

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

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

<https://roxvillagemetro.colorado.gov>

NOTICE OF SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Ephram Glass	President	2027/May 2027
Debra Prysby	Vice President	2027/May 2027
Cliff Linhardt	Treasurer	2029/May 2029
Ron Bendall	Secretary	2029/May 2029
Stephen Throneberry	Assistant Secretary	2029/May 2029

DATE: November 10, 2025
TIME: 6:00 p.m.
LOCATION: Roxborough Library and Virtual Meeting
8357 N Rampart Range
Rd # 200, Littleton, CO
80125

Google Meet joining info
Video call link: meet.google.com/vpu-pfgx-anv
Or dial: (US) +1 402-433-0127 PIN: 926 994 793#

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

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

I. ADMINISTRATIVE MATTERS

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

II. PUBLIC COMMENTS/HOMEOWNER REQUESTS

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

III. BOARD DISCUSSION MATTERS

- A. Zebulon discussion:

1. Discuss what the District should or could do regarding the Zebulon sports complex.
 2. Discuss sending out a survey to gauge public desire to take stronger measures against the Zebulon sports complex.
- B. Discuss follow-up survey draft. (enclosure)
 - C. Discuss what steps Arrowhead Shores needs to take to enable the District to take over playground maintenance at Crystal Lake and Mule Deer playgrounds.
 - D. Discuss and consider approval of boring proposals to repair the electric line underneath N Rampart Range Rd. (enclosure)
 - E. Discuss and consider approval of a \$3,175.00 change order from Biodive Solutions for pipe stands. (enclosure)
 - F. Discuss bad data entered by CDI in the District's GIS.
 - G. Review and discuss 2026 landscaping proposals from EDI and CDI. (enclosure)
 - H. Discuss installation of cameras within the district. (enclosure)
 - I. Discuss proposals from Chavez Services to improve the walkway west of Preble's Pond. (enclosure)
 - J. Discuss referral DR2025-010 from Douglas County. (enclosure)
 - K. Discuss possible amendments to the Rules & Regulations.
 - L. Update on field supervisor job posting.
 - M. Update on C&L dig-in in Chatfield Farms.
 - N. Update on Crystal Lake pump work.
 - O. Review lists of current approved and requested community permits, if any. (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.) and/or any new resident inquiries or correspondence.

IV. OTHER MATTERS

- A. Other

V. PUBLIC COMMENTS/HOMEOWNER REQUESTS

VI. ADJOURNMENT

THE NEXT REGULAR MEETING IS SCHEDULED FOR November 19, 2025.

Roxborough Follow-up Survey

The Roxborough Village Metro District (RVMD) Board has been prioritizing maintenance within the District to improve safety and aesthetics within the community while improving the District's operational efficiency to reduce ongoing costs. A survey went out in July to ask residents if they would like the District to do more for the community than just maintenance. This follow-up survey compiles some of the first survey's responses so the whole community can provide feedback on each idea.

Please fill out this survey and let us know your thoughts.

* Indicates required question

1. Email *

Events, Programs, and Partnerships

2. What events would you like to see in Roxborough Village? *

(check all that apply)

Check all that apply.

- ☐ Concerts
- ☐ Craft fair
- ☐ Bake fest
- ☐ Farmers market
- ☐ 4th of July celebration
- ☐ Oktoberfest
- ☐ Fall festival
- ☐ Christkindlmarket (Christmas market)
- ☐ Boating events in District ponds
- ☐ I don't want events
- ☐ Other: _____

3. **Would you be interested in Roxborough Village partnering with other entities to provide any of the following programs or discounts?**

*

(check all that apply)

Check all that apply.

- ☐ Denver Botanic Gardens at Chatfield discounts
- ☐ Cooking classes at the Douglas County Legacy Campus
- ☐ Chatfield Community Supported Agriculture (CSA) partnership (for locally grown produce)
- ☐ Grazing in open space (by goats, sheep, or cows) to assist with habitat restoration
- ☐ Rocky Mountain Rails partnership (rockymountainrails.net)
- ☐ Sagebrush Stables partnership (sagebrushstables.com)
- ☐ Seven Stones Cemetery yoga and events (discoversevenstones.com)
- ☐ High Line Canal Conservancy events (highlinecanal.org)
- ☐ None of the above interest me
- ☐ Other: _____

New Services

New services can be implemented by a metro district through individual fees, taxes, or a combination of the two. If implemented through fees only, a ballot issue would not be required. Property or sales taxes can only be increased with passage of a ballot question.

4. **Would you like Roxborough Village to provide either or both of the following?**

(check all that apply)

Check all that apply.

- ☐ Provide high speed internet
- ☐ Improved cellphone coverage

Trash Collection

5. Please choose one of the following: *

Mark only one oval.

- ☐ I live in an HOA that provides trash services *Skip to question 6*
- ☐ I do not live in an HOA that provides trash services *Skip to question 7*

HOA Selection

6. To provide your HOA's current cost for trash service, please let us know which HOA you live in. *  Dropdown

Mark only one oval.

- ☐ Arrowhead Shores *Skip to section 6 (Arrowhead Shores)*
- ☐ Chatfield Farms 1A (East) *Skip to section 7 (Chatfield Farms 1A)*
- ☐ Chatfield Farms 1B (West) *Skip to section 8 (Chatfield Farms 1B)*
- ☐ Chatfield Farms Estates *Skip to section 9 (Chatfield Farms Estates)*
- ☐ Rampart Way (Filing 16B) *Skip to section 10 (Rampart Way (Filing 16B))*
- ☐ Roxborough Ridge (Red Mesa/Blue Mesa)
 Skip to section 11 (Roxborough Ridge (Red Mesa/Blue Mesa))
- ☐ Roxborough Village First *Skip to section 12 (Roxborough Village First)*
- ☐ Verandah Court *Skip to section 13 (Verandah Court)*
- ☐ I am not sure *Skip to question 7*

Arrowhead Shores

Arrowhead Shores pays \$22.08/month per household for:

- weekly trash
- weekly recycling
- monthly large item pick-up

Skip to question 7

Chatfield Farms 1A

Chatfield Farms 1A pays \$17.68/month per household for:

- weekly trash
- recycling every other week

Skip to question 7

Chatfield Farms 1B

Chatfield Farms 1B pays \$16.92/month per household for:

- weekly trash
- recycling every other week

Skip to question 7

Chatfield Farms Estates

Chatfield Farms Estates pays \$25.14/month per household for:

- weekly trash
- recycling every other week

Skip to question 7

Rampart Way (Filing 16B)

Filing 16B pays \$14.80/month per household for:

- weekly trash
- recycling every other week

Skip to question 7

Roxborough Ridge (Red Mesa/Blue Mesa)

Roxborough Ridge pays \$13.93/month per household for:

- weekly trash
- recycling every other week

Skip to question 7

Roxborough Village First

Roxborough Village First pays \$15.67/month per household for:

- weekly trash
- recycling every other week
- annual large item pick-up

Skip to question 7

Verandah Court

Verandah Court pays \$20.00/month per household for:

- weekly trash.

The HOA board is considering adding weekly yard debris pick-up weekly in the month of November.

Skip to question 7

Trash Collection Continued...

Based on initial estimates, if Roxborough Village performed trash collection instead of HOAs and individual homeowners, the following would be the monthly cost per household for each option.

It is anticipated that HOAs will reduce their dues if Roxborough Village performed trash collection.

Trash Collection:

1. Weekly: \$XX/household
2. Every two weeks: \$XX/household

Recycling:

1. Weekly: \$XX/household
2. Every two weeks: \$XX/household

Composting:

1. Weekly: \$XX/household
2. Every two weeks: \$XX/household

Yard Waste pick-up:

1. Once a year: \$XX/household
2. Twice a year: \$XX/household

Large Item pick-up:

1. Quarterly: \$XX/household
2. Twice a year: \$XX/household

7. **Based on the above prices, would you like to switch and have Roxborough Village provide trash collection?** *

Mark only one oval.

- ☐ Yes *Skip to question 8*
- ☐ No *Skip to question 9*

Trash Collection Questions

Based on initial estimates, if Roxborough Village performed trash collection instead of HOAs and individual homeowners, the following would be the monthly cost per household for each option:

1. Trash collection (weekly): \$XX/household
2. Trash collection (every two weeks): \$XX/household
3. Recycling (weekly): \$XX/household
4. Recycling (every two weeks): \$XX/household
5. Compost (weekly): \$XX/household
6. Compost (every two weeks): \$XX/household
7. Yard waste (twice a year): \$XX/household
8. Yard waste (once a year): \$XX/household
9. Large item pick-up (quarterly): \$XX/household
10. Large item pick-up (twice a year): \$XX/household

8. How frequently would you want things collected? *

Mark only one oval per row.

	Weekly	Every 2 weeks	Quarterly	Twice a year	Once a year	Never
Trash	☐	☐	☐	☐	☐	☐
Recycling	☐	☐	☐	☐	☐	☐
Compost	☐	☐	☐	☐	☐	☐
Yard Waste	☐	☐	☐	☐	☐	☐
Large items	☐	☐	☐	☐	☐	☐

Wildfire Mitigation

9. **Should Roxborough Village implement wildfire mitigations programs for homeowners and businesses?** *

Mark only one oval.

☐ Yes

☐ No

Elections

Ranked Choice vs. Standard Voter Ballots

Rank each candidate filling in only one circle in each row and column

Candidates	1 st Choice	2 nd Choice	3 rd Choice	4 th Choice	5 th Choice	6 th Choice	7 th Choice
Candidate A	☐	☒	☐	☐	☐	☐	☐
Candidate B	☐	☐	☐	☐	☒	☐	☐
Candidate C	☐	☐	☐	☒	☐	☐	☐
Candidate D	☒	☐	☐	☐	☐	☐	☐
Candidate E	☐	☐	☒	☐	☐	☐	☐
Candidate F	☐	☐	☐	☐	☐	☐	☒
Candidate G	☐	☐	☐	☐	☐	☒	☐

VS.

Fill in up to three circles

Candidates	
Candidate A	☒
Candidate B	☐
Candidate C	☐
Candidate D	☒
Candidate E	☒
Candidate F	☐
Candidate G	☐

10. **Should Roxborough Village elections use ranked choice if there are many * candidates running for the two or three seats on the board?**

NOTE: The ranked choice method would NOT be the instant runoff or single transferable vote methods proposed in Colorado or utilized in other states. It would use the Schulze single transferable vote method to ensure voters are proportionally reflected in the outcome with a minimum ability to game the system.

Issues with the current system:

- Because metro districts do not have primaries, ballots can have a significant number of candidates where voters feel like they need to guess how others will vote to make sure their vote counts.
- Voters can feel disenfranchised when candidates from larger neighborhoods are disproportionately elected to the board.

Benefits of ranked choice:

- There is no need to strategize how you vote or synchronize with other voters.
- The Schulze single transferable vote method ensures the most liked candidates are elected.
- The board will more often proportionally represent the demographics of the district.

Downsides of ranked choice:

- The current voting method where the candidates with the most votes win the election is very simple to calculate whereas the Schulze single transferable vote method requires a computer to tally the votes.
- Initially, some voters may find ranked choice ballots confusing.

Mark only one oval.

☐ Yes

☐ No

☐ Unsure/I don't care

Open Space Preservation

11. **Do you want Roxborough Village to help create a district that preserves open space in and around Roxborough?** *

Mark only one oval.

☐ Yes *Skip to question 12*

☐ No *Skip to question 14*

Open Space Questions

12. **How would you like that district to be funded?** *
(check more than one if you think it should be a combination of funding sources)

Check all that apply.

☐ Property tax

☐ Sales tax

☐ Flat fee (i.e. every homeowner or businessowner pays the same amount)

13. **How much would you be willing to pay each year to preserve open space?** *

Mark only one oval.

☐ \$1

☐ \$5

☐ \$10

☐ \$50

☐ \$100

☐ \$200

☐ Other: _____

You've reached the end of the survey!

14. **Name (optional)**

15. **Would you like to get future surveys and notifications from Roxborough Village (optional)**

Check all that apply.

☐ Yes, sign me up!

16. **Is there anything else you would like to share with us?**

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Google Forms



M-MD Electric
13685 Linden Court | Thornton, Colorado 80602
7203279747 | matt@m-mdelectric.com | www.m-mdelectric.com

RECIPIENT:

Roxborough Village Metropolitan District
141 Union Boulevard
Lakewood, Colorado 80228
Phone: 303-987-0835 Ext. 204

SERVICE ADDRESS:

9716 North Crystal Lake Drive
Littleton, Colorado 80125

Quote #199	
Sent on	Oct 18, 2025
Total	\$20,945.00



M-MD Electric

13685 Linden Court | Thornton, Colorado 80602
7203279747 | matt@m-mdelectric.com | www.m-mdelectric.com



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Product/Service	Description	Qty.	Unit Price	Total
Sales	Subject: Proposal for Electrical Conduit Installation at Roxborough Village Median Power We are pleased to present our proposal for the installation of new conduit at the Roxborough Village Median Power, located at the intersection of Village Cir W and N Rampart Range Road in Roxborough Park, CO. The project includes the following services: **Bore and Install 1.5" HDPE Electrical Conduit -Per Foot -Pipe Included -Lump Sum - 60ft Bore Approximately **PL - Private Locates Private Locates and 811 Coordination in excavation area for L&M use only. **Pothole in soft surface (dirt/landscape) Vacuum Pothole to verify depths of existing utilities in bore path in a soft surface(Dirt, Grass, Gravel, etc..) with squeegee/native backfill.(Per Pothole) **Pothole in asphalt with 8" core patch Vacuum Pothole to verify depths of existing utilities in bore path in an asphalt surface (Includes squeegee backfill and 8" core hot patch restoration) **PIT - S BF Open a pit in a soft surface(Grass, Gravel, Dirt, Etc..) with backfill but excludes surface restoration **ROW Permit Admin Admin Overhead for filing for ROW permits(All permit costs/fees are passthrough at cost) **Plan and Profile - In House Non-Engineered Plan and Profile. Douglas County may or may not accept a plan and profile that was not made by an engineer. If they require plan and profile, the customer or owner to provide. **Traffic Control Plan -Per Page -L&M will have a 3rd party traffic control company make the TCP's, cost per. **EXCLUSIONS Items not expected or included -Locate Paint Removal **Excluded items to be provided by customer: -Electrical work, permits and tie-ins **Billing and Payment Terms	1	\$16,445.00	\$16,445.00*



M-MD Electric

13685 Linden Court | Thornton, Colorado 80602
7203279747 | matt@m-mdelectric.com | www.m-mdelectric.com

Product/Service	Description	Qty.	Unit Price	Total
Sales	We will install a new bore conduit into the existing electrical panel and run two #6 and one #8 THHN wires for a single 120V, 20 amp circuit, as noted by Ephram Glass. Additionally, we will install an underground rated qizite junction box. Along with a pedestal featuring two receptacles: one GFCI and one standard receptacle.	1	\$4,500.00	\$4,500.00*

* Non-taxable

Total **\$20,945.00**

This quote is valid for the next 30 days, after which the values may be subject to change.

M-MD excludes the following items:

1. Uncontrollable commodity pricing for copper and steel. Increases exceeding 3% will be itemized and payable under this proposal.
2. Utility charges or fees.
3. Roof penetrations.
4. Cutting, patching, or painting of any surface.
5. Any work associated with a fire alarm system.
6. Demolition.

Inclusions:

1. All conduit and wire.
2. Permit fees.

INVOICE

Biodive Solutions LLC dba Rocky Mountain Dive Solutions
2907 Pierson Way
Lakewood, CO 80215

todd@biodivesolutions.com
+1 (720) 360-8478
<https://www.biodivesolutions.com>



Bill to

Special District Management Services, Inc
141 Union Blvd
Suite 150
Lakewood, CO 80228

Invoice details

Invoice no.: 2296
Terms: Net 30
Invoice date: 10/06/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Custom Service	Design, Fabrication and Installation of Pipe Stands , 1 ea 8" and 12"	1	\$1,800.00	\$1,800.00
2.		Materials	FRP Fiberglass Structural Materials and Concrete for Pipe Stands	1	\$1,375.00	\$1,375.00

Total **\$3,175.00**

Contact Biodive Solutions LLC dba Rocky Mountain Dive Solutions to pay.

Note to customer

Design, Materials, Construction and Installation of 2 pipe stands. 1x 8" and 1x 12". Both stands are constructed of Fiberglass Reinforced Plastic (FRP) and are anchored by concrete bases. The stands are adjustable vertically and can be moved up or down should a need present itself in the future. FRP materials will never degrade or decompose. Both stands are approximately 4 ft tall and are centered on the second (outermost) section of pipe for each intake.

From: [Ephram Glass](#)
To: [Peggy Ripko](#)
Cc: [Debra Prysby](#)
Subject: Re: FW: Clarification on Invoice
Date: Thursday, October 30, 2025 12:57:37 PM

Let's just put it on the November 10th agenda to be approved. We missed their footnote that stands were not included, but they missed the language requiring written approval. Let them know that we will have the board review for approval then.

On Thu, Oct 30, 2025 at 12:06 PM Peggy Ripko <pripko@sdmsi.com> wrote:

Below is the answer regarding the additional invoice. When we were told about the issue, Charlie asked for a change order request to get approval; they just did the work.

Charlie is still working on it but I wanted to get your thoughts.

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

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communication. Thank you.

From: Todd Hall <todd@biodivesolutions.com>

Sent: Wednesday, October 29, 2025 9:03 AM

To: Charlie Hogue <chogue@sdmsi.com>

Subject: Re: Clarification on Invoice

Good morning Charlie,

No problem. In the original proposal I specifically excluded the stands because I was told in our correspondence that the engineering company was responsible for supplying the stands.

Once the intake extension project was approved I inquired about the stands, the engineering company was not going to supply and we were instructed to take care of it. That was the only direction received and we moved forward using fiberglass structural materials that will not corrode or degrade, basically will last forever.

The pipes are large diameter and heavy, they need adequate support to resist shearing over time as they are now 20+ ft long and suspended ~4ft in the water column. Additionally, due to the silt bottom we also added 200lbs of tamped gravel under each stand to ensure the stands are set and will have minimal settling or sinking. Should the stands settle/sink at all the stands are adjustable and we can move the pipe brackets up or down as needed to properly support the intake piping.

Let me know if you need any further information.

Thanks!

Todd Hall

Owner/President

720-360-8478

BioDive Solutions

www.BioDivesolutions.com

Rocky Mountain Dive Solutions

www.rmdivesolutions.com

Nature's Workforce



Servicing the Front Range of Colorado Since 1994
A Subsidiary of CDI

Landscape Management Agreement

Roxborough Village

Prepared by
Claude (Damon) Barker



October 22, 2025
Peggy Ripko
Special District Management Services Inc
141 Union Blvd 141 Union Blvd
Lakewood, CO 80228

Dear Peggy Ripko,

Thank you for considering our proposal for landscape maintenance services at Roxborough Village. Since 1994, Nature's Workforce has proudly served Colorado as a locally owned company specializing in commercial landscape maintenance, snow removal, and construction. With strategic locations in Colorado Springs, Sedalia, and Westminster, we are well-positioned to provide prompt, reliable service to our clients.

Our comprehensive service offerings include:

- Landscape Maintenance & Enhancements
- Irrigation Management
- Arboriculture & Plant Health Care
- Snow & Ice Removal
- Commercial Landscape Development
- Erosion Control, Land Reclamation & Retaining Wall Construction

By combining skilled teams, cutting-edge tools, and advanced technology, we consistently deliver high-quality results while upholding industry best practices and promoting sustainable solutions through ongoing professional development.

What sets us apart is our local leadership and commitment to personalized service. Unlike private equity-owned competitors, we offer adaptability in decision-making and a deep understanding of regional challenges. Our strong relationships with local suppliers allow us to respond quickly to emergencies and special requests.

Communication is at the heart of our service model. We utilize photo documentation, job mapping, GPS tracking, and consistent social media updates to keep our clients informed and engaged.

We welcome the opportunity to partner with you and are happy to answer any questions you may have. We look forward to building a long-term relationship based on trust, transparency, and exceptional service.

Sincerely,

Claude (Damon) Barker
Account Manager
Nature's Workforce
(303) 471 1522

Landscape Maintenance 2026

Date 10/22/2025

Customer Peggy Ripko | Special District Management Services Inc | 141 Union Blvd, Suite 150 | Lakewood, CO 80228

Property Roxborough Village | 9779 S Crystal Lake Dr | Littleton, CO 80125

Fixed Payment Services

Description	Frequency	Cost per Occ.	Annual Cost
Base Maintenance			
Summer Weekly Services	26	\$4,343.12	\$112,921.12
Winter Trash Services	26	\$383.24	\$9,964.24
Pruning- Trees and Shrubs	2	\$5,287.65	\$10,575.30
Spring Clean up	1	\$14,278.98	\$14,278.98
Fall Clean up	1	\$10,466.92	\$10,466.92
Pre-Emergent Landscape Beds	1	\$4,714.99	\$4,714.99
Turf Fertilization- Season long	1	\$11,481.08	\$11,481.08
Turf Broadleaf Herbicide- Spring	1	\$2,690.19	\$2,690.19
Turf Broadleaf Herbicide - Summer	1	\$942.96	\$942.96
Turf Broadleaf Herbicide - Fall	1	\$3,119.96	\$3,119.96
Turf Aeration	2	\$2,892.13	\$5,784.26
Irrigation System Start up	1	\$1,883.39	\$1,883.39
Irrigation System Inspections	26	\$1,506.71	\$39,174.46
Irrigation System Winterization	1	\$7,750.17	\$7,750.17
Native Field Mowing	1	\$2,704.80	\$2,704.80
Tennis & Basketball Court Maintenance	52	\$46.25	\$2,405.00
MT- Volleyball Court Maintenance	30	\$33.93	\$1,017.90
Skate park Maintenance	52	\$48.97	\$2,546.44
Skate Park- Pressure Wash	1	\$814.40	\$814.40
Softball Field Striping	6	\$65.14	\$390.84
Softball Field Grooming	26	\$22.63	\$588.38
Pond Litter Removal	2	\$316.71	\$633.42
Wood Mulch Top Dress (35 yds)	1	\$12,888.38	\$12,888.38
Additional Trash and Dog station Services	52	\$428.78	\$22,296.56
Annual Maintenance Price			\$282,034.14

Services Billed Upon Completion

Description	Frequency	Cost per Occ.	Annual Cost
Base Maintenance			
Irrigation Repairs	1	\$88.00	\$88.00
Maintenance T&M	1	\$110.00	\$110.00
Total Price			\$198.00

Optional Services

Initial next to optional services you would like added to your contract.		Frequency	Cost per Occ.	Annual Cost
_____	Native Grass Herbicide Application PRICE PER ACRE	1	\$225.00	\$225.00
_____	Winter Water (new trees)	6	\$275.46	\$1,652.76

Payment Schedule

Schedule	Price	Total Price
January	\$14,101.71	\$14,101.71
February	\$14,101.71	\$14,101.71
March	\$14,101.71	\$14,101.71
April	\$28,203.41	\$28,203.41
May	\$28,203.41	\$28,203.41
June	\$28,203.41	\$28,203.41
July	\$28,203.41	\$28,203.41
August	\$28,203.41	\$28,203.41
September	\$28,203.41	\$28,203.41
October	\$28,203.41	\$28,203.41
November	\$28,203.41	\$28,203.41
December	\$14,101.73	\$14,101.73
	\$282,034.14	\$282,034.14

**AGREEMENT TERMS:
PRACTICAL SPECIFICATIONS FOR CONTRACT LANDSCAPE MANAGEMENT:****1. General Standards:**

1. The Contractor shall deliver comprehensive horticultural services, encompassing supervision, labor, materials, equipment, and transportation required to maintain the landscape throughout the contract duration, as specified herein. The scope of work and service frequencies under this contract are fully detailed in the Scope of Services chart. Furthermore, any services not explicitly outlined in the Scope of Services chart are excluded from this base contract.

2. Lawn Care:

1. Mowing: Mowing will be performed twice annually in April and October, and on a weekly basis from May through September, weather permitting. During periods of extended rainfall or drought, mowing frequency will be adjusted according to conditions. The mowing height will be determined based on horticultural requirements for each turf variety and seasonal considerations. Standard mowing height ranges between 3-4 inches. Grass clippings will remain on the lawn unless they form concentrated swaths that could potentially damage the turf.
2. String Trimming Vertical obstacles shall be trimmed neatly and uniformly during each mowing operation to maintain an attractive appearance.
3. Edging: All turf areas bordering sidewalks will be edged. To balance the workload, edging may be performed by completing half of the property in one week and the remaining half in the following week.
4. Blowing: Sidewalk and curb areas adjacent to landscape areas shall be cleaned of grass clippings using power-operated blowers after each mowing operation. This service specifically includes the blowing of grass clippings and debris resulting from mowing operations, only.
5. Aeration: Core aeration shall be performed using walk-behind, tow-behind, or stand-on aerators, and the resulting aeration plugs shall remain on the turf areas without being collected or removed.
6. Turf Fertilization: Lawns shall be fertilized as needed with commercial fertilizer chosen by the contractor. The frequency of applications, will depend on both the fertilizer type and turf variety. The contractor will determine the optimal application method, quantity, and timing suitable for the property.
7. Turf Broadleaf Weed control: Turf maintenance shall include the application of both pre-emergent and post-emergent chemical herbicides to maintain a reasonably weed-free and healthy appearance. Although most weeds can be effectively controlled, certain persistent varieties may require additional treatments at extra cost. The application of pre-emergent herbicides must occur before seed germination to ensure optimal effectiveness, typically during March or early April. Any delays due to weather conditions or owner-related factors are not the contractor's responsibility and may necessitate additional control measures, which is outside the scope of this agreement.
8. Organic fertilizers and weed control are not included in our standard maintenance services; however, if you would like alternative fertilizer and weed control options, our contractor's representative can provide you with updated pricing.

3. Plant Care:

1. Pruning: Shrubs shall be pruned, per contracted occurrences, to preserve their natural or aesthetic form. Pruning shall be conducted to promote and maintain healthy plant growth and development. The scheduling of pruning activities will be determined based on optimal horticultural practices, weather conditions, and available workforce. Pruning services described herein exclude hand pruning, rejuvenation pruning, dead wooding, or ornamental shaping of plants into geometric forms such as boxes, squares, and balls, unless specifically indicated otherwise.
 2. Ornamental grasses: shall be cut one time per year, typically in late winter or spring, to approximately $\frac{1}{4}$ of the existing height.
 3. Perennials: Shall be cut back 1 time annually, typically during fall season. Perennial dead heading is not included in this contract unless specified otherwise.
 4. Fertilization: When fertilization of landscape beds is included in the scope of services, the Contractor will apply a slow-release fertilizer of their selection. Standard pricing does NOT include organic fertilizers.
 5. Insect and Disease Control: Is not included in the base contract but can be provided on an as needed basis.
4. **Landscape Beds Weed Control**:
1. Beds shall be maintained reasonably free of broadleaf and grassy weeds through either the application of pre-emergent and post-emergent herbicides or manual and mechanical removal. The Contractor shall determine the most appropriate method of weed control. Weeds measuring up to 2" in height or width will be chemically treated and left to die naturally, while larger weeds shall be manually removed as necessary.
 2. Pre-emergent Herbicides: Pre-emergent herbicides should be applied according to manufacturer recommendations based on targeted weeds to ensure effectiveness. The timing of application is crucial for optimal results, typically occurring in late winter/early spring or in fall. For the treatment to be effective, it must receive $\frac{1}{2}$ " of moisture within a few weeks of application. If applied too late in the season or when there is insufficient moisture, the product may be ineffective.
 3. Post-emergent herbicides will be applied weekly during mowing services as needed to control both broadleaf weeds and grasses.
 4. Contractor will select an approved herbicide appropriate for the specific weed problem.
 5. Should client request no chemical herbicides be used, manual weed removal by hand or equipment will incur additional costs beyond the quoted amount.
5. **Tree Care**:
1. Limbing and Pruning: This policy applies to previously maintained trees with low limbs that are within 10 feet of the ground, and accessible from ground level. Tree branches that obstruct sidewalks, fire hydrants, or street signs or low-hanging branches over walkways and drive lanes that pose hazards to pedestrian or vehicular traffic will be pruned to maintain safe clearance heights. This policy does not cover pruning necessitated by storm damage, disease, dead wooding, neglect, overgrowth, or winterkill, nor does it include the raising up or "skirting" of evergreen trees.
 2. Sucker Removal: Volunteer suckers and shooters on trees shall be removed to maintain a clean appearance. Suckers that appear in landscape beds or turf areas, that are from plants in the Cottonwood family, or plants that are dead, or previously cut down are not included in this scope.
 3. Tree Rings: Tree Rings shall undergo chemical treatment to control weeds and grass near tree trunks, establishing a protective buffer zone for the trees. While installation of clean,

defined mulch rings is recommended, this service is not included in the contracted price.

4. Other Services: Contractor has a full Arboriculture team including certified arborists that can assist with any type of tree care issues, please contact your sales representative for more information about comprehensive tree care programs that are outside the scope of this agreement.

6. Native Grass Areas:

1. Native grassland areas: If included in the scope of services, shall be mowed in its entirety. However, contractor shall not mow or disturb any protected wetland plants. The mowing frequency will be determined by growing conditions, municipal codes, or client expectations as defined in Scope of Services.
2. Broadleaf Weed Control in Native grasslands Areas: If included in the scope of services, Contractor will select appropriate chemical treatment according to site specific information and contracted frequencies. Chemical control of broadleaf weeds in native grass fields specifically pertains to chemical applications, excluding both manual removal and control of grassy weeds.
3. Beauty Band Mowing: Native areas adjacent to turf areas, sidewalks, or walking paths, as specified in the property map and Scope of Services, shall be mowed to create a buffer of 3 to 6 feet from the edge of hard surfaces, maintaining separation between turf, sidewalks, walking paths, and the native grasslands areas.

7. Irrigation System:

1. Activation: Seasonal activation of the irrigation system shall be performed as part of the base contract, with the Contractor being responsible for determining the appropriate timing of system activation. The activation process encompasses turning on the water supply, charging the mainlines, and performing initial controller programming when necessary. During activation, a comprehensive system inspection may be conducted, whereby all required repairs shall be performed to ensure proper operating condition. Such repairs shall be executed on either a time and materials basis or according to a bid price.
2. Monitoring: System monitoring shall be conducted throughout the growing season, while programming shall be adjusted periodically based on natural conditions, seasonal variations, and landscape requirements. When malfunctions are detected, repairs will be performed on a time and materials basis. Any damages caused by Contractor during routine operations shall be promptly repaired by Contractor at no cost to Owner. System monitoring includes inspecting the property for wet or dry areas, identifying any running water, and operating zones as necessary to determine repair needs. This monitoring process does not require every zone to be operated and observed during each inspection.
3. Water Conservation: While acknowledging the importance of water conservation, Contractor recognizes that during prolonged cold or rainy periods, clients are responsible for ensuring rain/freeze sensors are properly installed and operational. Since occasional rainstorms or cold weather may not warrant complete system shutdown or protection, Contractor cannot be held responsible for system deactivation during every rain or cold weather occurrence. Such services can be provided according to our Time and Material rates.
4. Deactivation / Winterization: Seasonal deactivation and winterization of the irrigation system will be conducted during Fall each year, typically in October and November, subject to weather conditions. The irrigation system will undergo a complete water drainage process, followed by forced air injection into the lateral and pressure lines to

remove any remaining water. Exterior backflow prevention devices may be wrapped with insulating material to extend the watering season, which incurs an additional cost to the client. During winterization, backflows currently mounted on unions will be removed and stored for an additional fee.

5. Emergency Service Calls Emergency service calls will be made at the Owner's request. While emergencies are uncommon and typically involve main line breaks or faulty valves that may result in flooding, they require immediate attention. Emergency service hours are defined as calls received between 5:00 PM and 8:00 AM Monday through Friday, throughout Saturday and Sunday, and during recognized holidays. Such services will be charged at the applicable emergency and/or holiday rate.
6. **After Hours Emergency Contact:** 303-358-0498 (April-October), During fall and winter contact your Account Manager directly.
7. Time and Material Repairs- Not to Exceed: During routine inspections, irrigation technicians will perform necessary repairs on deficient irrigation components to ensure proper system operation and minimize water waste. These repair services will be charged according to our Time and Material rates. No single repair will exceed \$1,000.00 without prior approval, unless a Not to Exceed rate is
8. Should the client request proposals for work to be performed, it is understood that repairs will NOT be conducted during the inspection. The technician will prepare and submit a proposal for the required work, pending approval. The client acknowledges that this process will delay repairs and may result in significant landscape damage, water loss, and potential additional expenses.

8. **Trash Cleanup:**

1. Growing Season: (Mid-April through Mid-October)
2. All landscape areas shall be inspected during service days, or as outlined in the scope of services. Prior to mowing services, small trash items shall be removed from the landscape areas. This excludes large trash items such as construction debris and furniture, which will be done on a Time and Material basis as needed. Additionally, this excludes the removal of leaves, pine cones, and other natural debris that are included in spring and fall clean up. Unless otherwise noted in Scope of Work, dumpster areas are not included
3. Dog Stations: If specified in the scope of work, Contractor shall remove trash bags from dog stations, replace them with new trash bags, and replenish dog waste collection bags during service. Client will provide necessary keys and access.
4. Trash Cans
5. If included in the scope of work, Contractor shall remove trash bags from trash cans and replace them with new trash bags, as well as replenish dog waste collection bags at the time of service.
6. Hazardous Materials: The Contractor reserves the right to decline the removal of hazardous materials, including but not limited to dead animals, sharps, and certain chemicals.
7. Dormant Season: (Mid-October through Mid-April)
8. Landscape areas: shall be inspected per the Scope of Work. Small trash items shall be removed from the landscape areas as part of this agreement. This excludes large trash items such as construction debris and furniture which will be done on a Time and Material Basis. Additionally, this excludes the removal of leaves, pine cones, and other

natural debris that are included in spring and fall clean up. Unless otherwise noted in Scope of Work, dumpster areas are not included.

9. **Dog Stations:** If specified in the scope of work, Contractor shall remove trash bags from dog stations, replace them with new ones, and replenish dog waste collection bags during service time.
10. **Trash Cans:** If included in the scope of work, Contractor shall remove trash bags from trash cans and replace them with new trash bags, as well as replenish dog waste collection bags at the time of service.
9. **Bio-Hazards:** Contractor shall not assume responsibility for monitoring, collecting, removing, or disposing of potential bio-hazardous materials present on the Owner's property. Such materials include, but are not limited to, hypodermic needles (sharps/needles will not be handled by Contractor's employees under any circumstances), condoms, feminine hygiene products, deceased animals, clothing or materials contaminated with bodily fluids, and homeless encampments. Contractor's sole obligation shall be to report and communicate any observations of potential bio-hazards to the Owner for appropriate removal by others, unless alternative arrangements have been previously agreed upon between Owner and Contractor.
10. **Spring Cleanup:**
 1. Landscape debris, including leaves, pine needles, and pine cones, shall be blown and removed from landscape beds and turf areas. Various methods such as blowing, raking, vacuuming, and mowing/mulching shall be employed to effectively manage landscape debris and maintain a neat appearance. The duration of this process may vary based on weather conditions. Leaves that remain attached to trees or shrubs throughout the contract term are not within the scope of work, unless otherwise specified. Upon request, a price quote will be provided for such service. The landscape debris cleanup service does not include pet waste, pet waste stations, trash cans, parking lots, parking structures, or debris resulting from vandalism, dumping, improperly contained dumpsters, or acts of God, unless otherwise indicated.
11. **Fall Leaf Cleanup:**
 1. During November and December, fallen leaves will be blown from landscape beds and other landscaped areas onto the turf areas for mulching. This mulching process is essential for maintaining soil organic matter and promoting nutrient cycling. Leaves will be removed only when their quantity is excessive and cannot be mulched without potentially damaging the turf areas. All available methods, including blowing, raking, vacuuming, and mowing/mulching, will be employed to manage debris and maintain a neat appearance.
 2. The duration of leaf removal operations will vary based on weather conditions. Although comprehensive removal of all leaves is not within our scope, mulched leaves will remain in turf areas to decompose naturally and provide soil enrichment. As outlined in Exhibit A "Scope of Services," leaves still attached to trees or shrubs during the contract period are not included in the contract scope. Upon request, we will provide a price quote for this additional service.
 3. Debris clean-up services exclude the removal of pet waste, pet waste station maintenance, changing trash can liners, parking lot cleaning, dead animal removal, sharps disposal, and parking structure cleaning. Additionally, the service does not cover debris resulting from vandalism, illegal dumping, unsecured dumpsters, or natural disasters, unless specifically stated otherwise.

12. Annual Color Program:

1. **Spring/ Summer Annual install:** When annual flowers are included in the scope of work, they will be installed in all existing flower beds upon client approval. Installation will occur after May 20th to avoid freeze damages. If requested to be installed prior to May 20th client assumes all risk associated with freeze/cold damage. The soil will be amended by incorporating 3 yards of class 1 compost per 1,000 sf and thoroughly tilled. During installation, slow-release fertilizer will be applied. Any necessary irrigation repairs and modifications will be performed at the time & material rate specified in this contract. The full contracted amount will be billed upon completion of flower installation.
2. **Spring/Summer Annual Flower Maintenance:** Throughout the growing season from June to September, flowers will receive weekly maintenance, which includes deadheading, weeding, and fertilizing when necessary. While pest control is not covered in this price, it can be performed at an additional cost if needed. At the end of the season, flowers will be removed and flower beds will be turned. The annual flower maintenance is included in the billing of this agreement.
3. **Fall Annual Install:** When annual flowers are included in the scope of work, they will be installed in all existing flower beds upon client approval. The soil will be amended by incorporating 3 yards of class 1 compost per 1,000 sf and thoroughly tilled. During installation, slow-release fertilizer will be applied. Any necessary irrigation repairs and modifications will be performed at the time & material rate specified in this contract. The full contracted amount will be billed upon completion of flower installation.
4. **Fall Annual Flower Maintenance:** Does not include maintenance services such as hand watering, weeding, deadheading, or fertilizing after mid-October. These maintenance services are available at an additional cost to the main contract.

ADDITIONAL SERVICES AVAILABLE:

In addition to the services included in the base contract, Contractor provides various supplementary landscape management services designed to enhance, safeguard, and maintain the appearance and safety of your landscape. These additional services are available at extra cost and include:

1. **Comprehensive Arbor programs encompassing pruning, pest management, soil management, and inventory mapping.**
2. **Pest and Disease Management for Turf, Shrubs, and Trees**
3. **Plant Health Care, including winter watering, fertilization and nutrient injections.**
4. **Winter Tree Wrap to prevent sun scald and freeze cracking**
5. **Landscape and Holiday lighting, including holiday decor, installation and maintenance**
6. **Landscape enhancement and beautification services, including design and construction, turf renovation, plant replacement, patios, pavers, concrete, outdoor living, and irrigation repair and upgrade/installation**
7. **Winter services, including snow removal, Trash services, Porter services, and other services as requested**
8. **Detention Pond cleaning and maintenance.**
9. **And much more...**

Terms & Conditions

TERMS AND CONDITIONS

1. This Agreement may be terminated by either the CONTRACTOR or the OWNER with a 30-day written notice. Such notice shall specify both the date of issuance and the intended termination date. Upon receiving the termination notice, CONTRACTOR shall provide a final billing statement detailing all unpaid balances based on actual work performed.
2. The monthly payment schedule is established solely for billing convenience and does not reflect the actual work performed. Upon termination, all services will be calculated based on actual work completed and billed accordingly. Payment is due upon receipt of invoice.
3. This Agreement constitutes a lump sum contract divided into equal monthly installments throughout the contract term. Given that the majority of work is typically performed during the initial period, the monthly payment rate does not correlate with the final billing amount. Following receipt of termination notice, CONTRACTOR shall issue a final invoice detailing the unpaid balance for all work performed, and payment for services rendered through the 30-day notice period shall be due upon receipt.
4. All work shall be performed by trained and properly supervised personnel. Adequate equipment and personnel shall be provided to timely complete above stated services ("LANDSCAPE MAINTENANCE CONTRACT") with rates set forth in this agreement. Services will be provided for length of time specified in "AGREEMENT TERM". Contractor will provide only the services outlined and only at the location(s) set forth on "LANDSCAPE MAINTENANCE CONTRACT".
5. All services will be performed as outlined in the "PRACTICAL SPECIFICATIONS FOR CONTRACT LANDSCAPE MANAGEMENT". Contractor will not be responsible for anything items that are not included in the "SCOPE OF SERVICES" chart.
6. Contractor is a fully insured and licensed company. Contractor will provide certificates of insurance upon request, and carry liability and worker's compensation insurance.
7. The Contractor shall be responsible for contacting local utility companies regarding underground line locations when necessary. The Contractor shall not be held liable for any sub-surface lines or private utilities that are either unmarked by utility location services or obscured from view by plants, fences, or other obstacles. This includes, but is not limited to, cable television, security lines, invisible dog fences, gas barbecue lines, pool equipment lines, lighting, and irrigation/lighting systems.
8. Owner shall pay Contractor for services according to the "Billing Schedule" section(s). Owner shall make payment immediately upon receipt of an invoice, or in accordance with previously agreed-upon payment terms. In the event that payment is not made within 30 days of the invoice date, Contractor reserves the right to terminate this Agreement by providing written notice to the Owner.
9. Owner further agrees to pay Contractor a finance charge of 1.75% per month (21% per annum) if any amount remains unpaid within 30 days of the invoice date. Additionally, Owner shall be responsible for all fees incurred by Contractor during collection efforts, including, but not limited to, attorneys' fees, collection agency fees, and court costs.
10. This Contract shall be governed, construed and enforced in accordance with the laws of the State of Colorado. Furthermore, any controversy or claim arising out of or relating to this Contract shall be settled through arbitration in accordance with the Rules of the American Arbitration Association. The arbitration award shall include reasonable attorney fees and costs incurred by the prevailing party, along with interest at the legal rate. Subsequently, judgment may be entered upon any such award in any Colorado Court of competent jurisdiction, and such judgment shall be final and binding upon all parties.
11. Due to the inherent limitations in weather forecasting at the time of contract, certain acts of nature may necessitate additional services or modifications to existing services. The Owner bears the responsibility to provide timely notification of such unexpected service requirements. Upon receiving written authorization, Contractor will proceed with the work and bill for time and materials.
12. The Contractor shall not be liable for any damage to existing walks, curbs, driveways, cesspools, septic tanks, utility lines, sprinkler systems, arches, shrubs, lawn, trees, or other personal property or improvements that may occur during the ordinary and customary performance of work by the Contractor, its subcontractors, laborers, or suppliers, unless such damage results from gross negligence causing substantial and unjustifiable harm. Furthermore, the Owner must notify the Contractor in writing within 48 hours of discovering any such damage.
13. Contractor shall be entitled to receive prompt and full payment upon completion of the work. Contractor's obligations are limited to performing work and services explicitly specified in this Contract or any authorized change order. In the event Owner claims outstanding work after Contractor has declared completion, Owner must provide Contractor with reasonable notice and opportunity to complete such work before engaging others for completion. Following Contractor's completion of any corrective work identified by Owner, Contractor shall be entitled to receive the remaining balance of the Contract Price in full.
14. This Contract represents the complete and exclusive agreement between the parties, and neither party shall be bound by any oral statements or representations made by any party or their agents.
15. Neither party shall commence any action arising from or relating to this LANDSCAPE MAINTENANCE CONTRACT, or its performance thereof, against the other party after one year following the completion or cessation of work. This limitation encompasses all actions of any nature, whether at law or in equity, and whether based on contract, tort, or any other grounds.
16. Contractor shall perform and complete all work in a good and workmanlike manner; however, Contractor shall not be liable for any failures or defects arising from work performed by other parties.
17. "Owner" as used in this Contract shall apply to and include all persons who possess an ownership interest in the job site property, along with their agents, tenants, employees, or those claiming rights under agreement with or grant from them. The person executing this Contract as or on behalf of the Owner represents to the Contractor, with the understanding that such representation will be relied upon, that they are fully empowered and authorized to execute this Contract as or on behalf of all owners of the job site.
18. Owner, and any agents acting on Owner's behalf, shall indemnify and hold Contractor harmless from all liabilities, claims, losses, expenses, damages, or causes of action, including but not limited to court costs and attorney's fees, arising directly or indirectly from weather conditions or third-party actions.

By _____
 Claude (Damon) Barker

Date 10/22/2025

 Natures Workforce

By _____

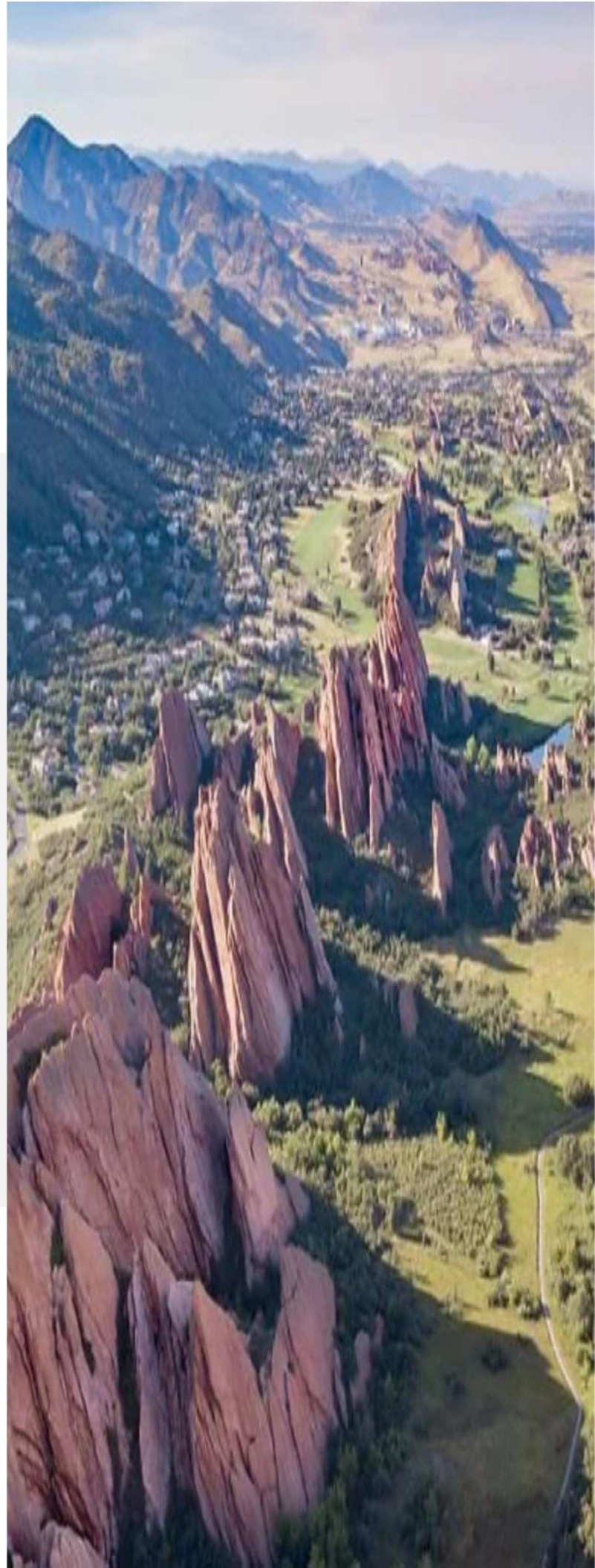
Date _____

 Roxborough Village



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		
Gazebo 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



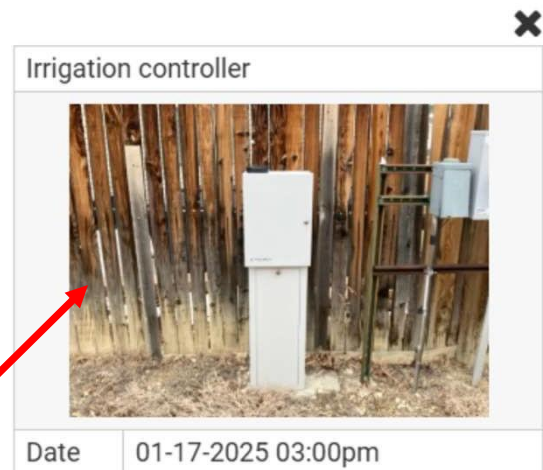
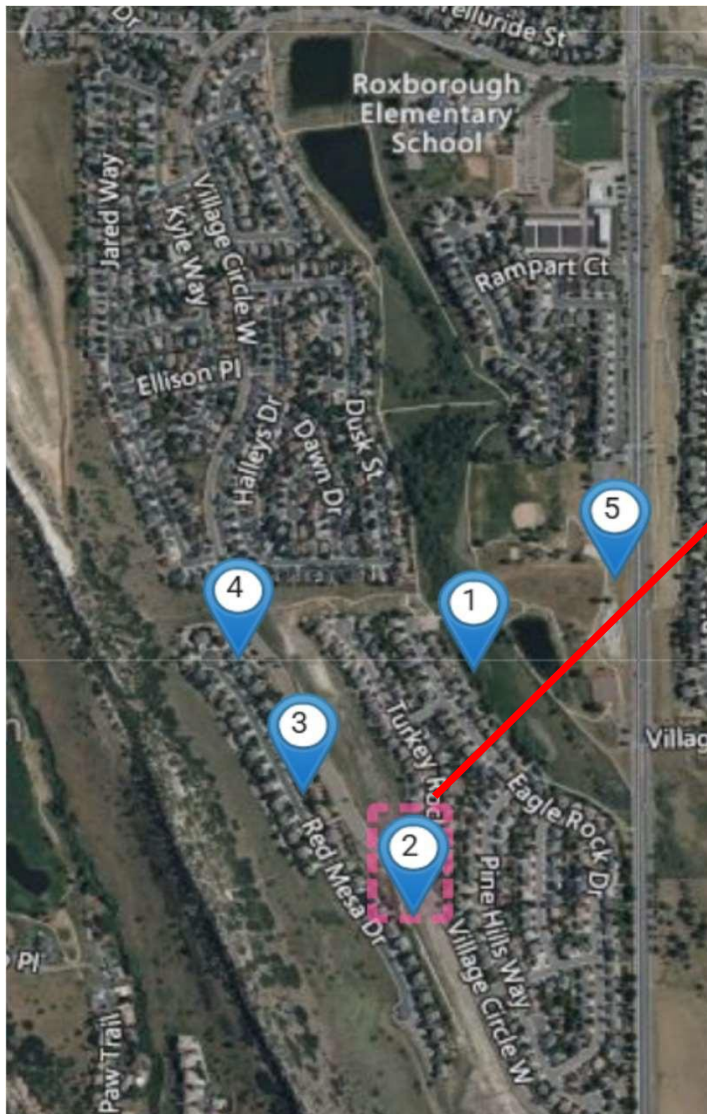
This area on the southwest corner of the parking lot looks like the product of a drainage issue. We would suggest installing proper drainage here and regrading the area in this highly visible location

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



303.386.0674 Cell

Branden.Freiner@environmentaldesigns.com

BRANDEN FREINER

PROJECT MANAGER

MONARCH LANDSCAPE COMPANY



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.



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



720.259.2890 Cell

robert.busby@environmental designs.com

BOBBY BUSBY

AREA MANAGER

~~SENIOR PROJECT MANAGER~~



EDUCATION

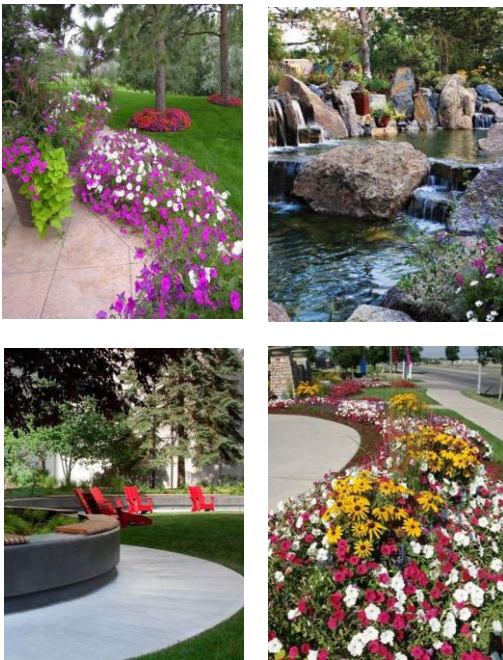
Associates degree in Landscape Management
Technology from Northeast Mississippi.

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.



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303.287.9113 Main



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12511 East 112th Avenue, Brighton, CO 80640



environmental designs.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



303-656-3603 Cell

Craig.watkins@environmentaldesigns.com

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.



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12511 East 112th Avenue, Brighton, CO 80640



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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)	\$ 92,159	Every other week April and Oct.; weekly May - Sept.
Turf Fertilization (3)	\$ 20,037	Spring, Summer and Late Summer
Turf Weed Control (3)	\$ 4,783	Pre and Post-emergents
Turf Aeration (2)	\$ 2,773	Performed in Spring and Fall
Leaf Removal (1)	\$ 3,515	Performed when majority of leaves fall
Beauty Band Mow (4)	\$ 7,117	Adjacent to trails and bike paths
Fence Line Mow (3)	\$ 17,893	Roughly 1 mower width
Native, Non-irrigated Turf and sledding hill mow (1)	\$ 6,873	Completed at appropriate times of year
Shrub / Tree Prune (2)	\$ 7,841	Early spring and mid-summer
Wood Mulch Application (1)	\$ 2,811	includes 35 cubic yards of shredded mulch
Bed Pre-emergent Spray (1)	\$ 3,139	Performed in early spring
Bed / Hardscape Weed Control and flower dead-heading (26)	\$ 9,103	Includes both hand pulling and spraying of post-emergents
Spring Cleanup (1)	\$ 4,398	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)	\$ 2,553	Timing weather dependent
Irrigation System Checks and Adjustments (Weekly)	\$ 28,849	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)	\$ 4,430	Performed as weather dictates
TOTAL	\$ 218,277	

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)	\$ 2,086	Basektball and Tennis
Volleyball Court Maint (28)	\$ 1,049	Raking sand
Skate Park Maintenance (52)	\$ 2,096	Clean / blow off
Skate Park Power Wash(1)	\$ 352	We will supply equipment
Drag Softball Infield (24)	\$ 1,920	Performed when majority of leaves fall
Line Softball Field (6)	\$ 615	We will supply equipment
Bicycle Path Cleaning (12)	\$ 2,354	Monthly As Needed
Playground Maint (52)	\$ 2,096	Cleaning and raking mulch under structures
Gazeebo Cleaning (52)	\$ 2,096	Pick up debris; report any major issues
Wood Mulch Application (1)	\$ 2,811	includes 35 cubic yards of shredded mulch
Summer Grounds Policing (52)	\$ 3,430	Common areas
Pet Stations (104)	\$ 15,044	Opportunity for Cost Savings
Winter Grounds Policing and Litter Removal (26)	\$ 3,858	Weekly during winter months
Litter Removal Ponds (2)	\$ 706	Spring and summer
TOTAL CONTRACT VALUE	\$ 40,512	

PRICING OPTIONS PENDING SCOPE SELECTION

Once your customized service program has been established, there are a number of different pricing models options available in regards to partnering over a multi-year term

Option A – Standard 3-Year Pricing

- Year 1 - \$258,789
- Year 2 - \$266,552
- Year 3 - \$274,550

Option B – Consistent 3-Year Pricing

- Year 1 - \$266,552
- Year 2 - \$266,552
- Year 3 - \$266,552

Option C – Budget Friendly 3-Year Pricing

- Year 1 - \$248,437
- Year 2 - \$266,552
- Year 3 - \$284,667

Please see next page for cost savings suggestions and alternatives

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 any of the "Base Contract" or "Porter Services" could either be adjusted to reduce the total price, or if kept in the contract and not needed / not performed during the course of the year, a credit would be issued to the District for the value of those services.

For example, we feel that not every pet station within the District needs to be serviced 2X per week for all 52 weeks. You could decide to either a.) reduce the frequency and have the new frequency and price reflected in the contract or b.) keep the frequency and the associated price to reflect servicing them 104X, but if that service isn't performed / needed, we would "credit back" the value of those unperformed services.

"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

Snow Removal Pricing: OPTION A – FLAT RATE MODEL

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 in equal payment 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 80” seasonal accumulation
 - Once 80” 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 \$66,480 for the season, a credit will be issued to the District.

Snow Removal Pricing: OPTION B – TIERED PRICING

- Tier 1 shall be 0 – 60 inches of snowfall with a price of \$49,860
- Tier 2 shall be 61-85 inches - \$66,480
- Higher Tier shall be 86 – 100 inches - \$83,100

Annual accumulation of anything greater than 100 inches will be serviced on a time and material basis.

Starting in November, monthly billing will be based on Tier 1 with a monthly amount of \$8,310. Along with each month’s invoice, an account of total snow accumulation for that month will be provided by a mutually agreed upon source.

Once seasonal snow accumulation reaches 61”, a new monthly invoice will be calculated by taking the total amount paid and subtracting that amount from \$66,480 (Tier 2). That calculated amount will be divided by the remaining months of the snow contract, and that shall become the new monthly payment amount.

For example, let’s say in March we reach 56”. The total amount paid from November – February would have been \$33,240 ($\$8,310 \times 4$ months).

Starting in March the new monthly payment would be \$16,620 ($\$66,480 - \$33,240 = \$33,240 / 2$ months). This new amount (\$16,620) would be the monthly payment for March and April.

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: [Charlie Hogue](#)
To: [Peggy Ripko](#)
Subject: RVMD Camera Update
Date: Friday, September 5, 2025 8:44:21 AM

Here is the information I was able to gather on cellular, solar-powered cameras:

- Every camera will require its own cellular SIM card, which represents a monthly, recurring cost. If these cards are "bundled" in a plan, this can significantly reduce costs. The ballpark cost for those SIM cards would be between \$15-\$30/month per camera.

I prioritized options that had no recurring cloud, administrative or subscription payments, so the SIM cards would represent the only ongoing cost. The models I found are as follows:

The Arlo Go 2 Camera with Solar Power Bundle (\$237.49):

https://us.arlo.com/products/go2solar-panel-bundle?variant=51115102044479&_gsid=R1kvdQTJJqNX&utm

eufy 4G LTE Cam S330 (\$249.99): <https://www.eufy.com/products/t86p2121>

Reolink Go PT Ultra + Reolink 6W Solar Panel (\$207.99):

<https://m.reolink.com/product/reolink-go-pt-ultra/>

Annke SCN400 (\$159.99): https://www.annke.com/products/scn400?variant=43093928313082&_gsid=DA1kyGMT3A8o&utm

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

Client Name / Address	Date: 11/02/2025	Estimate No.	E2025343
Roxborough Village Metro District Ephram Glass	Project Location: Roxborough Metro District Trails Littleton, CO (Concrete R&R - West of Tennis Court, N End)		
Task Description	Qty	Rate	Amount
1. Demolition, Concrete - concrete saw cutting, demolition, hauling, and disposal expenses.	792 sf	\$ 2.80	\$ 2,217.60
2. Demolition, Asphalt - asphalt saw cutting, demolition, hauling, and disposal expenses.	236 sf	\$ 2.80	\$ 660.80
3. Earthwork 1 - excavate 2" max below existing concrete, soil grading, and compaction.	792 sf	\$ 1.25	\$ 990.00
4. Earthwork 2 - strengthen existing soil berm: excavate at future pond area, using Bobcat E45 excavator, approx. 280 CY and use skid loaders to haul & backfill against existing soil berm. Compact material with jumping jacks and roller compactors.		LS	\$ 8,900.00
5. Base Material - provide 8" of CDOT Class 6 bse material compacted to Douglas County Standards. This is to raise concrete path and help protect tree roots.		LS	\$ 2,900.00
6. New concrete path sections - 6" thickness x 8', 4,500 psi concrete with fibermesh reinforcement.	792 sf	\$ 12.60	\$ 9,979.20
7. New concrete keyway along edge of sidewalk: (turned down curb), 6" thickness x 12" below grade, 4500 psi concrete with fibermesh reinforcement.	99 lf	\$ 21.00	\$ 2,079.00
8. Traffic Control		LS	\$ 300.00
9. Mobilization & General Conditions		LS	\$ 1,800.00
	Total Project Estimate		\$ 29,826.60
Estimate Notes:			
1. Permitting or testing fees of any type are excluded from this estimate.			
2. All quantities are estimated. Invoicing will be based on actual quantities used or installed.			
3. Bond is not included in this estimate.			

Approval Signature:

Mark Rubic

Date of Acceptance



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

Client Name / Address	Date: 11/02/2025	Estimate No.	E2025342
Roxborough Village Metro District Ephram Glass	Project Location: Roxborough Metro District Trails Littleton, CO (Concrete R&R - West of Tennis Ct, Middle Area)		
Task Description	Qty	Rate	Amount
1. Demolition, Concrete - concrete saw cutting, demolition, hauling, and disposal expenses.	400 sf	\$ 2.80	\$ 1,120.00
2. Earthwork 1 - excavate 2" max below existing concrete, soil grading, and compaction.	400 sf	\$ 1.25	\$ 500.00
3. New concrete path sections - 6" thickness x 8', 4,500 psi concrete with fibermesh reinforcement.	400 sf	\$ 12.60	\$ 5,040.00
4. Traffic Control		LS	\$ 250.00
5. Mobilization & General Conditions		LS	\$ 500.00
	Total Project Estimate		\$ 7,410.00
Estimate Notes:			
1. Permitting or testing fees of any type are excluded from this estimate.			
2. All quantities are estimated. Invoicing will be based on actual quantities used or installed.			
3. Bond is not included in this estimate.			

Approval Signature:

Mark Rubic

Date of Acceptance



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

Client Name / Address	Date: 11/02/2025	Estimate No.	E2025341
Roxborough Village Metro District Ephram Glass	Project Location: Roxborough Metro District Trails Littleton, CO (Concrete R&R - West of Tennis Court, S End)		
Task Description	Qty	Rate	Amount
1. Demolition, Concrete - concrete saw cutting, demolition, hauling, and disposal expenses.	816 sf	\$ 2.80	\$ 2,284.80
2. Earthwork 1 - excavate 2" max below existing concrete, soil grading, and compaction.	760 sf	\$ 1.25	\$ 950.00
3. Earthwork 2 - strengthen existing soil berm: excavate at future pond area, using Bobcat E45 excavator, approx. 200 CY and use skid loaders to haul & backfill against existing soil berm. Compact material with jumping jacks and roller compactors. Includes re-routing existing creek bed, approx. 56 lf total.		LS	\$ 7,500.00
4. New concrete path sections - 6" thickness x 8', 4,500 psi concrete with fibermesh reinforcement.	760 sf	\$ 12.60	\$ 9,576.00
5. New concrete keyway along edge of sidewalk: (turned down curb), 6" thickness x 12" below grade, 4500 psi concrete with fibermesh reinforcement.	95 lf	\$ 21.00	\$ 1,995.00
6. Traffic Control		LS	\$ 300.00
7. Mobilization & General Conditions		LS	\$ 1,800.00
	Total Project Estimate		\$ 24,405.80
Estimate Notes:			
1. Permitting or testing fees of any type are excluded from this estimate.			
2. All quantities are estimated. Invoicing will be based on actual quantities used or installed.			
3. Bond is not included in this estimate.			

Approval Signature:

Mark Rubic

Date of Acceptance

Project Narrative

PROJECT FILE: DR2025-010 – STAFF INITIATED AMENDMENT TO THE 2040 COMPREHENSIVE MASTER PLAN

Staff initiated amendments to two sections of the 2040 Comprehensive Master Plan.

Section 8.4: Air Quality

The CMP amendment proposes to replace an existing policy (Policy 8-4A.3) and includes new objectives and policies that advance the County’s commitment to air quality. Revisions to this section generally include the addition of objectives and policies related to renewable energy, air quality awareness on a community level, reduction of carbon emissions and particulate matter, energy efficiency, and reduction of vehicle emissions.

Section 10: Amendments & Updates

Proposed revisions include clarification of the role of the CMP map and CMP goals, objectives, and policies in review of development applications; clarification of the CMP amendment approval criteria; revision to language regarding distribution of referrals; revision of the length of the referral period to align with other County processes; and clarification of submittal requirements to assist applicants in the preparation of submittals.

CMP AMENDMENT PROCESS

The proposed amendment is processed via current CMP Section 10, and is sent out on a 35-day referral to referral agencies. A public information session will be held towards the end of the referral period scheduled for:

Wednesday, November 19, 2025 at 3:30 pm in the Board of County Commissioners Hearing Room, 100 Third St., Castle Rock, CO 80104.

After the referral period, staff schedules a work session with the Planning Commission to discuss the public and referral agency comments received, and to receive comments and questions from the Planning Commission. The proposed amendment is scheduled for a public hearing and staff prepares a staff report for the proposed CMP amendment. At a noticed public hearing, the Planning Commission will evaluate the proposed amendment, referral comments, the staff report, and public testimony and make a decision.

ATTACHMENTS

CMP Section 8.4: Air Quality redlines

CMP Section 10: Amendments & Updates redlines

CMP Section 8: Environmental Quality

Goal 8-4: Improve Air Quality.

Douglas County is actively searching for ways to reduce air pollution and improve air quality. Having good air quality is essential for a healthy lifestyle and environment. Transportation, residential, and industrial emissions play a significant role in the deterioration of air quality. Strategies of encouraging the use of renewable energy sources can help mitigate these impacts and reduce carbon emissions. Community awareness and engagement in air quality monitoring can help empower individuals to act in their communities to reduce air pollution.

The County is part of the Environmental Protection Agency Air Quality Region 8 and participates in the Regional Air Quality Council (RAQC), a regional intergovernmental group committed to maintaining and improving the metro area's air quality through implementing federal and state air quality regulations.

The Denver Regional Council of Governments (DRCOG) performs air quality analyses for the region's transportation plans and is the regional mechanism for implementing air quality standards through development of the federally mandated State Implementation Plan. This plan reduces air pollution by regulating emissions of carbon monoxide, ozone, and total suspended particulates (very fine dust).

Douglas County works with the RAQC and DRCOG to address regional air quality issues and sets forth, in the policies below, a framework to implement regional goals.

Objective 8-4A

Cooperate with governments and businesses to improve air quality.

POLICY 8-4A.1

Use, at a minimum, standards established by the Colorado Department of Public Health and Environment and the Environmental Protection Agency to improve air quality.

POLICY 8-4A.2

Encourage clean, non-polluting industries to locate in Douglas County.

POLICY 8-4A.3

Encourage development patterns that reduce dependence on the automobile for work, shopping, and other trips, and provide for alternative modes of transportation.

POLICY 8-4A.4

~~Require businesses and developers to control dust and other pollutants resulting from mining, travel on unpaved roads, and similar activities.~~ Support transitioning to renewable energy options.

Objective 8-4B

Implement renewable energy sources and reduce particulate matter emissions with different measures throughout project development and construction.

Policy 8-4B.1

Incorporate air quality awareness by providing access to information for the community to gain knowledge and provisions of opportunities to reduce emissions with communication and engagement.

Policy 8-4B.2

Require policies within developments for proper disposal of waste such as solid waste, recycling, and rural land management techniques to support the reduction of carbon emissions.

Policy 8-4B.3

Support street sweeping programs to reduce the amount of particulate matter produced by but not limited to; dust, debris, and pollutants that are typically found on roadways from tire debris, oils, and heavy metals.

Policy 8-4B.4

Support current construction technologies that reduce carbon emissions. Increase the overall energy efficiency for all development construction types.

Policy 8-4B.5

Encourage a conversion from natural gas to electricity to promote renewable energy systems.

Policy 8-4B.6

Support materials and practices that convert carbon including but not limited to; trees, shrubs, mulch, and native plants that require little to no maintenance.

Policy 8-4B.7

Require land grading techniques, dust mitigation and suppression practices during construction to reduce soil erosion that contributes to dust pollution.

Policy 8-4B.8

Encourage the development of on-site for renewable energy systems.

Policy 8-4B.9

Support rebate and incentive programs for the installation of renewable energy in existing buildings to help offset upfront costs.

Objective 8-4C

Promote communities that provide pedestrian oriented travel and public transit options that

are both user friendly and functional. Create opportunities to reduce vehicle emissions by lessening driving time within built environments.

Policy 8-4C.1

Incorporate bike lanes, sidewalks, and crosswalks into development to reduce vehicle emissions.

Policy 8-4C.2

Provide access to bus stops, light rail stations and ride-sharing services within mixed-use communities to maximize opportunities to utilize public transit.

Policy 8-4C.3

Provide dedicated parking areas for non-vehicular transportation options to reduce travel mode conflict and encourage their use.

Policy 8-4C.4

Support incentives to promote alternative transportation services for employees.

Policy 8-4C.5

Incorporate walkable neighborhood designs in developments.

CMP Section 10: Amendments and Updates

~~Consistency with the Comprehensive Master Plan (CMP) is considered a fundamental criterion for a positive recommendation for land use applications. Any rezoning proposal inconsistent with the CMP Land Use Map should amend the CMP prior. This section contains the standards and procedures for updating the CMP.~~

10-1 Types of Amendments

Generally, two types of amendments may be made to the Comprehensive Master Plan (CMP).

10-1A Amendments Initiated by The Public

The public may initiate amendments only to the CMP Land Use Map. Such amendments shall be considered Major Amendments.

10-1B Amendments Initiated by The Planning Commission or County Staff

~~Major or administrative amendments which affect either the Land Use Map or goals, objectives, and policies of the CMP may be initiated by~~ The Douglas County Planning Commission, ~~either on its own or at the request of the public,~~ or Planning Services, ~~may initiate either major or administrative amendments which affect either the Land Use Map or goals, objectives, and policies of the CMP.~~ Members of the public may make a request to the Planning Commission to initiate a major amendment to amend goals, objectives, and policies, in accordance with the procedures outlined in Section 10.3.

1. Major amendments have a significant effect on the intent of the goals, objectives, policies, and maps of the CMP. Examples of these are as follows:
 - A comprehensive update of the CMP conducted ~~approximately every five~~ years periodically.
 - The revision of elements or portions thereof (including maps) as new information becomes available.
 - The preparation of additional or more specific elements of the CMP or subarea plans.
2. Administrative amendments include changes that do not affect the goals, objectives, policies, or maps in any substantive way. Examples of these are as follows:
 - Updating the Land Use Map to show areas designated as preserved or conserved natural resources.
 - Updating the Land Use Map to show annexed or incorporated municipalities.
 - Updating population and employment forecasts.
 - Formatting changes.

10-2 Amendments Initiated by The Public

10-2A Approval Criteria

~~All of the following criteria shall be considered by the~~ The Planning Commission will consider the diversity of community values, applicable laws and regulations, private property rights, and unique characteristics of each application when approving or disapproving CMP amendment requests. All applications must demonstrate:

1. Consistency with the ~~spirit~~, intent, goals, objectives, and policies of the CMP.
2. Compatibility with surrounding land uses and zoning.
3. Compatibility with existing, natural, and environmental conditions of the site-area and preservation of important natural features and scenic viewsheds, riparian corridors, wildlife habitat and movement corridors, and historic resources.
4. How existing and planned capabilities of the affected special districts can adequately handle the service demand at the time of development, including Adequate water supply~~water supply~~, water and sewer treatment facilities, transportation networks, access, fire protection, school facilities, and parks and trails for the development.
- ~~5. How existing and planned capabilities of the affected special districts can adequately handle the service demand.~~
- ~~6.5.~~ How ~~social, economic, or land use~~ conditions of the County have changed or are in the process of changing in such a manner to support the proposed amendment to the CMP.
- ~~7.6.~~ How land proposed for urban development is a logical expansion of ~~the Primary Urban Area (PUA), Separated Urban Area (SUA), or Chatfield Urban Area~~ Urban Areas, as applicable.
- ~~8.7.~~ How the expansion of ~~the an PUA, SUA, or Chatfield~~ Urban Area results in a compelling public benefit, as applicable.

10-2B Procedure for Amendments Initiated by The Public

10-2B.1 Presubmittal Meeting

Prior to submittal of a CMP amendment application, the applicant shall meet with staff to review the proposal and discuss the procedures and submittal requirements. The applicant shall contact Planning Services and schedule a presubmittal meeting which may include other referral agencies, as deemed necessary. The applicant shall provide the following:

1. Project Narrative (per Section 10-2B.2b(4), herein).
2. CMP Amendment Map (per Section 10-2B.2b(5), herein).

Staff shall comment on the proposed amendment; its consistency with the intent of the amendment provisions; and explain the amendment process; ~~and identify any additional submittal requirements~~. A staff comment summary shall be provided to the applicant.

10-2B.2 Amendment Application

The CMP amendment application shall be submitted only after the presubmittal meeting has been completed and a copy of the comment summary has been provided to the applicant. CMP amendments shall then be processed as follows:

10-2B.2a Submittal Process

1. The applicant shall submit the required information to the Planning Division. The submittal shall be reviewed for completeness within ~~15~~ 7 ~~working-calendar~~ days. The applicant shall be notified of any inadequacies. An incomplete submittal shall not be processed until the deficiencies in the submittal have been remedied.
2. ~~For complete applications, Once the submittal is determined complete, staff will notify the applicant of the submittal information required for distribution to referral agencies. Staff will identify in the written notice which referral agencies are a regulatory referral agency and which referral agencies are an advisory referral agency. Staff shall notify the applicant of the referral agencies to receive referral packets. Referral packets shall be in unsealed envelopes large and durable enough to accommodate referral materials, addressed to the appropriate referral agency, with all information identified in 10-2B.2b (1), (4), and (5), properly folded and compiled. Referral packets response requests shall also be provided to homeowner associations within two miles of the amendment and any other homeowner associations two miles of the amendment and any other homeowner associations potentially affected by the development amendment.~~
3. ~~Staff shall mail the referral packets to the referral agencies. Staff shall mail notification letters to abutting landowners.~~ The applicant shall submit any revised plans or documents for distribution to the referral agencies, as required by staff. Staff will send referral response requests to referral agencies.
- ~~3.4.~~ Staff shall send a courtesy notice of an application in process and applicable contact information to all abutting landowners and owners of land separated by 300 feet or less from the property by a platted tract. The applicant shall reimburse the County for the cost of materials. Errors in the courtesy notice shall not negatively impact the determination of public notice compliance set forth herein.
- ~~4.5.~~ The referral agencies shall comment within ~~35~~ 21 calendar days of receiving a complete submittal unless the applicant grants an extension of no more than 7 ~~15~~ calendar days. ~~The applicant is encouraged to meet with the referral agencies, staff, and community groups to address any concerns prior to the end of the referral period.~~ The amendment shall be referred to the Division of Planning of the Department of Local Affairs in conformance with C.R.S. §30-28-122. ~~The staff planner will review the referral comments, discuss the concerns with the applicant, schedule a public hearing before the Planning Commission, notify the applicant of the hearing date and time, and prepare a staff report.~~
- ~~5.6.~~ Staff shall provide a copy of the proposed plan to all adjoining counties, municipalities completely or partially located within the boundaries of the county or within three miles of the county, and any special district that supplies water to the area covered in the plan.

~~6.7.~~ Staff shall schedule a public hearing before the Planning Commission and notify the applicant of the hearing date and time.

~~7.8.~~ The applicant shall be responsible for public notification in accordance with Section 10-2C, herein.

~~8.9.~~ Staff shall prepare a staff report for the Planning Commission. All oral and written public comments will be accepted by staff and provided to the Planning Commission for its consideration.

~~9.10.~~ The Planning Commission shall evaluate the application, referral comments, staff report, and public testimony during consideration of adopting an amendment. and take one of the following actions:

- Approve the request.
- Approve the request with conditions.
- ~~Table for further study.~~
- Continue the request to a time and date certain in order to obtain more information and to take additional public testimony.
- Deny the request.

~~10.11.~~ The Planning Commission's decision shall be based on the evidence presented and compliance with the standards for approval, as listed in Section 10-2A, ~~and The decision~~ shall be in the form of a resolution.

~~11.12.~~ The Planning Commission resolution shall identify the approved amendment map and be signed by the Planning Commission Chair and Secretary.

~~12.13.~~ If the amendment request is ~~approved~~ adopted, all post-approval requirements shall be completed, as identified in Section ~~10-4~~ 10-5, herein.

10-2B.2b Submittal Requirements

Application forms, maps and additional resources can be found at (insert CMP webpage link).

1. Completed Land Use Application Form ~~(copy available from the Planning Office).~~
2. Application Fee ~~(fee schedule available from the Planning Office).~~
3. Proof of Ownership, for parcel-specific requests, in the form of an updated or current title insurance policy or title commitment no more than 30 days old from the date of application.
4. Project Narrative (8-1/2 x 11-inch document) supplemented with appropriate maps that describes the following:
 - a) Intent of amendment.
 - b) Consistency Alignment with the goals, objectives, policies, and intent of the CMP.
 - c) Consistency with maps contained in the CMP.
 - d) ~~Compatibility~~ Demonstrate compatibility with surrounding land uses and zoning.
 - e) Environmental conditions and hazards existing on the site.
 - f) Identify important natural features, scenic viewsheds, riparian corridors, and wildlife habitat movement corridors as defined in Appendix A.
 - g) Identify ~~h~~ historic resources.

- h) Impacts on the existing road network.
- i) Capabilities of, and impacts on, existing or planned special districts affected by the amendment.
- j) Water supply and provision of water and sanitary sewage treatment.
- k) Availability of public facilities such as schools, parks and trails, libraries, fire stations, etc.
- l) Conditions that have changed in the county to warrant the amendment.
- m) If applicable, evidence to support approval criteria 10-2A (7) and (8), herein.

5. CMP Amendment Map (24 x 36 inches) illustrating or containing the following:

- a) Vicinity map at a scale ~~of 1 inch = 2,000 feet~~ that clearly showing the location of the amendment in relation to major roads, section lines, existing subdivisions, and other pertinent features.
- b) Legal description and acreage of the property under consideration.
- c) Drawing of the proposed amended area, at an appropriate scale determined by staff, that includes the following:
 - Topography in the area at 10-foot contour intervals.
 - Major roads on, or adjacent to, the site and their functional classifications according to the Douglas County Transportation Plan.
 - ~~Existing and proposed CMP Land Use Map land use designations.~~
 - CMP Land Use Map designation of adjacent areas.
 - Any significant natural features or environmental conditions on or adjacent to the site.

- ~~6. The applicant shall also provide stamped letter-sized envelopes addressed to all abutting landowners, and other landowners as requested by staff. Staff shall mail a courtesy notice of an application in process and applicable contact information to the landowners, along with a copy to the applicant.~~
- ~~7. A copy of the staff comments from the presubmittal meeting and any additional information as requested by staff. A written response to all questions and comments raised through the presubmittal process is recommended.~~
- ~~8. Evidence of ability to develop a sufficient water supply in accordance with the Water Supply Overlay District, Section 18 A of the Douglas County Zoning Resolution, as amended.~~

10-2C Public Notice Requirements for Amendments Initiated by The Public

The applicant shall be responsible for public notification. In calculating the time period for public notification, the day of publishing, posting, or mailing shall be counted toward the total number of days required. The day of the hearing shall not be counted toward this total.

The degree of accuracy required for the information contained in these public notices shall be that of substantial compliance with the provisions of this section.

10-2C.1 Written Notice

At least 14 calendar days prior to the Planning Commission hearing, the applicant shall mail a written notice of the hearing by first-class mail to the address of each abutting landowner at such address shown in the records of the Douglas County Assessor's Office. The notice shall read substantially the same as the published notice also required by this section.

At least 7 calendar days prior to the public hearing, the applicant shall submit the following to the Planning Services Office:

1. An alphabetical list of the abutting landowners.
2. A map showing the site and the location of the abutting landowners.
3. A copy of the notice sent to the landowners.
4. The certificate of mailing.

The person completing the mailing of the written notice shall execute a certificate of mailing. Such certificate shall read as shown in Figure 10.1.

In the event the applicant fails to mail a notice to an abutting landowner or otherwise fails to comply with the written notice required in this section, the landowner who did not receive such complying notice may waive such notice by submitting a written waiver to Planning Services prior to the hearing.

10-2C.2 Published Notices

At least 14 calendar days prior to the Planning Commission hearing the applicant shall:

1. Publish a notice in at least one publication of a daily or weekly newspaper of general circulation in the County in a manner sufficient to notify the public of the time, place and nature of the public hearing. ~~printed or published in whole, or part, in Douglas County.~~
2. Provide a publisher's affidavit of said published notice to Planning Services at least seven calendar days prior to the public hearing. ~~The Planning Commission may direct that the notice be published in one or more additional newspapers of general circulation in Douglas County.~~ The notice shall read as shown in Figure 10.2.

10-2C.3 Posted Notice

At least 14 calendar days prior to the Planning Commission hearing, the applicant shall post a notice on the land under consideration. The notice shall consist of at least one sign facing each abutting public or private street open for travel, within 10 feet of the property line abutting such street, placed at posts at least four feet above ground level. In the event the staff planner determines a sign cannot be placed abutting such street and visible from such street or that there is no abutting public or private street open for travel, the staff planner may require ~~d~~ an alternate location for a sign. ~~Additional signs may be required by the staff planner.~~ Each sign shall measure not less than 3 x 4 feet. Letter size shall be a minimum of three inches high and a minimum of six inches high for the sentence that reads, "For more

information call Douglas County Planning at 303-660-7460.” The notice shall read as shown in Figure 10.3.

Figure 10.1

CERTIFICATE OF MAILING
I hereby certify that a true and correct copy of the attached written notice was placed in the U.S. mail, first-class, postage prepaid this ____ day of _____, 20____, and addressed as follows: <i>(list of addresses)</i>
_____ (signature of person completing the mailing)

Figure 10.2

NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION
A public hearing will be held on <u>(date)</u> , at <u>(time)</u> , in the Commissioners’ Hearing Room, 100 Third St., Castle Rock, Colorado, for an amendment to the Douglas County 2030-2040 Comprehensive Master Plan. The subject property is located approximately <u>(distance and direction from nearest major intersection)</u> . For more information, call Douglas County Planning at 303-660-7460.
File Name and Number: _____

Figure 10.3

NOTICE OF PUBLIC HEARING BEFORE THE PLANNING COMMISSION
This land shall be considered for amendment to the Douglas County 2040 Comprehensive Master Plan. The public hearing is (date), at (time), in the Commissioners’ Hearing Room, 100 Third St., Castle Rock, Colorado. For more information call Douglas County Planning at (303) 660-7460.
File Name and Number: _____

10-2C.4 Affidavit of Sign Posting

An affidavit of sign posting and newspaper publishing shall be submitted for the file in Planning Services at least ~~seven-7~~ calendar days prior to the hearing. The sign(s) shall be photographed by the applicant and attached to the affidavit as shown in Figure 10.4.

The applicant shall remove the sign within ~~two-weeks~~ 14 calendar days following the final decision by the Planning Commission. The Planning Commission submits a certified copy of the amended CMP to the Board of County Commissioners and the planning commission of all municipalities within the county.

Figure 10.4

(Attach photo here) <i>(sign lettering must be legible in photo)</i> I, <u>(print name of applicant/representative/person posting sign)</u>, attest that the above sign was posted on <u>(date)</u>, abutting <u>(name of street)</u>. File Name and Number: _____ (signature) STATE OF COLORADO)) ss. COUNTY OF _____ Acknowledged before me this _____ day of _____, 20____, by _____ as _____. My commission expires: _____ Witness my hand and official seal _____ Notary Public
--

10-3 Amendments Requested by the Public to be Initiated by the Planning Commission

10-3A Presubmittal Requirements

A presubmittal meeting as discussed in Section 10-2B.1 shall be completed.

10-3B Submittal Requirements

Information submitted to the Planning Commission should be of sufficient detail to clearly explain the proposed amendment. A narrative describing reasons for the proposed amendment and maps or data supporting the amendment shall be included.

10-3B.1 STAFF EVALUATION

Staff shall evaluate the public initiation request and prepare a staff report for the Planning Commission.

10-3B.2 PLANNING COMMISSION

The Planning Commission, at a work session, shall consider the public initiation request using the information submitted, the staff report, and take one of the following actions:

- Allow the public to initiate the amendment request.
- Not initiate the request.
- ~~Table for further study in order to obtain more information.~~

If the request from the public is to be initiated, the proposed amendment shall be processed in accordance with Section 10-2.

10-4 Amendments initiated by the Planning Commission or County staff

10-4A Submittal Requirements

Information submitted to the Planning Commission should be of sufficient detail to clearly explain the proposed amendment. A narrative describing reasons for the proposed amendment and maps or data supporting the amendment shall be included.

10-4B Major Amendment Procedure

10-4B.1 REFERRALS

All major amendments shall be sent out to appropriate referral agencies for comment. The referral agencies shall comment within ~~35~~ 21 calendar days of receiving a complete submittal unless the applicant grants an extension of no more than 7 ~~15~~ calendar days. The amendment shall be referred to the Division of Planning of the Colorado Department of Local Affairs in conformance with C.R.S. §30-28-122.

10-4B.2 PUBLIC HEARING

Planning Services shall schedule a public hearing before the Planning Commission and prepare a staff report. Public notice shall be in accordance with Section 10-2C, herein.

10-4B.3 PLANNING COMMISSION ACTION

The Planning Commission shall evaluate the proposed amendment, referral comments, staff report, and public testimony, and take one of the following actions:

- Approve the request.
- Approve the request with conditions.
- ~~Table the request for further study.~~
- Continue the request to a date and time certain in order to obtain more information and to take additional public testimony.
- Deny the request.

10-4B.4 PLANNING COMMISSION RESOLUTION

The Planning Commission's decision shall be in the form of a resolution. The Planning Commission resolution shall identify the proposed amendment map or narrative specifically and be signed by the Planning Commission Chair and Secretary.

10-4B.5 POST-APPROVAL

All post-approval requirements shall be completed as identified in Section 10.5.

10-4C Administrative Amendment Procedure

10-4C.1 PLAN REVISIONS

Staff shall revise the CMP to reflect all mapping and narrative amendments. All amendments approved shall be included in the next publication of the CMP.

10-4C.2 APPROVAL OF PLAN REVISIONS

The Community Development Director shall approve all administrative amendments and notify the Planning Commission. No public notice shall be required.

10-4D Public Notice – Planning Commission or County Staff Initiated Amendments

At least 14 days prior to the Planning Commission hearing, staff shall publish a notice in at least one publication of the daily, or at minimum, a weekly newspaper of general circulation in the County in a manner sufficient to notify the public of the time, place and nature of the public hearing. ~~printed or published in whole, or part, in Douglas County.~~

10-5 Post-Approval Requirements

10-5A Document Revision

The staff planner shall revise the CMP to reflect all mapping and narrative amendments. All amendments approved shall be included in the next publication of the CMP.

10-5B Plan Certification

The Planning Commission shall certify a copy of the amended CMP to the Board of County Commissioners, as well as the planning commissions of all municipalities in the county. The Planning Commission shall submit the master plan or amended master plan to the division of local government in the department of local affairs pursuant to Section 30-28-106(8).

~~10-5C Regional Plan Amendment~~

~~After the Douglas County CMP is amended, all regional plans shall be amended, as necessary. For amendments initiated by the public, applicants shall be responsible for preparing regional plan amendment submittals for the Denver Regional Council of Governments (DRCOG). All such amendments shall be submitted to the Douglas County Department of Community Development for review and approval prior to submission to DRCOG.~~