

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
FEBRUARY 16, 2010

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as "Board") was convened on Tuesday, February 16, 2010 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:

Steve Sherman
Scott Pfeffer
Nadine Petersen
Lisa Lorman
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, Inc.
Jay Jamison; The Brickman Group
Erik Spring; Design Concepts
Carol Henry; Design Concepts
Linda Goodrich; 10269 Dusk Way, Littleton, CO 80125
Judi Holden; 7578 Bison Court, Littleton, CO 80125
Ron Bendall; 7541 Red Fox Court, Littleton, CO 80125

CALL TO ORDER

The meeting was called to order by Director Sherman. Upon a motion duly made by Director Clinard, seconded by Director Pfeffer and, upon vote, unanimously carried, the Board approved the agenda as amended.

RECORD OF PROCEEDINGS

ADMINISTRATIVE MATTERS

A. Approval of Minutes

After discussion, upon a motion duly made by Director Clinard, seconded by Director Lorman and, upon vote, unanimously carried, the Board approved the minutes of the January 19, 2010 regular meeting as presented.

PUBLIC COMMENT

Ms. Holden reported to the Board that she went to the 16A HOA Board and requested additional chips installed at the playground located near the 7 Acre Pond.

LEGAL MATTERS

A. Review and Consider Adoption of Resolution Accepting 99 Year Lease Parcels for Ownership and Maintenance with Douglas County / Approval of Warranty Deed

Following review and discussion, upon a motion duly made by Director Clinard, seconded by Director Petersen and, upon vote, unanimously carried, the Board approved the Resolution Accepting 99 Year Lease Parcels for Ownership and Maintenance, and Special Warranty Deed.

B. Discussion Regarding Landscape Maintenance of Commercial Right-of-Way Areas in Chatfield Farms

Mr. Fazekas distributed a map showing the rights-of-way areas currently maintained by the District to Board members for their review and comments. Following review and discussion, the Board decided to cease landscape maintenance services provided by the District. The Board requested that a letter be prepared notifying the property owners of their responsibility to provide landscape maintenance services.

C. Status of Request to Designate District's Parks and Open Space by Douglas County as Areas in Which it is Unlawful to Discharge Paintball Guns

Mr. Fazekas reported that he had sent a letter to Douglas County per the Board's request. Mr. Fazekas will follow up.

D. Status of Title to Tracts C & D and Tract E-1, Roxborough Village Commercial Subdivision – 3rd Amendment

Mr. Fazekas reported to the Board that the title policies require revisions. Mr. Peak and The Brickman Group will complete a site inspection this

RECORD OF PROCEEDINGS

spring. Upon receipt of the corrected title policies and a completion of satisfactory site inspection, the Board will consider accepting the tracts for landscape maintenance.

LANDSCAPE MAINTENANCE

A. Landscape Maintenance Interviews

Mr. Jamison presented the landscape maintenance report as of February 9, 2010 to the Board.

Turf: Turf is dormant for the winter. Crews are hand watering new turf around the skate park as needed.

Shrub Beds: Shrub beds are being policed for trash and debris. Winter watering is being done as needed.

Trees: Trees are being monitored for low hanging and broken branches, especially after snow events. Winter watering is being done as needed.

Irrigation: Irrigation system has been winterized. As built for skate park irrigation and year end repair map will be provided to Scott Barnett. A work order for annual pump preventative maintenance has been submitted. A work order for necessary repairs, including intake pipes will be submitted in March. A work order for Crystal Lake Park controller has been submitted for work to be completed after shelter installation, once electricity has been provided.

Open Space: Crews have been picking up visible trash and other debris as seen from the roads and trails.

Site Policing: Trash was policed weekly and the Dog-I-Pot stations were checked at the same interval. Trash cans were emptied and checked once per week and the ponds have been checked for debris.

Overall Site: Winter watering is occurring this winter during dry periods, especially on the new plant material in the median.

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

1. Annual Preventative Maintenance / \$1,573

Following review and discussion, upon a motion duly made by Director Clinard, seconded by Director Petersen and, upon vote, unanimously carried, the Board approved the work order for annual preventative maintenance for an amount not to exceed \$1,573 as presented.

2. Crystal Lake Controller Automation / \$3,876

This work order was tabled.

RECORD OF PROCEEDINGS

C. Review and Consider Approval of Resolution and Weed Spraying Contract with Horizon Vegetation Management

Following review and discussion, upon a motion duly made by Director Clinard, seconded by Director Lorman and, upon vote, unanimously carried, the Board adopted the Resolution Approving Services Agreement with Horizon Vegetation Management for weed spraying.

D. Ratified Approval of Resolution Approving Services Agreement with Bishop & Layton Design, Inc. dba Design Concepts Community and Landscape Architects

Following review and discussion, upon a motion duly made by Director Petersen, seconded by Director Lorman and, upon vote, unanimously carried, the Board ratified approval of the Services Agreement with Bishop & Layton Design, Inc. on January 19, 2010 and adopted the Resolution Approving Services Agreement with Bishop & Layton Design, Inc.

E. Design Concepts Preliminary Plan

Mr. Spring and Ms. Henry presented the preliminary site improvement plans for the Community Park Master Plan to Board members for their review and comments. Design Concepts will provide cost estimates once the final plan is approved by the Board.

**ENGINEERING
MATTERS**

Nothing further to report at this time.

FINANCIALS

A. Review and Approve Claims through January 2010

Mr. Peak reviewed the claims through January 2010 totaling \$31,940.43 represented by check numbers 4284 through 4300. Upon a motion duly made by Director Petersen, seconded by Director Lorman and, upon vote, unanimously carried, the Board approved the claims and the transfer of funds from COLOTRUST in the amount of \$31,940.43 into the District's checking account to pay the claims.

B. Review and Approval of Cash Position as of January 31, 2010, Updated as of February 8, 2010

Mr. Peak reviewed the cash position as of January 31, 2010 with the Board. The Board accepted the cash position as presented.

RECORD OF PROCEEDINGS

DIRECTOR ITEMS A. Review District Projects and Schedule Lists

Mr. Peak distributed the District Projects and Schedule Lists to the Board.
No comments were made.

OTHER BUSINESS A. Confirm Quorum for March 16, 2010 Meeting

The Board confirmed that a quorum would be present for the March 16, 2010 meeting at the Roxborough Library.

B. Discuss Cleaning of Restrooms

Mr. Peak reported that the District will need to look for cleaning services as Ginny Hoppes has resigned.

ADJOURNMENT

There being no other business to come before the Board, upon a motion duly made by Director Pfeffer, seconded by Director Lorman and, upon vote, unanimously carried, the Board adjourned the meeting at 8:15 p.m.

Respectfully submitted,

By: David Peak
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 16, 2010 MINUTES OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Lisa Lorman

Steve Sherman
Steve Sherman

Nadine F. Petersen
Nadine Petersen

Scott Pfeffer
Scott Pfeffer

Bob Clinard