY

Section 4.1 Indemnification: Contractor 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 Contractor or its employees, subcontractors, agents, or any other individual or entity that provides services or materials on behalf of Contractor (collectively, the “***Contractor Parties***”) that arise from or in any manner relate to Contractor’s performance of the Services, or from the violation of, or failure of any of the Contractor Parties to comply with, any Applicable Law. The District shall have the right to select legal counsel to represent it, notwithstanding Contractor’s obligation to pay the reasonable attorneys’ fees, costs, and expenses of the District’s legal counsel.

Section 4.2 Communications and Confidentiality: Contractor 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 Contractor to do so; (b) it is published or released by the District; (c) it becomes publicly known or available other than through disclosure by Contractor; or, (d) disclosure is required by Applicable Law. This confidentiality provision does not prohibit Contractor from disclosing District information to one or more of its subcontractors if necessary to provide the Services. Any such subcontractor shall be subject to the same restrictions on the use and disclosure of District information as apply to Contractor.

ARTICLE V CONTRACTOR'S INSURANCE

Section 5.1 Coverages: Contractor 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. Contractor 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 the Contractor 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 excess, secondary, and non-contributing. 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 Contractor under this Article V, represented by certificates of insurance issued by the insurance carrier(s), must specify the additional insured status as well as the waivers of subrogation. Such certificates of insurance 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, Contractor will provide to the District Manager a certified copy of any or all insurance policies or endorsements required by this Agreement. Contractor shall provide the District Manager with copies of the certificates evidencing that the District has been added as an additional insured under the various insurance policies which Contractor is required to carry.

ARTICLE VI MISCELLANEOUS

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

Contractor UNDERSTANDS AND AGREES: (A) Contractor AND ITS EMPLOYEES ARE NOT ENTITLED TO WORKERS' COMPENSATION OR UNEMPLOYMENT COMPENSATION INSURANCE BENEFITS, UNLESS WORKERS' COMPENSATION OR UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY Contractor OR SOME ENTITY OTHER THAN THE DISTRICT; AND (B) Contractor 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.

Contractor certifies that _____ is Contractor's correct Federal Taxpayer Identification Number. By signing this Agreement, Contractor 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 Contractor 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

Contractor Environmental Contractor
Attn: Ermilo Chavez
990 S Garrison Street
Lakewood, CO 80226

Section 7.3 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, 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.*

Section 7.4 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. 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 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 or in collecting or executing upon any judgment, order, or award.

Section 7.5 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

By: Ephram Glass 03 / 01 / 2025
Ephram Glass, Board President Date

CHAVEZ SERVICES, LLC,
a Colorado Limited Liability Company

By: Ermilo Chavez 03 / 03 / 2025
Ermilo Chavez, Manager Date

ATTACHMENT 1 SCOPE OF SERVICES

1. Snow Removal Services: Contractor shall provide the Services on parking lots, mailbox kiosks, sidewalks and pedestrian entryways and exits within the District in accordance with Paragraphs 2 through 4 below; provided that Contractor shall not perform the Services in the Priority 1 areas during the term of this Agreement unless directed to do so by the Board (collectively the “**Services**”). Contractor shall not in any manner interfere with the contractor performing snow and ice removal services in the Priority 1 areas.

2. Timing and Extent of Services: The District’s intention is to facilitate the use of sidewalks to access schools, as reflected in the designation of Priority 1 and Priority 2 walkways as shown on the attached Exhibit A - Snow Removal Map. Contractor’s Services shall be limited to snow removal on Priority 2 walkways as shown on the attached map. Contractor shall exercise its best efforts to remove snow from school access sidewalks prior to 8:00 a.m. on school days in the Priority 2 areas. Snow shall be cleared in the following sequence:

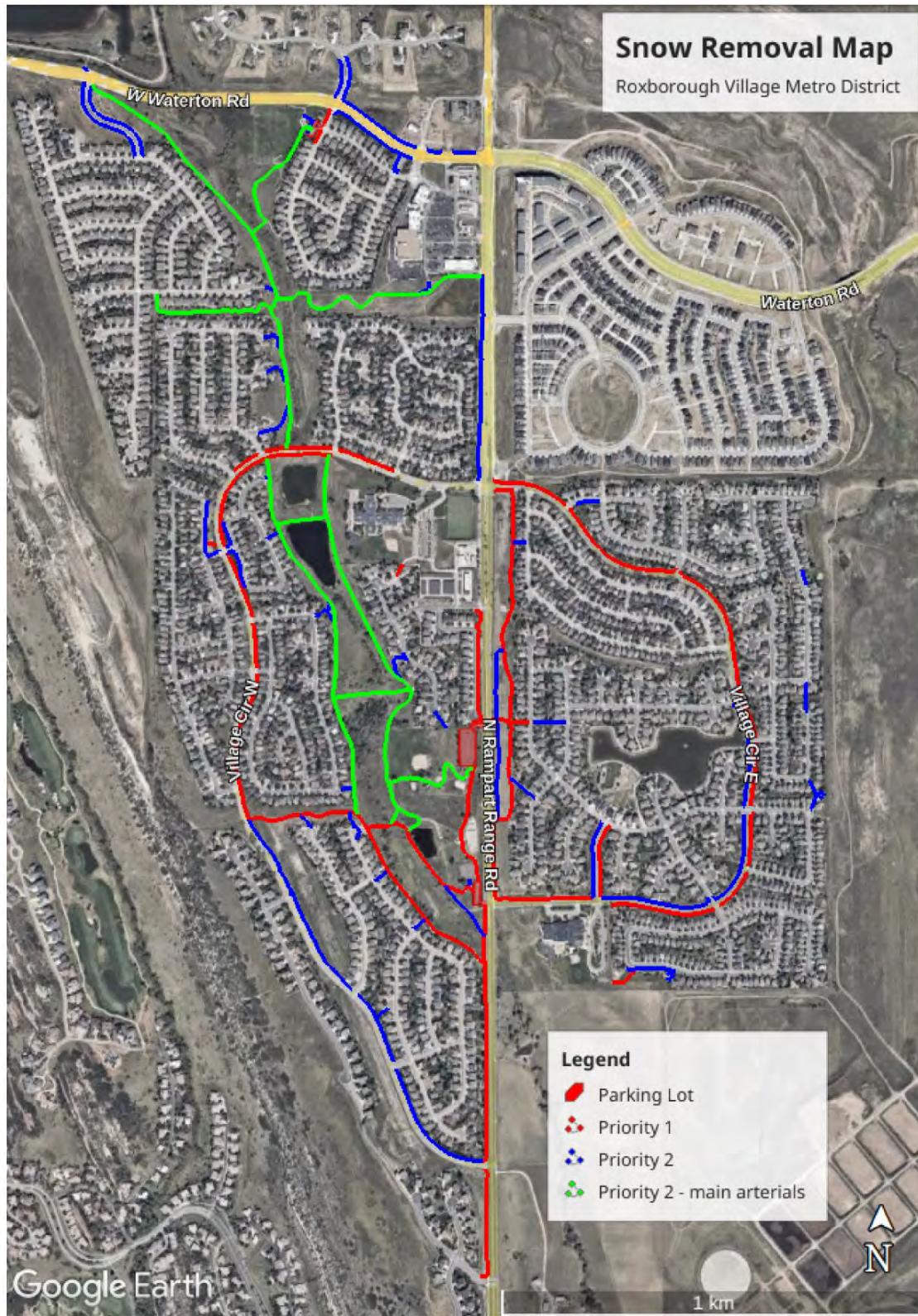
- Priority 2 main arterials
- Remaining Priority 2 walkways

Snow cleared from paths shall not be piled in such a way as to block entrances, exits, lines of sight, handicapped parking spaces, sidewalks, or sidewalk access points.

3. Ice Melting Chemicals: Calcium chloride (CaCl_2) shall be the only ice melting chemical used within the District. Contractor may use ice slicer on parking lots with prior approval from the District. The District acknowledges that ice melting chemicals may cause damage to plants, turf, and paved surfaces and that Contractor assumes no liability for any damage which results from the proper application of such ice melting chemicals.

4. Damage to Snow Removal Areas: Except as set forth in Paragraph 3, above, any repair or replacement of damaged vegetation or landscape improvements resulting from Contractor’s Services shall be at Contractor’s expense.

**EXHIBIT A
SNOW REMOVAL MAP**



ATTACHMENT 2 COMPENSATION

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



2024-2025 Snow Rates

Service	Unit of Measure	Unit Price
4 x 4 Pickup with Plow	HR	\$ 110.00
Sand Truck with Plow	HR	\$ 115.00
ATV with Plow	HR	\$ 95.00
Skidsteer with Plow	HR	\$ 140.00
Loader with Plow or Bucket	HR	\$ 250.00
Tractor with Plow	HR	\$ 210.00
Dump Truck	HR	\$ 140.00
Snow Blower	HR	\$ 75.00
Labor	HR	\$ 63.00
Snow Captain Site Supervision	HR	\$ 83.00
Ice Slicer (Granular)	TON	\$ 250.00
Ice Melt	BAG	\$ 35.00

The above stated rates are based on time and material. All Services are charged portal to portal. There is a minimum charge of 1 hour per push for each piece of equipment used, and such minimum charge also shall include 1 hour of snow supervision and 1 bag (50 lb.) ice melt (Calcium chloride (CaCl₂) only). The District agrees to pay Contractor for time and materials utilized by Contractor in satisfactory performance of the Services, including the minimum charge stated herein. Items listed above include the operator fee in the hourly rate.

Fuel and Materials Surcharges: If fuel prices exceed \$4.00 per gallon for gasoline or \$4.50 per gallon for diesel, a surcharge of 8% may be charged on top of the above rates. Additionally, if material costs exceed more than 20% of quoted vendor price and/or cost at the beginning of the season, material prices may be adjusted to reflect such increases. Contractor shall conspicuously itemize any fuel and/or materials surcharges on each applicable Request for Payment.

If Contractor mobilizes on a Holiday, all rates are increased by 50%. A "**Holiday**" shall consist of the following days/times:

Thanksgiving Day: 12:01 am – 11:59 pm

Christmas Day: 12:01 am – 11:59 pm

New Years' Day: 12:01 am – 11:59 pm

Roxborough Village Metropolitan District
Spring 2025 Landscape Proposals

	Cox	EDI	JPL	LMI
Aeration		\$ 2,692.00	\$ 5,569.56	\$ 4,500.20
Fall Cleanup/Leaves		\$ 3,413.00	\$ 5,478.26	\$ 6,146.45
Irrigation- Winterization		\$ 4,301.00	\$ 5,217.39	\$ 2,827.57
Irrigation Start-up		\$ 2,479.00	\$ 2,608.70	\$ 1,885.45
Irrigation Walk-Through/Checks		\$ 28,009.00	\$ 42,608.72	\$ 27,009.64
Mulch		\$ 2,729.00		\$ 6,475.00
Pre & Post Emergent/Weeds		\$ 16,530.00		\$ 12,045.61
Landscape Maintenance		\$ 89,475.00	\$ 93,562.82	\$ 71,270.16
Native Mowing		\$ 24,045.00	\$ 2,784.78	\$ 2,283.61
Shrub Pruning		\$ 7,613.00	\$ 13,304.34	\$ 2,283.61
Spring Clean-up		\$ 4,270.00	\$ 3,326.09	\$ 4,097.63
Tree Pruning		included	\$ 564.70	\$ 163.92
Turf-Fertilization		\$ 19,453.00	\$ 31,280.28	\$ 4,432.97
Beauty Band Mowing		\$ 6,910.00	\$ 51,819.39	\$ 3,351.45
Winter Services		Included	\$ 12,067.38	\$ 3,196.44
Day Porter/Misc Services		\$ 39,340.25	\$ 31,643.04	\$ 45,820.32
Dog Stations		included	\$ 64,552.02	included
Total	\$ 224,100.00			
	\$ 224,100.00	\$ 251,259.25	\$ 366,387.47	\$ 197,790.03

Notes:

1. If it says 'Included', it is included elsewhere; in general contract or Day Porter services
2. If something is blank, the price was not specifically stated

RFP AND LANDSCAPE MANAGEMENT CONTRACT **ROXBOROUGH VILLAGE METRO DISTRICT**

I. Scope of Work

Furnish all supervision, labor, material, equipment and transportation required to perform all work hereinafter described for the properties maintained by **Roxborough Village Metro District**, as further identified in the attached maps of ownership and maintenance responsibilities. This maintenance contract will be by and between Cox Professional Landscape Services LLC hereinafter referred to as Contractor and **Roxborough Village Metro District**, hereinafter referred to as Owner/Client. The Owner/Client or its designated agent is the authorized representative with respect to interpretation, judgement, inspection, coordination, reimbursement and otherwise execution of the terms and conditions of this Contract for **Roxborough Village Metro District**.

Client Address: 7671 N Rampart Range Rd, Littleton, CO 80125

Property Boundary Map:



II. Materials and Exhibit A

All materials used will either conform to bid specifications or will otherwise be acceptable to the Owner/Client. The Owner/Client requires that the Contractor bill back for all costs for such time and materials to the Owner/Client, as further identified as part under Exhibit A, attached hereto. Contractor shall furnish all horticultural supervision, labor, material, equipment and transportation required to maintain the landscape throughout the contract period, as specified herein. Contractor and Client/Owner agree that open, two-way communication will enhance the success of the goals of this contract. Contractor designated primary contact information is as follows:

Name: **Randy Cox**

Email: **rcox@coxprolandscape.com**

Phone: **303-901-0506**

Emergency Contact Name: **Kevin Cox**

Emergency Contact Email: **coxoffice@coxprolandscape.com**

Emergency Contact Phone: **303-693-6878**

III. Lawn Care

Mowing and Edging:

☐ The months of April and October all turf areas to be mowed every ten (10) business days, or more frequently as necessary as permitted by weather and ground conditions. Mowers will be set at the same level for the entire property. All turf areas to be mowed to approximately 2.75 to 3.75 inches during the growing season. Large riding mowers will only be allowed in large open areas.

☐ For May through September all turf areas to be mowed at least every seven (7) days.

☐ During extended rainy or dry periods mowing will take place as conditions dictate.

☐ All lawn areas of the property are to be completely mowed as follows:

- The cutting height will be consistent throughout the property regardless of equipment used.
- Except for problems of terrain or other ground conditions, uneven cutting, excessive scalping and inconsistent cutting due to poor or inadequately sized equipment are not acceptable.
- Clippings should not be caught or removed from lawn area unless they are lying in swaths which may damage the lawn. Heavy amounts of clippings will be raked and removed from the property at no additional cost to the community. Clippings shall be removed from all walkways, curbs, steps, decks and streets. At no time may any excess clipping material be left on the property.
- Litter and debris on lawn areas shall be removed prior to mowing.
- Areas adjacent to all buildings, signs, fences and lights and other areas inaccessible to mowers shall be line trimmed at the time of mowing so as to present a well-groomed appearance with the exception of trees in turf areas where grass is allowed to grow completely to the trunk. Cost options to provide barriers to the Owner/Client at time and materials.
- Edging of all turf areas along walks and drives will be performed with a steel-bladed edger to maintain a neat appearance to be performed monthly.

Fertilization:

☐ Lawns shall be fertilized three (3) times with a commercial fertilizer. The formula of treatments will be determined by the type of nitrogen used and the type of turf, but will be at a minimum applied at a rate of two (2) pound of nitrogen, per 1,000 square feet, per growing season, unless otherwise agreed upon by the Owner/Client.

☐ Spreading will be by mechanical cyclone type spreader (hand operated or tractor mounted) with proper overlapping technique to prevent streaking. Adequate cleaning of sidewalks to be accomplished after each fertilization.

Weed, Disease, and Pest Control:

☐ The Contractor shall provide a complete program for the control of broad leaf weeds (dandelions, etc. including any growing in the cracks of sidewalks and street curbs adjacent to property owned and/or maintained by the Owner/Client) common to the turf. All application of a pre-emergent weed control chemical in accordance with manufacturer's recommendations for turf areas will be made at the

Contractor's discretion. Additional application pricing can be made on a time and materials basis. Post emergent products used shall be registered for use by the Environmental Protection Agency.

☐ The Contractor shall use proper fertilization, mowing and watering practices to promote the growth of weed resistant turf. Additionally, applications of post emergence weed controls will be applied at times if warranted to control weeds without damaging desirable turf.

☐ Disease control is minimized through proper fertilization, mowing and water management. In the event that disease problems occur, Contractor will provide pricing to treat affected areas. This program does not include the prevention of disease with weekly or monthly applications of disease control products although such protection is available at additional cost.

☐ Contractor shall monitor turf for damaging pests and will provide the Owner/Client with recommended treatment options and associated pricing should pests be discovered.

☐ During application of chemical controls, the contractor shall exercise caution to ensure the safety of residents, their property and all private and community landscape materials.

IV. Shrub and Ground Cover Areas:

Edging:

☐ Ground cover shall be edged as needed to keep within bounds of bedding areas and away from obstacles.

Pruning:

☐ Shrubs are to be monitored for pest and/or disease problems on a regular basis with reports regarding problems and treatment options provided with associated pricing in a timely manner.

☐ Traffic and Corrective Growth pruning of shrubs shall be done throughout the growing season. Traffic pruning shall provide a clean, safe walking/driving path throughout the community and Corrective Growth Pruning will be a mid- season corrective prune for plants that start getting leggy (growing excessively and covering windows) or that are encroaching over a sidewalk. Since the corrective pruning is done during the hotter portion of the season, it is only meant help take off small portions of the plant, to minimize stress to the plant.

☐ Contractor will trim back any overhang, after the initial pruning, as requested by the Owner/Client. The initial pruning shrubs will be no later than June 1. A follow-up pruning of the overall property will be done in late summer or fall.

☐ The only exception to this initial pruning will be flowering shrubs which have not yet bloomed or which are in mid-bloom at the time.

☐ All trimmings will be removed from the site on the same day they are trimmed. All shrubs will be pruned in accordance with the Owner/Client's pruning policy.

☐ The contractor may at the Owner/Client's approval remove and or replace plants of a size, condition and variety acceptable to the Owner/Client, to be paid for by the Owner/Client unless due to the negligence of the Contractor. Any previous and all future replacements authorized by the Owner/Client, will be fully warranted by the Contractor for a minimum of one (1) year.

Weed, Disease, and Pest Control:

☐ Beds will be kept free of broadleaf and grassy weeds, preferably with pre-emergent and/or selective post-emergent contact herbicides or by manual removal (hand-pulling).

☐ Contractor shall monitor shrubs and planting materials for disease and damaging pests and will provide the Owner/Client with recommended treatment options. Contractor shall implement appropriate pest control measures should pests be discovered upon approval of the Owner/Client.

☐ Disease control options will be presented with associated pricing.

☐ During application of chemical controls, the contractor shall exercise caution to ensure the safety of residents, their property and all private and community landscape materials.

V. Tree Care:

☐ Fallen leaves will be cleaned up once leaf drop is complete to maintain a clean and neat appearance. The contractor may at the Owner/Clients approval remove and or replace trees of a size, condition and variety acceptable to the Owner/Client, to be paid for by the Owner/Client (time and materials) unless due to the negligence of the Contractor. Any previous and all future replacements authorized by the Owner/Client, will be fully warranted by the Contractor for a minimum one (1) year.

☐ Labor and equipment (hoses, etc.) will be furnished by the Contractor as necessary to water trees, shrubs and turf to supplement the automatic sprinkler system or as may be required during drought conditions to maintain the health of those plants in the community upon written approval from the Owner/Client with associated pricing. Special attention will be given to all new plants with all costs to be invoiced and paid by the Owner/Client, as listed in Exhibit A.

Staking:

☐ Staking and guying activities will generally apply to newly installed plant materials. If present, stakes and guys will be inspected on an ongoing basis. Removal of stakes and guying material shall be done as necessary, no later than one year following the planting of any tree. All costs for this service to be invoiced and paid by the Owner/Client.

Insect Control:

☐ During application of chemical controls, the contractor shall exercise caution to ensure the safety of residents, their property and all private and community landscape materials.

VI. Wood and Rock Mulched Bed Areas:

Wood or rock mulch areas will be inspected on days of service. If necessary, weeds and grasses shall be hand-pulled or controlled with recommended, legally approved herbicides. In those areas with excessive mulch build up alternatives will be discussed with the Owner/Client. Once per year, in the spring, wood mulched beds and tree wells will be inspected, evenly distributed, and replenished to maintain a neat appearance, with time and material costs not to exceed thirty five (35) cubic yards of shredded cedar mulch to be included in the price of the contract. Additional mulch can be installed as requested by the Owner/Client, with all separate proposal to be paid for by the Owner/Client upon written approval.

VII. Crusher Paths/Trails, trash cans, pet stations, and native grass (if present):

Any crusher fine paths/trails within the property must also be kept weed free during the growing season. Annual inspection of material replenishments will be done by Contractor and will be given to Owner/Client with associated pricing. Twice weekly inspection of dog stations, trash cans, and fishing line disposal stations, and replacement of bags with materials only to be invoiced to Owner/Client. Native areas indicated will include one mowing wall to wall in the late summer. Beauty banding along boundaries, sidewalks, and fence lines, as needed as part of this agreement.

VIII. Irrigation System:

Upon acceptance of this Contract, the Contractor shall assume full responsibility for the performance and operation of the irrigation system presently installed. The irrigation system will be defined as all parts of the automatic sprinkler system including time clocks, solenoid valves, wiring, backflow preventers, mechanical valves, piping, hosing, tubing, heads, protective and support items including the main stop and waste valve near the meter. The Contractor shall be held fully responsible for the loss of any plant materials, turf or trees due to inadequate irrigation practices or inadequate performance of the irrigation system due to Contractor's negligence.

Water Conservation:

☐ Owner/Client and Contractor agree that water is an important resource that needs to be managed and conserved. During extended cold or rainy periods, the irrigation system will be shut down. Occasional rain storms or cold weather may not constitute an adequate reason for full system shutdown/protection. Protection of exposed parts of the automatic irrigation system to avoid sudden freeze damage will be invoiced and paid by the Owner/Client for time and materials.

☐ Contractor will monitor weekly Crystal Lake and maintain requests for additional water from Roxborough Water & Sanitation. Contractor shall not use more than the 45 acre-feet allotment for the season, unless written approval is received from the Owner/Client.

Activation:

☐ Seasonal activation of the irrigation system will be performed as part of the base contract.

☐ Contractor will be responsible for determining when to activate the system. At the time of activation, all necessary repairs will be performed to bring the system up to operating condition. The Owner/Client will pay for time and materials on all irrigation repairs for the spring according to the pricing outlined in Exhibit A of this agreement.

☐ The irrigation system will be continuously monitored and maintained for both above and below ground system operations maintenance to confirm a fully operational and properly functioning system exists, including adjustments as required to maintain overall efficiency of the system and to eliminate stress areas. Twenty (20) hours per week, for 28 weeks, of irrigation inspection and repair time is included as a part of this agreement.

☐ Contractor agrees to work with the Owner/Client in seeking alternative methods to lower irrigation water usage.

☐ Repairs and replacements as required will be at the expense of the Owner/Client for materials only at the Contractor's published pricing. Labor for all irrigation work will be billed at rates as identified under Exhibit A. The Contractor is authorized to perform any one single repair that is reasonably expected to be less than **\$3,000.00** without further authorization from the Owner/Client. Any single repair in excess of that amount shall be authorized by the Owner/Client before commencing repair work, except in cases of emergency. Any damage to the irrigation system resulting from or caused by the Contractor, his employees or a Sub-Contractor in the performance of his duties, including, but not limited to snow removal and mowing operations, shall be repaired by the Contractor to the Owner/Client's satisfaction at no expense to the Owner/Client.

☐ Damages caused by the Contractor during the normal course of operation will be repaired by the Contractor in a prompt manner at no expense to the Owner/Client.

Deactivation/Winterization:

☐ Seasonal deactivation and winterization of the irrigation system will be performed in the fall of each year, typically in October or November, depending on weather conditions. The irrigation system will be drained of water and will have forced air injected into the lateral and pressure lines.

☐ Any damages attributable to improper winterization of the system will be paid for in full, by the Contractor.

Emergency Service Calls and Best Management Practices (BMP):

☐ Emergencies are defined as after-hours calls between the hours of 6:00 p.m. and 8:00 a.m. Monday-Friday, all day Saturday and Sunday, and recognized holidays and are to be paid by the Owner/Client at the published pricing on Exhibit A of this agreement.

☐ The Contractor shall respond to all such emergency calls within sixty (60) minutes of the receipt of the call and thereafter have sixty (60) minutes to "cure" noted violations, such as but not necessarily limited to, stuck valves, line breaks, etc.

IX. Landscape/ Debris Cleanup, Maintenance Programs:

All landscape areas shall be inspected on days of service and excess landscape debris cleaned up and removed. In-scope sidewalk and curb areas will be kept clean with the use of power operated blowers. Weeds shall be removed from the landscaped areas to provide a weed-free landscape, using either chemical or manual means. Weeds in paved areas, including sidewalks and curbs shall be included in the weed control program.

☐ Tennis & Basketball Courts: Blow off debris, remove trash weekly. Report graffiti, equipment replacement needs, and needed repairs as they appear during weekly visits. Power washing of courts available at quoted price included in Exhibit A.

□ Volleyball Courts: Inspect courts at beginning of season and recommend any additional needed material as a separate proposal, to be completed upon written approval from the Owner/Client. Rake smooth the courts on a weekly basis as a part of this agreement. Remove all weeds and trash and blow off any debris. Report graffiti, equipment replacement needs, and needed repairs as they appear during weekly visits.

□ Skate Park: Power wash all surfaces in the skate park in April, with additional washings priced separately for approval by the Owner/Client in Exhibit A. Remove all trash, and blow off debris weekly. Report graffiti, equipment replacement needs, and needed repairs as they appear during weekly visits.

□ Softball Field: Beginning April 1st, the infield will be groomed weekly, including edging of the transition from infield dirt to outfield turf. Outfield grass will be striped monthly beginning April 1st thru September 30th. Remove all trash, and blow off debris weekly. Report graffiti, equipment replacement needs, and needed repairs as they appear during weekly visits.

□ Playground Areas: Inspect playgrounds at beginning of season and recommend any additional needed material as a separate proposal, to be completed upon written approval from the Owner/Client. Rake to a depth of 12" under all play equipment on a weekly basis as a part of this agreement. Remove all weeds and trash and blow off any debris. Report graffiti, equipment replacement needs, and needed repairs as they appear during weekly visits.

□ Gazebo – Community Park: Remove all trash, and blow off debris weekly. Report graffiti, equipment replacement needs, and needed repairs as they appear during weekly visits.

□ Parking lots and Adjacent Areas: Remove all trash, and blow off debris weekly. Report graffiti, equipment replacement needs, and needed repairs as they appear during weekly visits.

X. Aeration:

Aeration has been proven to improve water and fertilization penetration to the root zone. It also reduces run-off and assists in conserving water use. All turf areas will be aerated twice a year, once in the spring, prior to June 15th and in the fall prior to October 31st.

XI. Winter Services:

Contractor shall remain available to price and perform services during months contract is not in effect. Twice weekly policing and removal of trash from property. Snow removal services available under separate agreement.

XII. Bio-Hazards:

Contractor shall not be responsible for policing, picking up, removing or disposing of certain materials that may be bio-hazards on the Owner/Client's property. This includes, but is not limited to items such as dead/dying animals, hypodermic needles (Sharps/needles will not be handled by the Contractor's employees at any time), condoms, feminine hygiene products, clothing or materials used in the process of cleaning up bodily fluids. Contractor shall only be obligated to report/communicate any observations of potential biohazards to the Owner/Client for their appropriate removal by others, unless previously arranged by the Owner/Client and Contractor.

XIII. Damages:

No liability for any damages or injury resulting from unauthorized tampering or use of the Contractor's equipment while located on the premises shall be assumed by the Owner/Client. The Contractor shall indemnify and hold harmless the Owner/Client from any and all claims, damages, losses, liability, demands, costs or expenses, including attorney's fees and costs of litigation caused in whole or in part or in any way attributable to Contractor's activities or those of its employees, agents, or Subcontractors or Contractor's presence on the site. The Contractor shall take every precaution to avoid damage to Owner/Client's property. Damage to Owner/Client's property due to any negligent act, intentional or unintentional, or omission by the Contractor, its employees, agents or subcontractors shall be the responsibility of the Contractor. Said damages may be referred to the Contractor's insurance carrier for payment at the Contractor's discretion, but the Contractor's liability will not be limited by the amount of insurance proceeds available. Any disputes regarding responsibility for damages will first be handled through professional mediation between the Board of Directors, its Association, and the Contractor. After notifying

the Contractor of damages to Owner/Client's property, the Owner/Client may, at its discretion, authorize the Contractor to repair the damages or request repair from other sources and deduct the cost for the repairs from payment to the Contractor.

XIV. General Items:

Insurance/Licenses/Taxes:

- ☐ The Contractor will provide the Owner/Client with certified copies of automobile and general liability insurance certificates but not less than \$ 5,000,000.00 combined single limits current through the contract period and list the Association as an additional insured.
- ☐ The Contractor will provide Workman's Compensation, Unemployment Insurance and any other insurance required by law and /or the Owner/Client.
- ☐ The Contractor agrees to obtain and pay for all licenses required by City, County, State, or Federal governments that are necessary for the legal conduct of his business.
- ☐ The Contractor agrees to pay all applicable taxes, including sales tax on materials supplied.

Workmen and Equipment:

- ☐ The Contractor's supervisor will be experienced in landscape maintenance and should preferably have an education in ornamental horticulture. All of the Contractor's employees will be neat and clean.

Illegal Alien Workers.

- ☐ Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement or contract with a sub-contractor who knowingly employs or contracts with an illegal alien to perform work under this Agreement. Execution of this Agreement by Contractor shall constitute a certification by Contractor that it does not knowingly employ or contract with an illegal alien and that the Contractor has participated or attempted to participate in the Basic Pilot Employment Verification Program administered by the United States Department of Homeland Security, ("Basic Pilot Program") in order to verify that it does not employ any illegal aliens. Contractor shall comply with the following:
 - ☐ The Contractor has confirmed or attempted to confirm the employment eligibility of all employees who are newly hired for employment in the United States through participation in the Basic Pilot Program and if the Contractor is not accepted into the Basic Pilot Program prior to entering into this Agreement, that the Contractor shall apply to participate in the Basic Pilot Program every three months until all Contractor requirements under this Agreement are completed or until Contractor is accepted into the Basic Pilot Program, whichever occurs earlier.
 - ☐ Contractor shall not utilize the Basic Pilot Program procedures to independently undertake pre-employment screening of job applicants.
 - ☐ Contractor shall require each subcontractor to certify that subcontractor will not knowingly employ or contract with an illegal alien to perform work under this Agreement. If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement knowingly employs or contracts with an illegal alien the Contractor shall be required to:
 - * Notify the subcontractor and the Owner/Client within three (3) days that Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and
 - * Terminate the subcontract with the subcontractor if within three (3) days of receiving notice from the Contractor, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
 - ☐ Contractor shall comply with any reasonable request by the Department of Labor and Employment ("Department") made in the course of an investigation by the Department.
 - ☐ If Contractor violates any provision of this Section, Owner/Client may terminate this Agreement immediately and Contractor shall be liable to Owner/Client for actual and consequential damages of Owner/Client resulting from such termination and Owner/Client shall report such violation by Contractor to the Colorado Secretary of State as required by law.

OSHA Regulations:

- ☐ The Contractor will meet all OSHA requirements as part of this contract and supply a MSDS sheets.
- ☐ The Contractor and his employees will conduct themselves in a professional and workmanlike manner while working on or about the premises.
- ☐ The Contractor will furnish and maintain all equipment necessary to properly accomplish the duties of the Contract. Special care will be given to the operation of hazardous machinery and the use of chemicals including, but not limited to: Lawn chemicals, insecticides, fuels, mowing machines, edgers, weed eaters, cultivating and aerating machines, etc. Such equipment and materials will be used in such a way that they are not left unattended or otherwise allowed to present a health and safety hazard to workmen, residents, or guests; with special consideration for children. All breaks and or lunches taken in the community by the Contractor and/or the Contractors employees, must be done at a mutually agreed upon location, of which locations around any clubhouse facility and/or surrounding grounds will not be allowed as applicable.
- ☐ All fueling of machinery will be done on paved areas or parking lots.

Payment for Services:

- ☐ The total annual contract for all services as outlined in this contract will be **\$224,100.00**, payable in **Twelve (12)** equal payments of **\$18,675.00** excluding those services that are terminated, identified as either material and/or labor costs or are agreed upon additional approved services. **This payment schedule is for the convenience of both parties and does not reflect the actual work done during a particular month.** Contract invoices will be invoiced at the beginning of each month (in advance) for the service month which is to be paid by the end of the invoiced month. All additional invoices will be submitted as they occur by the 24th of each month and will be paid by the Owner/Client by the end of the invoiced month.
- ☐ All work requested by the Owner/Client that is out-of-scope to this Contract must be given to the Contractor in writing and issued by an authorized representative of the Owner/Client. Payment request for each such special work order must be submitted solely for that specific work order.

Modification:

- ☐ Terms and conditions of this Contract can be modified by the Owner/Client in all case(s) of eliminating a specific contractual service, but to add or modify a service the proposed change must be mutually agreed upon by both the Owner/Client and Contractor in writing.

Term, Termination:

- ☐ This Contract shall be for **Twelve (12)** months commencing **April 1st, 2025** and ending on **March 31st, 2026**, with an automatic one-year renewal with a 5% increase in total price and same conditions unless otherwise provided in writing by either party within sixty (60) days of the end of the term of the contract period. The Owner/Client may terminate the Contract immediately for cause. Otherwise, termination must be accomplished in writing by either party with thirty (30) days' notice. Work will continue during the notice period unless otherwise agreed by both parties.

XV. Acknowledgment of Contract

We the undersigned, representing **Roxborough Village Metro District.** and Cox Professional Landscape Services LLC agree to the terms and conditions as set by this agreement with our signatures below, this _____ day of _____ 2025.

Roxborough Village Metro District, Authorized Representative

Cox Professional Landscape Services LLC, Authorized Representative

2025

EXHIBIT A
Contractor Bill Back and Material Costs
Contractor Labor Rates
Effective for 2025 Landscape Season

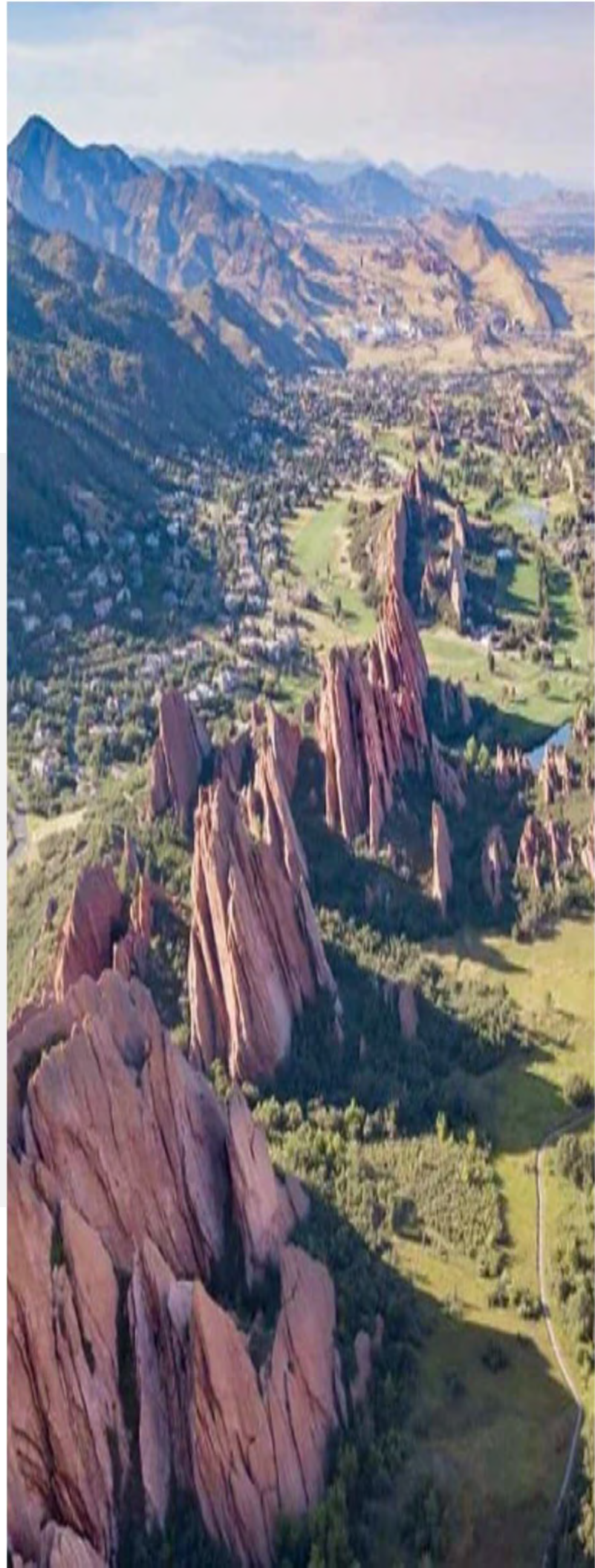
Labor Rates:

Foreman with a truck	\$ 75.00 per hour
Native mowing	\$ 95.00 per hour
Auditor - Irrigation/Water Management	\$150.00 per hour
Backflow testing	\$175.00 per test
Emergency call out off hours <i>*two hour minimum*</i>	\$150.00 per hour
Irrigation Technician/Skilled labor	\$ 85.00 per hour
General Laborers	\$ 75.00 per hour
Chemical applications	\$ 95.00 per hour
Consulting – Arborist	\$150.00 per hour
Landscape Consultation	\$150.00 per hour
Pesticide Applications	\$ Bid per job
Skid steer front end loader	\$245.00 hour



Landscape & Snow
Services Proposal for:

Roxborough Village
Metropolitan District



Roxborough Village Metropolitan District
c/o Special District Management Services, Inc.
141 Union Boulevard, Suite 150
Lakewood, CO 80228



Re: 2025-2026 Landscape and Snow Management Services

Attn: Peggy Ripko and District Board Members

We are pleased to present this proposal for the the District's primary amenities. We are equally grateful for your consideration of us, and this proposal, which is a representation of the benefits you will receive and our commitment to serving as your reliable resource and partner.

Based on extensive assessments by our supervisors and field staff, and through conversations with you, we are confident we have the key components for a successful, long-term partnership and improved service. These components (which can be found in greater detail on the pages that follow) include:

- ✓ **UNIQUE CONTRACT AND PAYMENT STRUCTURE**– Optional program customized to ensure the District optimizes the contract and value of services
- ✓ **FULLY DEDICATED, FULL-TIME STAFF** – Our service plan includes a full-time (40 hrs per week) Porter which will result in greater familiarity, sense of ownership, responsiveness and thoroughness
- ✓ **APPLIED EXPERIENCE WITH SIMILAR DISTRICTS** – While Roxborough Village has many unique features, our success in managing other pond and pump-fed irrigation systems will help us make the most effective use of your system. This includes Vista Ridge, a district we maintained previously for Peggy, and in which our same employees will be working on RVMD.
- ✓ **ALIGNMENT TOWARDS TECHNOLOGY AND DOCUMENTATION** – Along with making use of the District's GIS technology, we employ technology called Sitefotos. This application that helps us document the location of district assets, maintain a high level of quality assurance, confirms things like irrigation repairs, and documents the completion of both contractual services and special projects
- ✓ **COMPREHENSIVE, IN-HOUSE SERVICES** – Unlike many of our competitors all work performed on your property will be completed by our employees
- ✓ **HONEST DIALOGUE AND TRANSPARENCY** – Along with a unique contract structure, we look forward to candid dialogue that will ensure alignment. Our goal is to execute a service plan based on a shared understanding of what the contract represents.

In anticipation of the need to clarify some of the topics / items suggested in this proposal, we would kindly request a summary meeting with you once you've had a chance to review this submittal. Could you please provide a date / time that someone from the board could be available?

Again, thank you for your consideration and we look forward to your favorable response.

Sincerely,
Shad Parrish
Cell (303) 518-9081
Shad.parrish@environmentaldesigns.com

"We simplify your life with timely delivery on your scope of work, clear consistent communications, and proactive property improvement recommendations."

Confirming Adherence

To ensure the agreed upon scope of work is adhered to, we will supply a monthly report, similar to the one below. These will be updated each week and will align with the unique service schedules for each month

Landscape Tasks - April

Tasks	Contract Frequency	Completion Date(s)	Notes
Weekly Mow, Edge Trim, Blow	2		
Post Emergent Beds	2		
Post Emergent Cracks and Curbs	2		
Spring Cleanup	1		
Trim Grasses	1		
Aeration	1		
Pre-emergent Turf	1		
Fertilize Turf	1		
Activate Irrigation	1		
Inspect Irrigation	2/3		
Clean Sports Courts / Skate Park	4		
Power Wash Skate Park	1		
Check Pond Level	2		
Inspect Pump	1		
Drag Infield	4		
Line Softball Fields	1		
Trash Pickup and Service Pet Stations	8		
Litter Policing Grounds	4		
Clean Bike Trails	4		
Playground Maint	4		
Gazeebo Maint	4		
Site Inspection	2		

YOUR CHALLENGES

OUR SOLUTIONS

As cliché as it may sound, we look at challenges as opportunities for improvement. There is no doubt issues will arise, but it is how those issues are first identified, and then addressed, that often determine success.

Below are items that we identified during our assessment of your landscape, along with proposed solutions.



The narrow strips of grass throughout the property represent water waste, as irrigation tends to overspray onto sidewalks and / or streets. We would like to discuss with you the option to convert these areas to more water efficient alternatives



This edging represents a potential liability to kids playing in the park in the Chatfield Farms section of the District. We would like to discuss replacing or re-installing all edging in high traffic areas



The narrow strips of grass throughout the property represent water waste, as irrigation tends to overspray onto sidewalks and / or streets. We would like to discuss with you the option to convert these areas to more water efficient alternatives



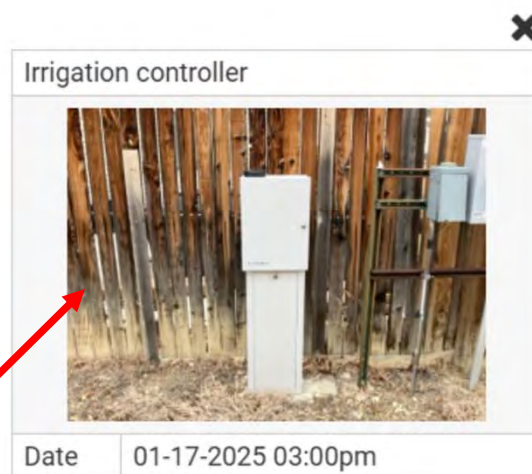
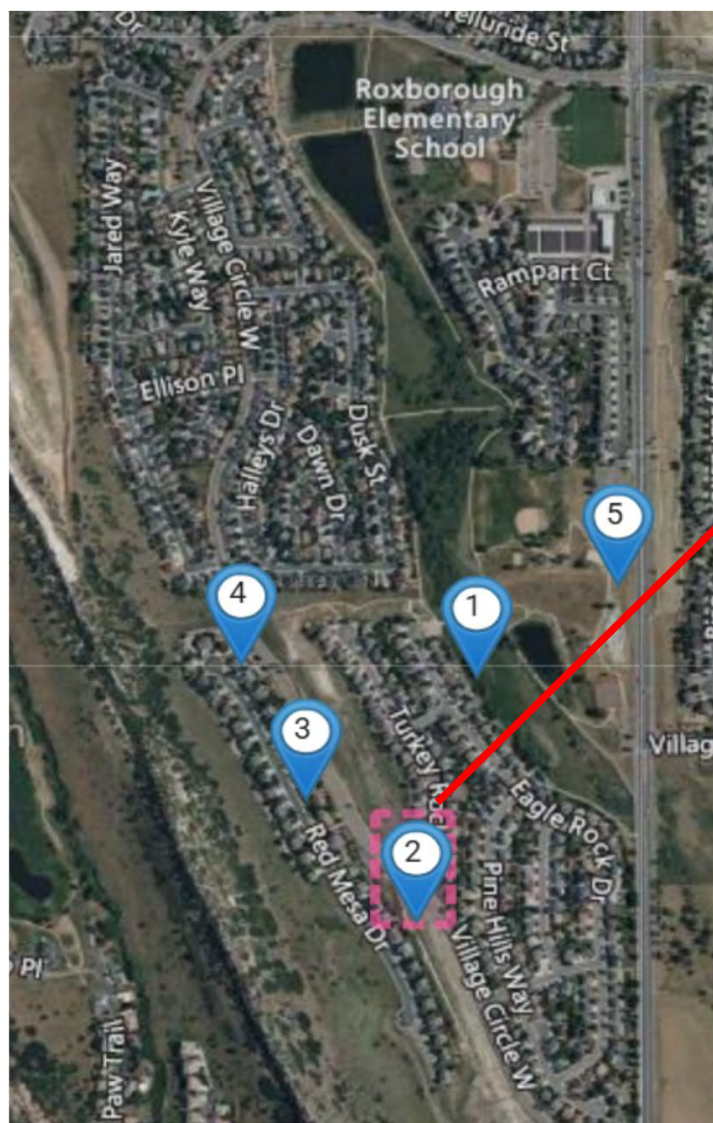
This area on the southwest corner of the parking lot looks like the product of a drainage issue. We would suggest installing proper drainage here and regrading the area in this highly visible location

Whether its using the District's GIS equipment, or using an application installed on our teams' cell phones, we appreciate the importance of good documentation.

The Sitefotos app is a tool we will use with multiple benefits. Documentation, particularly in areas such as irrigation repairs, general maintenance compliance, and tracking improvements are among its uses. We feel having a structured, visual record is extremely useful for accountability, historical reference, and (when needed) warranty claims. It helps streamline communication between our teams and your representative.

We've already used this app to locate the majority of your irrigation controllers and pet waste stations, which will facilitate an effective transition and help us document the completion of weekly, monthly and annual services. By holding the "Ctrl" button on your computer, and selecting the below link, you will be taken to a map with "pinned" locations of various irrigation controllers, damaged pet stations and dead trees. You'll note, the photos include a date and time stamp, useful for tracking timelines of completed work

<https://www.sitefotos.com/vpics/guestmap?e1p4d6>



GET TO KNOW OUR TALENTED AND PASSIONATE

TEAM MEMBERS



BRANDEN FREINER



PROJECT MANAGER
PRIMARY POINT OF CONTACT FOR RVMD

EDUCATION

Bachelor of Science in Business Management
Fontbonne University

Associate in applied science in Horticulture Meramec
Community College

QUALIFICATIONS

Branden Freiner is an accomplished Project Manager with 16 years of success. Branden has also studied landscape design, Colorado master gardening, and irrigation systems. He is also certified in Sustainable Landscape Management. Branden started his landscaping career while in college in 2006 working with both residential and commercial clients. He has worked in a variety of positions from sales, account management, and as a field manager.

BACKGROUND

Branden loves everything outdoors including backpacking, camping, fishing, Elk hunting and professional sports. He also enjoys spending time with his wife and two dogs. Branden is very knowledgeable in sustainable landscaping and the future impact it will have here in Colorado and the west coast. He looks forward to working with the Monarch and Arrowhead team.

303.386.0674 Cell
Branden.Freiner@environmentaldesigns.com



Award-Winning Landscape Design, Construction & Maintenance Since 1989

GET TO KNOW OUR TALENTED AND PASSIONATE

TEAM MEMBERS



720.259.2890 Cell

robert.busby@environmentaldesigns.com

BOBBY BUSBY



AREA MANAGER

SECONDARY POINT OF CONTACT FOR RVMD

EDUCATION

Associates degree in Landscape Management

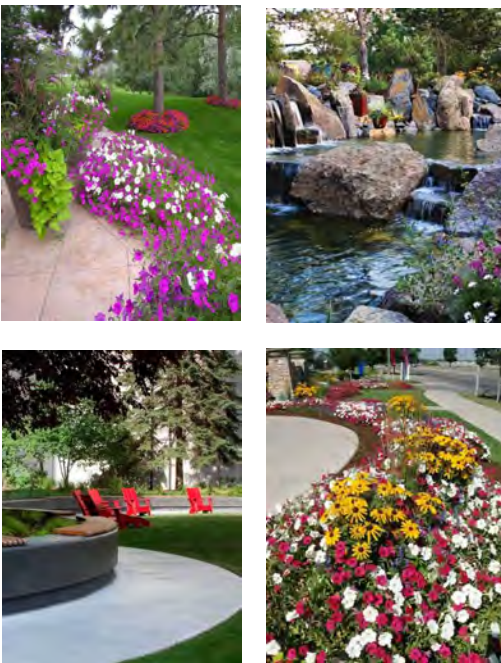
Technology from Northeast Mississippi.

QUALIFICATIONS

Bobby has worked in the green industry for 27 years. And before that his mom taught him about plants as she had a green thumb. Bobby owned his own business just after graduating. He has worked his way up from crew member to crew leader to account manager. Living in Austin Texas he has extensive work experience in Xeriscaping and saving water.

BACKGROUND

Originally from Alabama, Bobby has lived and worked in several places including Mississippi, Texas, and Colorado. He learned a lot from his mother, who had a green thumb. Most of his career work was in Austin. This is where Bobby picked up a knack for Xeriscaping. Bobby is very active in the outdoors and his favorite thing to do is go see live music. He hikes and kayaks as much as he can and has seen over 80 live music concerts this year. Bobby has a very easy-going personality and is easy to work with.



Award-Winning Landscape Design, Construction & Maintenance Since 1989



303.287.9113 Main



303.594.6898 Northern Colorado



12511 East 112th Avenue, Brighton, CO 80640



environmentaldesigns.com

GET TO KNOW OUR TALENTED AND PASSIONATE

TEAM MEMBERS



720.376.8051 Cell

Joseph.bennett@environmentaldesigns.com

JOSEPH BENNETT

FIELD OPERATIONS MANAGER
OPERATIONS SUPPORT FOR RVMD
CRUCIAL ROLE IN PROPERTY ASSESSMENT
AND ESTIMATING

QUALIFICATIONS

Joseph has been in the green industry since 2013, with almost 10 years of field experience. Ranging from commercial lawn maintenance to high end gardening. Now serving as EDI's Field Operations Manager, he loves working with the crews and helping others grow their careers. Joseph has worked with EDI out of the Golden office since 2022 and is certified in Sustainable Landscape Management by the Associated Landscape Contractors of Colorado.

BACKGROUND

Growing up in the northeast, Joseph learned to love the outdoors at a young age, and it shows today. Always itching to get out of the city and into nature. Whether it's skiing, mountain biking or hiking, appreciating nature is always at the top of Joe's list. Joseph learned Spanish in Colorado by working with gardening crews and loves to have fun with the crews while teaching them new things and staying productive.



Award-Winning Landscape Design, Construction & Maintenance Since 1989



303.287.9113 Main



303.594.6898 Northern Colorado



12511 East 112th Avenue, Brighton, CO 80640



environmentaldesigns.com

GET TO KNOW OUR TALENTED AND PASSIONATE

TEAM MEMBERS



CRAIG WATKINS

BRANCH MANAGER - GOLDEN, CO



EDUCATION

CLT (Certified Landscape Technician), QS (Qualified Supervisor, CO Dept of Agriculture, SLM (Sustainable Landscape Management)

QUALIFICATIONS

Craig has worked in the landscape industry in the Denver Metro area since 2008. He started his career in the field and worked on just about every type of landscape crew. After 5 years of field work, Craig joined the Arrowhead/ED team as an Account Manager trainee and then worked as an Account Manager, Senior Account Manager, Director of Client Services & currently Branch Manager.

BACKGROUND

Craig is originally from central California but when he relocated to Colorado, he fell in love with the beautiful landscape which Colorado offers. He especially appreciates the satisfaction of seeing other team members advance in their careers as he did. In his spare time, Craig enjoys spending time quality time with his wife and two young boys.

303-656-3603 Cell

Craig.watkins@environmentaldesigns.com



Award-Winning Landscape Design, Construction & Maintenance Since 1989



303.287.9113 Main



303.594.6898 Northern Colorado



12511 East 112th Avenue, Brighton, CO 80640



environmentaldesigns.com

Below is an itemized account of all services that you've requested, along with each service's associated price. These services would be performed by the weekly services team, or by specialists with proficiency in each discipline of landscape maintenance. For example, fertilization and weed control will be performed by our Certified Applicators.

We would love to discuss with you potential adjustments to the frequency of these services which we feel will reduce costs without compromising the quality of care for the District

12 Month "Base" Landscape Services and Pricing

Landscape Service	Price	Description
Mow, Trim, Edge, Blow (26)	\$ 89,475	Every other week April and Oct.; weekly May - Sept.
Turf Fertilization (3)	\$ 19,453	Spring, Summer and Late Summer
Turf Weed Control (3)	\$ 4,644	Pre and Post-emergents
Turf Aeration (2)	\$ 2,692	Performed in Spring and Fall
Leaf Removal (1)	\$ 3,413	Performed when majority of leaves fall
Beauty Band Mow (4)	\$ 6,910	Adjacent to trails and bike paths
Fence Line Mow (3)	\$ 17,372	Roughly 1 mower width
Native, Non-irrigated Turf and sledding hill mow (1)	\$ 6,673	Completed at appropriate times of year
Shrub / Tree Prune (2)	\$ 7,613	Early spring and mid-summer
Wood Mulch Application (1)	\$ 2,729	includes 35 cubic yards of shredded mulch
Bed Pre-emergent Spray (1)	\$ 3,048	Performed in early spring
Bed / Hardscape Weed Control and flower dead-heading (26)	\$ 8,838	Includes both hand pulling and spraying of post-emergents
Spring Cleanup (1)	\$ 4,270	For winter accumulated landscape debris, includes trimming of ornamental grasses and perennials
Fall Cleanup (1)	Included	Performed with last mow in October
Irrigation Activation (1)	\$ 2,479	Timing weather dependent
Irrigation System Checks and Adjustments (Weekly)	\$ 28,009	Included in 20 hours per week
Pond and Pump Monitoring (52 / 26)	Included	Included in 20 hours per week and performed by qualified / experienced Sr. Technician
Irrigation Winterization (1)	\$ 4,301	Performed as weather dictates
TOTAL	\$ 211,918	

These below services would be performed by an exclusively dedicated, full time (40 hours per week) Porter.

12 Month "Porter" Landscape Services and Pricing

Landscape Service	Price	Description
Sport Court Maintenance (52)	\$ 2,035	Basektball and Tennis
Volleyball Court Maint (28)	\$ 1,018	Raking sand
Skate Park Maintenance (52)	\$ 2,035	Clean / blow off
Skate Park Power Wash(1)	\$ 342	We will supply equipment
Drag Softball Infield (24)	\$ 1,864	Performed when majority of leaves fall
Line Softball Field (6)	\$ 597	We will supply equipment
Bicycle Path Cleaning (12)	\$ 2,285	Monthly As Needed
Playground Maint (52)	\$ 2,035	Cleaning and raking mulch under structures
Gazeebo Cleaning (52)	\$ 2,035	Pick up debris; report any major issues
Wood Mulch Application (1)	\$ 2,729	includes 35 cubic yards of shredded mulch
Summer Grounds Policing (52)	\$ 3,330	Common areas
Pet Stations (104)	\$ 14,606	Opportunity for Cost Savings
Winter Grounds Policing and Litter Removal (26)	\$ 3,746	Weekly during winter months
Litter Removal Ponds (2)	\$ 685	Spring and summer
TOTAL CONTRACT VALUE	\$ 39,340.25	

Please see next page for cost savings suggestions and alternatives

Additional Services Not Included in Contract Price:

SERVICE	FREQUENCY/ NUMBER	COST/RATE
Native Area Mowing - Additional	Upon Approval	\$45 / acre
Annual Flower Installation and Maintenance	Upon Approval	\$18 / Sq. Ft.
Irrigation System Repair (after contracted 80 hours per month)	Upon Approval	\$85 / hr
Insect and Disease Control	Upon Approval	\$135 / hr
Tree Wrap/Unwrap	Upon Approval	\$8 / tree
Winter Watering Each	Upon Approval	\$150 / hr (includes water)
Tree Pruning	Upon Approval	\$105 for Certified Arborist
Large Debris Removal	Upon Approval	\$70 / hr
Holiday Lights /Decorations Set-up and Removal	Upon Approval	\$85 / hr
Trash Pick-up - Additional	Upon Approval	\$85 / hr (dump / disposal fees separate)

Cost Saving Suggestions and Pricing Alternatives

We believe in the idea of value; that you should only have to pay for what you need and / or what you get.

The following services represent potential opportunities to reduce the contract price without compromising the care of the District's assets.

- We would suggest alternating annual aerations from 1 to 2 every other year.
- Native mowing of beauty bands along trails and fence lines. Since this is based on natural moisture and seasonal growth, it is possible that less than the specified frequencies are needed.
- Mulching around the base of trees is performed to aid in moisture retention. Most trees have an adequate amount of mulch. Performing this services every other year, or every 3 years should prove sufficient
- Performing certain services during the winter will be dependent on snow coverage and how long it remains on the ground. If snow persists for multiple weeks, certain services will not be able to be performed.
- Servicing the District's 50+ pet stations 104X annually represents a significant percentage of the total price. While certain pet stations likely get used frequently and need to be changed twice per week, other stations are likely used very seldom and may only need to be changed once every 2 weeks. After a few months as your contractor, we will have a very good idea of how often each station needs to be serviced. We would then provide you a report of usage, and adjust pricing accordingly

The frequency of these services could either be adjusted to reduce the total price, or if kept in the contract, but not needed or not performed during the course of the year, a credit would be issued to the District for the value of those services

Snow Removal Pricing - \$66,480

Our goal is to serve as your single source partner Rather than charge you on a time and material basis, we would like to offer you a "flat rate" contract structure in which we charge a consistent monthly amount. This could be charged across all 12 months of the contract, or only during the winter months (November – April)

Snow services would be based on the following service inclusions

- Service to commence upon 2" accumulation
 - Service requests for less than 2" accumulation to be serviced on a time and material basis
- Pricing to account for 70" seasonal accumulation
 - Once 70" accumulation reached, additional services to be performed on a time and material basis
- Service to include district sidewalks and parking lots
- Service to include application of ice slicer in parking lots
- Requests for "follow up" services to address drifting snow, or melt and refreeze situations to be billed at time and materials (Requests for missed areas to be performed at no extra charge)

All services will be tracked and a "zero balance" invoice provided after every service. Should the value of service provided be less than \$51,570 for the season, a credit will be issued to the District.

"Credits" will be in the form of a project performed of equal value to be agreed upon by both EDLLC and the District. Ultimately, we hope you will be open to a discussion on how we can customize the scope of work to create a program and price you are comfortable with

Aside from successful partnerships with our clients, very few things are as gratifying as being recognized by your peers. Over the past several years, Environmental Designs has regularly been heralded by various trade associations and industry groups (include Associated Landscape Contractors of Colorado) for its work in multiple disciplines of landscape care and construction.

Please click the link below which will take you to the “Awards Page” of our website, which will give you an idea of the quality of our company and the pedigree we’ll bring to you and the care of your landscape

<https://www.environmental designs.com/about/awards-recognition/>



From: [Shad Parrish](#)
To: [Peggy Ripko](#)
Subject: Landscape and Snow Services Proposal for Roxborough Village Metro District
Date: Wednesday, March 5, 2025 2:18:12 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[Roxborough Village Metro LS - Snow Proposal.pdf](#)

Good afternoon Peggy,

Thank you very much for your help and availability throughout this bid process. We are pleased to provide the attached proposal, which we feel represents a unique solution that we feel will align well with the District.

As stated in the proposal, our goal is to have the opportunity to collaborate with the board to ensure clarity and also to establish a truly customized service program and contract.

We kindly ask that you present this proposal to them, along with our humble request to meet with someone from the board to discuss our potential future partnership.

In appreciation of your time,



15603 E. Fremont Drive #B
Centennial, CO 80111

Shad Parrish
Strategic Sales Manager

O: 720-587-2520
M: 303-518-9081



www.environmentaldesigns.com

CULTIVATING GROWTH

*Every good and perfect gift is from above,
from the Father of lights, with whom
there is no variation or shadow of turning*



2025 CONTRACT PROPOSAL

Contract No. - 14029

March 05, 2025

ROXBOROUGH METRO DISTRICT
ROXBOROUGH METRO DISTRICT.
ATTN: EPHRAM GLASS,
7370 VILLAGE CIRCLE E
LITTLETON, CO 80125

AGREEMENT by and between JPL, Inc., a Colorado corporation (hereinafter “Contractor”) and the above-named customer (hereinafter “Customer”). Contractor will furnish all labor, permits, equipment, accessories, and materials and shall perform all work in a good, timely and competent manner in accordance with the provisions and specifications of the agreement.

TERM: This Agreement shall be for seven months beginning **March 1, 2025 and ending February 28, 2026.**

INSURANCE: Contractor agrees to carry a policy of liability insurance with limits of at least \$2,000,000.00. The policy shall name the association as an additional insured. Contractor shall submit certification of said insurance and proper coverage of worker’s compensation insurance to the Customer prior to commencing work.

COMMUNICATION. Contractor's Management will be available via emergency phone line and will respond when necessary to emergencies that may arise. Emergencies are defined as items which, by their nature, cannot be postponed and may cause damage to health or property. Response to emergencies will be by whatever means are most practical to remedy a particular situation. Contractor is entitled to compensation for emergencies, beginning upon receipt of the emergency call. Standard Operating Procedure during an off-hours emergency is to immediately respond to isolate and shut down zones affected and a complete repair performed during non-emergency hours.

ACTS OF GOD: The Contractor assumes no responsibility for and shall not be held responsible by the owner for damages due to conditions beyond the contractor’s control. Such conditions include, but are not unlimited to: extreme weather, abnormally cold winter temperatures, ice, snow damage, melting snow, wind, fire, vandalism, theft, and previous contractors neglect or improper practices. All items in this agreement are stated assuming that weather conditions are favorable. Contractor is not to be held responsible, in any way, for delays in the completion of specified tasks due to weather conditions. These delays may lead to us being on the property outside of the contracted performance dates.

TECHNICAL SPECIFICATIONS

1. TURF MAINTENANCE: Grounds to be maintained in accordance with the following specifications:

a) MOWING: Mow all turf as needed during the growing season (April-October). Frequency and height of mowing will vary due to seasonal weather conditions and the growth rate of the turf. Grass catchers will be used only if there is a specific need and will be used at the discretion of Contractor. Contractor reserves the right to leave any un-mowed areas that are deemed unsafe to mow due to, but not limited to, the following reasons:

- Areas that are occupied with large groups of people

- Areas excessively wet due to improper drainage
- Areas with large concentration of pet droppings or trash and debris
- Areas under construction

b) TRIMMING: Trim all turf areas inaccessible to mowing equipment as needed to maintain a consistent height throughout the property. If approved, Contractor may apply a non-selective herbicide around fences, trees, and other obstacles that may be damaged by repeated use of string line trimmers.

c) EDGING: All walks, driveways, and curbs will be edged (1) once per month. The cost of (7) seven edging operations are included in this agreement.

d) NATIVE MOWING: Native areas will be mowed in accordance with the map and the cost for such mowing is included in the contract price. Native areas are typically mowed three (3) times per year. Beauty band mowing will be done in areas where sidewalks are in native grass areas. Those will be mowed every 3rd week to a point of 6' from the sidewalk or to a point where the grade becomes a safety concern.

e) GENERAL CLEANUP: Debris will be picked up and removed from the common areas during the scheduled times in which services are rendered throughout the contract period. If requested, cleanup of debris caused by vandalism, illegal dumping, overfilled dumpsters, acts of God, etc. will be an additional charge. Removals of pet droppings are not the responsibility of Contractor unless otherwise specified in this agreement.

f) FALL CLEANUP: In the fall and winter season, weather permitting, leaves will be mulched, raked and/or removed from all landscape areas to promote a neat and attractive appearance. The cost of (2) two leaf removal operations are included in this agreement.

g) AERATION: All turf areas will be aerated in the spring. Care will be taken to avoid damage to the sprinkler system. The cost of (1) one aeration will be included in this agreement. Turf grass areas will be Aerated from 2' from curb to 2' from fence. Upon request, JPL Cares, will provide a proposal to perform a pre-site inspection to review turf areas and flagging of irrigation at an additional cost on a Time and Materials basis.

h) TURF WEED CONTROL: All turf areas will be treated for the control of broadleaf weeds (2) two times per season. The cost of all herbicides and pre-emergent are the responsibility of Contractor. One application of pre-emergent will be applied in either a liquid or a granular form at the time of the first fertilization. Herbicides will be applied to the turf on a curative basis when temperatures warrant. The cost of (2) weed control applications are included in this agreement.

Control for grassy weeds (crabgrass, barnyard grass, etc.) in turf areas is not covered in this agreement. Upon request, JPL Cares, will provide a proposal for a grassy weeds turf weed control treatment at an additional cost on a Time and Materials basis.

i) TURF FERTILIZATION: Turf areas will be fertilized three times per season (spring, summer, fall) to enhance color, growth, and overall health. All fertilizer formulations and rates will be determined by Contractor. In the event an iron additive is used, Contractor will clean excessive granules off all hard surfaces (driveways, sidewalks, etc.) to minimize the possibility of staining.

2. BED CARE: All bed areas are to be substantially free of weeds throughout the growing season by means of chemical control and/or mechanical cultivation. Contractor will work to control grassy weeds and vine weeds growing directly in shrubs and ground cover. Contractor will inspect conditions (coverage and depth) in bed areas regularly. If additional ground cover is required, Contractor will notify customer. Upon request, JPL Cares, will provide a proposal for additional rock or mulch top dressing at an

additional cost on a Time and Material basis.

3. SHRUB AND TREE PRUNING: Shrubs will be pruned (2) twice per season to provide a well-maintained appearance and to remove dead and/or diseased branches. Plant material adjacent to walks and drives will be pruned in a manner that will prevent branches from covering the walks or drives except where to do so would require heavy corrective pruning. Shrubs growing in front of windows will be pruned in a manner that will result in an unimpeded view from the window except where to do so would require heavy corrective pruning. The initial pruning will be no later than June 1. Health of all plants on site will be monitored and recommendations will be made with respect to treatments (insect, disease, fertilization) to benefit the health of the plant. Heavy corrective pruning is specifically excluded from this scope of work. Tree pruning under this contract is limited to cuts up to heights of ten (10) feet above the ground.

Trees adjacent to walks and drives will be pruned in a manner that will prevent branches from covering the walks or drives where appropriate. Clippings and debris from tree pruning will be removed off-site for disposal. Heavy corrective pruning is specifically excluded from this scope of work.

4. SPRINKLER SYSTEM: The operation and repair of the sprinkler system is the responsibility of Contractor as follows:

a) ACTIVATION/WINTERIZATION: The sprinkler system will be tested and ready for use by May 15. It will not be activated until weather conditions warrant. The sprinkler system will be winterized in the fall by blowing out the lines with compressed air. The cost of activation and winterization are included in this agreement. If there is danger of a hard freeze after activation, Contractor will wrap all exposed lines. Any cost for wrapping will be an additional charge. Repairs may be necessary upon activation and winterization and will be billed separately.

b) SPRINKLER TESTING/REPAIRS: Contractor is responsible for the proper operation of the sprinkler system. Our regular seasonal maintenance hours are Monday – Friday from 7am – 5pm. Contractor is responsible for the proper operation of the sprinkler system. The irrigation system will be programmed adequately and will only operate between 10 pm to 6 am, depending upon the capacity of the system. System will be checked on a bi-weekly basis, or as deemed necessary, by Contractor and adjustments will be made to assess for proper coverage and functionality, and recommendations will be made for modifications to the system outside the scope of work. Any repairs with an anticipated cost of over \$500 will require written approval (Email/Text/Work Order Authorization) from the Customer prior to initiation of work. Outside the scope of testing and adjustments, the Customer will pay for repairs at a labor rate of \$90.00 per hour.

After Hours Emergency irrigation repairs to be billed at \$8per hour with a two (2) hour minimum. We consider after hours emergency work to be items such as, but not limited to, stuck valves, broken mainlines, or excessive water leakage. We would suggest that reporting a broken sprinkler head, which is on a scheduled irrigation program, be reported and repaired during regular business hours to mitigate the cost an emergency call.

JPL Cares will not be responsible for damage done to irrigation equipment as result of faulty performance of the equipment. This includes situations such as heads not sealing/retracting properly, not being set at the proper height, or sprinkler heads that are not on flex pipe. These common faulty performance examples are situations that may occur when we are performing mowing services onsite, and as forementioned, are usually disputed as responsible damages which we will not be responsible for covering in this agreement.

c) THIRD PARTY CONTROL: Contractor will be informed of any outside parties having access to irrigation controllers. If controllers are adjusted or turned off by outside parties, Contractor will be notified by the Customer to avoid possible damage to the existing plant material. Contractor shall not be held liable for any damages caused by malfunctions of the irrigation system including but not limited to: stuck valves, flooded basements, missing heads, acts of God, etc.

HOURLY LABOR COST BREAKDOWN FOR ADDITIONAL WORK:

Irrigation Repair Rate: \$90.00 / hour

After Hours Emergency Irrigation Rate: \$180.00 / hour (2 Hr Minimum)

General Labor Rate: \$70.00 / hour

Plant Health Care Technician Rate: \$95.00 / hour

Certified Arborist and/or Tree Reports: \$150/ hour
(Separate contracts available for as needed services or yearly tree management plans)

Administrative Rate: \$70.00 / hour

MODIFICATIONS/AMENDMENTS: No modifications, amendment, or alteration may be made to this agreement unless mutually agreed, in writing, by both parties. This agreement must not be assigned without the written approval of the Customer.

TERM AND TERMINATION: Either party may terminate this agreement prior to its effective end date, in writing, with or without cause, with at least thirty (30) days notice prior to the effective date of early termination. If terminated, services performed or materials provided become due and payable on or before date of early termination. The indemnities set out in this Agreement, and the financial obligations of the parties to each other accruing up to the effective date of termination, shall survive the expiry or earlier termination of this Agreement.

MULTI-YEAR AGREEMENTS: Multi-Year Agreements are available for consecutive yearly terms at an increase of no greater than the rate listed by the C.P.I., or 3%, whichever is found to be greater.

SUCCESSORS AND ASSIGNS: The terms and conditions of this Agreement will be binding upon and will inure to the benefit of the Customer, Contractor and their respective Successors and Assigns.

DEFAULT: In the event of default by either party, the defaulting party will be responsible for all costs incurred by the non-defaulting party in enforcement of the contract, including attorney's fees.

SEVERABILITY : If for any reason, any one or more of the provisions of this agreement is held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this agreement, and this agreement will be construed as if such invalid, illegal and unenforceable had never been contained herein, unless the deletion of such provision, or provisions would result in such a material change so as to cause completion of the transactions contemplated by this Agreement to be unreasonable.

NOTICES: Either all notices here under shall be in writing and sent by mail or via fax, (fax copies will be considered originals).

INVOICING AND PAYMENT: On approximately the 14th of the month, Contractor will invoice the Customer for the following month. Payments will be due in a net 30 fashion. Interest shall accrue from the date payment is due at the rate of 2% per week until payment in full is received. All billing that has aged over forty-five (45) days will be sent to collections. Billing that has aged over sixty (60) days will result in termination of service and contract. Payment for any repairs or snow removal will be made within thirty (30) days of billing. JPL Cares preferred method of payment acceptance is via our Automated Clearing House (ACH) program, which does not create a processing fee for us, or you our customer. If you would like to make arrangements to pay via another authorized payment system that does charge fees, those fees will be added to your invoice(s). Total amount of the base contract outlined in Statement of Charges is:

Contractor reserves the right to revise pricing should Client approve and accept this proposal after 30 days from the date of the proposal.

Should the price of fuel rise above \$4.25 a gallon, JPL Cares reserves the right to increase the overall contract price by a percentage no greater than 5% based on rising costs in various materials.

2025 CONTRACT SUMMARY

INCLUDED SERVICES	OCCURS	COST EACH	EXT COST	TOTAL COST
AERATION	2	\$2,784.78	\$5,569.56	\$5,569.56
FALL CLEANUP	1	\$5,478.26	\$5,478.26	\$5,478.26
IRRIGATION SHUTDOWN AND WINTERIZATION	1	\$5,217.39	\$5,217.39	\$5,217.39
IRRIGATION START UP	1	\$2,608.70	\$2,608.70	\$2,608.70
IRRIGATION WALK THROUGH	28	\$1,521.74	\$42,608.72	\$42,608.72
LANDSCAPE MAINTENANCE	26	\$3,598.57	\$93,562.82	\$93,562.82
NATIVE MOWING LM	1	\$2,784.78	\$2,784.78	\$2,784.78
SHRUB PRUNING	2	\$6,652.17	\$13,304.34	\$13,304.34
SPRING CLEANUP	1	\$3,326.09	\$3,326.09	\$3,326.09
TREE PRUNING	1	\$564.70	\$564.70	\$564.70
TURF ROUND 1	3	\$7,254.78	\$21,764.34	\$21,764.34
TURF ROUND 2	2	\$3,090.11	\$6,180.22	\$6,180.22
TURF ROUND 3	1	\$3,335.72	\$3,335.72	\$3,335.72
BEAUTY BAND MOWING	9	\$5,757.71	\$51,819.39	\$51,819.39
DAY PORTER	52	\$608.52	\$31,643.04	\$31,643.04
DOG STATION MAINTENANCE	78	\$827.59	\$64,552.02	\$64,552.02
WINTER SERVICES	26	\$464.13	\$12,067.38	\$12,067.38
TOTAL:			\$366,387.47	\$366,387.47

MONTHLY PAYMENT DUE SCHEDULE

MONTHLY PAYMENT DUE SCHEDULE	TOTAL COST
MARCH 1 2025	\$30,532.29
APRIL 1 2025	\$30,532.29
MAY 1 2025	\$30,532.29
JUNE 1 2025	\$30,532.29
JULY 1 2025	\$30,532.29
AUGUST 1 2025	\$30,532.29
SEPTEMBER 1 2025	\$30,532.29
OCTOBER 1 2025	\$30,532.29
NOVEMBER 1 2025	\$30,532.29
DECEMBER 1 2025	\$30,532.29
JANUARY 1 2026	\$30,532.29
FEBRUARY 1 2026	\$30,532.28
TOTAL:	\$366,387.47

ACTS OF GOD: Any warranty provided on **plant material** is only in effect for normal weather and watering conditions. The contractor assumes no responsibility for and shall not be held responsible by the owner for damages due to conditions beyond the contractor's control. Such conditions include, but are not unlimited to: extreme weather, abnormally cold winter temperatures, ice, snow damage, melting snow, wind, hail, tornado, fire, vandalism, theft, wildlife (including but not exclusive to rabbits and deer), previous contractors neglect, construction projects and/or improper practices. All items in this agreement are stated assuming that weather conditions are favorable. Contractor is not to be held responsible, in any way, for delays in the completion of specified tasks due to weather conditions. **Proposal subject to change after 30 days based on current material and labor costs.**

By _____
James D. Lynch III, President

Date _____
March 05, 2025

JPL CARES

By _____

Date _____

ROXBOROUGH METRO DISTRICT.

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	\$100 PER HOUR
Annual Flower Installation and Maintenance	Upon Approval	\$70 PER HOUR PLUS PLANTS
Irrigation System Repair (after contracted 80 hours per month)	Upon Approval	\$90.00 PER HOUR
Insect and Disease Control	Upon Approval	\$45.00/HOUR PLUS CHEMICAL
Tree Wrap/Unwrap	Upon Approval	\$15.00 PER TREE
Winter Watering Each	Upon Approval	\$125 PER HOUR
Tree Pruning	Upon Approval	\$90 PER HOUR
Large Debris Removal	Upon Approval	\$90 PER HOUR
Holiday Lights /Decorations Set-up and Removal	Upon Approval	\$70 PER HOUR
Trash Pick-up - Additional	Upon Approval	\$70 PER HOUR



LMI COLORADO

Landscape Management Agreement

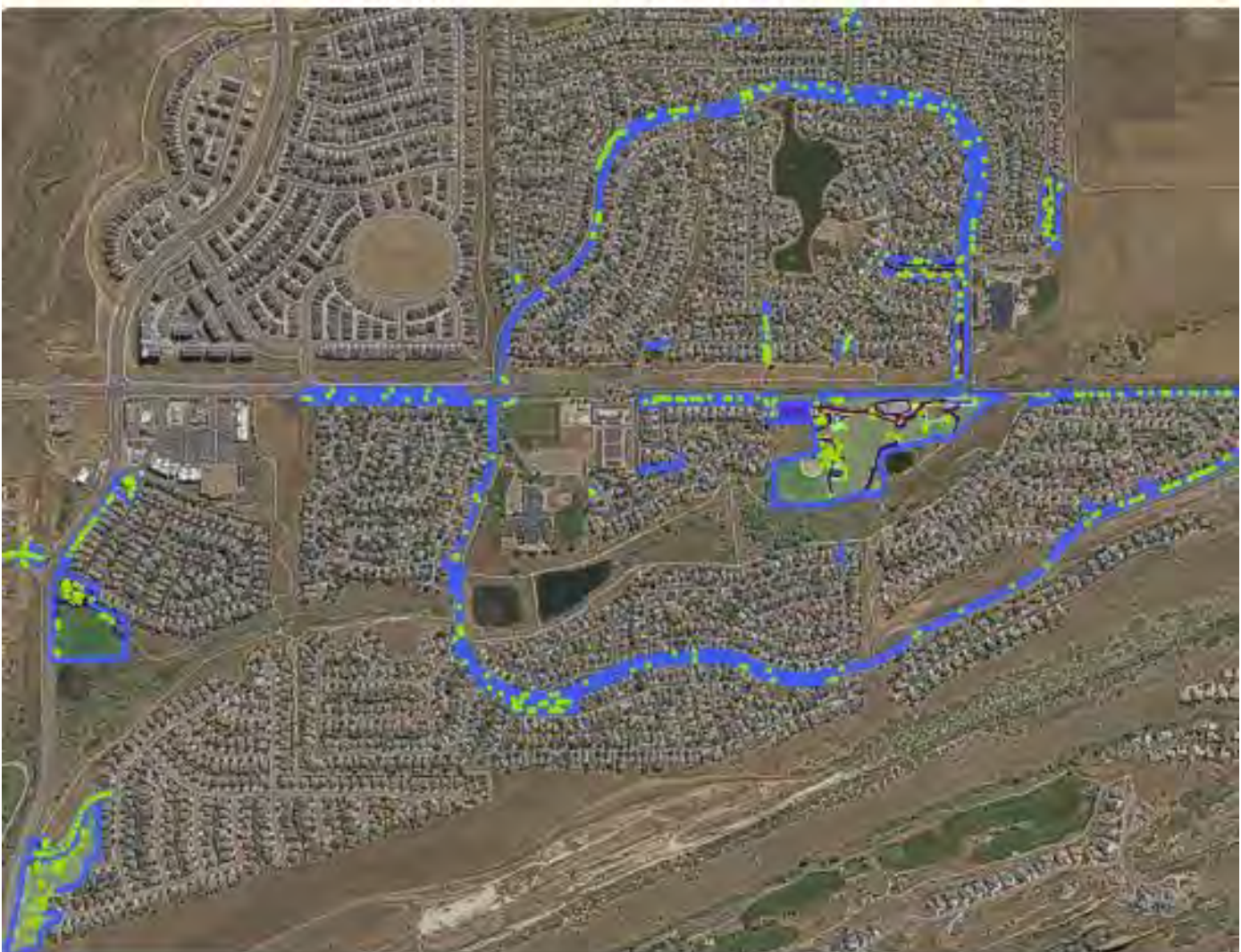
Roxborough Village Metro District

Prepared by
Marcia Pryor USE

Roxborough Village MD

2025 Landscape Maintenance RFP

Presented by



VENDOR INFORMATION



I. BIDDER CONTACT INFORMATION

All communications and notices related to the bid should be directed to

Bidder Name: LMI Colorado

Attention: Marcia Pryor

Address: 8501 Quebec Street, Commerce City, CO 80022

Telephone No. 720-357-6156 or 303-294-9000

Email Address mpryor@lmico.com

State of formation and entity type: Colorado and LLC

Number of years in the landscaping industry: 36

Names of principals and their personal certifications (e.g., PCAM, CCAM, etc.)

Corporate/home office address: 8501 Quebec Street, Commerce City, CO 80022

Total number of employees in all offices: 275

Unit count of the largest community currently served: Tollage Crossing 1 million SF of turf and 1.5 million Sf of beds

Unit count of communities currently managed: 449

Name of parent company (if any) Orion Holding Company/Sungrow

Names of all affiliate companies (if any) Coloradoscapes, LMI Landscapes, Landcare Management = LMI Colorado

No Sub-Contractors will be used LMI Colorado self-performs all maintenance landscape projects.

Response time policies: Email and phone call response time is 2 hours. However, should we encounter an emergency on a property we have an emergency line at 303-294-9000 for immediate response.

Continuity Plan: LMI Colorado takes pride in structuring our crews to be as effective and efficient as possible in order to eliminate the potential for any interrupted services. Our teams work on a 4-day 10-hour shift principal to leave us the maximum flexibility for our clients should they need emergency services, additional enhancements, a shift in schedule, weather delays, or staffing delays. The 4-day 10-hour shifts allow us to the ability to meet our client's needs and not have to worry about any disruptions.



LMI COLORADO

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

LMI Landscapes, LLC

2 Business name/disregarded entity name, if different from above.

dba LMI Colorado

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) **S**

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3).

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box (if you have any foreign partners, owners, or beneficiaries. See instructions.) ☐

5 Address (number, street, and apt. or suite no.). See instructions.

8501 Quebec Street

6 City, state, and ZIP code

Commerce City, CO 80022

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

- -

or

Employer identification number

-

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person

Date **10-30-24**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

LMI LANDSCAPES, LLC

is a

Limited Liability Company

formed or registered on 03/04/2002 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20021051752 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 01/24/2025 that have been posted, and by documents delivered to this office electronically through 01/27/2025 @ 09:22:50 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 01/27/2025 @ 09:22:50 in accordance with applicable law. This certificate is assigned Confirmation Number 16937212 .



Jena Griswold

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."



LMI COLORADO

References

Tollage Crossing

1,000,000 SF Turf

1,500,000 SF Beds

Shannon Torgerson

Goodwin & Associates

5061 S Flat Rock Way

Aurora, CO 80016

(303) 639-2118

shannon.torgerson@goodwin-co.com

Saddlerock

400,000 SF Turf

300,000 SF Beds

Leona Lewis

MSI

22251 E Ridge Trail Drive

Aurora, CO 80016

(720) 947-4235

Landrews@msiho.com

Broadlands Master

360,000 SF Turf

210,000 SF Beds

Kelly Miller

Keystone

13898 Broadlands Dr.

Broomfield, 80023

(719)-245-1587

millerk@keystonepacific.com

Foothills Regional Housing

524,100 SF Turf

206,300 SF Beds

Sadia Murray

11941 W 48th Avenue

Wheat Ridge, CO 80033

(303) 422-8600

smurray@foothillssrh.org

Meet the team

Greg Webster – General Manager

Meet Greg Webster, a Coloradoan with a southern charm. He has been in the green industry for over 22 years, spending 17 of those years in Colorado. With a deep understanding of everything related to landscaping, Greg can help you with any problem, from pesky dandelions to a complete landscape overhaul. He is a creative thinker who always looks for innovative solutions that work best for his clients. As the direct link between customers and field operations, Greg is great at working with different personalities to ensure accuracy and customer satisfaction. He uses his training from Dale Carnegie to achieve this. Greg takes immense pride in his work and strives to make every landscape both functional and beautiful.

Greg obtained his bachelor's degree in Horticulture from Auburn University and has a Qualified Supervisor's license from the Colorado Department of Agriculture for herbicide and pesticide application. He's happily married and currently living in Idaho Springs. Greg loves the outdoors and can be found snowboarding, hiking, or attending live music events whenever he gets the chance. He's also an active member of the landscaping community and is excited to see how the industry evolves

Jorge Blas - Field Supervisor

With over 25 years' experience in the Green Industry Jorge Blas is a results-driven, organized individual with hands-on experience in all aspects of the landscaping industry. Jorge is a highly effective team player who can work on his own initiative along with directing all levels of the field personnel. Jorge always knew he wanted to work outside to further his passion for the outdoors. His favorite part of landscaping is seeing everything come together from the dedication of the team's hard work. Jorge drives his team by leading by example. When Jorge's not on the job, you can probably find him on a lake fishing or a slope snowboarding.

Marcus May – Account Manager

Marcus has been working in the landscaping industry since he was 14 years old, which was back in 2006. Over the years, he has gained personal experience in almost every field position that the Landscape Maintenance industry has to offer. For the last ten years, he has specialized in irrigation, working both as an irrigation department manager and a field irrigation technician. When he is not busy providing excellent service to his clients, Marcus likes to spend time with his wife and four kids. He is also a passionate local sports enthusiast and wrestling coach.

Alexandra Schmitt – Account Manager

Meet Alexandra, a native of Colorado who has always had a passion for gardening and plants. She has been maintaining residential gardens for 4 years and recently joined the commercial landscaping industry at LMI in early 2023. With her extensive knowledge of plants and their suitability for various landscape applications, she is well-equipped to provide expert advice to clients. Alexandra holds a bachelor's degree from CU Denver in Geography, Environmental Science, and Photography. When she is not working, she enjoys attending car shows, indulging in gardening, and exploring her artistic side.



LMI Colorado DNA

- LMI Colorado has created a successful business around a core set of values: how we treat each other internally, how we treat our clients, and how we conduct business with our suppliers. These values are the defining “DNA” of who we are. Our Commitment to Excellence mission statement is “Excellent People, Excellent Clients, Excellent Results,” and we firmly believe that treating others well is the foundation of success and it drives everything we do.
- We also hold our core values of honesty, integrity, quality, professionalism, and teamwork above all others, and our clients will tell you that it shows in our work. If you share these core values and need a commercial landscaping company who is committed to serving you in these ways, give us a call. We are ready to roll up our sleeves and partner with you and your team.



LMI COLORADO

Core Services



Landscape Maintenance

- Mowing, edging, & trimming
- Grounds cleanup & trash collection
- Irrigation system maintenance
- Aeration
- Turf & shrub fertilization
- Shrub pruning & trimming
- Weed control
- Pest control
- Leaf cleanup
- Seasonal flowers



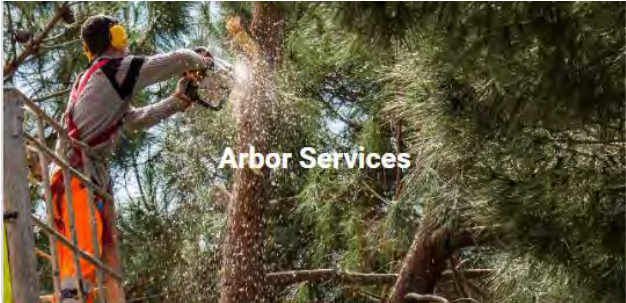
Irrigation

- Weekly system checks (wet checks)
- Alert monitoring
- Emergency repairs
- Maintenance & routine repairs
- Spring system startup
- Winterization
- Winter watering
- Weather-based irrigation
- Waste-prevention systems
- System installation & upgrades



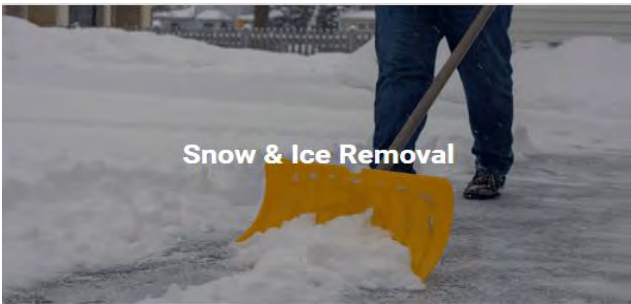
Turf Care

- Consistent mowing
- Irrigation monitoring
- Spring and fall aeration
- Fertilization designed for your soil conditions
- Weed control
- Pest control



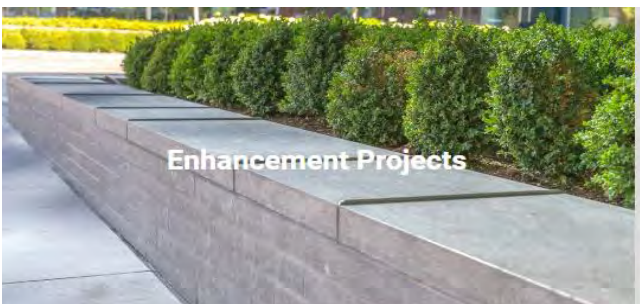
Arbor Services

- Large and small tree planning
- Insect & disease control
- Pine beetle and EAB protection
- Tree trimming and pruning
- Winter watering
- Deep root fertilization
- Tree removal
- Stump grinding & removal



Snow & Ice Removal

- 24/7 storm monitoring
- Automatic dispatching
- Roadway plowing
- Sidewalk and trail plowing
- Hand shoveling
- Chemical ice mitigation



Enhancement Projects

- Expert design and consultation services
- Hardscapes construction
- Softscapes construction
- Patio and outdoor amenity upgrades
- Retaining walls
- Drainage improvements
- Water features
- Retention & detention pond cleanup
- Xeriscape conversions
- Tree planting



General Corporate & Contact Information



Since 1987 LMI Colorado has provided the highest quality commercial landscaping services. We’ve served all segments of the commercial market, from small private developers to large national developers. We believe that our company’s “Commitment to Excellence: Excellent People, Excellent Clients, Excellent Results” is what separates us from other commercial landscape firms; this belief shows itself in our work. We have over 275 employees devoted to serving LMI’s clients and our core values of:

- Honesty
- Integrity
- Quality
- Professionalism
- Teamwork

LMI Colorado prides itself on providing superior landscape and irrigation design, development, and commercial maintenance. Our experts have experience in commercial development, retail, medical buildings, office parks, industrial parks, multi-family, metro districts, master-planned communities, senior living, and many other facets of the commercial landscaping industry.





Corporate Office

8501 Quebec Street
Commerce City, CO 80022



South Office

4040 South Clay Street
Englewood, CO 80110



Colorado Springs Office

3930 S. US Highway 85-87,
Colorado Springs, CO 80911



LMI COLORADO

Quality Assurance Plan

Personnel and Resources -

Senior Account Manager - 1st Point of contact

Field Supervisor

Crew Foreman (TBD)

Irrigation technician (TBD)

- A) Account Manager: Managing every aspect of project and scope of work will work directly with the Property Manager and Board on daily, weekly, and monthly needs. Will also supervise project along with quality of work
- B) Field Supervisor: Manages the crew at the Direction of the Field Manager and Account Manager. Field Supervisor works with the crews directly for quality control while onsite at the property. (All Crews have one English speaking crew member)
- C) Field Supervisor's allocation of time will vary depending on the month and schedule of services. Some weeks the Field Supervisor will arrive onsite prior to crew to look at the following weeks service and make adjustments, some weeks the Field Supervisor will be onsite while the crew is working, and some weeks the Field Supervisor will arrive right after the crew has been onsite. Our goal is to work with our team throughout the entire process of the job so we need to see before, during, and after. We stagger our members so we can have more eyes on the property. We send irrigation crews to follow up after the mow team; this allows us to be touching the property several times throughout the week.
- D) While many of our team members have degrees in horticulture we also have many outside partners whose expertise we utilize. We handle all aspects of our fertilization programs in house for all of our communities. This allows us the ability to have maximum control of our turf color and ability to customize for each property.



MISSION STATEMENT

A Commitment To Excellent

Excellent People

Excellent Clients

Excellent Results

VALUES:

****Honesty***

To be honest and sincere with our clients, our coworkers and ourselves

**** Integrity***

A commitment to excellence and holding firm to the values we embrace on a daily basis

**** Quality***

Continue to raise our standards in materials, workmanship and customer service

**** Professionalism***

To demonstrate a high degree of character by practicing our values on a daily basis

**** Teamwork***

A cooperative effort by individuals to share and achieve a common goal



Company culture

noun

the philosophy, values, behavior, dress codes, etc., that together constitute the unique style and policies of a company.

Generally speaking, a company's culture can be best described as collective achievements and knowledge of a team or group that express past and present experiences. A company's foundation is built on experiences, values, attitudes, standards, and behaviors of a team.

LMI Colorado understands just how critical company culture is not only for our employees but also for our clients. We protect our culture by hiring the best team members from top to bottom. We empower our employees which in turn makes them more confident. Our goal as an employer is to utilize all team members knowledge allowing our team ability to provide exceptional service to our all clients.

We recognize just how important company culture is, this sets us aside from our competition. Our knowledge and drive to be the best, as well as providing the best service and product is what makes us not only a landscape company, but a partner for our clients.



LMI COLORADO

Going Green



Going green" with mowers means choosing electric or battery-powered lawn mowers instead of gas-powered ones, which significantly reduces your environmental impact by eliminating harmful emissions, lowering noise pollution, and minimizing reliance on fossil fuels, making it a more sustainable choice for lawn care.

greenworks
Is Building A World
Powered By Clean Energy

Did you know 533,518,674,487 lbs
of pollutants can be avoided EVERY
YEAR by switching from gas to
electric lawn care equipment?*

<https://www.epa.gov/sites/default/files/2015-09/documents/banks.pdf>

Breathe clean
air with
greenworks



REDUCE EMISSIONS
1 Year using
battery-powered **= 19,250***
blower **miles not driven**

*175 hours of use per year x 1100 miles per hour

Based on EPA estimates of 100 mpg and 100 miles per gallon of gas.



LMI COLORADO

Aspire



im·ple·men·ta·tion

/ˌɪmpləmənˈtāSH(ə)n/

noun

1. the process of putting a decision or plan into effect; execution.

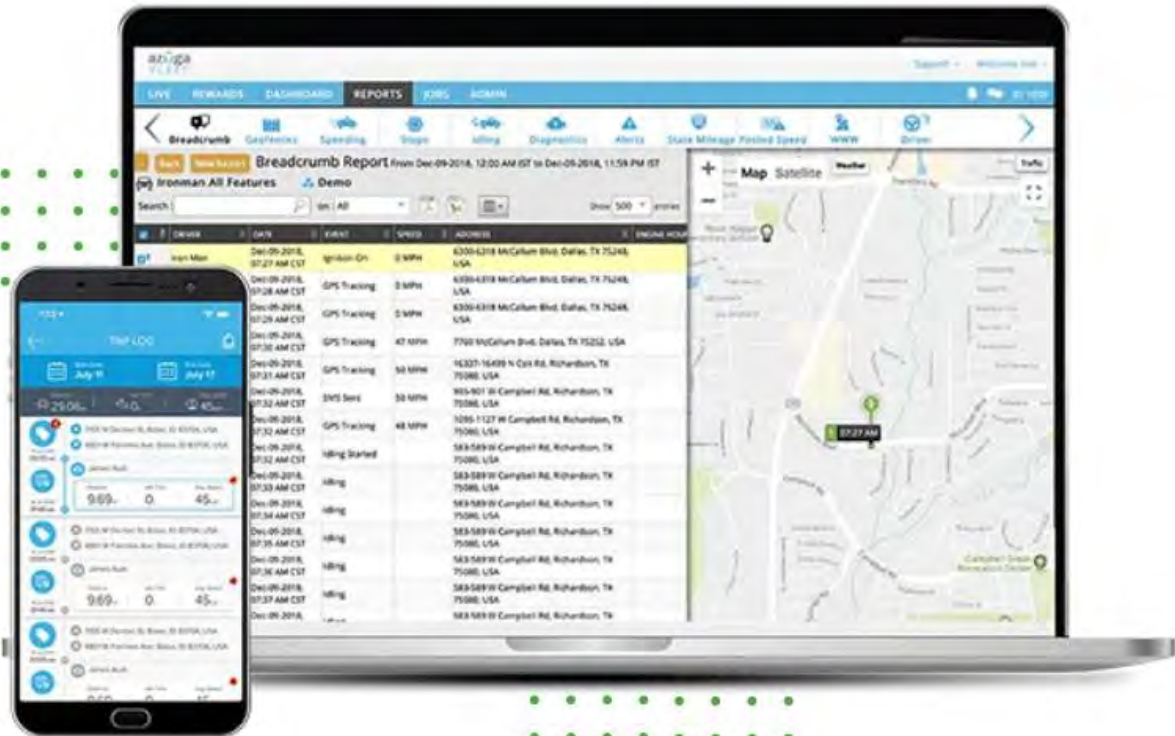
"she was responsible for the implementation of the plan"

Landscaping Implementation process revolves around each specific service contract. Below is an example outline of services and months in which the services are to take place in.

	Service			Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	
Manager / Paperwork	Service																
	Spring walk through						1									1	
	Fall Walk Through											1				1	
	Report to manager (Written)																
				1	1	1	1	1	1	1	1	1	1	1	1	12	
Weekly Crew services																	
	Mowing						2	4	5	4	5	4	2			26	
	Trimming						2	4	5	4	5	4	2			26	
	Edging						1	1	1	1	1	1	1			7	
							2	4	5	4	5	4	2			26	
Chemical Department																	
	Turf Spray							1		1		1				3	
	Tree Spray T&M															0	
	Turf Fert.							1		1		1				3	
	Bed Pre Emergent						1									1	
Insect /disease plants T&M																0	
Irrigation Service																	
	Irrigation turn on						1									1	
	Irrigation blow out												1			1	
							2	4	5	4	5	4	2			26	
Miscellaneous Services																	
	Leaf cln. Ups													1		1	
	Winter Trash															0	
	Tree Wrap T&M															0	
	Winter Water T&M															0	
	Pruning															0	
	Winter Flowers															0	
	Annual Flower install															0	
	Annual Flower removal																0
	Flower bed Prep																0
	Spring Cleanup																0
	Aerations																0
Native mowing																0	

GPS

azūga™



LMI COLORADO

**Roxborough Village Metro District
Landscape Maintenance Agreement**

Thank you for giving **LMI Colorado**. (“LMI Colorado”) the opportunity to provide you (“Owner/Client” or “Client”) with services for your property as described herein (“Property”). We have built our company on a commitment to excellence, and it is our goal to provide outstanding quality service that consistently exceeds your expectations.

LMI Colorado agrees to furnish all horticultural supervision, labor, equipment, materials, and transportation necessary to maintain the Property, as set forth in the Specifications for Landscape Management Services marked **Exhibit "A"** (“Landscape Maintenance Services”), and pursuant to the General Terms and Conditions, marked **Exhibit "B"**. Additional services, as approved by Client, will be billed as per the established rates provided in **Exhibit "C"** (altogether, the “Agreement”).

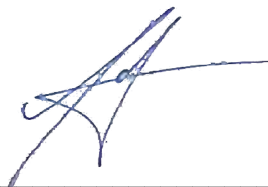
LMI Colorado reserves the right to withdraw this proposal for Services for any reason whatsoever before the acceptance thereof. This proposal shall be considered withdrawn unless the signed acceptance of this proposal is received within sixty (60) days of the date of this document.

We would very much appreciate the opportunity to serve as your landscape professionals. If this proposal meets your needs, please sign below, and **initial each exhibit** where indicated. Please return one fully executed original to our office. We have provided two copies of the proposal so that you may retain a copy for your records.

Respectfully Submitted,

LMI Colorado

By:

A handwritten signature in blue ink, appearing to read 'Sean Lynam', is written over a horizontal line.

Sean Lynam, President, LMI Colorado

LMI COLORADO

8501 Quebec St
Commerce City, CO 80022

PROPOSAL

Proposal Number 32316

Date 03/03/25

Sales Rep Marcia Pryor USE

Property Address

Roxborough Village Metro District
7673 N Rampart Road
Littleton, CO 80125

General Maintenance Contract 2024 - 2025**Fixed Payment Services**

Description	Frequency	Cost per Occ.	Annual Cost
CLEAN UPS			
Spring Clean	1	\$4,097.63	\$4,097.63
Fall Clean	1	\$6,146.45	\$6,146.45
Miscellaneous Services * (Listed in Description)	104	\$440.58	\$45,820.32
LAWN CARE			
Weekly Maintenance	26	\$2,741.16	\$71,270.16
Pre Emergent - Beds	1	\$2,209.51	\$2,209.51
Turf Pre Emergent	1	\$3,063.32	\$3,063.32
Post Emergent Spray	2	\$3,386.39	\$6,772.78
Fertilization	1	\$4,432.97	\$4,432.97
Aeration	2	\$2,250.10	\$4,500.20
Winter Policing	26	\$122.94	\$3,196.44
Native Beauty Bands	5	\$670.29	\$3,351.45
Native Grass Areas			
Native Mowing	1	\$2,283.61	\$2,283.61
Native Weed Control		\$0.00	\$0.00
SHRUB AREAS			
Shrub Pruning	2	\$1,639.05	\$3,278.10
TREE AREAS			
Tree Pruning	2	\$81.96	\$163.92
MULCH			
Mulch - Existing Tree Rings and Beds	1	\$6,475.00	\$6,475.00
IRRIGATION SYSTEMS			
Irrigation Activation	1	\$1,885.45	\$1,885.45
Irrigation Winterization	1	\$2,827.57	\$2,827.57
Irrigation Weekly Inspections & Pump Inspection	28	\$964.63	\$27,009.64
Annual Maintenance Price			\$198,784.52

Payment Schedule

Schedule	Total Price
April	\$16,565.38
May	\$16,565.38
June	\$16,565.38
July	\$16,565.38
August	\$16,565.37
September	\$16,565.38
October	\$16,565.37
November	\$16,565.38
December	\$16,565.37
January	\$16,565.38
February	\$16,565.37
March	\$16,565.38
	\$198,784.52



LMI COLORADO

EXHIBIT A**LANDSCAPE MAINTENANCE SERVICES****Spring Clean****Spring Clean:**

1. Pine needles and other debris will be removed from landscaped areas one (1) time in April/May
2. Perennial grasses will be cut back to approximately six (6) inches to promote new growth in the Spring.
3. Pruning of dead wood and removal of dead plants is not included but is available at T&M rates.

Fall Clean**FALL CLEANUP/LEAF CLEANUP**

1. Leaf removal will occur in all common areas including planting beds and shrubs initially in October with an additional cleanup in November depending on contract term dates and when the majority of the leaves have fallen.
2. Pine needles will be removed during fall cleanup.
3. Pruning of dead wood and removal of dead plants is not included but is available at T&M rates.

Miscellaneous Services * (Listed in Description)

- Dog Stations 104 occurrences
- Trash cans 78 occurrences
- Blow Off Tennis Court & Basket Ball Court 52 occurrences
- Rake Volleyball Court 26 occurrences
- Power wash skate park 1 occurrence
- Rake playground mulch 52 occurrences
- Wash gazabo 52 occurrences
- Pond trash 2 occurrences
- Drag softball field 22 occurrences
- Edge softball field 22 occurrences
- Stripping of softball field 6 occurrences

Weekly Maintenance**TURF MAINTENANCE****1. – MOWING**

- a. Turf areas will be mowed every 7-10 days during the active growing season (May – September) at an approximate height of two-and-one half inches (2 ½) to three-and-one half inches (3 ½) depending on weather conditions. All Turf areas will be mowed a minimum of one time during the less active growing season (April and October)
- b. Grass clippings are to be mulched on site. Areas that have large or excessive clippings will be gathered or distributed throughout the property. Should clippings need to be removed a charge may be assessed to the property.
- c. Mowing services may be postponed until the next routine service date if area(s) conditions are considered unsafe because the area is under construction, contains excessive water, storm debris, has a large concentration of pet feces, or areas that are in use by children or residents.

2. – EDGING

a. All walks, driveway, curb lines, and drain pans adjacent to turf areas will be trimmed with a steel-bladed edger monthly.

3. – TRIMMING

a. The perimeter of grassed areas around curbs, steps, utility boxes, and fences will be trimmed to keep a well-groomed appearance.

4. – BLOWING

a. Breezeways, walkways, and drain pans adjacent to turf areas will be blown at time of service. Curb lines, rock/mulch beds not included within weekly service and will be billed at the T&M Rates.

WEEDING BED AREAS

1. All bed areas will be policed weekly for Weeds. Any weeds three (3) inches or more in height will be hand pulled, less than 3" weeds will be sprayed with a non-selective herbicide.

GENERAL CLEANUP

1. Debris, trash, and paper will be policed and removed weekly from the *maintained landscape* areas throughout the contract period. Storm debris or other acts of mother nature are not included within this scope of work and will be billed at the hourly rates as outlined in "Exhibit A" attached hereto.

PRUNING

1. Safety-related pruning will be performed up to a height of 10 feet to remove low-hanging branches that present a hazard to pedestrian or vehicular traffic. Pruning of trees over 10 feet in height is available at an additional cost.

Pre Emergent - Beds

A blanket pre-emergent will be applied to turf, beds, rock, and mulch areas in March or April to help prevent weed germination.

Turf Pre Emergent

A blanket pre-emergent will be applied to turf, beds, rock, and mulch areas in March or April to help prevent weed germination.

Post Emergent Spray

Post-Emergent herbicide will be applied three (3) times to turf areas. Grassy weeds such as crabgrass, goose grass, and cheat grass are not controlled by typical broadleaf herbicides and are not included as a part of this agreement.

Fertilization

Irrigated turf areas will be fertilized one (1) time a season during the active growing season with a high quality slow-release fertilizer, beginning in March. In order to keep the turf in a healthy green appearance. Additional fertilizations can be performed upon signed proposal.

Aeration

All irrigated turf areas will have one (1) core aeration in the spring. Care will be taken to avoid damage to the sprinkler system. In the event an additional aeration is requested a proposal will be submitted and approved prior work to commencing.

Winter Policing

Landscaped areas will be policed for trash and debris on a weekly base November - March

Native Beauty Bands

Native Mowing

1. When the vegetation reaches a height of six inches (6).
2. Buffer zones around turf areas, sidewalks, fence lines will be mowed monthly.
3. Native area fertilization and weed control *is not* encompassed with in scope of service.

Native Weed Control

Shrub Pruning

1. Esthetic pruning will be performed consistent with reasonable industry standards to provide a well maintained appearance. Evergreen shrubs and Non-Flowering shrubs will be pruned during the growing season.
2. Nuisance pruning adjacent to walks and /or drives will be pruned in a manner that will prevent branches from impeding walks and/or drives.
3. Flowering shrubs will be pruned once in the fall or after their bloom cycle.
4. Trees along sidewalks and drive lanes will have clearance pruning up to 10' in height done on an as needed basis within this scope of work. Any additional tree pruning is outside this scope of work.
5. Structural, deadwood, renewal, or corrective pruning is not encompassed within this scope of service. These services are available upon signed approval.

Tree Pruning

Mulch - Existing Tree Rings and Beds

Irrigation Activation

The irrigation system shall be activated March or April as weather conditions permit. Any necessary repairs or improvements to the system shall be brought to the Owner's attention. Such work shall be done after approval by the Owner and will be billed at T&M rates.

Irrigation Winterization

All systems will be drained and winterized in October or when weather conditions allow by forcing water out of all irrigation lines with compressed air.

Irrigation Weekly Inspections & Pump Inspection

IRRIGATION SYSTEM MANAGEMENT

1. Irrigation repairs will be billed at T&M rates. This includes raising and lowering heads, clearing of plugged lines, replacement of broken or missing heads, backflow certification, backflow wrapping, valve location, irrigation system audit, or any excavation or system upgrades.
2. Irrigation system repairs shall be performed as needed at the hourly rates as outlined in Exhibit "A" attached here to plus materials and additional equipment if needed. The Client agrees the Contractor shall immediately perform irrigation repairs that do not exceed \$500.00 per occurrence. In the event the repairs is estimated to exceed the agreed upon a proposal will be submitted for approval prior work starting.

EXHIBIT B
GENERAL TERMS AND CONDITIONS

THIS AGREEMENT IS MADE THE 3/3/2025 7:49:44 PM AND BETWEEN LMI COLORADO,
(HEREINAFTER "CONTRACTOR") AND CLIENT NAME C/O MANAGEMENT COMPANY OR PARENT
COMPANY (HEREINAFTER "AGENT/OWNER").

PURPOSE OF AGREEMENT

THE PURPOSE OF THIS AGREEMENT IS TO STATE THE TERMS AND CONDITIONS UNDER WHICH
CONTRACTOR WILL PROVIDE LANDSCAPE MAINTENANCE FOR THE FOLLOWING PROPERTY:

Roxborough Village Metro District

7673 N Rampart Road

Littleton CO 80125

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES HEREIN CONTAINED, THE
PARTIES HERETO AGREE AS FOLLOWS:

- (1) CONTRACTOR AGREES TO PERFORM THE LANDSCAPE MAINTENANCE SERVICES AS SET FORTH ON EXHIBIT 'A' ATTACHED HERETO.
- (2) CONTRACTOR WILL FURNISH ALL MATERIALS AND EQUIPMENT NECESSARY TO PERFORM THE FOREGOING SERVICES.
- (3) OWNER AGREES TO PAY CONTRACTOR, ON OR BEFORE THE DATES SHOWN BELOW, THE CONTRACT PRICE FOR THE PERFORMANCE OF THE SERVICES TO REPRESENT CONTRACTOR'S COMPENSATION FOR THE SERVICES RENDERED HEREUNDER OVER FULL TERM OF THIS CONTRACT.

PAYMENT OF CONTRACT PRICE WILL BE PAID ON THE ATTACHED PAYMENT SCHEDULE. THE FIRST INSTALLMENT BEING DUE AND PAYABLE THIRTY (30) DAYS AFTER 4/1/2025 12:00:00 AM.

EQUAL INSTALLMENTS ARE DUE AND PAYABLE ON THE FIRST DAY ON EACH SUCCEEDING MONTH THEREAFTER UNTIL THE CONTRACT PRICE IS PAID IN FULL. ALL PAYMENTS ARE DUE AND PAYABLE IN ADAMS COUNTY, COLORADO.

- (5) THE TERM OF THE AGREEMENT SHALL BE FROM 4/1/2025 12:00:00 AM TO 3/31/2026 12:00:00 AM THIS AGREEMENT MAY NOT BE TERMINATED DURING SAID TERM WITHOUT THE WRITTEN NOTICE TO THE OTHER PARTY. (SEE SECTION 11).

- (6) OWNER HAS A DUTY TO INSPECT THE PROPERTY DESCRIBED HEREIN WITHIN THREE (3) DAYS AFTER EACH DAY ON WHICH ANY OF THE SERVICES DESCRIBED ON SCHEDULE OF SERVICES HAVE BEEN COMPLETED BY CONTRACTOR. IF ANY SUCH WORK IS IMPROPERLY PERFORMED, WRITTEN NOTICE OF SAME SHALL BE GIVEN TO CONTRACTOR WITHIN FIVE (5) DAYS FROM COMPLETION OF THE SERVICES. CONTRACTOR SHALL HAVE FIFTEEN (15) DAYS TO REPAIR OR CORRECT SUCH WORK AT NO ADDITIONAL COST TO OWNER. OWNER'S FAILURE TO PROPERLY NOTIFY CONTRACTOR OF NONCOMPLIANCE OF ANY WORK CALLED FOR UNDER THIS CONTRACT SHALL CONSTITUTE A WAIVER OF ANY CLAIM OR OFFSET OWNER MAY HAVE IN REGARD TO THE SERVICES RENDERED BY CONTRACTOR UNDER THIS CONTRACT. ANY WORK PERFORMED OUTSIDE EXHIBIT 'A' WILL BE BILLED AT T&M LABOR RATES AS SHOWN IN EXHIBIT 'C' OR PROPOSED WITHIN A SEPARATE PROPOSAL/CONTRACT.

- (7) THIS CONTRACT MAY NOT BE MODIFIED EXCEPT IN WRITING AND SIGNED BY BOTH PARTIES TO THIS AGREEMENT.

- (8) IN THE EVENT SERVICES THAT ARE PERFORMED BY CONTRACTOR ARE INTERRUPTED OR DELAYED BY ANY CONDITION DEEMED UNSAFE FROM CONSTRUCTION, EXCESSIVE WATER, STORM DEBRIS, PET FECES, OR AREA IS IN USE BY PEOPLE, THE CONTRACTOR SHALL BE EXCUSED FROM SUCH PERFORMANCE.

- (A) ELECTRONIC COMMUNICATION: ALL PROPERTY RELATED SCHEDULE OF SERVICES WILL BE COMMUNICATED ELECTRONICALLY INCLUDING BUT NOT LIMITED TO CHEMICAL PESTICIDES APPLICATIONS.

(9) THE FAILURE OF THE OWNER TO PAY ALL OR ANY PART OF THE ACCRUED PORTION OF THE CONTRACT PRICE AS IS PROVIDED WITHIN TEN(10) DAYS FROM THE DUE DATE SHALL ENTITLE CONTRACTOR, IN ITS SOLE DISCRETION AND WITHOUT NOTICE, TO TERMINATE THE SERVICE PROVIDED BY THIS CONTRACT. INTEREST SHALL ACCRUE AT THE MAXIMUM LEGAL INTEREST RATE ON ANY PAST DUE INSTALLMENTS AS AN ADDITION TO THE CONTRACT.

(10) MISCELLANEOUS PROVISIONS

(A) NOTICE ANY NOTICE TO BE GIVEN HEREUNDER BY EITHER PARTY TO THE OTHER SHALL BE IN WRITING. NOTICE TO AGENT SHALL BE DEEMED SUFFICIENT IF MADE OR ADDRESSED TO: Peggy Ripko, Roxborough Village Metro District, Peggy RipkoSpecial District Management Services141 Union Boulevard, Suite 150Lakewood, CO 80228. CODE AND TO THE CONTRACTOR UPON ACTUAL RECEIPT AT: LMI COLORADO, 8501 QUEBEC ST., COMMERCE CITY, CO 80022

(B) PARTIES BOUND THIS AGREEMENT SHALL BE BINDING UPON AND BENEFIT THE PARTIES HERETO AND THEIR RESPECTIVE HEIRS, EXECUTORS, ADMINISTRATORS, LEGAL REPRESENTATIVES, SUCCESSORS AND ASSIGNS WHERE PERMITTED BY THIS AGREEMENT.

(C) LEGAL CONSTRUCTION IF ONE OR MORE OF THE PROVISIONS CONTAINED IN THIS AGREEMENT SHALL FOR ANY REASON BE HELD TO BE INVALID ILLEGALITY OR UNENFORCEABILITY SHALL NOT EFFECT ANY OTHER PROVISIONS THEREOF AND THIS CONTRACT SHALL BE CONSTRUED AS IF SUCH INVALID ILLEGAL OR UNENFORCEABLE PROVISIONS HAD NEVER BEEN CONTAINED HEREIN.

(D) VENUE SHOULD ANY DISPUTE ARISE BETWEEN THE PARTIES THAT RESULTS IN LEGAL ACTION BEING TAKEN BY EITHER PARTY, THE PARTIES AGREE THAT THE PROPER VENUE OF SUCH ACTION SHALL BE IN ADAMS COUNTY, COLORADO.

(E) ENTIRE AGREEMENT THIS AGREEMENT SUPERSEDES ANY AND ALL OTHER AGREEMENTS EITHER ORAL OR IN WRITING, BETWEEN THE PARTIES WITH RESPECT TO SAID MATTER. EACH PARTY TO THIS AGREEMENT ACKNOWLEDGES THAT NO REPRESENTATIONS, INDUCEMENTS, PROMISES OR AGREEMENTS, ORALLY OR OTHERWISE, HAVE BEEN MADE BY ANY PARTY, WHICH ARE NOT EMBODIED HEREIN, AND THAT NO OTHER AGREEMENT, STATEMENT, OR PROMISE NOT CONTAINED IN THIS AGREEMENT SHALL BE VALID OR BINDING.

(F) ASSIGNMENT OF CONTRACT THIS AGREEMENT SHALL NOT BE ASSIGNED BY EITHER PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF THE OTHER PARTY.

(G) ATTORNEYS FEES AND COURT COSTS SHOULD EITHER PARTY DEFAULT IN ANY OF ITS OBLIGATIONS HEREUNDER, THE OTHER PARTY SHALL BE ENTITLED TO RECOVER (IN ADDITION TO OTHER DAMAGES HEREIN PROVIDED) REASONABLE ATTORNEYS FEES AND COURT COSTS IN ADDITION TO ANY OTHER RELIEF WHICH MIGHT BE AWARDED.

(11) THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY BY PROVIDING THE OTHER PARTY THIRTY (30) DAYS WRITTEN NOTICE. UPON TERMINATION BY OWNER, CONTRACTOR SHALL BE ENTITLED TO PAYMENT EQUAL TO THE AMOUNT, IF ANY, BY WHICH THE TOTAL UNIT COSTS FOR SERVICES RENDERED THROUGH TERMINATION EXCEEDS THE AMOUNT PAID UNDER THIS AGREEMENT. CONTRACTOR AGREES TO ACCEPT SUCH SUM AS FINAL PAYMENT AND NOT AS A PENALTY IN THE EVENT OF TERMINATION AS SET FORTH ABOVE.

(12) UPON ACCEPTANCE BY CONTRACTOR THE PARTIES HERETO SHALL BE CONTRACTUALLY BOUND AND SHALL BE ENTITLED TO AND RESPONSIBLE FOR ANY AND ALL RIGHTS AND OBLIGATIONS HEREIN CREATED.

(13) RIGHT TO RENEW AT THE END OF THE TERM OF THIS CONTRACT, CONTRACTOR MAY RENEGOTIATE WITH OFFICERS OR AGENTS OF OWNER, THE TERMS AND CONDITIONS TO RENEW THIS CONTRACT.



LMI COLORADO

EXHIBIT C**TIME & MATERIALS PRICING****Landscape Season Time & Materials Rates****2025 Labor Rates**

\$110.00 per hour, Project Manager

\$90.00 per hour, Foreman

\$68.00 per hour, General Labor

\$68.00 per hour, General Labor with equipment

\$175.00 per hour, Native Mowing

\$80.00 per hour, Irrigation Technician

\$70.00 per hour, Irrigation Technician Helper

\$160.00 per hour, Skid Steer and Operator

\$135.00 per hour, Trencher and Operator

\$145.00 per hour, Dingo and Operator

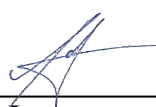
\$175.00 per hour, Water Truck and Operator

\$125.00 per hour, Chemical Application

\$145.00 per hour, Crew and Truck

\$150.00 per hour, Irrigation/Emergency (2 hour min)

- Disposal fees, and material costs are additional charges and will be added to invoice as applicable.
- All services have a one-hour minimum charge. All time will be rounded to the nearest ½ hour.
- Mobilization costs will vary on each project and have not been included within the above rates.
- Overtime rates are calculated at one and a half the above rates.
- Emergency calls are defined as non-standard contractual services, holidays, and any calls after or before business hours which are Monday – Friday 8:00 am to 5:00 pm.


Sean Lynam
President
3/3/2025**Date**
Client Signature
Roxborough Village
Metro District
Date

From: [Marcia Pryor](#)
To: [Peggy Ripko](#)
Subject: Roxborough Village Metro District - landscape maintenance for 2025
Date: Monday, March 3, 2025 2:17:26 PM
Attachments: [image001.png](#)
[image002.png](#)
[Rox.pdf](#)
[RVMD Proposal Pricing for landscape maintenance.pdf](#)

Peggy and the Board,

Thanks for the opportunity to provide the attached information about LMI Colorado and our proposal for landscape maintenance services at RVMD.

Per our conversations, this proposal includes bot RVMD specific and Chatfield Farms area. It does not include Arrowhead Shores and First as they are separate proposals to KC & Associates.

Things to note:

- Under mulch tree rings and beds, we included 35 CY as directed
- Under irrigation checks and repairs, we included 560 hours. This is based on 28 weeks, 20 hours a week. Even though the system will not be one for 28 weeks, all 560 hours are included in our proposal.
- The following were noted as T&M:
 - Irrigation repairs after the initial 20 hours a week or 560 hours for the season.
 - Winter watering of turf and plants
 - Graffiti removal
 - Weed control in native areas – non irrigated turf
 - Calls for located in the district
 - Edger repairs
 - Pest Management
 - Additional Native Mowing
- We also have Hand Watering new plants as T&M even though it was in the RFP base specs. That is because that can vary from year to year on quantity and location of the plants (takes longer to water if not right off a street).

As mentioned, we are already in the area. We are servicing the snow removal and will be doing the landscape maintenance at Roxborough Marketplace and at the nearby apartments. See our proposal for references and other information.

Thanks for your time and for the opportunity! Please let me know if there is anything else I can help with or if you have any questions.

M

Marcia M. Pryor
Senior Business Developer



720-357-6156
4040 S. Clay St., Sheridan, CO 80110
mprior@lmico.com | lmico.com
Excellent People. Excellent Clients. Excellent Results

 [LMI Cares, click here to let us know how we're doing](#)

24-Hour Emergency Line 303-294-9000

Please consider the environment before printing this email.

This email and any files attached to it contain confidential information. Please notify the sender if you have received this email in error. If you are not the intended recipient, any use or disclosure of this email or any attached files is prohibited.

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 $2\frac{3}{4}$ - $3\frac{3}{4}$ 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 $\frac{1}{2}$ 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

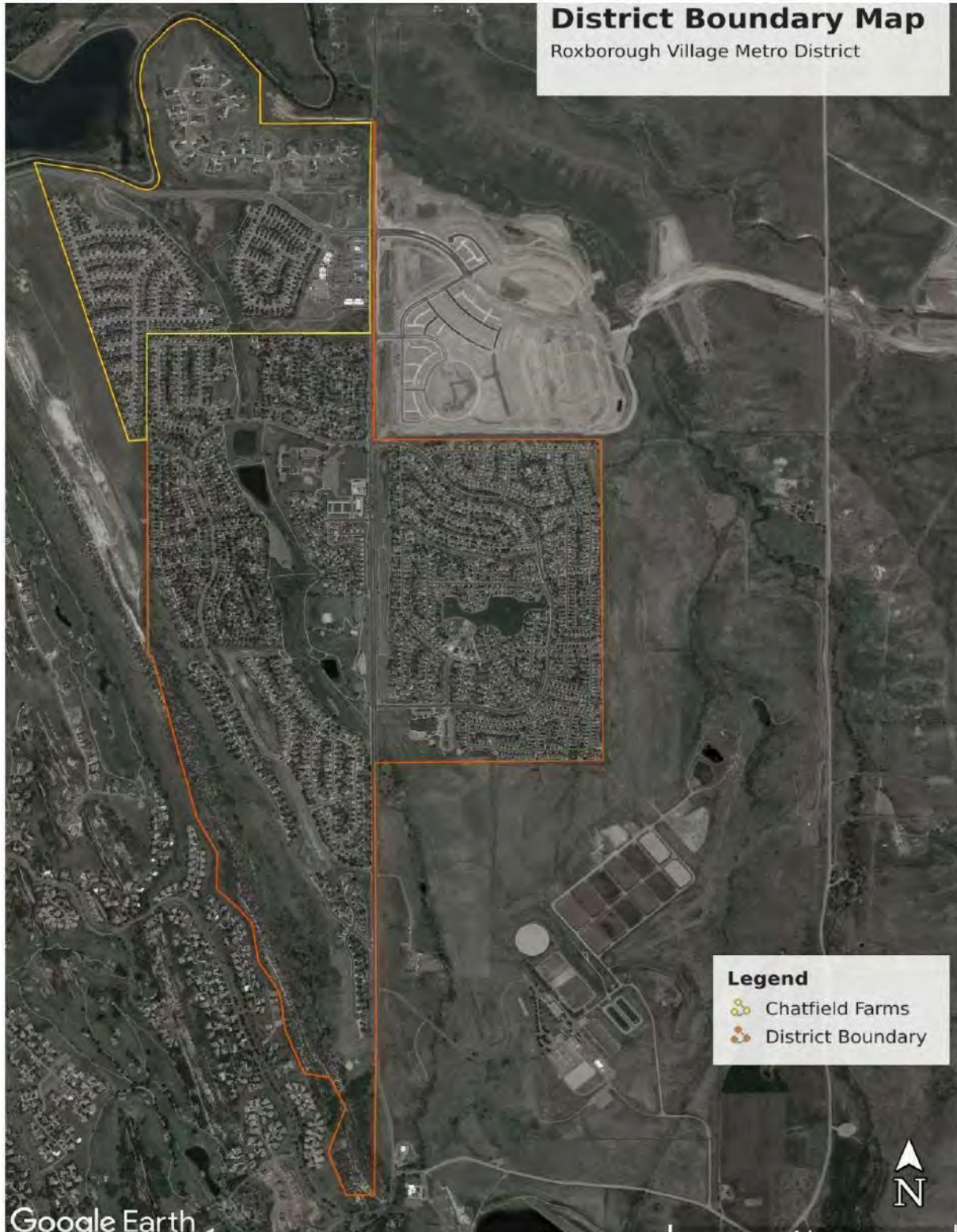


EXHIBIT B
STANDARD LANDSCAPE SERVICES

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



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

- II.F. "Municipality" means a city or town as defined in § 31-1-101(6), C.R.S., (2023).
- II.G. "Ozone nonattainment area" means an area within Colorado designated by the Commission and approved by the U.S. Environmental Protection Agency under the Code of Federal Regulations Title 40, § 81.306 (November 30, 2021), in which ambient air concentrations exceed the National Ambient Air Quality Standards for ozone.
- II.H. "Special district" means a quasi-municipal corporation or political subdivision as defined in § 32-1-103(20), C.R.S., (2023).
- II.I. "State government agency" means any agency, board, bureau, commission, department, division, institution, or office of the executive or judicial departments of state government, including institutions of higher education, located within the state of Colorado.
- III. Use restrictions
 - III.A. Beginning June 1, 2025, no state government agency in Colorado can use gasoline-powered push and hand-held lawn and garden equipment with an internal combustion engine smaller than 19 kW (25 horsepower) between June 1 and August 31 of each year.
 - III.B. Beginning June 1, 2025, neither the federal government nor any local government can use gasoline-powered push and 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.

Location	Date	Time	Approved?	Deposit \$100	Deposit Returned	Fee	In Binder?	Voided/ Cashed?	Date Permit Issued	Notes
Rox Community Park/ Softball Field	4/19/2025	11:00 AM- 1:30 PM	Yes	Yes		NA				

**Park Use Permit for Sport Fields for Youth
Sport Team/League Use, and
Sport Fields Release Waiver and Indemnification**

*Please complete the entire form and submit to Roxborough Village Metropolitan District,
Attention: Peggy Ripko, 141 Union Blvd. Suite 150 Lakewood, Colorado 80228 or via
email at pripko@sdmsi.com. Incomplete forms will be returned.*

Teams/Leagues comprised of players not less than half of which are residents of Roxborough Village Metropolitan District ("District") will receive priority for reserving sport fields. At least one team/league coach must be a resident of the District, who is not less than 21 years of age. A resident coach must be present at all reserved times.

_____ Number of Resident Players

_____ Number of Non-Resident Players

Name of Organization: Ken Caryl Little League

Address of Organization: 11757 W Ken Caryl Ave

Name of Park: ☒ Community Park ☐ Chatfield Farms #F
4/5 6/14 Littleton, Colorado 80127

Dates of Use: From _____ to _____

Days of Use: Sun ☐ Mon ☒ Tues ☒ Wed ☒ Thurs ☒ Fri ☒ Sat ☒ (Circle all that apply)

Times of Use: _____ a.m./p.m. to _____ a.m./p.m. 5-8 on weekdays 8-8 on Saturdays

Cory Calvert

Resident Coach's Name: _____

Address: 9721 S. Crystal Lake Dr.

Phone: Office _____ Home 720-899-1456

E-mail Address: Operations@ KCLLbaseball.com Calvertcory04@gmail.com

Additional Coach's Name: _____

Address: _____

Phone: Office _____ Home _____

E-mail Address: _____

Age Group: 6-12 ☐ Male ☐ Female Sport: Baseball

POLICY

Teams/Leagues may reserve use times from 3:30 p.m. until dusk Monday through Saturday. No uses are permitted on Sunday. There is a \$25.00 per day fee for field use for weekdays and a \$50.00 per day fee for field use for weekend use for teams/leagues comprised of players not less than half of which are residents of or attending schools within the District. For teams/leagues that do not meet this resident threshold the fee shall be \$50.00 per day for field use for weekdays and a \$100.00 per day for field use for weekend use. A refundable damage deposit will be collected and held in the amount of \$300.00 for resident teams/leagues and \$500 for non-resident teams/leagues. Once the fee and refundable damage deposit are made, the eligible team/league will receive the key to the sport's box.

Revocable Park Use Permits for Sport Fields for Youth Sport Team/League Use ("Use Permit") will be issued seasonally on a first come first serve basis starting February 15th of each year. The following must be submitted in order to be considered for a Use Permit:

- 1) A completed Application for Revocable Park Use Permit for Sport Fields for Youth Sport Team/League Use;
- 2) A formal roster of all team players with their addresses or addresses of schools they attend within the District;
- 3) A Sport Fields Release Waiver and Indemnification signed by a parent or guardian for each player;
- 4) A Sport Fields Release Waiver and Indemnification signed by each coach;
- 5) A Sport Fields Release Waiver and Indemnification signed on behalf of the sponsoring organization.

The applicable fees are due in full no less than seven (7) days prior to the first requested reservation date. The fees are charged per season. There is one season each year for baseball and football. There are two seasons each year for softball (Spring/Summer) and soccer (Spring/Fall). The fees are payable to Roxborough Village Metropolitan District.

No refunds will be issued for days on which the field was not used.

PERMIT CONDITIONS

I understand and agree to abide by the terms of this Agreement and the "[Rules and Regulations for Roxborough Village Metropolitan District Parks and Open Spaces](#)." I understand that I am responsible for any loss or damage of the facility or surrounding areas which may occur as a result of this function and agree to hold the Roxborough Village Metropolitan District harmless from any and all liability or damage resulting from the actions of myself, my family, or any attendees at the function. I acknowledge that I have read this Agreement and the "[Rules and Regulations for Roxborough Village Metropolitan District Parks and Open Spaces](#)," which are incorporated herein by this reference.

In addition, the following conditions shall also apply:

- I. Disorderly conduct and / or abusive language are prohibited and shall be cause for revocation of the Use Permit.
- II. A copy of Use Permit must be in the possession of the resident coach and shown to District personnel upon request.
- III. District parks and facilities are patrolled by local law enforcement agencies. Use of the facilities is subject to all applicable state and local laws and regulations.
- IV. The District will groom the Softball field infield once a week and mark outfield lines in the grass area monthly. Permit holder will be responsible for marking all other lines. If permit holder desires the District to mark other lines or provide additional infield grooming, Permit holder shall reimburse District for its actual cost.
- V. This Use Permit is non-assignable.

VIOLATION OF ANY OF THE USE PERMIT CONDITIONS MAY RESULT IN IMMEDIATE REVOCATION OF THE USE PERMIT AND PERMIT HOLDER SHALL NOT BE ENTITLED TO A REFUND.

Vehicles/Parking:

I understand that it is prohibited to operate any motorized vehicle within any Parks or Open Space, except on public roads or within public parking areas. Emergency, maintenance, and patrol vehicles are specifically excluded. I further understand that it is prohibited to park vehicles, trailers, or campers within any Parks or Open Space except within designated parking lots, and only between the hours of 6:00 a.m. and 10:00 p.m. I understand that vehicles that do not abide by the rules may be towed at the owner's expense and agree to inform guests of these rules and prohibitions.

I have read, understand, fully agree with and accept all responsibility for the terms and conditions of this Use Permit.

Signature of
Applicant Cory Calvert

(Name of Organization) Ken Caryl Little League

Date 02/23/2025

SPORT FIELDS RELEASE WAIVER AND INDEMNIFICATION
(ORGANIZATION)

I, Cory Calvert, am authorized to sign this Release Waiver and Indemnification on behalf of Ken Caryl Little League ("Organization"). The Organization accepts responsibility for all liability associated with the Organization's use of the sport fields operated by the District, including, but not limited to any damage to District property and bodily injury, occurring directly or indirectly, in connection with such use of District property.

The Organization releases the District from all liability for property damage and bodily injury, occurring directly or indirectly, in connection with such use of District property. The Organization RELEASES, INDEMNIFIES AND HOLDS HARMLESS the Roxborough Village Metropolitan District its directors, employees, agents and subcontractors, from and against any and all claims, actions, causes of action, liabilities and suits as a result of the Organization's and use of the District property.

UNDERSIGNED Ken Caryl Little League
(Name of Organization)

By: Cory Calvert
(Printed name of signer)

Cory Calvert
(signature)

Title: Operations Manager

Date: 02/23/2025

Address: 11757 W Ken Caryl Ave
#F
Littleton, Colorado 80127

SPORT FIELDS RELEASE WAIVER AND INDEMNIFICATION
(COACH)

I, **Cory Calvert**, wish to participate in sports activities on sport fields operated by Roxborough Village Metropolitan District, Douglas County, Colorado.

I recognize the possibility of physical injury associated with athletic activities including but not limited to soccer, football, baseball, and softball. I will abide by the Rules and Regulations of the District, and the Permit Conditions and release the District from all liability for property damage and bodily injury, occurring directly or indirectly, in connection with such use of District property.

I RELEASE, INDEMNIFY AND HOLD HARMLESS the Roxborough Village Metropolitan District its directors, employees, agents and subcontractors, from and against any and all claims, actions, causes of action, liabilities and suits as a result of my participation in athletic activities and use of the District property.

I have read this Release Waiver and Indemnification and fully understand its content.

UNDERSIGNED

Cory Calvert _____ (signature)

Cory Calvert _____ (Printed name of signer)

Title: **Coach** _____

Date: **02/23/2025** _____

Address: **11757 W Ken Caryl Ave** _____
#F
Littleton, Colorado 80127

SPORT FIELDS RELEASE WAIVER AND INDEMNIFICATION
(PARENT/LEGAL GUARDIAN)

I, _____, am an adult signing on my own behalf and on behalf of my minor child/minor child for whom I am the parent and/or legal guardian named who wishes to participate in sports activities on sport fields operated by Roxborough Village Metropolitan District, Douglas County, Colorado (the "District").

I recognize the possibility of physical injury associated with use of sports fields operated by the District and/or from participation in athletic activities including but not limited to soccer, football, baseball, and softball. I agree that my minor child, and I will abide by the Rules and Regulations of the District, and release the District from all liability for property damage and bodily injury, occurring directly or indirectly, in connection with such use of District property.

I RELEASE, INDEMNIFY AND HOLD HARMLESS the Roxborough Village Metropolitan District, its directors, employees, agents and subcontractors, from and against any and all claims, actions, causes of action, liabilities and suits resulting from my child's use of District property and/or participation in athletic activities on the District property.

I have read the Release Waiver and Indemnification and fully understand its content.

I acknowledge the receipt of a copy of the District Rules and Regulations.

Parent's/Legal Guardian's Signature: _____ Date: _____

(Printed name of signer)

Name of Minor: _____

MAR 17 2025

2023

REQUEST FOR RESERVATION OF PARK AREAS / GAZEBO IN ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

Residents of the Roxborough Village Metropolitan District may reserve the park areas/gazebo. Please complete the entire form and submit to Roxborough Village Metropolitan District, Attention: Peggy Ripko, 141 Union Blvd., Suite 150 Lakewood, CO 80228 or via email at pripko@sdmsi.com. The park areas/gazebo are available for reservation as a convenience for the District's residents for a refundable deposit of \$100. Incomplete forms will be returned.

Contact Information:

Resident/ Name: Nelly Pickering
Home Number: _____ Cell Number: 303 944 3480
Address: 7879 Jared Way Littleton, CO 80125
E-Mail Address: Kpdenver homes@gmail.com

Purpose of Reservation:

Please provide a brief description of your event:

Annual client appreciation event with breakfast & dumpsters

Request Details:

Park Requested:
Community Park ☒ Softball Field ☐ Chatfield Farms ☐

Area(s) Requested:
gazebo + parking lot

1st Preference: Date: 4/26/25 Start Time: 10am End Time: 2pm
2nd Preference: Date: _____ Start Time: _____ End Time: _____

Approximate Number of People in Attendance: 50

Will food be served? ☒ Will there be music? N/A

Please discuss your plan for trash/clean-up and informing guests of expectations regarding rules and parking:

We will use trash receptacles.

Rules and Regulations. I understand and agree to abide by the terms of this Agreement and the "Rules and Regulations for Roxborough Village Metropolitan District Parks and Open Spaces." I understand that I am responsible for any loss or damage of the facility or surrounding areas which may occur as a result of this function and agree to hold the Roxborough Village Metropolitan District harmless from any and all liability or damage resulting from the actions of myself, my family, or any attendees at the function. I acknowledge that I have read this Agreement and the "Rules and Regulations for Roxborough Village Metropolitan District Parks and Open Spaces," which are incorporated herein by this reference.

Non-Waiver. No waiver of any of the provisions of this Agreement shall be deemed to constitute a waiver of any other provision of this Agreement, nor shall such waiver constitute a continuing waiver unless otherwise expressly provided herein, nor shall the waiver of any default hereunder be deemed to be a waiver of any subsequent default hereunder. Notwithstanding any provision to the contrary in this Agreement, no term or condition of this Agreement shall be construed or interpreted as a waiver, either expressed or implied, of any of the immunities, rights, benefits or protection provided to the District under the Colorado Governmental Immunity Act.

Vehicles/Parking:

I understand that it is prohibited to operate any motorized vehicle within any Parks or Open Space, except on public roads or within public parking areas. Emergency, maintenance, and patrol vehicles are specifically excluded. I further understand that it is prohibited to park vehicles, trailers, or campers within any Parks or Open Space except within designated parking lots, and only between the hours of 6:00 a.m. and 10:00 p.m. I understand that vehicles that do not abide by the rules may be towed at the owner's expense and agree to inform guests of these rules and prohibitions.

I acknowledge that larger events may require a parking plan to be reviewed and approved by the Board of Directors for the District.

Signature of Resident/Host: _____

Date: 2/12/25

~~_____ The Remainder of the Form to be completed by District Management _____~~

Reviewed by Board of Directors on (Date): _____

Approved ☐ Denied ☐ More Information Requested ☐

This agreement entered into on (date): _____

Accepted by: _____

Amount collected: _____

For questions about this form or the reservation process please contact Michelle Gardner at mgardner@sdmsi.com or call 303-987-0835.

PROPOSAL

FOR

PROFESSIONAL JANITORIAL SERVICES

October 22, 2024

PREPARED FOR Roxborough Community Park

PROJECT LOCATION: 7671 North Rampart Range Road, Littleton, CO, 80125

SERVICE FEES:

1. 2 x per week janitorial service: **\$600 per month**
2. 1x per week janitorial service **\$420.00 per month**
3. Initial cleaning service; steam cleaning floor;
wiping down all fixtures& surfaces: **\$175 per service**
4. Air freshener- **\$35.00 per item**

All labor, chemicals, equipment, paper products, hand soap and applicable taxes needed to perform these services are included in the final price.

We carry contractor's public liability and property damage insurance. All of our employees are covered by workers compensation insurance, and we pay all federal old age benefits and state unemployment insurance tax.

ALL WORK IS 100% GUARANTEED

TERMS OF PAYMENT: NET 30 DAYS

TERMS OF SERVICES CANCELANATION:

EITHER PARTY MAY TERMINATE our CONTRACT BY NOTICE, IN WRITING TO THE OTHER PARTY. NOTICE TO BE GIVEN AT LEAST 30 DAYS PRIOR TO THE EFFECTIVE DATE OF SUCH TERMINATION, UNLESS EARLIER, AS MUTUALLY AGREED ON.

ACCEPTANCE: The prices, specifications, and conditions of this page and accompanying pages of this proposal are valid for 90 days.

METRO MAINTENANCE, INC.

ROCKS BURROW COMMUNITY PARK

SIGNATURE: _____

PRINT NAME: _____

JOB TITLE: _____

DATE: _____



Milen Peev

President

10/22/24

SIGNATURE: _____

PRINT NAME: _____

JOB TITLE: _____

DATE: _____

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes	112
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	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				
Dependent	SDMS- Peggy	Fill out Mission Communications form	4/1/2025			Waiting for who is going to be doing landscaping in the spring	
In Progress	Chavez	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. Agreement was signed; work will commence in the spring (3/11/25).	
In Progress	CDI	Review of all dog stations; proposal to fix					
In Progress	SDMS- Peggy	Execute 14B snow removal agreement	3/31/2025			E-mailed Travis on 2/20 to get contact info.	
In Progress	SDMS- Michelle	Get bids to install fence in outfield; separate out labor & materials	3/21/2025			E-mailed request to Michelle on 2/20.	
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	5/1/2025	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. (3/11/25) Douglas County put everything in their 5-year plan. Will check back with them periodically.	
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.	

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes	112
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 Dependence. Per Douglas County, road work will not happen until at least 2026. Board to discuss next steps in June -5/13. Coordinate with Douglas County with Rampart road work in 2026. Proposal included in August meetings. Agreement approved at AUGust meeting. Agreement is out for signature (9/13/24). Agreement finalized on 9/30. Waiting for actual load data from holiday lights to size a solar system (12/13/24). (1/6/25) Waiting on load data.	
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. (3/11/25) JPL completed the repairs on 3/10 but there are a couple items left.	
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	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).	

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes	112
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 homeowner details on 1/2. Michelle will be following up in the spring.	
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.	
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. Recieed invoice; e-mail on 3/2 with request for reimbursement.	
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	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	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	SDMS- Michelle	Install outlet at gazebo and ask for solar install cost for broken electric location on Rampart	2/28/2025			Sent her the ontacts on 2/10.	
In Progress	Environmental Committee	Determine tree planting scope and obtain proposals	4/30/2025				
Open	Operations Committee	Meet to discuss sign options & designs	2/28/2025				
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	
Open	Operations Committee	Identify how to replace picnic tables missing from gazebo	4/30/2025			We're considering adding a new overlook with tables.	
Open	Operations Committee	Determine if tilted bench next to Preble's Pond should be replaced this year	5/30/2025				
Open	Operations Committee	Determine if a formal path should be added on the east side of Preble's Pond	5/30/2025				
Open	Operations Committee	Determine if sewage pump hutch roof should be replaced	5/30/2025				
Recently Completed	SDMS- Peggy	Let CDI know re: 14B added to snow			3/1/2025		
Recently Completed	Ireland Stapleton	Update Chavez agreement	2/20/2025		2/20/2025		
Recently Completed	SDMS- Peggy	Get updated CHavez agreement executed	2/21/2025		2/23/2025	Uploaded for signature on 2/20.	
Recently Completed	SDMS- Peggy	Get info out for special meeting	2/20/2025		2/20/2025		
Recently Completed	Dir. Glass	Obtain proposal from JPL to clean out trickle channel parallel to Rampart Range Rd	3/1/2025		2/13/2025		
Recently Completed	SDMS- Diana	Obtain www.lasmetro.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. PR received e-mail on 3/3 confirming the request was valid.	

Status	Assigned to	Task	Due Date	Priority	Completed Date	Notes	112
Recently Completed	SDMS- Michelle	Find out if we can use ballot box at library	1/30/2025	Low	3/1/2025	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.	
Recently Completed	SDMS- Peggy	RFP- update park with due dates, etc.	1/3/2025		2/8/2025	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.	
Recently Completed	SDMS- Peggy	Contact CDI and work on outstanding invoices	1/15/2025		3/11/2025	E-mailed Chelsea on 1/15. Sent Chelsea update on 1/26. Followed up on 2/4.	
Recently Completed	JPL	Provide estimate for removal of river rock from xeriscape area and spread in other landscaped area	2/28/2025		2/13/2025	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.	
Recently Completed	JPL	Provide estimate for adding four more boulders in the xeriscape area	2/28/2025		2/13/2025	Ephram spoke with Cory from JPL on 1/30.	
Recently Completed	SDMS- Michelle	Douglas county- why they aren't responsible for fences on their property	3/1/2025		2/15/2025	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.	
Recently Completed	Dir. Glass	Talk to Douglas County re: guardrail between Waterton & soccer field.	11/30/2024		2/15/2025	Asked Douglas County, waiting for response (12/13/24). (3/11/25) Douglas County was in favor of a berm rather than a guard rail.	

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	\$1,228.85
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total	\$2,665.66
Budgeted	\$24,564.00
YTD	\$2,665.66
Remaining	\$21,898.34
Percent	10.9%

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_____



February 06, 2025

WORK ORDER #13909

PROPOSAL FOR

EPHRAM GLASS

ROXBOROUGH METRO DISTRICT.

ROXBOROUGH METRO DISTRICT

W WATERTON ROAD AND N RAMPART RANGE ROAD

LITTLETON, CO 80125

DESCRIPTION OF WORK TO BE PERFORMED

This proposal represents the Cleanout and Disposal of the Drain Pan which runs along the fence on the East side of N Rampart Range Road, from Village Circle West going south.

Price includes all Labor, Equipment, Materials, Delivery and Disposal Fees.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL COST
Labor			
12.0000	Labor Hours	\$70.00	\$840.00
Total Labor			\$840.00
Materials			
3.0000	Disposal Charge (Inorganic)	\$224.00	\$672.00
3.0000	Skidsteer	\$125.00	\$375.00
Total Materials			\$1,047.00
SALE:			\$1,887.00
TOTAL:			\$1,887.00

ENHANCEMENTS

<u>QTY</u>	<u>TYPE</u>	<u>DESCRIPTION</u>
3.00	TON	Disposal Charge (Inorganic)

3.00	HRS	Skidsteer
------	-----	-----------

**ROXBOROUGH METRO DISTRICT
WORK ORDER SUMMARY**

INCLUDED SERVICES	OCCURS	COST EACH	EXT COST	TOTAL COST
ENHANCEMENTS	1	\$1,887.00	\$1,887.00	\$1,887.00
TOTAL:			\$1,887.00	\$1,887.00

This proposal is valid for 30 days and is based on current market rates for material and labor costs, which are subject to change due to supply chain variability and market uncertainties. Contractor reserves the right to revise pricing should Client approve and accept this proposal after 30 days from the date of the proposal.

INVOICING AND PAYMENT: Payments will be due in a net 30 fashion. Interest shall accrue from the date payment is due at the rate of 2% per week until payment in full is received. All billing that has aged over forty-five (45) days will be sent to collections. Please email ar@jplcares.com for any questions or to update invoicing contact information.

WARRANTY LIMITATIONS: Contractor to perform warranty installation of trees and shrubs supplied by Contractor, for a period of 1-year from the date of installation. The warranty shall be in effect provided Contractor has been responsible for the maintenance of trees and shrubs under a separate landscape maintenance agreement, and all recommendations made for ongoing care have been approved by the Client. Annuals, Perennials, Seed and Sod are not covered under warranty. Contractor will supply and install replacements for trees and shrubs that are more than 50% perished before the expiration of the 1-year warranty period. Contractor will cover warranty costs based on their material cost at the date of installation, to be performed around the 1-year anniversary of installation. Client is responsible to notify the Contractor of perished trees and shrubs prior to the date of the 1-year anniversary of installation. The Contractor assumes no responsibility for and shall not be held responsible by Clients for damages due to conditions beyond the Contractor's control, including landscape maintenance performed by others, over/under watering, protection and care provided by Client or others, extreme weather; including abnormally cold winter temperatures, ice, snow damage, melting snow, wind, hail, tornado, fire, vandalism, theft, neglect, abuse, wildlife (including but not limited to rabbits and deer), the impact from separate or other construction projects and/or improper practices by others. Warranty does not include the price of labor to install new plant material. All items in this agreement are stated assuming that weather conditions are favorable. Contractor is not to be held responsible, in any way, for delays in the completion of specified tasks due to weather conditions. Should the price of fuel rise above \$4.25 a gallon, JPL Cares reserves the right to increase the overall contract price by a percentage no greater than 5% based on rising costs in various materials.

By _____

Cory S Sulzle

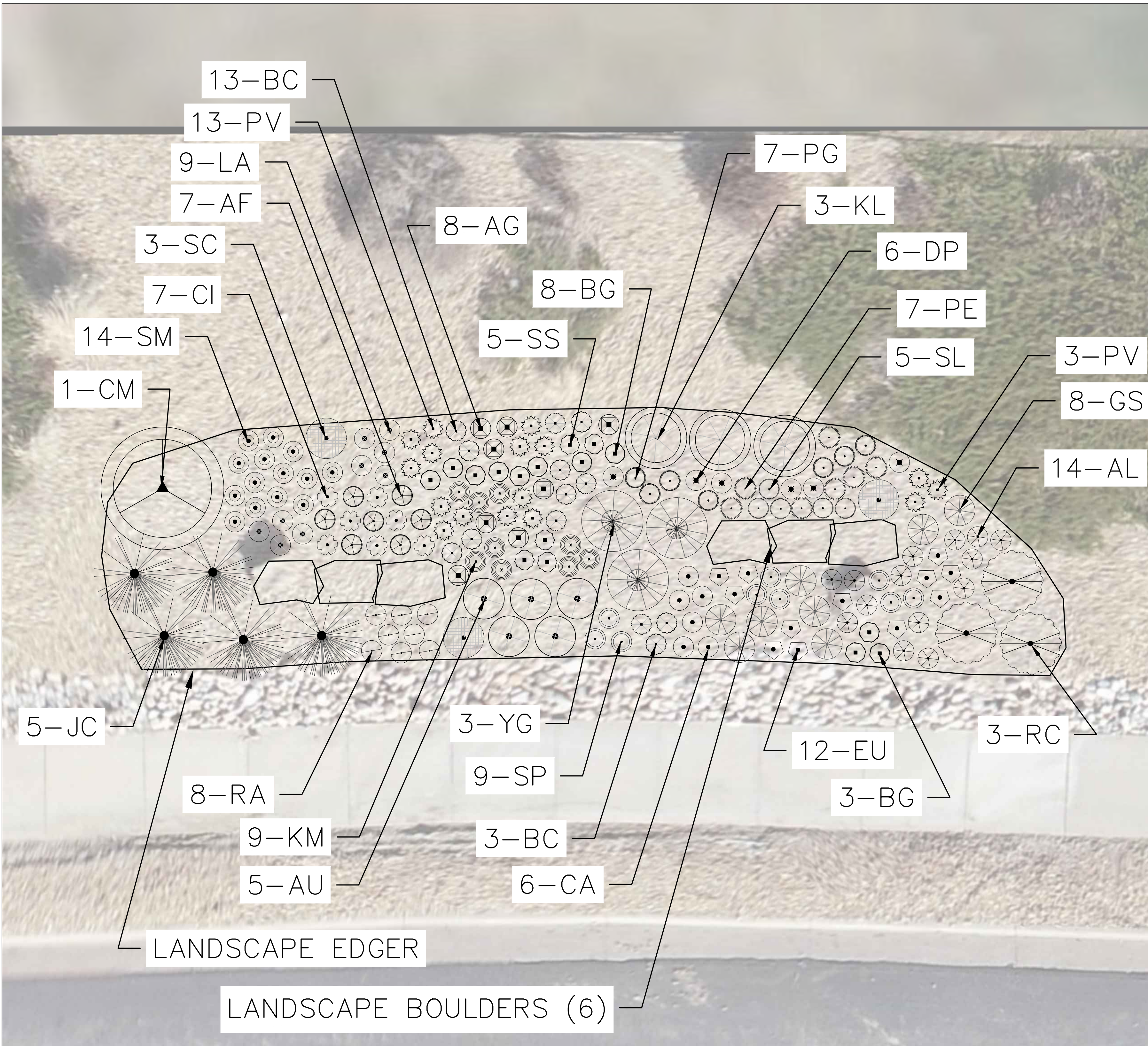
Date February 06, 2025

By _____

Date _____

JPL CARES

ROXBOROUGH METRO DISTRICT.



Roxborough Demonstration Garden Plant List			
Symbol	Abbrev.	Common Name	Scientific Name
Grasses			
	AG	Big bluestem	Andropogon gerardii
	BC	Sideoats grama	Bouteloua curtipendula
	BG	Blue grama	Bouteloua gracilis
	KM	Prairie Junegrass	Koeleria macrantha
	PV	Switchgrass	Panicum virgatum var. virgatum
	SS	Little bluestem	Schizachyrium scoparium var. scoparium
Forbs			
	CI	Wholeleaf Indian Paintbrush	Castilleja integra
	CA	Field Chickweed	Cerastium arvense ssp. strictum
	DP	Purple Prairie Clover	Dalea purpurea
	EU	Sulphur-flower buckwheat	Eriogonum umbellatum
	LA	Silvery lupine	Lupinus argenteus
	PG	Sawsepal Penstemon	Penstemon glaber
	PE	Blue Mist Penstemon	Penstemon virens
	RA	Upright Prairie Coneflower	Ratibida columnifera
	SM	Missouri goldenrod	Solidago missouriensis var. missouriensis
	SP	Scarlet Globemallow	Sphaeralcea coccinea
Shrubs/Succulants			
	AF	Fringed Sagebrush	Artemisia frigida
	AL	White Sagebrush	Artemisia ludoviciana ssp. ludoviciana
	CM	Alderleaf Mountain Mahogany	Cercocarpus montanus
	GS	Broom Snakeweed	Gutierrezia sarothrae
	JC	Common Juniper	Juniperus communis var. depressa
	KL	Winterfat	Krascheninnikovia lanata
	RC	Wax Currant	Ribes cereum
	SL	Spearleaf Stonecrop	Sedum lanceolatum ssp. lanceolatum
	SC	Bush Sunflower	Simsia calva
	YG	Soapweed yucca	Yucca glauca
Groundcover			
	AU	Kinnikinnick	Arctostaphylos uva-ursi



Roxborough Demonstration Garden

REVISIONS:		
#	DATE	DESCRIPTION

DATE: JANUARY 2025
DRAWN BY: TS
REVIEWED BY: KR

PROGRESS SET:
NOT FOR CONSTRUCTION
These documents are incomplete,
are released for interim review only,
and are not intended for regulatory
approval, bidding, permit, or
construction purposes.

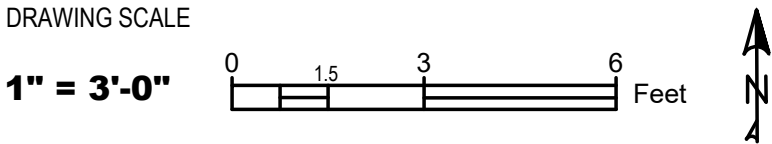
ISSUE:

SHEET TITLE:

Planting Plan

SHEET NUMBER:

L1.0



FILE MANAGEMENT:
FILE NAME: Z:\PROJECTS\2024\124189401 Roxborough Village MD Demonstration Garden\Figures\AutoCAD\DWG\BASE.dwg
PLOT DATE: January 22, 2025
THIS DRAWING IS CURRENT AS OF PLOT DATE AND MAY BE SUBJECT TO CHANGE.

Roxborough Demonstration Garden Plant List

Symbol	Abbrev.	Common Name	Scientific Name	Spacing (o.c)	Qty.
		Grasses			
☒	AG	Big bluestem	Andropogon gerardii	12"	8
☒	BC	Sideoats grama	Bouteloua curtipendula	12"	13
☒	BG	Blue grama	Bouteloua gracilis	12"	11
☒	KM	Prairie Junegrass	Koeleria macrantha	12"	9
☒	PV	Switchgrass	Panicum virgatum var. virgatum	12"	16
☒	SS	Little bluestem	Schizachyrium scoparium var. scoparium	12"	5
		Forbs			
☒	CI	Wholeleaf Indian Paintbrush	Castilleja integra	12"	7
☒	CA	Field Chickweed	Cerastium arvense ssp. strictum	12"	6
☒	DP	Purple Prairie Clover	Dalea purpurea	12"	6
☒	EU	Sulphur–flower buckwheat	Eriogonum umbellatum	12"	12
☒	LA	Silvery lupine	Lupinus argenteus	12"	9
☒	PG	Sawsepal Penstemon	Penstemon glaber	12"	7
☒	PE	Blue Mist Penstemon	Penstemon virens	12"	7
☒	RA	Upright Prairie Coneflower	Ratibida columnifera	12"	8
☒	SM	Missouri goldenrod	Solidago missouriensis var. missouriensis	12"	14
☒	SP	Scarlet Globemallow	Sphaeralcea coccinea	12"	9
		Shrubs/Succulants			
☒	AF	Fringed Sagebrush	Artemisia frigida	12"	7
☒	AL	White Sagebrush	Artemisia ludoviciana ssp. ludoviciana	12"	14
☒	CM	Alderleaf Mountain Mahogany	Cercocarpus montanus	48"	1
☒	GS	Broom Snakeweed	Gutierrezia sarothrae	24"	8
☒	JC	Common Juniper	Juniperus communis var. depressa	36"	5
☒	KL	Winterfat	Krascheninnikovia lanata	36"	3
☒	RC	Wax Currant	Ribes cereum	36"	3
☒	SL	Spearleaf Stonecrop	Sedum lanceolatum ssp. lanceolatum	12"	5
☒	SC	Bush Sunflower	Simsia calva	36"	3
☒	YG	Soapweed yucca	Yucca glauca	12"	3
		Groundcover			
☒	AU	Kinnikinnick	Arctostaphylos uva–ursi	24"	5
			Total		204

ITEM	QTY.
Landscape Edger	108 linear feet
Landscape Boulders	6 at 2’x3’
Mulch	514 square feet
*See notes for more detail	

NOTES:

THE FOLLOWING ARE SUGGESTIONS. ACTUAL MATERIALS, SIZING AND METHODS MAY VARY.

- MULCH – SUGGESTED DEPTH OF 3–4”
- ORGANIC MULCH
USE A FINE ORGANIC MULCH WITH PIECES 1” OR SMALLER. COMPOST MAY BE AMENDED INTO SOIL.
 - INORGANIC MULCH
IF USING INORGANIC MULCH, USE PEA GRAVEL OR SQUEEGEE, 1/4” WIDTH OR LESS, THAT MATCHES THE SHADE OF THE EXISTING ROCK MULCH.
 - PULL MULCH A MINIMUM OF 3” AWAY FROM PLANT.
 - PEA GRAVEL, SQUEEGEE, OR SIMILAR INORGANIC MULCH IS RECOMMENDED AND CAN BE PURCHASED FROM LOCAL SUPPLIERS PIONEER LANDSCAPE CENTER OR A SIMILAR LOCATION.

- LANDSCAPE EDGER
- 1/4”X4” PLASTIC LANDSCAPE BORER, RUNS CONTINUOUS. SECURE WITH 3/16”X14” LONG STAKES EVERY 8’ O.C.
 - 4”X10’ ROLL TOP PLASTIC LAWN EDGING OR SIMILAR PRODUCT IS RECOMMENDED AND CAN BE PURCHASED FROM SILVER CROWN LANDSCAPE MATERIALS OR SIMILAR LOCAL LANDSCAPE SUPPLY STORE.

- LANDSCAPE BOULDERS
- BOULDERS SHOULD BE APPROXIMATELY 2’X3’ AND POSITIONED IN GROUPS OF 3 (SEE PLANS). PARTIALLY BURY EACH BOULDER INTO THE EXISTING SLOPE AND GRADE TO CREATE A TERRACE
 - THERE ARE TWO EXISTING BOULDERS ON SITE THAT CAN BE UTILIZED. BOULDERS SELECTED SHOULD MATCH.
 - BROWN OR GREY GRANITE BOULDERS, OR EQUIVILANT PRODUCT ARE RECOMMENDED AND CAN BE PURCHASED FROM LOCAL SUPPLIERS SUCH AS TITAN LANDSCAPE MATERIALS OR PIONEER LANDSCAPE CENTER.



Roxborough Demonstration Garden

REVISIONS:		
#	DATE	DESCRIPTION
DATE: JANUARY 2025		
DRAWN BY: TS		
REVIEWED BY: KR		

PROGRESS SET:
NOT FOR CONSTRUCTION
These documents are incomplete,
are released for interim review only,
and are not intended for regulatory
approval, bidding, permit, or
construction purposes.

ISSUE: _____

SHEET TITLE: _____

Planting Schedule

SHEET NUMBER: _____

L1.1



February 06, 2025

WORK ORDER #13907

PROPOSAL FOR

EPHRAM GLASS

ROXBOROUGH METRO DISTRICT.

ROXBOROUGH METRO DISTRICT

W WATERTON ROAD AND N RAMPART RANGE ROAD

LITTLETON, CO 80125

DESCRIPTION OF WORK TO BE PERFORMED

This proposal represents the removal of the river rock and landscape fabric from the xeriscape area on Village Circle East, across from the school. The rock that is removed would be relocated to other areas along Village Circle East where the rock is thin.

Price includes all Labor, Equipment, Materials, Delivery and Disposal Fees.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL COST
Labor			
24.0000	Labor Hours	\$70.00	\$1,680.00
Total Labor			\$1,680.00
SALE:			\$1,680.00
TOTAL:			\$1,680.00

ENHANCEMENTS

**ROXBOROUGH METRO DISTRICT
WORK ORDER SUMMARY**

INCLUDED SERVICES	OCCURS	COST EACH	EXT COST	TOTAL COST
ENHANCEMENTS	1	\$1,680.00	\$1,680.00	\$1,680.00
TOTAL:			\$1,680.00	\$1,680.00

This proposal is valid for 30 days and is based on current market rates for material and labor costs, which are subject to change due to supply chain variability and market uncertainties. Contractor reserves the right to revise pricing should Client approve and accept this proposal after 30 days from the date of the proposal.

INVOICING AND PAYMENT: Payments will be due in a net 30 fashion. Interest shall accrue from the date payment is due at the rate of 2% per week until payment in full is received. All billing that has aged over forty-five (45) days will be sent to collections. Please email ar@jplcares.com for any questions or to update invoicing contact information.

WARRANTY LIMITATIONS: Contractor to perform warranty installation of trees and shrubs supplied by Contractor, for a period of 1-year from the date of installation. The warranty shall be in effect provided Contractor has been responsible for the maintenance of trees and shrubs under a separate landscape maintenance agreement, and all recommendations made for ongoing care have been approved by the Client. Annuals, Perennials, Seed and Sod are not covered under warranty. Contractor will supply and

install replacements for trees and shrubs that are more than 50% perished before the expiration of the 1-year warranty period. Contractor will cover warranty costs based on their material cost at the date of installation, to be performed around the 1-year anniversary of installation. Client is responsible to notify the Contractor of perished trees and shrubs prior to the date of the 1-year anniversary of installation. The Contractor assumes no responsibility for and shall not be held responsible by Clients for damages due to conditions beyond the Contractor's control, including landscape maintenance performed by others, over/under watering, protection and care provided by Client or others, extreme weather; including abnormally cold winter temperatures, ice, snow damage, melting snow, wind, hail, tornado, fire, vandalism, theft, neglect, abuse, wildlife (including but not limited to rabbits and deer), the impact from separate or other construction projects and/or improper practices by others. Warranty does not include the price of labor to install new plant material. All items in this agreement are stated assuming that weather conditions are favorable. Contractor is not to be held responsible, in any way, for delays in the completion of specified tasks due to weather conditions. Should the price of fuel rise above \$4.25 a gallon, JPL Cares reserves the right to increase the overall contract price by a percentage no greater than 5% based on rising costs in various materials.

By _____

Cory S Sulzle

Date February 06, 2025 _____

JPL CARES

By _____

Date _____

ROXBOROUGH METRO DISTRICT.



February 06, 2025

WORK ORDER #13908

PROPOSAL FOR

EPHRAM GLASS

ROXBOROUGH METRO DISTRICT.

ROXBOROUGH METRO DISTRICT

W WATERTON ROAD AND N RAMPART RANGE ROAD

LITTLETON, CO 80125

DESCRIPTION OF WORK TO BE PERFORMED

This proposal represents the Installation of 4 more Boulders in the xeriscape area on Village Circle East, across from the school.

Price includes all Labor, Equipment, Materials, Delivery and Disposal Fees.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL COST
Labor			
6.0000	Labor Hours	\$70.00	\$420.00
Total Labor			\$420.00
Materials			
3.0000	Moss Rock Boulder	\$560.00	\$1,680.00
1.0000	Delivery Fee	\$200.00	\$200.00
1.0000	Skidsteer	\$125.00	\$125.00
Total Materials			\$2,005.00
SALE:			\$2,425.00
TOTAL:			\$2,425.00

ENHANCEMENTS

<u>QTY</u>	<u>TYPE</u>	<u>DESCRIPTION</u>
1.00	HRS	Skidsteer

1.00	EACH	Delivery Fee
------	------	--------------

**ROXBOROUGH METRO DISTRICT
WORK ORDER SUMMARY**

INCLUDED SERVICES	OCCURS	COST EACH	EXT COST	TOTAL COST
ENHANCEMENTS	1	\$2,425.00	\$2,425.00	\$2,425.00
TOTAL:			\$2,425.00	\$2,425.00

This proposal is valid for 30 days and is based on current market rates for material and labor costs, which are subject to change due to supply chain variability and market uncertainties. Contractor reserves the right to revise pricing should Client approve and accept this proposal after 30 days from the date of the proposal.

INVOICING AND PAYMENT: Payments will be due in a net 30 fashion. Interest shall accrue from the date payment is due at the rate of 2% per week until payment in full is received. All billing that has aged over forty-five (45) days will be sent to collections. Please email ar@jplcares.com for any questions or to update invoicing contact information.

WARRANTY LIMITATIONS: Contractor to perform warranty installation of trees and shrubs supplied by Contractor, for a period of 1-year from the date of installation. The warranty shall be in effect provided Contractor has been responsible for the maintenance of trees and shrubs under a separate landscape maintenance agreement, and all recommendations made for ongoing care have been approved by the Client. Annuals, Perennials, Seed and Sod are not covered under warranty. Contractor will supply and install replacements for trees and shrubs that are more than 50% perished before the expiration of the 1-year warranty period. Contractor will cover warranty costs based on their material cost at the date of installation, to be performed around the 1-year anniversary of installation. Client is responsible to notify the Contractor of perished trees and shrubs prior to the date of the 1-year anniversary of installation. The Contractor assumes no responsibility for and shall not be held responsible by Clients for damages due to conditions beyond the Contractor's control, including landscape maintenance performed by others, over/under watering, protection and care provided by Client or others, extreme weather; including abnormally cold winter temperatures, ice, snow damage, melting snow, wind, hail, tornado, fire, vandalism, theft, neglect, abuse, wildlife (including but not limited to rabbits and deer), the impact from separate or other construction projects and/or improper practices by others. Warranty does not include the price of labor to install new plant material. All items in this agreement are stated assuming that weather conditions are favorable. Contractor is not to be held responsible, in any way, for delays in the completion of specified tasks due to weather conditions. Should the price of fuel rise above \$4.25 a gallon, JPL Cares reserves the right to increase the overall contract price by a percentage no greater than 5% based on rising costs in various materials.

By _____

Cory S Sulzle

Date February 06, 2025

By _____

Date _____

JPL CARES**ROXBOROUGH METRO DISTRICT.**