

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD SEPTEMBER 20, 2023

A Regular Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened on Wednesday, the 20th day of September, 2023 at 6:00 p.m. at the Roxborough Library, 8375 N. Rampart Range Rd, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Mark Rubic
Debra Prysby
Mathew Hart
Ephram Glass
Travis Jensen

Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Dino Ross, Esq.; Ireland Stapleton Pryor & Pascoe, P.C.

Brenna Karamigios, Gemsbok Consulting Inc. (“Gemsbok”) (for a portion of the meeting)

Gale Cramer, Homeowner

CALL TO ORDER

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

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. Ms. Ripko 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.

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ADMINISTRATIVE MATTERS

Agenda: Ms. Ripko reviewed with the Board the proposed Agenda for this Regular Meeting.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart, and, upon vote, unanimously carried, the Board approved the agenda, as amended, with the addition of snow removal supplies and designating Brendan Coupe as a Broadband consultant for the District.

PUBLIC COMMENTS

None.

CONSENT AGENDA

The Board considered the following actions:

A. Fifth amendment to CDI agreement - remove utility locate services

B. Minutes

- August 8, 2023, as amended
- August 16, 2023
- August 27, 2023, as amended

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby and upon vote, unanimously carried, the Board approved the Consent Agenda as amended.

CONTRACTOR/CONSULTANT REPORTS

Landscaping Updates- CDI Landscape, LLC: The Operations Committee had a meeting with CDI on 9/19/2023 to discuss ongoing concerns. Moving forward, the monthly report will include locations of the weekly irrigation checks included in the services agreement.

Snow Removal Supplies: Following discussion, the Board approved placement of ice removal and snow removal supplies any time, e-noting that the District has no liability if anything is stolen.

Engineering Updates: The Board reviewed the Community Park Survey Proposal. No action was taken at this time.

FINANCIAL

Claims: The Board considered ratifying the approval of the payment of claims as

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MATTERS

follows:

Fund	Period Ending August 31, 2023
Total Claims	\$59,797.28

Following discussion, upon motion duly made by Director Rubic, seconded by Director Prysby and upon vote, unanimously carried, the Board ratified approval of the claims, as presented.

Unaudited Financial Report: The Board reviewed the unaudited financial report for the period ending August 31, 2023.

Following discussion, upon motion duly made by Director Rubic, seconded by Director Prysby, and upon vote unanimously carried, the Board accepted the unaudited financial report for the period ending August 31, 2023, as presented.

2022 Audit: The Board reviewed the 2022 Audit.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart, and upon vote unanimously carried, the Board approved the 2022 Audit.

Designate Brendan Coupe as Broadband Volunteer Consultant: The Board discussed designating Brendan Coupe as the Broadband Volunteer Consultant for the District.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart, and upon vote unanimously carried, the Board designated Brendan Coupe as the Broadband Volunteer Consultant for the District.

LEGAL MATTERS

Drainage Issues: The Board discussed the drainage issues caused by Douglas County. Director Glass noted that Douglas County intends to address the issue, but no agreement has been finalized.

Maintaining HOA Owned Tracts: The Board discussed how to fairly maintain the HOA owned tracts considering TABOR's requirements. The Board also discussed options for charging an HOA for maintenance services provided.

Updates on Agreements to have District Maintain Non-District Owned Areas: The Board deferred discussion at this time.

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Updates Water Due Diligence: There were no new updates at this time.

Transfer of Ownership of Chatfield Farms 1A Tracts: The Board discussed the transfer of ownership of Chatfield Farms 1A Tracts. It was noted that legal counsel has drafted a real property agency agreement for the transfer of ownership from the HOA to the District.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Rubic and, upon vote, carried with Directors Rubic, Prysby, Jensen and Hart voting “Yes” and Director Glass abstaining, the Board approved the transfer of ownership of Chatfield Farms 1A Tracts.

Maintenance Agreement with Chatfield Farms Estates/1A: The Board discussed the process. The proposed agreement should be available for the next meeting.

District Irrigation Mainline and Construction on the North Side of Waterton Road: The Board discussed the District irrigation mainline and construction on the north side of Waterton Road.

Resolution Regarding Records Retention: Attorney Ross advised the Board that the State Archivist’s website shows that document retention and destructions schedules were approved for the District. Unfortunately, the State Archivist does not maintain a copy of the approved schedules. Further, legal counsel and District Manager Ripko have been unable to locate a copy of the schedules. Board discussion followed. Attorney Ross and District Manager Ripko will continue to search for a copy of the schedules.

Assignment Agreement to Transfer Monument to 16B: The Board discussed the Assignment Agreement to Transfer Monument to 16B.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the Assignment Agreement to Transfer Monument to 16B.

2024 BUDGET PLANNING

Budget Preparation: The Board reviewed their budget discussion from the September 12, 2023 Special Meeting. It was noted that Director Glass and Director Rubic have been forwarding information to Gemsbok to update the proposed 2024 budget.

Board Budget Priorities: The Board discussed the Budget Priorities for 2024.

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Proposed Budget Preparation/Discussion Timeline: The Board discussed the proposed Budget preparation and timeline.

AGENDA PRIORITIES

Playground Replacement: The contractor requested information regarding the location of the playground; this was provided by SDMS. SDMS has received the proposal and is working with legal counsel regarding specifics.

Playground Grants: SDMS has been working with Douglas County regarding the grants. SDMS has also reached out to Sterling Ranch to get their assistance.

Repairs to Concrete Paths: No action was taken at this time.

Additional Projects to Complete in 2023: No action was taken at this time.

Community Park Restroom Repair Proposals: The Board reviewed proposals from PST to replace the skylight, timer, lights, and trim and other bathroom repairs.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and upon vote unanimously carried, the Board approved the proposals contingent upon them using dark sky compliant lighting.

Chatfield Farms Planter Façade Replacement: The Board discussed the Chatfield Farms planter façade replacement.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Hart and, upon vote, carried with Directors Rubic, Prysby, Jensen and Hart voting “Yes” and Director Glass abstaining, the Board approved the Chatfield Farms planter façade replacement.

Tree Care Fertilization Revised Proposal: The Board reviewed the revised tree care fertilization proposal.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the tree care fertilization revised proposal, with half of the work being completed in 2024.

Board Only Meeting: The Board discussed the possibility of using high school seniors who need Community Service to help out with District tasks. Legal counsel will be drafting a waiver regarding this.

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OPERATION AND MAINTENANCE MATTERS

District Management Updates:

Current Approved and Requested Community Permits: The Board reviewed the current and approved requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.).

SDMS Monthly Report: The Board reviewed the SDMS monthly report.

Monthly Invoice from Foothills Park & Recreation re: August 2023 Roxborough Village Metro District Resident Use: The Board reviewed the monthly invoice from Foothills Park & Recreation regarding August 2023 Roxborough Village Metro District resident use.

District Account on Local Community Facebook Forum: The Board discussed establishing a District account on the local community Facebook forum.

Website Update: SDMS has been following up regularly regarding the new website. The Board discussed and requested roxvillagemetro.colorado.gov to be the address.

Weather Trak: The Board discussed the weather trak system and if it should be renewed.

General Updates Regarding Ongoing Projects:

Electrical fixes on Rampart Median: SDMS is meeting with the boring company and electrician to get it fixed.

Pickleball Court Striping: The striping has been completed.

Xcel Energy Maintenance Update: Payment has been received for both breaks.

Other: None.

DIRECTOR MATTERS

Turf Replacement: The Board is working with SDMS and CDI regarding the turf replacement.

District Signage/Committee Formation: The Board discussed appointing Director Prysby and Director Hart to the signage committee.

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Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and upon vote unanimously carried, the Board appointed Director Prysby and Director Hart to the signage committee.

Hiring Handyman: Director Rubic has drafted an RFP to be reviewed by legal counsel.

Other: There were no other Director matters to discuss.

OTHER MATTERS

Action Items and Spreadsheet: Mr. Ripko stated that the updated spreadsheet would be distributed to the Board for review.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Prysby, seconded by Director Glass, and upon vote, unanimously carried, the Regular Meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Travis C Jensen

By: _____
Secretary for the Meeting