

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD JANUARY 17, 2024

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 17th day of January, 2024 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.

CALL TO ORDER

Chairman Rubic called the meeting to order the 6:00 p.m.

ATTENDANCE

Directors In Attendance Were:

Mark Rubic
Debra Prysby
Ephram Glass
Travis Jensen
Mat Hart

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)

Daniel Levine and Dale Draper; Consolidated Divisions, Inc. d/b/a CDI Environmental Contractor (“CDI”) (for a portion of the meeting)

Joe Rushin and Laura Wagner-Johnson

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 Rubic 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

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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.

ADMINISTRATIVE MATTERS

Agenda: The Board reviewed the proposed Agenda.

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

PUBLIC COMMENTS

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. 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: <https://www.roxboroughmetrodistrict.org/2022-meetings>

Laura Wagner-Johnson expressed concerns regarding trees blocking the view from her. She stated that she paid a significant lot premium for the view when she purchased the house. She has a walk-out ranch and no longer is there a view of the lake or mountains. She is requesting the trees be removed.

CONSENT AGENDA

The Board considered the following actions:

- Minutes of the following meetings:
 - a. October 3, 2023;
 - b. October 18, 2023;
 - c. November 15, 2023;
- Approve invoice #2011885 for \$600.00 from CDI for repairs and/or replacements of metal edging that occurred in 2023 prior to the Board informing CDI to cease any further repair/replacement of the metal edging
- Approve invoice #1076676 for \$371.40 from Mission Communication to begin services in April.
- Approve invoice #3616 for \$4,082.65 from ARK Ecological Services, LLC.
- Approve the continuation of District landscape maintenance and snow removal services to relevant HOAs until cost details for such services are provided to the affected HOAs, giving them a period of time, not to exceed two months from receipt of such communication, to enter into a license agreement to compensate the District for providing such services.

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- Approve/Ratify revisions to landscape maintenance agreement, subject to the metal edging issue being resolved with CDI and excluding Arrowhead Shores HOA or any other HOA from which the District is requesting compensation until the compensation issue is resolved.

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 presented.

CONTRACTOR/ CONSULTANT REPORTS

Landscaping Updates: The Board discussed the landscaping updates. It was noted that they found a local source for the ice melt; prior to, it was coming from out of state; the Board directed the staff to try a little at a time.

Engineering Updates: The Board discussed the District Engineer updates. Farnsworth is in process of obtaining permits for the bridge and culvert replacement; the agreement for the survey is in process. Farnsworth's representative gave updates regarding other projects. They need to talk to WeatherTrak to know what is needed to use the system.

CDI Repair Threshold: The Board discussed the CDI repair threshold allowed without prior authorization. that the consensus of the Board was to keep the current threshold with weekly updates provided regarding repairs.

FINANCIAL MATTERS

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

Fund	Period Ending December 31, 2023
Total Claims	174,246.63

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass 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 December 31, 2023.

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

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LEGAL MATTERS

Method of Communication to Homeowners of New Rules and Regulations:

The Board discussed the options to inform homeowners regarding the new Rules and Regulations. The Board directed the District Manager to prepare a newsletter to be mailed to homeowners regarding the new Rules and Regulations and the District in general. It will also be posted to the website and posted in the community (QR code).

AGENDA PRIORITIES

Status of Airplane Park Playground Replacement: The Board discussed the status of the airplane park playground replacement. It was noted that the agreement is in the process of being drafted; once finalized the project can start.

Engineering ADA Accessibility Survey Proposal(s) for Community Park: The Board reviewed the Engineering ADA Accessibility survey proposal(s) for Community Park. It was noted that the agreement is in the process of being drafted; once finalized the project can start.

Roxborough Marketplace Irrigation Water Agreement: The Board discussed the Roxborough Marketplace Irrigation Water Agreement. The Board directed legal counsel to prepare an agreement regarding water use, including the meter installation.

OPERATION AND MAINTENANCE MATTERS

District Management Updates: The Board discussed the District Management updates.

- Lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.).
- SDMS Monthly Report.
- Monthly Invoice from Foothills Park & Recreation re: December 2023 Roxborough Village Resident Use.
- Update on District's New Website.

General Updates regarding ongoing projects:

- Chatfield Farms planter project.
 - Community Park restroom repairs.
 - Status on Handyman RFP.
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DIRECTOR MATTERS

Capital Contributions for Chatfield Farms: The Board discussed the capital contributions for Chatfield Farms. Director Glass is working with Gemsbok on this matter.

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District Signage/Committee Update: There was no update at this time.

Environmental Committee Update: There was no update at this time.

Board Only Meeting: The Board discussed a Board only meeting on January 9, 2024.

Farnsworth GIS Proposal: The Board reviewed the Farnsworth GIS proposal.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and upon vote unanimously carried, the Board approved the Farnsworth GIS proposal.

OTHER MATTERS

The Board reviewed action items and added to the task spreadsheet.

PUBLIC COMMENTS/HOM EOWNER REQUESTS

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ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made and seconded, and upon vote, unanimously carried, the regular meeting was adjourned.

Respectfully submitted,

By: Travis C Jensen
Secretary for the Meeting