

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
MARCH 15, 2011

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as "Board") was convened on Tuesday, March 15, 2011 at 6:30 p.m., at the Roxborough Library, Roxborough Market Place (Safeway Shopping Plaza), Meeting Room, 8357 N. Rampart Range Road, Suite 200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Lisa Lorman
Linda Goodrich
Scott Pfeffer
Bob Clinard

Also in Attendance were:

David Peak; R.S. Wells L.L.C.
Ernie Fazekas; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE
John Bartley; The Brickman Group
Steve Sherman; 7878 Canvasback Circle, Littleton, CO 80125
Shanen Weber; Design Concepts

CALL TO ORDER

The meeting was called to order by Director Lorman. Upon a motion duly made by Director Goodrich, seconded by Director Pfeffer and, upon vote, unanimously carried, the Board approved the agenda as presented and excused the absence of Director Holden.

ADMINISTRATIVE MATTERS

A. Approval of Minutes

After review and discussion, upon a motion duly made by Director Goodrich, seconded by Director Lorman and, upon vote, unanimously carried, the Board approved the minutes of the February 15, 2011 regular meeting as presented.

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B. Discuss Draft Park Reservation Application and Resolution for 2011

Following review and discussion, upon a motion duly made by Director Clinard, seconded by Director Pfeffer and, upon vote, unanimously carried, the Board adopted the Resolution Approving a Request for Reservation of Park Areas / Gazebo within Roxborough Village Metropolitan District.

PUBLIC COMMENT

Steve Sherman presented a letter he had prepared in support of Sterling Ranch development and addressing how it would benefit Roxborough Village residents. He asked the Board to consider its approval.

Following review and discussion, upon a motion duly made by Director Lorman, seconded by Director Goodrich and, upon a vote of 3 ayes and 1 nay, the Board approved the submittal of the support letter to the Douglas County Commissioners and authorized Mr. Peak to sign.

FINANCIALS

A. Review and Approve Claims through February 2011 Totaling \$53,389.48, Represented by Check Numbers 4547 through 4569

Mr. Peak reviewed the claims through February 2011 totaling \$53,389.48, represented by check numbers 4547 through 4569. Upon a motion duly made by Director Goodrich, seconded by Director Lorman and, upon vote, unanimously carried, the Board approved the claims as presented.

B. Review and Approval of Cash Position as of February 28, 2011, Updated as of March 7, 2011

Mr. Peak reviewed the cash position as of February 28, 2011, updated as of March 7, 2011, with the Board. The Board accepted the cash position as presented.

LEGAL MATTERS

A. Chatfield Farms Annual Accounting Report for 2010

Mr. Fazekas distributed and reviewed supporting information prepared by his firm – a memorandum regarding the structure of annual report, a report on 2009 property taxes collected in 2010 from Chatfield Farms, a report on legal services provided in 2010 attributable to Chatfield Farms, and a report on number of fully completed residences within Chatfield Farms and the District as of January 1, 2010 –with the Board. District Manager and District Account will utilize supporting information to prepare the Chatfield Farms Annual Accounting Report for 2010. Mr. Peak will also prepare a letter to the Chatfield Farms developer for the Board to review

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and approve at the April meeting along with the Chatfield Farms Annual Accounting Report for 2010.

MANAGER'S ITEMS

- A. Consider Authorizing the District Manager to Negotiate with Commercial Property Owners of the Shopping Center to pay the District for Irrigation Water

Following discussion, upon a motion duly made by Director Goodrich, seconded by Director Lorman and, upon vote, unanimously carried, the Board authorized Dave Peak, District Manager, to negotiate with the commercial property owners on the metering and paying for irrigation water.

- B. Review and Consider Adopting Resolution Approving 2011 Restroom Cleaning Agreement with Nichole Kahler

Following review and discussion, upon motion duly made by Director Goodrich, seconded by Director Lorman and, upon vote, unanimously carried, the Board adopted a Resolution Approving a Services Agreement – Park Restroom Maintenance - 2011 with Rox Plumbing and Home Improvement llc. as presented.

- C. Review and Consider Adopting Resolution Approving 2011 Lake Treatment Program for Roxborough Ponds with CEM Lake Management

Following review and discussion, upon a motion duly made by Director Lorman, seconded by Director Pfeffer and, upon vote, unanimously carried, the Board adopted a Resolution Approving Services Agreement with CEM Lake Management for 2011 as presented.

- D. Review and Consider Adopting Resolution Approving Mosquito Control Services for 2011 with Patriot Pest Control

Following review and discussion, upon a motion duly made by Director Goodrich, seconded by Director Lorman and, upon vote, unanimously carried, the Board adopted a Resolution Approving Services Agreement with Patriot Pest Control for 2011 as presented.

LANDSCAPE MAINTENANCE

- A. Landscape Maintenance Report – March 18, 2011

Mr. Bartley presented the landscape maintenance report as of March 18, 2011 to the Board.

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Turf: Fertilization to be completed in March.

Shrub Beds: No update.

Trees: No update.

Irrigation: Most of the pump maintenance has been completed. Control Tech is scheduled March 8th to inspect the pump controls. The check valve and butterfly valve on the second pump will have to be replaced before the start of the season. The jockey/booster pump will have to be replaced as well since it went down at the end of last year. Pump #2 needs to be removed and bench tested since it has not been run for any significant periods. Pump #1 is in bad shape and should be replaced. Pump housing is corroded to point of separation from motor. After bench testing, crews could swap the two main pumps but this would leave no backup. Lead time on a new pump is 3 to 4 weeks.

Open Space: Crews have been picking up visible trash and other debris as seen from the roads and trails. This will continue on a weekly basis.

Site Policing: Trash is policed weekly and the Dog-I-Pot stations. Trash cans are emptied and checked once per week and the ponds were checked for debris.

Overall Site: No update.

B. Review and Consider Approval of Work Orders from The Brickman Group:

1. Replace Ball Valve and Check Valve / \$3,565
2. Replace Booster Pump / \$7,576
3. #2 Pump Inspection / \$2,561
4. #1 Pump Replacement / \$22,476
5. Add Mulch to Spinner Park behind Safeway / \$1,191
6. Remove Playground Equipment, Grade and Seed / \$3,930
7. Trench Drain at Baseball Field / \$7,740

Following review and discussion, upon a motion duly made by Director Goodrich, seconded by Director Pfeffer and, upon vote, unanimously carried, the Board approved work order numbers 2, 3, 5, 6 and 7. Work order number 1 was eliminated and work order number 4 was tabled.

C. Review and Consider Approval of Snow Removal Map

Following review and discussion, upon a motion duly made by Director Pfeffer, seconded by Director Lorman and, upon vote, unanimously carried, the Board approved the 2011 snow removal map as presented.

ENGINEERING MATTERS

Mr. Barnett reviewed the irrigation design project and the timeline for soliciting bids with the Board and awarding the contract in April. The Brickman Group is going to remove approximately 4 trees with a tree spade with a cost of time and material.

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Mr. Barnett reported to the Board that he met with Douglas County on the skate park and erosion control with final approval pending, subject to grass growing.

DIRECTOR ITEMS

- A. Discuss and Consider Approval of Design Concepts R.O.W. Design for District Areas / Shanen Weber

Ms. Weber reviewed the proposal providing two options with the Board. After substantial discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich and, upon vote, unanimously carried, the Board approved the proposal that included option one.

- B. Consider Request for Reservation of Park Areas for Community Bicycle Awareness and Safety Expo on Saturday, September 24, 2011

Following discussion, upon a motion duly made by Director Goodrich, seconded by Director Pfeffer and, upon vote, unanimously carried, the Board approved the park reservation request for September 24, 2011.

OTHER BUSINESS

- A. Confirm Quorum for April 19, 2011 Regular Meeting

The Board confirmed a quorum for the next board meeting.

ADJOURNMENT

There being no other business to come before the Board, upon a motion duly made by Director Lorman, seconded by Director Pfeffer and, upon vote, unanimously carried, the Board adjourned the meeting at 8:25 p.m.

Respectfully submitted,

By: 

Secretary for the Meeting

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THESE MINUTES ARE APPROVED AS THE OFFICIAL MARCH 15, 2011
MINUTES OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
BY THE BOARD OF DIRECTORS SIGNING BELOW:




Lisa Lorman



Linda Goodrich



Judi Holden



Scott Pfeffer



Bob Clinard