

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
April 10, 2023**

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on the 10th day of April, 2023 at 6:00 p.m. at the Roxborough Library located at 8357 N Rampart Range Rd # 200, Littleton, CO 80125.

1. ATTENDANCE

Directors In Attendance Were :

Mathew Hart
Ephram Glass
Calvin Brown
Travis Jensen
Mark Rubic

Also In Attendance Were:

Debra Prysby

2. CALL TO ORDER

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

3. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

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

4. ADMINISTRATIVE MATTERS

Agenda: Director Hart reviewed with the Board the proposed Agenda for this Special Meeting. Director Glass requested a discussion of the Easter Egg Hunt be added and an update to the road construction. Director Rubic requested a discussion about management performance be added.

5. PUBLIC COMMENTS

No public comments were made.

6. BOARD DISCUSSION MATTERS

Easter-Egg Hunt: Having not recalled the permit, Director Hart questioned whether the permit was issued by the Board or by management. Multiple Directors agreed it was issued by management with notification to the Board. Director Hart explained the issues with cars on the softball field and lack of parking at the event. Director Hart noted that nothing about the permit issuing process requires permit holders to agree to abide by rules & regulations. Director Rubic disagreed, to which Director Hart read the permit for the Easter Egg Hunt to the Board. Director Jensen did not recognize the form, and suggested this may be the outdated form, other Directors agreed. Director Rubic expressed frustration that management did not provide more information about the event to the Board. Directors Brown and Glass discussed whether the Board approved permits in the past. Director Rubic suggested the Board should approve permits in the future. The question was raised about events already permitted, e.g. little league. Director Hart recommended that the permit have an additional signature line beside a statement that says “I agree to not drive vehicles on the field” so that if permit holders do not read the rules/regs they at least understand that cars are not permitted. Director Rubic suggested the size of the security deposit be proportional to the event, whether it is a small private event or big open-to-the-public event. Director Hart noted the Easter Egg hunt coordinators did a good job cleaning up the trash from the event, and probably just did not know why vehicles were not allowed. Several Directors commented that future events of this size should have a parking plan, perhaps a shuttle from one of the school parking lots, which would be discussed and reviewed at the permit approval time. Director Hart also noted the absence of any signs at the park with rules and regs, and that the District needs them. Director Hart noted the coordinators of the Easter egg hunt were notified of tonight’s meeting and were invited to attend or provide any comment, but they did neither.

Update on Road Construction: Irrigation damage on the road was to Sterling Ranch systems, so there is damage that still needs to be fixed before the road can be open but it was not to the District’s irrigation system. CDI pressurized the system and noticed some small issues, that seemed to be pre-existing and should not be big costs to fix. The system held pressure but there seems to be a leak in Community Park. Director Glass also mentioned the greenhouse went up at the school.

Management Performance: Director Rubic expressed frustration that the notice link for the water district fence meeting was broken at the time he checked. Director Rubic mentioned the meeting on 3/8 also had an issue, which Director Glass agreed with. Director Hart noted there may be a problem with the website backend. Director Hart stated the Board had previously discussed hiring a professional web management company and it may be time to revisit that. Director Glass mentioned someone on the Board, besides SDMS, should have access to the website to make little changes/updates. Director Rubic agreed having one designated person should have access besides SDMS. Director Rubic was worried that his District email was associated with a previous Board member; Directors Jensen and Glass stated that they had a similar experience. Director Jensen discovered that his District email was setup to forward all messages to a private address of a former Board member. Director Hart noted that it looked like the previous email

addresses had been re-used and the names changed, and checked whether his account had a forwarding address. Director Rubic brought up the point that there still are no porta-potties in Community Park. Director Glass noted that SDMS was supposed to reach out to other porta-potty companies and Board should request an update on that. Director Hart asked if porta-potties were on the tasking spreadsheet, and suggested it be updated. Director Rubic noted that both a plumber and electrician would be needed to open up the bathrooms in Community Park. Director Rubic brought up the issue of food truck permits; sometimes food trucks on site that are not permitted. Director Hart noted the District does not have an enforcement arm, and the issue will continue to get worse as the Sterling Ranch population increases. Director Hart noted there are no signs that say “no vendors (food trucks) without a permit” so there is no point issuing permits some food trucks if no sign prohibits others that are not issued a permit. Director Hart asked whether the permits can be written in such a way that damages could be recovered? Board agreed this is a question for the District’s lawyers. Director Rubic raised the issue of dumpsters in the park. Director Hart noted that Director Rubic’s concerns are not on the agenda and the meeting needed to get back on topic.

Go-CO Playground Grant: Director Rubic noted that the District does not have the money to build or maintain a million dollar park. Waiting so long for a 50/50 shot on a grant may not be worth it. The Board should look at just replacing these playgrounds. Director Rubic had previously volunteered to find playground equipment and found dozens of options. Director Glass argued against this proposal because maintenance for those playgrounds is minor and not costly. If Board were to do something, it should be low maintenance, high-value stuff which may be more expensive, but would not be more money to maintain than otherwise. The Board owes it to the community to pursue a grant just to see. The grant may cover costs the Board may not be willing to that the District cover on its own. In the livable cities studio designs the overlook was high cost but low maintenance and high value and everyone would benefit from having it. Director Hart stated he does not want to buy new assets before the existing assets are taken care of. Director Glass does not think anyone will mind waiting a few extra months to replace the missing playground because there are other playgrounds in the District. Director Jensen underscored residents’ dissatisfaction with the removal of the playground from Community Park, that they do not want to wait another two years to get something back in the park. Director Brown noted the longer the Board waits, the more expensive things will be. Director Jensen suggested surveys or some way to test what people want. Director Hart noted the difficulties the District ran into last year with community surveys. Director Glass stated the grant application requires getting community feedback, so the Board should do it anyway. Director Hart countered that the Board did not seek input from the community on removing the playground, and that the Board should replace it separate from the opportunity to build something new.

CDI electric UTV storage/recharge: Director Glass stated that the Board can be accommodating but the District should not fund it. Jensen: do they want to pay for it? Glass: It would be cheaper for them. Jensen: The District pays for the mobilization charge each time regardless. Rubic: The District should not pay for it. Glass: It could be combined with other construction. Jensen: Has a location been picked? Hart: They have a container already. Glass: They would like to use the pump house since it has power. Hart: Is there enough room? Glass: no. Hart: How many days/week do they come out? Multiple Directors: Twice. Hart: So a standard outlet would cover it. Rubic: Maybe next to the restrooms? Hart: Or in the gated area Roxborough Water and

Sanitation District is building in the easement? Glass: There is electricity there. Hart: And parking space. Glass: they would not get a key from Roxborough Water and Sanitation District; he will ask Barb. Hart: Yes or no depends on the plan, so the Board would have to develop that first. Glass: Probably get push-back if views from houses in that area are blocked.

Discuss having volunteers put up dog stations: Attorney Ross said the Board members could not do it ourselves but community volunteers could do it. New pots are aluminum; should not get new steel ones due to rust. The Board will ask attorney Ross to draft a volunteer waiver and perhaps make available on the District website.

Discuss Flock camera on Waterton Rd: Director Glass pointed out there is already a camera on Waterton Road that looks like a Flock camera on Douglas County property, and asked if it changed the Directors opinions about them. Both Directors Hart and Jensen stated it did not. Director Rubic asked if there were any updates about available cameras from the sheriff's office for monitoring graffiti. Director Glass will ask.

Discuss Tree Care Proposals (enclosed): Director Glass: Davy Tree's proposal came in cheaper than the other guys, looking at minimum upkeep and pruning of bigger trees. Director Hart asked for Director Glass's recommendation, which was for Davy Tree.

Discuss How to Equitably Maintain the District without causing financial Hardship: Director Glass proposed starting with the 16B HOA easement issue. Director Hart would like to know more about the plans for the monument area. Director Glass proposes transferring the easement to the HOA. Director Rubic stated that the easement is how the District maintains the monument area. Director Brown recommended keeping the easement, as it would maintain continuity with the rest of the District. Director Hart agreed. And asked why the Board rejected this last year. Director Glass explained it was because there was no input from the HOA. The Board will ask attorney Ross for his opinion.

For maintenance of the rest of the District, Director Jensen had previously proposed doing only what was required until the District's finances are improved. Director Rubic expressed that the things that have to be done may even take more than the current budget, and the Board may have to make some tough decisions. The District should not continue to keep spending money doing things that the District is not required to do. Director Hart agreed in general, as long as there is some flexibility. Director Rubic agreed with flexibility, especially in areas of high community impact or safety issues. Perhaps the Board can develop a red/yellow/green map like it has for snow removal. Directors Glass and Hart agreed that in areas where it would realize an economy of scale for the District to perform maintenance on behalf of HOAs or others, the District could be open to doing that on a discounted fee basis. Director Hart asked how much of the landscape budget was flexible vs required. Director Glass responded that it's probably small since the District only maintains the surface. Director Jensen pointed out that once the District is no longer replacing playgrounds and goes back to just maintaining them, the budget might cover all the landscaping the Board would like to do. Director Glass pointed out that the Board still will have to start budgeting funds toward capital since nothing is going in there currently. Deb Prysby pointed out that the District's irrigation system is a big maintenance expense and if the areas that require irrigation could be reduced, the maintenance cost could be reduced there.

Prioritizing Tasking: Director Glass asked about his proposed task prioritization scheme. Director Rubic stated that the Board could probably quickly identify the top priority items without such a complex system, or at least identify the high priority items before using the scheme for lower priority items. Director Hart proposed having each Board member select their top priorities. Director Jensen agreed the Board should have a way to drive items to the top of the list. Director Brown proposed that each Director pick their top five issues. Directors Glass, Hart and Rubic all agreed with Director Brown's suggestion.

Other Matters: Director Jensen asked about putting time limits on agenda items for future meetings. Director Glass said he would for the next meeting.

There being no other business, Director Brown made a motion to adjourn. Director Glass seconded. The motion passed unanimously. The meeting adjourned at 7:59 p.m.

By: Travis C Jensen 06 / 21 / 2023
Director Name Date