

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 x 800-741-3254

<https://www.roxboroughmetrodistrict.org/>

## NOTICE OF MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Mark Rubic	President	2025/May 2025
Debra Prysby	Vice President	2027/May 2027
Ephram Glass	Treasurer	2027/May 2027
Travis Jensen	Secretary	2025/May 2025
Mat Hart	Assistant Secretary	2025/May 2025

DATE: July 19, 2023

TIME: 6:00 p.m.

LOCATION: Roxborough Library Meeting Room  
8357 North Rampart Range Road #200  
Littleton, Colorado 80125

And via Zoom Meeting

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRTWkRyUIZZc1VMWTJFZjFHdz09>

Meeting ID: 862 6755 0643

Passcode: 987572

*\* Agenda is preliminary and subject to change by majority vote of the Board at the meeting.*

*\* Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (pripko@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

### I. ADMINISTRATIVE MATTERS (5 minutes)

A. Disclosure of Potential Conflicts of Interest.

---

B. Additions/Deletions/Approval of Agenda.

---

### II. PUBLIC COMMENTS/HOMEOWNER REQUESTS (15 minutes)\*

A. 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. Please sign in. 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>

---

III. CONSENT AGENDA – (5 minutes)\*

These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event, the item will be removed from the Consent Agenda and considered on the Regular Agenda.

- Minutes of the following meetings (enclosures):
    - a. June 21, 2023
- 

IV. CONTRACTOR/CONSULTANT REPORTS

A. Landscaping Updates- CDI Landscape, LLC (enclosure) (5 minutes)\*

---

B. Engineering Updates – Farnsworth (5 minutes)\*

---

C. FINANCIAL MATTERS- (15 minutes)\*

- 1) Review and ratify approval of the payment of claims for the periods ending as follows (enclosure):

Fund	Period Ending June 30, 2023
Total Claims	\$ 62,930.78

---

- 2) Review and accept unaudited financial report for the period ending June 30, 2023 (enclosure).
- 

- 3) Review and consider for approval revised audit engagement letter from Colorado CPA Company (enclosure).
- 

V. PRELIMINARY 2024 BUDGET PLANNING (15 minutes)

A. Gemsbok Budget Model

---

B. Property Tax Revenue Projections Current Law / SB23 -303 & Proposition HH

---

C. Board Budget Priorities

---

- D. Proposed Budget Preparation/Discussion Timeline
- 

VI. AGENDA PRIORITIES

- A. Updates and Discussion regarding playground replacement. (to be distributed) (10 minutes)
- 
- B. Discuss and Consider Community Park Restroom repair proposals - (enclosure). (5 minutes)\*
- 
- C. Discuss and Consider Community Park Restroom cleaning proposals - *if available* (to be distributed). (5 minutes)\*
- 
- D. Discuss and Consider use of ADA compliant port-a-potty units at Community Park and Chatfield Farms. (to be distributed). (5 minutes)\*
- 
- E. Discuss status of landscape performance, upkeep and condition as well as any changes/alterations to the landscape contract regarding mowing scope, frequency, and criteria that may be needed. (5 minutes)
- 
- F. Board Only Meeting (July 10<sup>th</sup>) Priority Items
- 

VII. OPERATION AND MAINTENANCE MATTERS

- A. District management updates.
    - 1. Review lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.) (enclosure). (2 minutes)\*
- 
- 2. SDMS Monthly Report (enclosure). (5 minutes)\*
- 
- 3. Monthly Invoice from Foothills Park & Recreation re: May 2023 Roxborough Village Resident Use (enclosure). (1 minute)\*
-

B. General Updates regarding ongoing projects:

1. Chatfield Farms planter facade replacement update. (1 minute)
- 

2. Electrical fixes on Rampart median update. (1 minute)
- 

3. Pickleball Court Striping update. (1 minute)
- 

4. Pole Light Estimates (enclosure) (5 minutes)
- 

C. Other

---

VIII. LEGAL MATTERS

- A. Consider approval of Request and Agreement for Use of Sign/Banner Posts in Roxborough Village Metropolitan District (enclosure). (3 minutes)
- 

- B. Consider approval of graffiti/vandalism messages for placement on District website and dissemination to community (enclosure). (3 minutes)
- 

- C. Consider approval of revised Public Meeting Notice, Agenda, Meeting Packet and Director, Consultant, or Vendor Expectations. (enclosure). (5 minutes)
- 

- D. Discuss securing a District account on the local community Facebook forum. (5 minutes)
- 

- E. Discuss and/or updates on agreements to have District maintain non-district owned areas (Douglas County medians, HOA parcels). (5 minutes)\*
- 

- F. Discuss and take action on District requirements for maintenance of HOA playgrounds. (5 minutes)\*
-

- G. Update and discussion of District irrigation mainline and construction on the north side of Waterton Road (5 minutes)\*

---

- H. Other

---

IX. DIRECTOR MATTERS

- A. Discuss and approve where to perform turf replacement under approved grant provided there are updates on estimates from CDI (to be distributed). (5 minutes)

---

- B. Discuss Supervision Zones to include publicizing such zones and seeking community volunteers to assist Board zone assignments. (5 minutes)\*

---

- C. Update on Tree Care agreement. (enclosure) (2 minutes)

---

- D. Board Only Meeting (July 10<sup>th</sup>) Items (if any).

---

- E. Other

---

X. OTHER MATTERS

- A. Review action items and add to spreadsheet. (5 minutes)

---

- B. Other

---

XI. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, AUGUST 16, 2023**

# RECORD OF PROCEEDINGS

---

## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD JUNE 21, 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 21<sup>st</sup> day of June, 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:

Mathew Hart  
Ephram Glass  
Travis Jensen  
Mark Rubic  
Debra Prysby

#### Also In Attendance Were:

Peggy Ripko and Larry Loften; 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)

Marshall Shelley, Gale Cramer and Casey Paur; Members of the Public

### CALL TO ORDER

At 6:02 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.

## RECORD OF PROCEEDINGS

---

### ADMINISTRATIVE MATTERS

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

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

### GUEST SPEAKER PUBLIC COMMENTS / HOMEOWNER REQUESTS

Ms. Cramer shared her concerns about the “crop circles” behind Rampart Way with the Board and asked if there was a plan to address them. Director Glass responded that these areas had been planted with wild flowers and were in the process of becoming established. Director Glass also shared that the weeds in these areas will be addressed.

Ms. Cramer also requested that more/additional notice be given to residents regarding the application of herbicides in the District to allow homeowners time to make arrangements for animal safety etc. Director Jensen indicated the Board would explore options for emails and other social media posts to provide more information to the community.

Ms. Cramer also stated that she had heard that there was a homeless camp located in the community and asked for verification. Director Jensen clarified that the area in question was children building a fort and that the area would be cleaned.

Marshall Shelley thanked the Board for their work and indicated he was interested in learning more about the plans to address/replace the playgrounds.

Casey Paul indicated that he was here as the President of the Chatfield Estates HOA and to observe. He also indicated that he was working to better understand the Metro District’s role in the maintenance of the common areas.

### CONSENT AGENDA

The Board considered the following actions:

- Minutes of the following meetings:
  - a. April 10, 2023
  - b. May 3, 2023
  - c. May 17, 2023

## RECORD OF PROCEEDINGS

---

d. June 6, 2023

Ms. Ripko reviewed the amended Minutes.

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic and, unanimously carried, the Board approved the Minutes as amended.

### **FINANCIAL MATTERS**

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

Fund	Period Ending May 31, 2023
Total Claims	\$81,230.61

Ms. Karamigios reviewed the claims with the Board and explained the corrected Total Claims number reflected on the updated agenda. There were no additional questions on the claims.

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

**Unaudited Financial Report:** Ms. Karamigios reviewed with Board the unaudited financial report for the period ending May 31, 2023 and gave an update regarding the property tax payments received and anticipated. Ms. Karamigios also indicated that Professional Fees were 5% over budget. The Board discussed the outstanding bills from Diversified Underground and Patriot Pest Control.

Ms. Karamigios also gave an update on Chatfield Farms and explained items that had been reallocated based on assessment valuation research and the overall impact on revenues. Ms. Karamigios also shared that Gemsbok has begun preparing the 10-year model for the Board to assist with Budget planning starting in July. Attorney Ross asked that Gemsbok be aware of the potential impact of SB23-303 (HH) and potentially consider preparing two proposed budgets. The Board requested the Attorney Ross be prepared to give additional advice regarding the 2024 Budget, related to SB23- 303, at the July Meeting

Following discussion, upon motion duly made by Director Rubic, seconded by Director Glass, and unanimously carried, the Board approved the unaudited financial report for the period ending May 31, 2023, as presented.

**Audit Engagement Letter from Colorado CPA Company:** Ms. Ripko reviewed the



## RECORD OF PROCEEDINGS

---

process of identifying an auditor and steps that have been taken to prepare the needed documentation to be ready for when the Board made their final decision. The price is \$450 more than budgeted which is normal due to changing auditors. Ms. Karamigios indicated that Gemsbok has been in contact with Colorado CPA and was in the process of preparing the needed documents.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen, and unanimously carried, the Board approved the Audit Engagement Letter from Colorado CPA Company.

Landscaping Updates- CDI Landscape, LLC: Ms. Ripko provided an update to the Board and discussed the report from CDI. Mr. Loften gave an update regarding conversations with CDI and the Operations Committee including several areas of concerns and priorities for addressing problem areas and indicated that CDI would have more information on their schedule following a meeting on June 22, 2023. Weed, beauty bands, and medians were discussed as urgent needs. The Board reiterated the need for CDI to improve attention to detail and communication.

Landscape Walks: The Board discussed Landscape Walks and how best to schedule these moving forward given the weather patterns and Board member availability in June. The Board will work to identify quadrants and assign Board members to review these areas.

Median: The Board discussed the medians and the need to seek further clarification and/or agreement about who is responsible for maintenance.

District Engineer: Mr. Loften updated the Board regarding a recent meeting with the Operations Committee and Mr. Cundall to review Board priorities and provide Farnsworth with additional information about specific projects and locations. The Board directed SDMS to follow-up with Farnsworth regarding their progress and to request that Farnsworth provide information to the Board regarding potential locations for the Community Park playground prior to the July 10, 2023 Board Only Meeting.

---

### **AGENDA** **PRIORITIES**

**Playground Replacement**: The Board discussed the playground replacement, Summit Recreation, Rocky Mountain Rec and posting and emailing out playground styles for the community to provide input.

Mr. Loften and Director Rubic reviewed the information with the Board and provided additional information about potential timelines for moving forward. The Board discussed ways to engage the community for input, and the priority to begin replacing the removed equipment as soon as possible. The Board also discussed continuing to pursue grant opportunities for future improvements and

## RECORD OF PROCEEDINGS

---

replacements moving forward. The Board directed SDMS to seek additional information from Recreation Plus about their pricing structure and how they can work with the District.

**Meeting Code of Conduct:** Director Rubic reviewed with the Board the Meeting Code of Conduct.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen and, upon vote, carried with Directors Glass, Rubic, Hart and Jensen voting in favor and Director Prysby abstaining, the Board approved the Meeting Code of Conduct.

**Public Meeting Notice, Agenda, Meeting Packet and Director, Consultant, or Vendor Expectations:** Director Rubic reviewed the proposed policy with the Board. The Board discussed how best to provide additional information and communication to members of the community (email, social, etc.) and creating options for opting in/out of communications. Attorney Ross advised the Board that the proposed policy would impose stricter notice requirements that are required by law and expressed concern with the Board limiting its ability to be responsive by creating more limiting requirements. The Board discussed amending the language to reflect expectations versus requirements to allow the Board additional flexibility. Director Rubic withdrew the item from consideration and will send an updated version of the document to Attorney Ross for review and potential consideration at a future meeting.

**Adoption of Updated Rules and Regulations:** The Board discussed adoption of the proposed updated rules and regulations regarding field usage by vehicles and reservations.

Following discussion, upon motion duly made by Director Jensen, seconded by Director Glass and, upon vote, carried with Directors Glass, Rubic, Hart and Jensen voting in favor and Director Prysby abstaining, the Board approved the updated rules and regulations regarding field usage by vehicles and reservations.

**Reservations:** The Board discussed reservations.

Following discussion, upon motion duly made by Director Glass, seconded by Director Jensen and, upon vote, carried with Directors Glass, Rubic, Hart and Jensen voting in favor and Director Prysby abstaining, the Board approved the reservations policy, with corrections.

**Mosquito Control Agreement:** Attorney Ross reviewed the changes to the Mosquito Control Agreement. The Board discussed the changes and requested that Attorney Ross further amend the document to include specifically identifying the

## RECORD OF PROCEEDINGS

---

usage of BTI and clarifying the terms/payments moving forward.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby, and unanimously carried, the Board approved the Mosquito Control Agreement, as amended.

### **OPERATION AND MAINTENANCE MATTERS**

#### **District Management Updates:**

*Update Regarding Action Item List:* Mr. Loften reviewed with the Board the action item list.

*SDMS Monthly Report:* Mr. Loften indicated this would be provided to the Board by early next week.

*Monthly Invoice from Foothills Park & Recreation re: May 2023 Roxborough Village Resident Use:* Mr. Loften discussed the ongoing conversations with Foothills Park and Recreation District regarding removing non-residents from the list to receive the discount. Moving forward this will include sending a monthly email of non-residents to Foothills and requesting confirmation that they have been removed.

#### **General Updates Regarding Ongoing Projects:**

*Chatfield Farms Planter Facade Replacement:* The Board deferred discussion.

*Electrical fixes on Rampart Median:* The Board deferred discussion.

*Pickleball Court Striping:* Mr. Loften shared that the weather has continued to delay this process and that SDMS will continue to follow-up with the vendor. Mr. Loften also shared that the proposals for the Wind Screen and Net Replacement had been received from Game-Set-Match earlier in the day. The Board reviewed the proposals.

*Net Proposal:* The Board reviewed the net proposal.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Rubic, and unanimously carried, the Board approved the Net Proposal.

*Screen Proposal:* The Board reviewed the screen proposal.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Jensen, and unanimously carried, the Board approved the screen proposal as long as the installation is included in the total cost.

## RECORD OF PROCEEDINGS

---

The Board directed SDMS to send the proposals to Attorney Ross for review.

**Other:** The Board discussed the Easter Egg Hunt and confirmed that no permanent damage had occurred. The Board will invite the organizer of the event to a Board Only meeting to discuss the requirements for the event in 2024. The Board directed SDMS to refund the deposit for the 2023 event.

SDMS confirmed that the only outstanding permit was related to the proposed Movie Night. Director Rubic will provide SDMS with his concerns and suggestions for the Movie Night event in order to communicate with the requestor.

### **LEGAL MATTERS**

**Resolution Establishing Environmental Committee:** The Board reviewed the Resolution Establishing Environmental Committee.

Following discussion, upon motion duly made by Director Glass, seconded by Director Rubic, and unanimously carried, the Board adopted the Resolution Establishing Environmental Committee.

**Maintenance Agreements for Medians:** The Board determined that additional research into the plats and other agreements was needed in order to move forward with requesting/pursuing agreements. Director Prysby and Attorney Ross will review plats and report back to the Board.

**District Account on Local Community Facebook Forum:** The Board deferred discussion.

**Other:** There were no other legal matters to discuss.

### **DIRECTOR MATTERS**

**District Signage:** The Board deferred discussion.

#### **Board Only Meeting Follow-up Items:**

**Quotes to Fix Volleyball Court:** The Board deferred discussion.

**Hiring a Handy Person:** The Board deferred discussion.

**Agreements with Chatfield Farms:** The Board directed Attorney Ross to prepare agreements with Chatfield Farms adding an agreement to maintain their areas by creating a license agreement for maintenance that clarifies maintenance vs. improvement/replacement. Director Glass to provide Attorney Ross with a map of the specific areas to be addressed by the agreement.

## RECORD OF PROCEEDINGS

---

Mr. Paul stated that the goal was to have agreements that reflected the original intent of the developer. Mr. Paul also asked for clarification on who owned and was responsible for the equestrian trail. The Board confirmed that this is the responsibility of the HOA.

Policy for Permit to Use District's Sign Banner Posts: The Board deferred discussion.

Revised Draft on Vandalism/Graffiti: The Board deferred discussion.

Bailey's Tree Replacements: The Board discussed the Bailey's tree replacements.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and unanimously carried, the Board approved the Bailey's tree replacements not to exceed \$1,000.00 for removal and preparation for the trees, soccer field and park area.

**Other:** There were no other Director matters to discuss.

---

### **OTHER MATTERS**

**Bears:** Ms. Cramer asked if the District had any information on who to contact regarding obtaining approval for placing signs about Bears in the community. The Board suggested contacting the Board of County Commissioners and the Division of Wildlife.

**Action Items and Spreadsheet:** The Board deferred discussion.

---

### **ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion duly made by Director Prysby, seconded by Director Rubic, and upon vote, unanimously carried, the Regular Meeting was adjourned at 8:05 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

**From:** [Dale Draper](#)  
**To:** [Peggy Ripko](#)  
**Cc:** [Travis Hunsaker](#); [Cory France](#); [Tom Riley](#)  
**Subject:** RE: Roxborough Meeting Info 07/19/23  
**Date:** Wednesday, July 12, 2023 9:57:15 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Hi All,

Thought of some additional things that need to be addressed as well.

1. "Purple 20 ft bands" are incomplete. We are aware. Will be completed 07/13.
2. Dead trees- Need approval to remove these at the established T&M rates. We will only flush cut these to ground level and haul off. Doesn't include stump grinding.
3. "priority weeds"- Making great progress.
4. Is CDI mowing the strip that is along the west side of Rampart Range Road from the intersection with VCW to the Shell station adjacent to the school property? **No** If so, why? Do we have an agreement to take care of this strip? If we are doing this then we should mow the entire area not leaving strips of less than 20' sections un-mowed.



5. Need to ensure that beauty band mows along sidewalks are done regularly and that weeds are trimmed neatly around all dog waste and trash receptacles, benches, and bridge. **Beauty Bands are mowed Monthly. Not sure if monthly is considered “regularly”.**
6. Weeding of the district owned area that connects Rampart Way cul-de-sac and primary school- **Need a better idea of the place in question. Pin Drop?**

**Dale Draper | Senior Account Manager**  
**SLM Certified, QWEL**



7121 Julian St, Westminster, CO 80030

**303.304.2937 – Mobile**

[DaleD@CDI-Services.com](mailto:DaleD@CDI-Services.com)

**[CDI-Services.com](http://CDI-Services.com) / [Naturesworkforce.com](http://Naturesworkforce.com)**

**AFTER HOURS IRRIGATION EMERGENCY,  
PLEASE CALL [303-358-0498](tel:303-358-0498)**

**Confidentiality Note:** This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

---

**From:** Peggy Ripko <[pripko@sdmsi.com](mailto:pripko@sdmsi.com)>

**Sent:** Wednesday, July 12, 2023 8:45 AM

**To:** Dale Draper <[DaleD@cdi-services.com](mailto:DaleD@cdi-services.com)>

**Cc:** Travis Hunsaker <[thunsaker@sdmsi.com](mailto:thunsaker@sdmsi.com)>; Cory France <[CoryF@cdi-services.com](mailto:CoryF@cdi-services.com)>; Tom Riley <[TomR@cdi-services.com](mailto:TomR@cdi-services.com)>

**Subject:** RE: Roxborough Meeting Info 07/19/23

Thanks!

*Peggy Ripko*

**District Manager & Community Management Division Manager**

**Special District Management Services, Inc.**

141 Union Boulevard, Suite 150

Lakewood, CO 80228-1898

[pripko@sdmsi.com](mailto:pripko@sdmsi.com)

Phone: 303-987-0835

*The information contained in this electronic communication and any document attached hereto or transmitted herewith is confidential and intended for the exclusive use of the individual or entity named above. If the reader of this message is not the intended recipient or the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any examination, use, dissemination, distribution or copying of this communication or any part thereof is strictly prohibited. If you have received this communication in error, please immediately notify the sender by reply e-mail and destroy this communication. Thank you.*

---

**From:** Dale Draper <[DaleD@cdi-services.com](mailto:DaleD@cdi-services.com)>

**Sent:** Wednesday, July 12, 2023 8:44 AM

**To:** Peggy Ripko <[pripko@sdmsi.com](mailto:pripko@sdmsi.com)>



**Cc:** Travis Hunsaker <[thunsaker@sdmsi.com](mailto:thunsaker@sdmsi.com)>; Cory France <[CoryF@cdi-services.com](mailto:CoryF@cdi-services.com)>; Tom Riley <[TomR@cdi-services.com](mailto:TomR@cdi-services.com)>

**Subject:** Roxborough Meeting Info 07/19/23

Good Morning,

Below is the most recent activity since the last meeting.

General Maintenance-

1. Weekly maintenance has been performed on the following days:
  - a. 06/15
  - b. 06/23-Rain Delay
  - c. 06/27- Strictly Weed Control Visit
  - d. 06/29
  - e. 07/07- Holiday

Irrigation-

- a. Onsite Checks:
  - b. 06/14
  - c. 06/16
  - d. 06/20
  - e. 06/23
  - f. 06/26
  - g. 06/28
  - h. 06/30
  - i. 07/03
  - j. 07/06
  - k. 07/11
1. Additional visits
  - a. 06/14- Mainline Broken, one mainline broken is 2.5" East village cir. By intermediate school, one more is 6" North Rampart range Rd. By park.
  - b. 06/20- Repair broken mainline on village circle east by school.
  - c. 06/28- Mainline Repair, Rampart Range.
  - d. 06/29- New break 3-5 away from initial repair.
  - e. 06/30- Thrust Blocks, Concrete.
  - f. 07/06- Crystal Lake/Dove Tail, VCE/Dovetail

Site Policing-

1. Trash, Dog Stations, etc.
  - a. 06/12
  - b. 06/15
  - c. 06/19
  - d. 06/23
  - e. 06/26
  - f. 06/29

- g. 07/03
  - h. 07/06
  - i. 07/10
2. Tennis & Basketball Court Maintenance, Volleyball Courts Maintenance, Skate Park Maintenance, Softball Field Grooming, Trash Pick Up -Includes - Pond Edges.
- a. 06/12
  - b. 06/19
  - c. 06/26
  - d. 07/03
  - e. 07/10

Additional Site Updates-

Turf Fert/Turf Weed Control- 07/05  
Softball Field Striping- 06/19, 07/10  
Native Beauty Bands- 06/14, 06/29, 07/06, 07/08  
Graffiti Removal- 06/09/23

Project Updates-

07/11, 07/12 Filling Rampart Irrigation Hole

Review of Upcoming Scheduled Items-

Enhancement- Xeric conversions- Bidding

**Dale Draper | Senior Account Manager**  
**SLM Certified, QWEL**



---

7121 Julian St, Westminster, CO 80030

**303.304.2937 – Mobile**

[DaleD@CDI-Services.com](mailto:DaleD@CDI-Services.com)

**[CDI-Services.com](http://CDI-Services.com) / [Naturesworkforce.com](http://Naturesworkforce.com)**

**AFTER HOURS IRRIGATION EMERGENCY,**  
**PLEASE CALL [303-358-0498](tel:303-358-0498)**

**Confidentiality Note:** This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Bill.com LLC</b>						
Bill	06/06/2023	23069706936	Billing Period 05/05/2023-06/04/2023	52040 · Software & Online Subscr...	413.21	413.21
Bill	06/06/2023	23069706936	Billing Period 05/05/2023-06/04/2023	52040 · Software & Online Subscr...	72.92	486.13
Bill	06/06/2023	23069706936	Billing Period 05/05/2023-06/04/2023	52040 · Software & Online Subscr...	20.26	506.39
Total Bill.com LLC						506.39
<b>Consolidated Divisions Inc</b>						
Bill	06/13/2023	2009403	May Landscape Maintenance	64040 · Landscape Contract	14,563.51	14,563.51
Bill	06/13/2023	2009403	May Landscape Maintenance	64040 · Landscape Contract	2,570.03	17,133.54
Bill	06/22/2023	2009463	T&M May 14th-20th	65030 · Graffiti Removal /Vandal...	312.15	17,445.69
Bill	06/22/2023	2009463	T&M May 14th-20th	65030 · Graffiti Removal /Vandal...	55.08	17,500.77
Bill	06/22/2023	2009570	T&M May 28 - May 31	64030 · Irrigation Expense	1,255.14	18,755.91
Bill	06/22/2023	2009570	T&M May 28 - May 31	64030 · Irrigation Expense	221.50	18,977.41
Total Consolidated Divisions Inc						18,977.41
<b>CORE Electric Cooperative</b>						
Bill	06/07/2023			51050 · Utilities Expense	901.41	901.41
Total CORE Electric Cooperative						901.41
<b>Ephram Glass*</b>						
Bill	06/22/2023	RVMD10004	Dog Waste Cans	62010 · General Repairs and Mai...	553.83	553.83
Bill	06/22/2023	RVMD10004	Dog Waste Cans	62010 · General Repairs and Mai...	97.74	651.57
Bill	06/22/2023	RVMD10005	Soil and seed starting mix	80060 · Plant Nursery	385.69	1,037.26
Total Ephram Glass*						1,037.26
<b>Foothills Park &amp; Recreation District</b>						
Bill	06/13/2023	SALES000000034918	May 2023 Resident Use	68010 · Foothills Park & Rec Fees	1,291.86	1,291.86
Bill	06/13/2023	SALES000000034918	May 2023 Resident Use	68010 · Foothills Park & Rec Fees	227.98	1,519.84
Total Foothills Park & Recreation District						1,519.84
<b>Gembok Consulting Inc.</b>						
Bill	06/13/2023	5700	May 2023	57030 · Accounting Services	2,660.15	2,660.15
Bill	06/13/2023	5700	May 2023	57030 · Accounting Services	1,007.05	3,667.20
Bill	06/13/2023	5700	May 2023	57030 · Accounting Services	152.80	3,820.00
Total Gembok Consulting Inc.						3,820.00
<b>Ireland Stapleton Pryor &amp; Pascoe PC</b>						
Bill	06/27/2023	147227	Billed Through 05/31/2023	57020 · Legal Expenses	7,362.94	7,362.94
Bill	06/27/2023	147227	Billed Through 05/31/2023	57020 · Legal Expenses	3,288.92	10,651.86
Bill	06/27/2023	147227	Billed Through 05/31/2023	57020 · Legal Expenses	443.83	11,095.69
Bill	06/27/2023	147227	Billed Through 05/31/2023	80000 · Capital Expenses	2,869.00	13,964.69
Total Ireland Stapleton Pryor & Pascoe PC						13,964.69
<b>Patriot Pest Control</b>						
Bill	06/13/2023	967045	April Mosquito Control Service	68020 · Mosquito Control Expense	1,700.00	1,700.00
Bill	06/13/2023	967045	April Mosquito Control Service	68020 · Mosquito Control Expense	300.00	2,000.00
Bill	06/22/2023	967186	June Mosquito Control Service	68020 · Mosquito Control Expense	1,955.00	3,955.00
Bill	06/22/2023	967186	June Mosquito Control Service	68020 · Mosquito Control Expense	345.00	4,300.00
Total Patriot Pest Control						4,300.00
<b>QuickBooks Payroll Service</b>						
Liability Che...	06/29/2023		Fee for 3 direct deposit(s) at \$1.75 each	54000 · Payroll Expenses	5.25	5.25
Total QuickBooks Payroll Service						5.25
<b>Roxborough Water &amp; Sanitation District</b>						
Bill	06/15/2023		Service Period 4/25/23 - 5/24/23 Mule Deer Pl	68025 · Water Expense	189.25	189.25
Bill	06/15/2023		Service Period 4/25/23 - 5/24/23 Rampart Range	68025 · Water Expense	114.50	303.75
Bill	06/15/2023		Service Period 4/25/23 - 5/24/23 Marmot Ridge Cir	68025 · Water Expense	279.00	582.75
Bill	06/15/2023		Service Period 4/25/23 - 5/24/23 Elk Mtn Cir	68025 · Water Expense	111.10	693.85
Bill	06/15/2023		Billing Period 05/01/23 to 05/31/23	68025 · Water Expense	747.70	1,441.55
Bill	06/15/2023		Billing Period 05/01/23 to 05/31/23	68025 · Water Expense	131.96	1,573.51
Total Roxborough Water & Sanitation District						1,573.51
<b>Special District Management Services, Inc</b>						
Bill	06/27/2023	124839	May 2023 District Management Fees	57040 · District Management	10,974.76	10,974.76
Bill	06/27/2023	124839	May 2023 District Management Fees	57040 · District Management	3,166.47	14,141.23
Bill	06/27/2023	124839	May 2023 District Management Fees	57040 · District Management	537.98	14,679.21
Bill	06/27/2023	124839	Water Rights Matters	80000 · Capital Expenses	56.00	14,735.21
Total Special District Management Services, Inc						14,735.21
<b>United Site Services</b>						
Bill	06/13/2023	711608	One Time Charges	68050 · Portable Restroom Exp.	70.99	70.99
Bill	06/13/2023	711608	One Time Charges	68050 · Portable Restroom Exp.	12.53	83.52
Bill	06/13/2023	711603	One Time Charges	68050 · Portable Restroom Exp.	17.75	101.27
Bill	06/13/2023	711603	One Time Charges	68050 · Portable Restroom Exp.	3.13	104.40
Bill	06/13/2023	INV-01615582	Placement and April Services Rampart Range	68050 · Portable Restroom Exp.	343.46	447.86
Bill	06/13/2023	INV-01615582	Placement and April Services Rampart Range	68050 · Portable Restroom Exp.	60.61	508.47
Bill	06/13/2023	INV-01613308	Placement and April Services Liverpool Cir	68050 · Portable Restroom Exp.	349.38	857.85
Bill	06/13/2023	INV-01613308	Placement and April Services Liverpool Cir	68050 · Portable Restroom Exp.	61.66	919.51
Bill	06/13/2023	INV-01691918	May Services Liverpool Cir	68050 · Portable Restroom Exp.	233.55	1,153.06
Bill	06/13/2023	INV-01691918	May Services Liverpool Cir	68050 · Portable Restroom Exp.	41.21	1,194.27
Bill	06/13/2023	INV-01694161	May Services Rampart Range	68050 · Portable Restroom Exp.	227.62	1,421.89
Bill	06/13/2023	INV-01694161	May Services Rampart Range	68050 · Portable Restroom Exp.	40.17	1,462.06
Total United Site Services						1,462.06

Roxborough Village Metro District

Claims by Vendor Detail

June 2023

Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Utility Notification Center of Colorado</b>						
Bill	06/13/2023	223051279	RTL Transmissions	62020 · Utility Locate	105.26	105.26
Bill	06/13/2023	223051279	RTL Transmissions	62020 · Utility Locate	18.58	123.84
Total Utility Notification Center of Colorado						123.84
<b>Xcel Energy</b>						
Bill	06/27/2023	June Statement	June Statement	51050 · Utilities Expense	3.91	3.91
Total Xcel Energy						3.91
<b>TOTAL</b>						<b>62,930.78</b>

9:43 AM

07/10/23

**Roxborough Village Metro District**  
**A/P Aging Summary**  
As of June 30, 2023

---

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Consolidated Divisions Inc	20,130.45	5,604.53	4,807.12	0.00	30,542.10
CORE Electric Cooperative	1,036.74	0.00	0.00	0.00	1,036.74
Diversified Underground	0.00	0.00	0.00	4,795.00	4,795.00
Gembok Consulting Inc.	9,348.75	0.00	0.00	0.00	9,348.75
JPL Cares, Inc.	4,319.00	0.00	0.00	0.00	4,319.00
Mission Communication LLC	0.00	371.40	0.00	359.40	730.80
Special District Management Services, Inc	15,331.87	0.00	0.00	0.00	15,331.87
Utility Notification Center of Colorado	107.07	0.00	0.00	0.00	107.07
<b>TOTAL</b>	<b><u>50,273.88</u></b>	<b><u>5,975.93</u></b>	<b><u>4,807.12</u></b>	<b><u>5,154.40</u></b>	<b><u>66,211.33</u></b>

9:42 AM  
07/10/23

**Roxborough Village Metro District**  
**A/P Aging Detail**  
As of June 30, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Due Date</u>	<u>Split</u>	<u>Memo</u>	<u>Aging</u>	<u>Open Balance</u>
<b>Current</b>							
06/20/2023		CORE Electric Coop...	06/30/2023	51050 · Utilities Expense			1,036.74
06/30/2023	223061275	Utility Notification C...	06/30/2023	-SPLIT-	RTL Transmissions		107.07
06/30/2023	125914	Special District Man...	06/30/2023	-SPLIT-	May 2023 District M...		15,331.87
06/17/2023	2009855	Consolidated Divisio...	07/02/2023	-SPLIT-	T&M June 11 - June...		1,280.00
06/17/2023	2009726	Consolidated Divisio...	07/02/2023	-SPLIT-	June Backflow Test		450.00
06/24/2023	2009927	Consolidated Divisio...	07/09/2023	-SPLIT-	T&M June 18 - June...		1,266.91
06/29/2023	29781	JPL Cares, Inc.	07/09/2023	80060 · Plant Nursery			4,319.00
06/30/2023	2009786	Consolidated Divisio...	07/15/2023	-SPLIT-	June Landscape Ma...		17,133.54
06/30/2023	5723	Gemsbok Consultin...	08/14/2023	-SPLIT-	June 2023		9,348.75
Total Current							50,273.88
<b>1 - 45</b>							
05/13/2023	2009323	Consolidated Divisio...	05/28/2023	-SPLIT-	T&M May 7 through...	33	927.43
05/26/2023	1076676	Mission Communica...	06/05/2023	-SPLIT-	Annual Service	25	371.40
05/27/2023	2009522	Consolidated Divisio...	06/11/2023	-SPLIT-	T&M May 21 - May 27	19	3,191.54
06/10/2023	2009704	Consolidated Divisio...	06/25/2023	-SPLIT-	T&M June 5 - June 10	5	1,485.56
Total 1 - 45							5,975.93
<b>46 - 90</b>							
04/30/2023	2009082	Consolidated Divisio...	05/15/2023	-SPLIT-	April T&M	46	4,807.12
Total 46 - 90							4,807.12
<b>&gt; 90</b>							
08/18/2022	1068174	Mission Communica...	08/28/2022	64030 · Irrigation Expe...		306	359.40
10/31/2022	26607	Diversified Undergro...	11/30/2022	51050 · Utilities Expense	10/1-10/31/2022	212	3,735.00
11/30/2022	26763	Diversified Undergro...	12/30/2022	62020 · Utility Locate		182	1,060.00
Total > 90							5,154.40
<b>TOTAL</b>							<b>66,211.33</b>

Roxborough Village Metro District  
**Payroll Detail**  
June 2023

---

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Type</u>	<u>Wage Base</u>	<u>Amount</u>
<b>BOD Compensation</b>						
DD1028	06/30/2023	Ephram Glass	BOD Compensation	Paycheck	0.00	200.00
DD1029	06/30/2023	Mathew Hart	BOD Compensation	Paycheck	0.00	200.00
DD1030	06/30/2023	Travis Jensen	BOD Compensation	Paycheck	0.00	200.00
Total BOD Compensation					0.00	600.00
<b>TOTAL</b>					<b>0.00</b>	<b>600.00</b>

---

---

# Roxborough Village Metro District

## Executive Summary

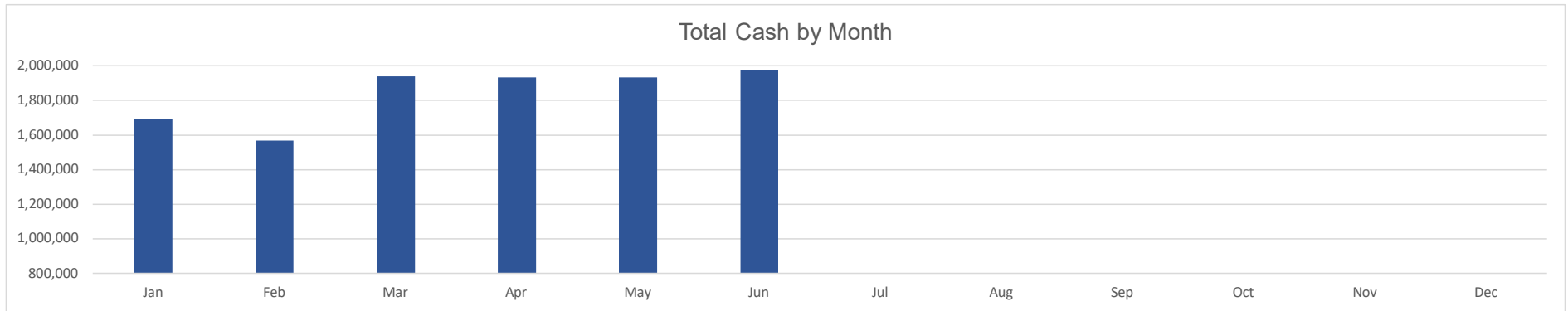
*As of June 30, 2023*

### Summary

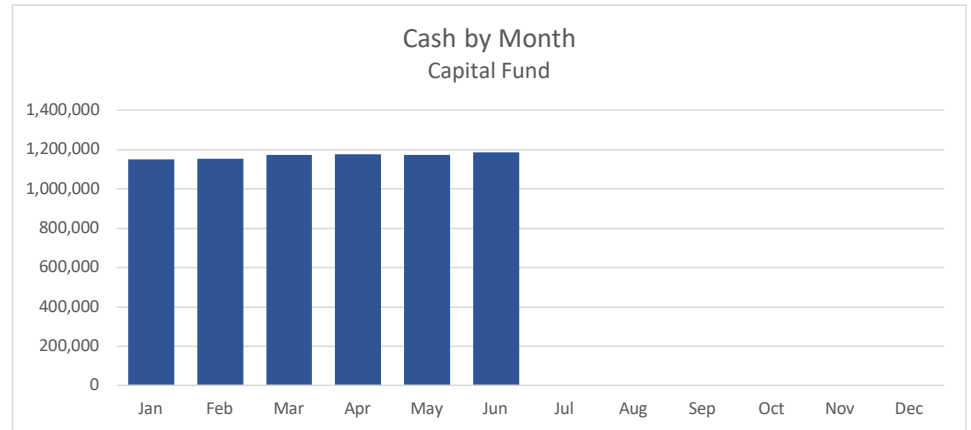
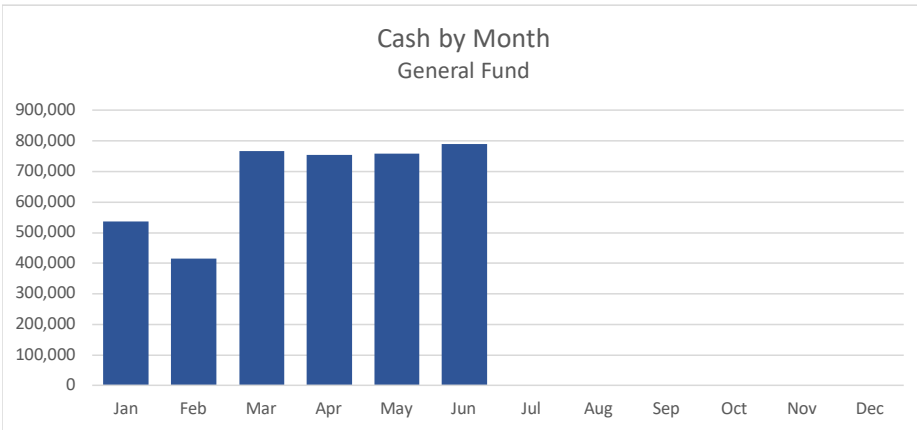
The district received a Property Tax and Specific Ownership Tax payment totaling \$88,000.00 in June. There were no large or out of budget invoices in June. The Board has received the initial draft of the 10-Year Model for budgeting and requested a few modifications. Gemsbok will work on these modifications and send an updated model as soon as the modifications have been made.

### Key Performance Metrics

#### Cash Position

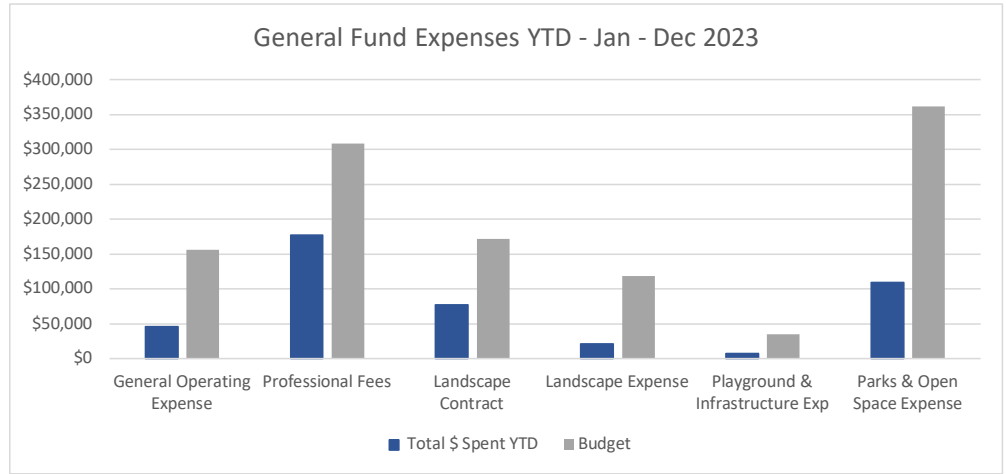
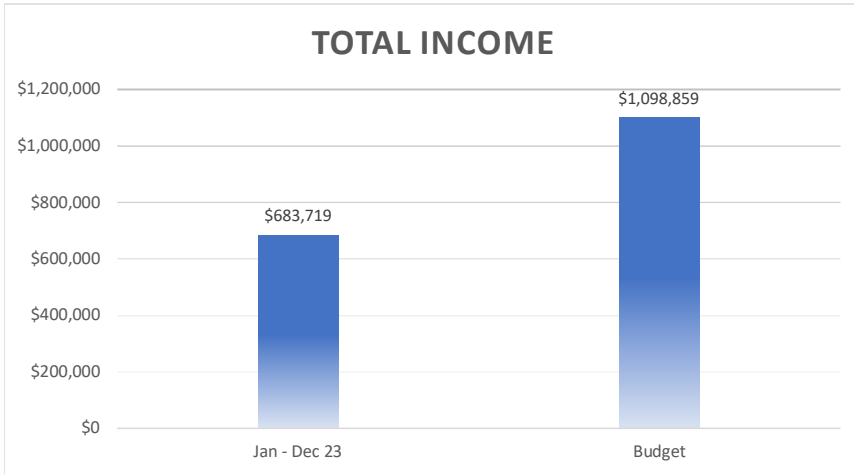


Cash balances are continuing to restore as we approach mid-year. We have engaged with an auditor who has agreed to handle the districts 2022 audit with the boards approval. Due to the holiday and working through verbiage on the audit engagement letter, we anticipate the audit will not be completed by July 31st. Gemsbok is in the process of filing an audit extension to push the deadline to September 30th.



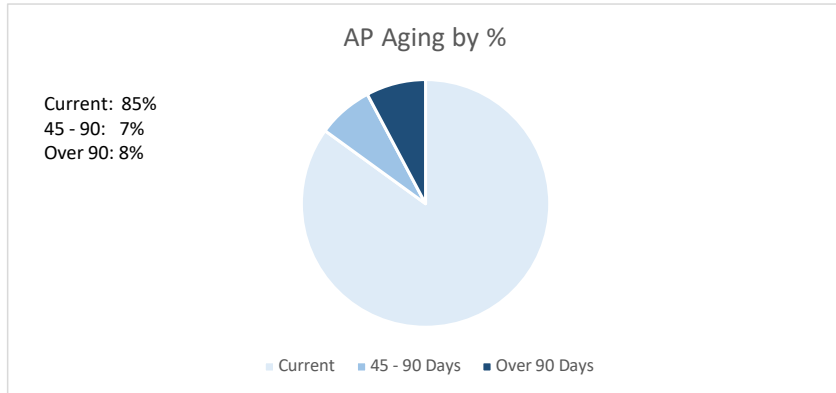


**Income & Expenses**



Financials were prepared before receiving June's legal and Foothills Park and Recreation invoices. Placeholder invoice values were used and will be updated when the actual invoices are received. We will continue to monitor expense trends for 2023 as well as in comparison to historical years.

**Accounts Payable**

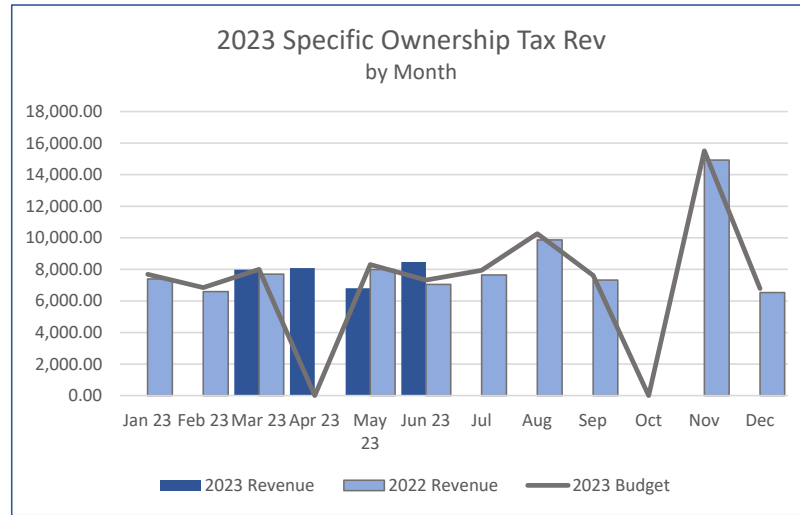
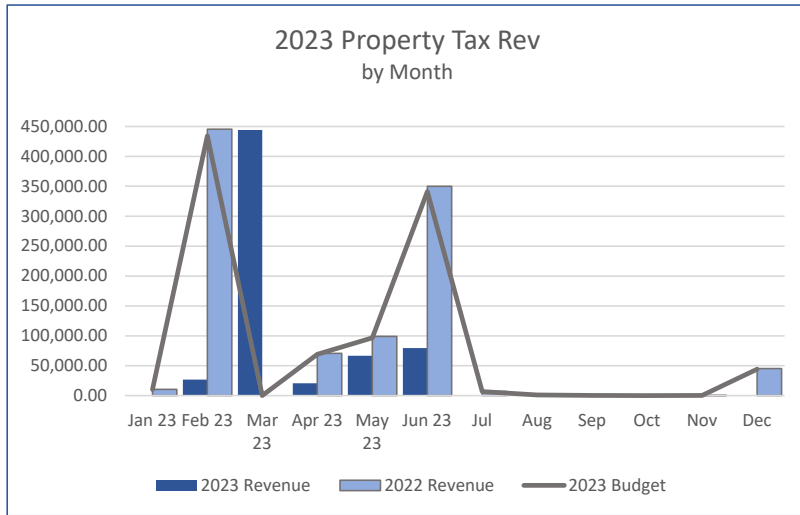


Based on the current reporting, 15% of Accounts Payable are over 45 days past due which has increased slightly from last months 11%. The total value of the past due bills through June are \$66,200.00. The value of the current bills are \$50,275.00. We will continue to work with the board to provide transparency on all district bills received.

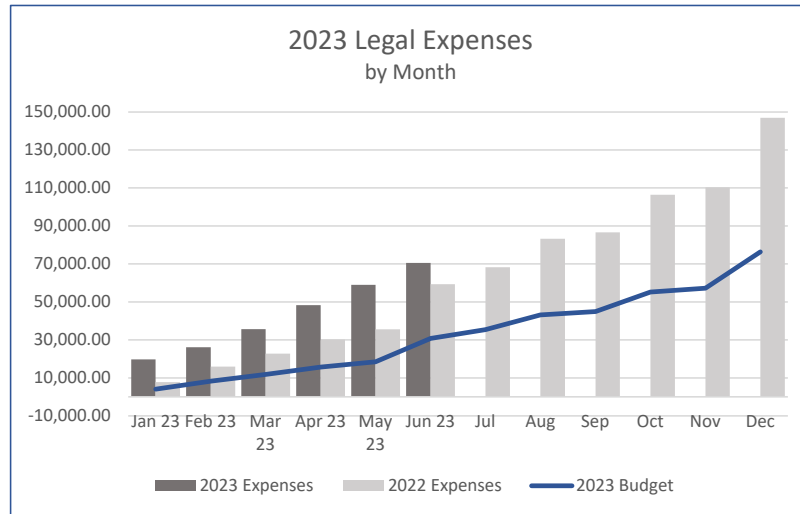
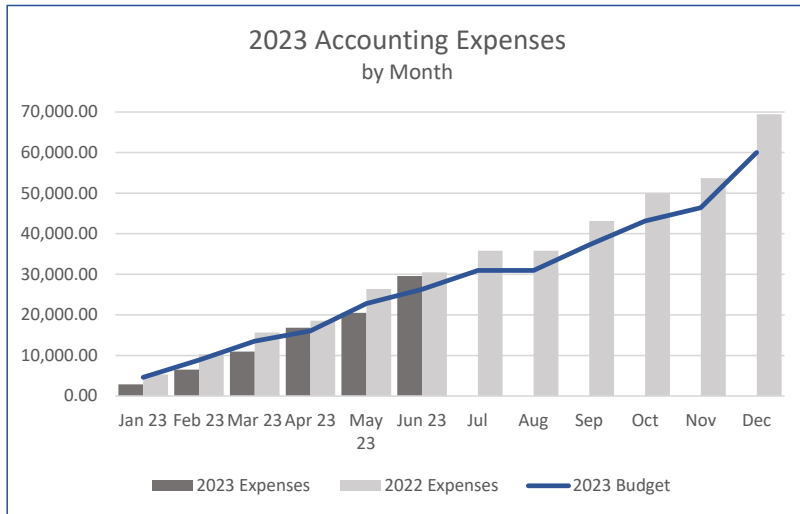
# Revenue and Expense Trends by Type

As of June 30, 2023

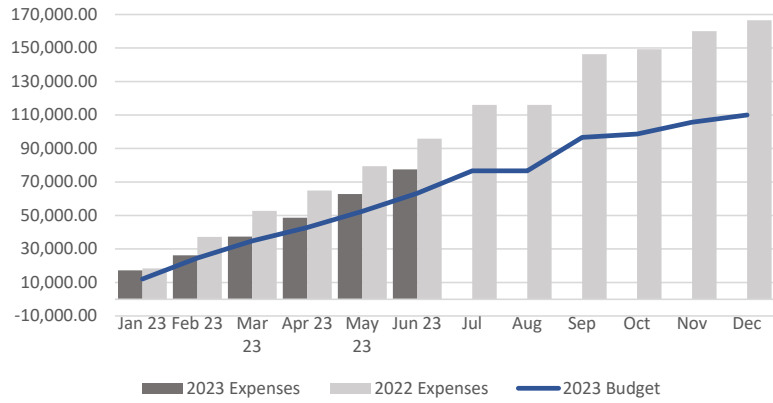
## Revenue



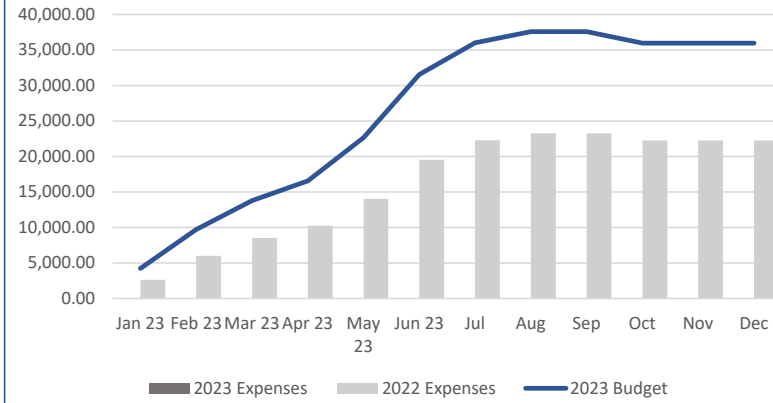
## Expenses



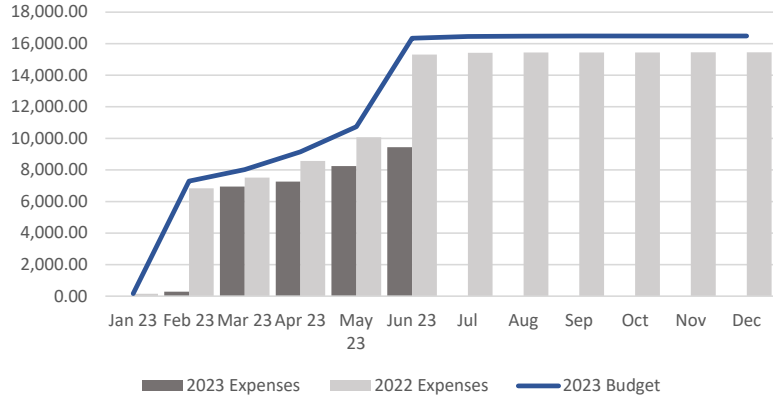
2023 District Mgmt. Expenses  
by Month



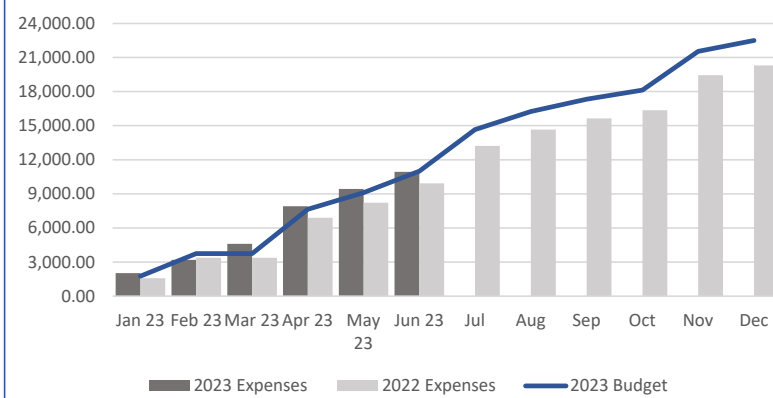
2023 Engineering Expenses  
by Month



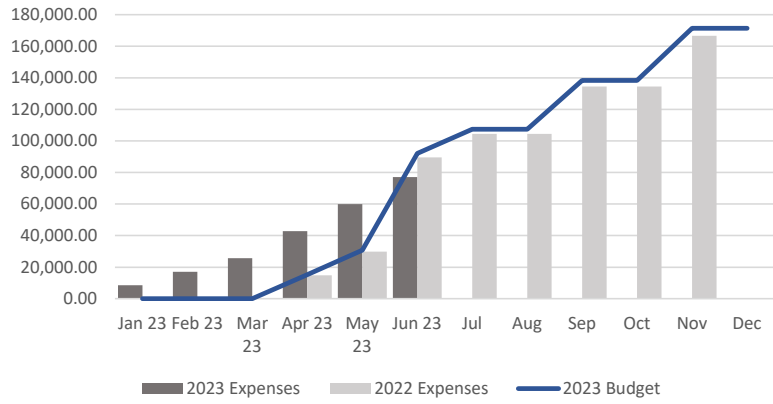
2023 County Treasurer Expenses  
by Month



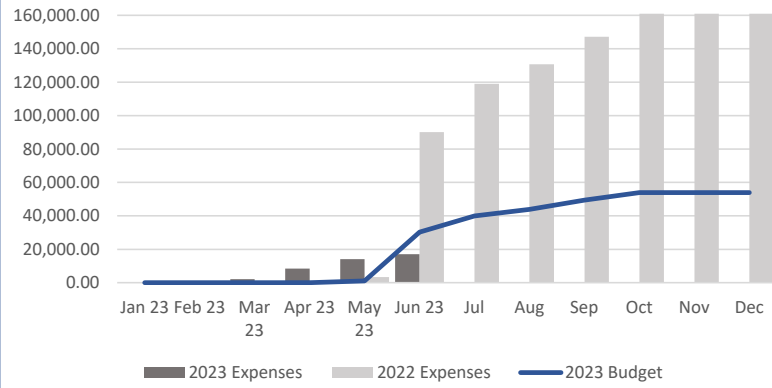
2023 Foothills Park & Rec Expenses  
by Month



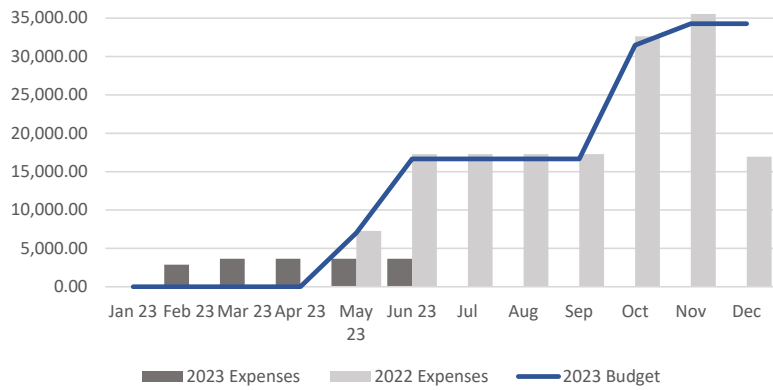
2023 Landscape Contract Expenses  
by Month



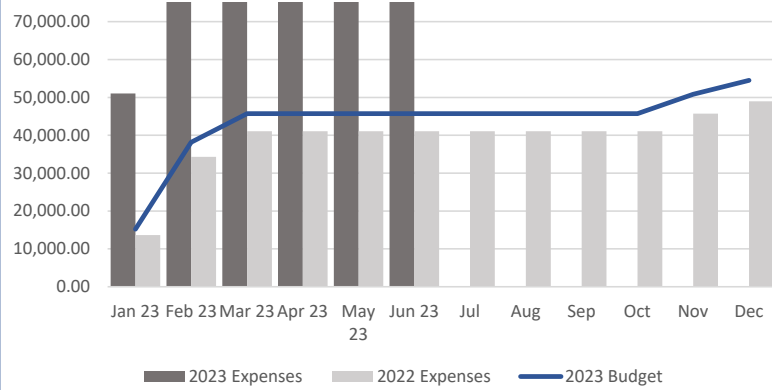
2023 Irrigation Expenses  
by Month



2023 Landscape Repairs & Maint. Expenses  
by Month

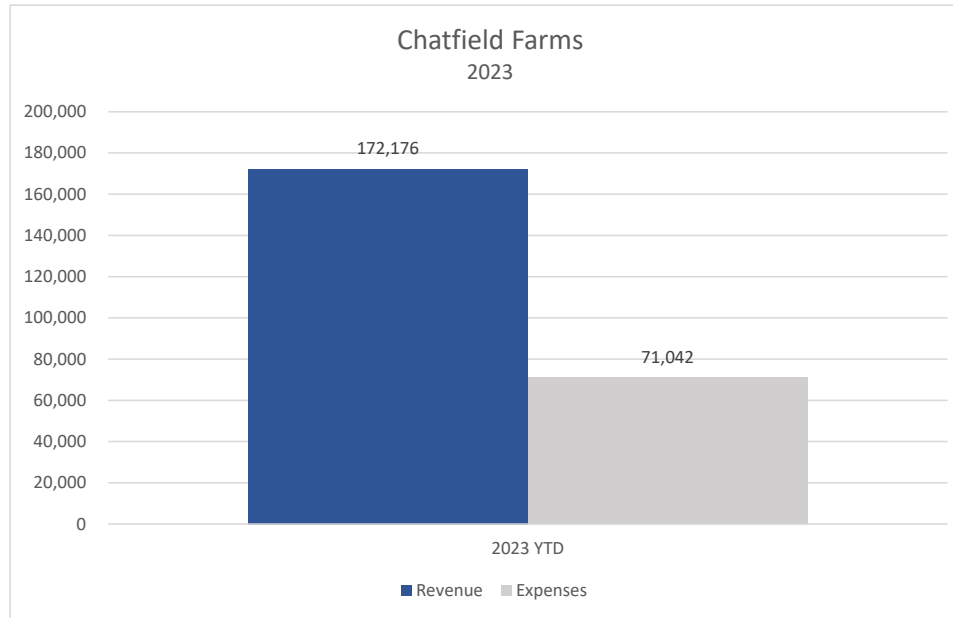


2023 Snow Removal Expenses  
by Month



## Chatfield Farms Revenue vs. Expenses

Per the Chatfield Farms Reimbursement Agreement, Chatfield Farms revenue cannot exceed expenses. Below is an annual revenue vs. expense tracker which will be updated monthly to track where Chatfield Farms stands in regard to the threshold.



Roxborough Village Metro District  
**Balance Sheet by Class**  
As of June 30, 2023

9:37 AM  
07/10/2023  
Accrual Basis

	100-General Fund	200 - Capital Project Fund	300 - Debt Service Fund	TOTAL
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
10100 · General Operating Acct	371,605.66	-338,869.90	0.00	32,735.76
10500 · ColoTrust Funds	417,878.61	1,525,930.89	220.35	1,944,029.85
Total Checking/Savings	789,484.27	1,187,060.99	220.35	1,976,765.61
Other Current Assets				
13000 · Due from Capital Projects Fund	230.59	0.00	0.00	230.59
14010 · Prepaid Expense	19,482.00	0.00	0.00	19,482.00
14020 · Taxes Receivable	1,029,247.00	0.00	0.00	1,029,247.00
15000 · Bond Fund 1993 A&B	0.00	0.00	10.24	10.24
Total Other Current Assets	1,048,959.59	0.00	10.24	1,048,969.83
Total Current Assets	1,838,443.86	1,187,060.99	230.59	3,025,735.44
<b>TOTAL ASSETS</b>	<b>1,838,443.86</b>	<b>1,187,060.99</b>	<b>230.59</b>	<b>3,025,735.44</b>
<b>LIABILITIES &amp; EQUITY</b>				
Liabilities				
Current Liabilities				
Accounts Payable				
20000 · Accounts Payable	43,338.22	22,873.11	0.00	66,211.33
Total Accounts Payable	43,338.22	22,873.11	0.00	66,211.33
Other Current Liabilities				
20011 · Accrued Expenses	13,500.00	0.00	0.00	13,500.00
22000 · Payroll Liabilities				
20210 · Federal Tax	1.80	0.00	0.00	1.80
20240 · State Tax	6.00	0.00	0.00	6.00
Total 22000 · Payroll Liabilities	7.80	0.00	0.00	7.80
23010 · Deferred Revenue-Taxes	1,029,247.00	0.00	0.00	1,029,247.00
24100 · Due to Capital Improvement Fund	0.00	0.00	230.59	230.59
Total Other Current Liabilities	1,042,754.80	0.00	230.59	1,042,985.39
Total Current Liabilities	1,086,093.02	22,873.11	230.59	1,109,196.72
Total Liabilities	1,086,093.02	22,873.11	230.59	1,109,196.72
Equity				
32001 · Retained Earnings	-17,396.07	-267,397.07	0.00	-284,793.14
34000 · Restricted Net Assets				
34010 · Nonspendable	502.00	0.00	0.00	502.00
34020 · Restricted	0.00	1,396,352.55	0.00	1,396,352.55
34040 · Assigned	124,413.00	0.00	0.00	124,413.00
34050 · Emergency Reserve 3%	34,200.00	0.00	0.00	34,200.00
Total 34000 · Restricted Net Assets	159,115.00	1,396,352.55	0.00	1,555,467.55
39000 · Unrestricted Net Assets	364,098.07	0.00	0.00	364,098.07
Net Income	246,533.84	35,232.40	0.00	281,766.24
Total Equity	752,350.84	1,164,187.88	0.00	1,916,538.72
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,838,443.86</b>	<b>1,187,060.99</b>	<b>230.59</b>	<b>3,025,735.44</b>
UNBALANCED CLASSES	0.00	0.00	0.00	0.00

## Roxborough Village Metro District Profit & Loss Budget vs. Actual

January through June 2023

	Jan - Jun 23	Budget	Budget Variance	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
41000 · Property Tax Income				
41010 · Specific Ownership Tax	31,352	86,294	(54,942)	36%
41020 · Property Tax	637,640	1,003,565	(365,925)	64%
41040 · Prior Year Tax	(9)			
41045 · Property Tax Interest	87			
41000 · Property Tax Income - Other	0	0	0	0%
<b>Total 41000 · Property Tax Income</b>	669,070	1,089,859	(420,789)	61%
43000 · Park and Field Income				
43010 · Sports Field Fees	2,200	2,000	200	110%
<b>Total 43000 · Park and Field Income</b>	2,200	2,000	200	110%
46000 · Interest Income				
46010 · General Bank Account Interest	44,462			
46000 · Interest Income - Other	0	20,000	(20,000)	0%
<b>Total 46000 · Interest Income</b>	44,462	20,000	24,462	222%
48000 · CTF/Lottery Income	26,088	44,000	(17,912)	59%
49000 · Miscellaneous Income				
49020 · Refunds	0	3,000	(3,000)	0%
49000 · Miscellaneous Income - Other	0	2,000	(2,000)	0%
<b>Total 49000 · Miscellaneous Income</b>	0	5,000	(5,000)	0%
<b>Total Income</b>	741,820	1,160,859	(419,039)	64%
<b>Gross Profit</b>	741,820	1,160,859	(419,039)	64%
<b>Expense</b>				
50000 · Treasurer Fees	9,446	16,483	(7,037)	57%
51000 · General Overhead				
51005 · Dues & Subscriptions	0	1,526	(1,526)	0%
51010 · Communication / Website Expense	395	2,180	(1,785)	18%
51015 · Postage & Shipping	0	0	0	0%
51030 · Security Expense	0	239	(239)	0%
51050 · Utilities Expense	6,630	23,112	(16,482)	29%
51060 · District Functions/Events	47	0	47	100%
<b>Total 51000 · General Overhead</b>	7,073	27,057	(19,984)	26%
52000 · Computer & Software Expenses				
52040 · Software & Online Subscriptions	2,580	425	2,155	607%
52000 · Computer & Software Expenses - Other	0	0	0	0%
<b>Total 52000 · Computer &amp; Software Expenses</b>	2,580	425	2,155	607%
52500 · Insurance Expense				
52550 · General Insurance	20,222	34,880	(14,658)	58%
52500 · Insurance Expense - Other	0	0	0	0%
<b>Total 52500 · Insurance Expense</b>	20,222	34,880	(14,658)	58%
52600 · Election Expense	0	45,000	(45,000)	0%
53000 · Board of Director's Expense				
53010 · Directors' Stipend	4,500	8,720	(4,220)	52%
<b>Total 53000 · Board of Director's Expense</b>	4,500	8,720	(4,220)	52%
53500 · Community Relations Exp.				
53520 · Newsletter Expense	0	4,360	(4,360)	0%
<b>Total 53500 · Community Relations Exp.</b>	0	4,360	(4,360)	0%
54000 · Payroll Expenses				
54060 · Employer Payroll Taxes	344	1,274	(930)	27%
54000 · Payroll Expenses - Other	39			
<b>Total 54000 · Payroll Expenses</b>	383	1,274	(891)	30%

## Roxborough Village Metro District Profit & Loss Budget vs. Actual

January through June 2023

	Jan - Jun 23	Budget	Budget Variance	% of Budget
<b>57000 · Professional Services Fees</b>				
57010 · Auditing	0	6,540	(6,540)	0%
57020 · Legal Expenses	73,391	103,550	(30,159)	71%
57030 · Accounting Services	30,568	63,815	(33,247)	48%
57040 · District Management	80,680	162,102	(81,422)	50%
57050 · Engineering Expense	0	35,970	(35,970)	0%
57070 · Master Plan Fee	0	74,500	(74,500)	0%
57085 · Paying Agent Fees	0	0	0	0%
<b>Total 57000 · Professional Services Fees</b>	<b>184,640</b>	<b>446,477</b>	<b>(261,837)</b>	<b>41%</b>
<b>57500 · Misc &amp; Petty Cash Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
61000 · Miscellaneous Expense	0	1,635	(1,635)	0%
61500 · Reimbursed Expenditures	0	0	0	0%
<b>62000 · Repairs and Maintenance</b>				
62010 · General Repairs and Maintenance	977	13,000	(12,023)	8%
62020 · Utility Locate	1,273	4,000	(2,727)	32%
<b>Total 62000 · Repairs and Maintenance</b>	<b>2,249</b>	<b>17,000</b>	<b>(14,751)</b>	<b>13%</b>
<b>64000 · Landscape Expenses</b>				
64010 · Landscape Repairs and Maint	3,651	43,350	(39,699)	8%
64020 · Landscape Weed Control Expense	0	48,000	(48,000)	0%
64030 · Irrigation Expense	17,130	53,995	(36,865)	32%
64040 · Landscape Contract	77,101	171,335	(94,234)	45%
<b>Total 64000 · Landscape Expenses</b>	<b>97,882</b>	<b>316,680</b>	<b>(218,798)</b>	<b>31%</b>
<b>65000 · Playground &amp; Infrastructure Exp</b>				
65010 · Playground Repairs and Maint	0	16,350	(16,350)	0%
65030 · Graffiti Removal /Vandalism Exp	6,888	3,815	3,073	181%
65040 · Skate Park Maintenance	0	15,000	(15,000)	0%
<b>Total 65000 · Playground &amp; Infrastructure Exp</b>	<b>6,888</b>	<b>35,165</b>	<b>(28,277)</b>	<b>20%</b>
<b>68000 · Parks &amp; Open Space Expense</b>				
68010 · Foothills Park & Rec Fees	10,947	22,500	(11,553)	49%
68020 · Mosquito Control Expense	6,300	10,000	(3,700)	63%
68025 · Water Expense	8,448			
68030 · Seasonal Lighting Expense	0	15,260	(15,260)	0%
68045 · Tree Care Expense	0	82,000	(82,000)	0%
68050 · Portable Restroom Exp.	2,351	7,630	(5,279)	31%
68065 · Water Rights Expense	0	125,350	(125,350)	0%
68070 · Snow Removal Expense	81,290	54,500	26,790	149%
68080 · Algae Control Exp.	0	5,450	(5,450)	0%
68085 · Annual Trails Maintenance	0	114,450	(114,450)	0%
68090 · Pond Maintenance	0	5,509	(5,509)	0%
68095 · Open Space Maintenances / Fire	0	27,250	(27,250)	0%
<b>Total 68000 · Parks &amp; Open Space Expense</b>	<b>109,336</b>	<b>469,899</b>	<b>(360,563)</b>	<b>23%</b>
<b>68500 · Park &amp; Recreation Events</b>				
68540 · Community Service Events	0	1,700	(1,700)	0%
<b>Total 68500 · Park &amp; Recreation Events</b>	<b>0</b>	<b>1,700</b>	<b>(1,700)</b>	<b>0%</b>
<b>70000 · Bond Interest &amp; Principal Exp.</b>				
70010 · Bond Interest - Series 1993	0	0	0	0%
70020 · Bond Principal - Series 1993	0	0	0	0%
70110 · Bond Interest - Series 2014	0	0	0	0%
70120 · Bond Principal - Series 2014	0	0	0	0%
<b>Total 70000 · Bond Interest &amp; Principal Exp.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>80000 · Capital Expenses</b>				
80020 · Irrigation Improvements	0	100,000	(100,000)	0%
80030 · Spillway / Embankment Cost	0	0	0	0%
80060 · Plant Nursery	11,930	10,000	1,930	119%
80070 · New Playground	0	350,000	(350,000)	0%
80000 · Capital Expenses - Other	2,925	0	2,925	100%
<b>Total 80000 · Capital Expenses</b>	<b>14,855</b>	<b>460,000</b>	<b>(445,145)</b>	<b>3%</b>
<b>99000 · Contingency</b>	<b>0</b>	<b>113,852</b>	<b>(113,852)</b>	<b>0%</b>
<b>Total Expense</b>	<b>460,054</b>	<b>2,000,607</b>	<b>(1,540,553)</b>	<b>23%</b>
<b>Net Ordinary Income</b>	<b>281,766</b>	<b>(839,748)</b>	<b>1,121,514</b>	<b>(34)%</b>



**Roxborough Village Metro District  
Profit & Loss Budget vs. Actual**

January through June 2023

	Jan - Jun 23	Budget	Budget Variance	% of Budget
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
78500 · Reserve Expense	0	0	0	0%
99900 · Non-Operating Expense				
99960 · Transfers	0	0	0	0%
<b>Total 99900 · Non-Operating Expense</b>	0	0	0	0%
<b>Total Other Expense</b>	0	0	0	0%
<b>Net Other Income</b>	0	0	0	0%
<b>Net Income</b>	<b>281,766</b>	<b>(839,748)</b>	<b>1,121,514</b>	<b>(34)%</b>

**Roxborough Village Metro District**  
**Capital Fund Profit & Loss Budget vs. Actual**  
 January through June 2023

	<u>Jan - Jun 23</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
41000 · Property Tax Income	0	0	0	0%
46000 · Interest Income	32,013	15,000	17,013	213%
48000 · CTF/Lottery Income	26,088	44,000	(17,912)	59%
49000 · Miscellaneous Income	0	3,000	(3,000)	0%
<b>Total Income</b>	<u>58,101</u>	<u>62,000</u>	<u>(3,899)</u>	<u>94%</u>
<b>Gross Profit</b>	58,101	62,000	(3,899)	94%
<b>Expense</b>				
51000 · General Overhead	16	0	16	100%
52000 · Computer & Software Expenses	103			
52500 · Insurance Expense	768			
54000 · Payroll Expenses	0	500	(500)	0%
57000 · Professional Services Fees	7,126	137,667	(130,541)	5%
61500 · Reimbursed Expenditures	0	0	0	0%
62000 · Repairs and Maintenance	0	2,100	(2,100)	0%
64000 · Landscape Expenses	0	27,000	(27,000)	0%
68000 · Parks & Open Space Expense	0	107,920	(107,920)	0%
80000 · Capital Expenses	14,855	460,000	(445,145)	3%
99000 · Contingency	0	60,713	(60,713)	0%
<b>Total Expense</b>	<u>22,868</u>	<u>795,900</u>	<u>(773,032)</u>	<u>3%</u>
<b>Net Ordinary Income</b>	<u>35,232</u>	<u>(733,900)</u>	<u>769,132</u>	<u>(5)%</u>
<b>Net Income</b>	<u><u>35,232</u></u>	<u><u>(733,900)</u></u>	<u><u>769,132</u></u>	<u><u>(5)%</u></u>

**Roxborough Village Metro District**  
**General Fund Profit & Loss Budget vs. Actual**

January through June 2023

	Jan - Jun 23	Budget	Budget Variance	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · Property Tax Income</b>				
41010 · Specific Ownership Tax	31,352	86,294	(54,942)	36%
41020 · Property Tax	637,640	1,003,565	(365,925)	64%
41040 · Prior Year Tax	(9)			
41045 · Property Tax Interest	87			
<b>Total 41000 · Property Tax Income</b>	669,070	1,089,859	(420,789)	61%
<b>43000 · Park and Field Income</b>				
43010 · Sports Field Fees	2,200	2,000	200	110%
<b>Total 43000 · Park and Field Income</b>	2,200	2,000	200	110%
<b>46000 · Interest Income</b>				
46010 · General Bank Account Interest	12,449			
46000 · Interest Income - Other	0	5,000	(5,000)	0%
<b>Total 46000 · Interest Income</b>	12,449	5,000	7,449	249%
<b>49000 · Miscellaneous Income</b>	0	2,000	(2,000)	0%
<b>Total Income</b>	683,719	1,098,859	(415,140)	62%
<b>Gross Profit</b>	683,719	1,098,859	(415,140)	62%
<b>Expense</b>				
<b>50000 · Treasurer Fees</b>	9,446	16,483	(7,037)	57%
<b>51000 · General Overhead</b>				
51005 · Dues & Subscriptions	0	1,526	(1,526)	0%
51010 · Communication / Website Expense	380	2,180	(1,801)	17%
51015 · Postage & Shipping	0	0	0	0%
51030 · Security Expense	0	239	(239)	0%
51050 · Utilities Expense	6,630	23,112	(16,482)	29%
51060 · District Functions/Events	47	0	47	100%
<b>Total 51000 · General Overhead</b>	7,057	27,057	(20,000)	26%
<b>52000 · Computer &amp; Software Expenses</b>				
52040 · Software & Online Subscriptions	2,477	425	2,052	583%
52000 · Computer & Software Expenses - Other	0	0	0	0%
<b>Total 52000 · Computer &amp; Software Expenses</b>	2,477	425	2,052	583%
<b>52500 · Insurance Expense</b>				
52550 · General Insurance	19,454	34,880	(15,426)	56%
52500 · Insurance Expense - Other	0	0	0	0%
<b>Total 52500 · Insurance Expense</b>	19,454	34,880	(15,426)	56%
<b>52600 · Election Expense</b>	0	45,000	(45,000)	0%
<b>53000 · Board of Director's Expense</b>				
53010 · Directors' Stipend	4,500	8,720	(4,220)	52%
<b>Total 53000 · Board of Director's Expense</b>	4,500	8,720	(4,220)	52%
<b>53500 · Community Relations Exp.</b>				
53520 · Newsletter Expense	0	4,360	(4,360)	0%
<b>Total 53500 · Community Relations Exp.</b>	0	4,360	(4,360)	0%
<b>54000 · Payroll Expenses</b>				
54060 · Employer Payroll Taxes	344	774	(430)	44%
54000 · Payroll Expenses - Other	39			
<b>Total 54000 · Payroll Expenses</b>	383	774	(391)	49%

**Roxborough Village Metro District**  
**General Fund Profit & Loss Budget vs. Actual**

January through June 2023

	Jan - Jun 23	Budget	Budget Variance	% of Budget
<b>57000 · Professional Services Fees</b>				
57010 · Auditing	0	6,540	(6,540)	0%
57020 · Legal Expenses	70,456	76,300	(5,844)	92%
57030 · Accounting Services	29,555	60,000	(30,445)	49%
57040 · District Management	77,502	110,000	(32,498)	70%
57050 · Engineering Expense	0	35,970	(35,970)	0%
57070 · Master Plan Fee	0	20,000	(20,000)	0%
57085 · Paying Agent Fees	0	0	0	0%
<b>Total 57000 · Professional Services Fees</b>	<b>177,514</b>	<b>308,810</b>	<b>(131,296)</b>	<b>57%</b>
<b>57500 · Misc &amp; Petty Cash Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
61000 · Miscellaneous Expense	0	1,635	(1,635)	0%
61500 · Reimbursed Expenditures	0	0	0	0%
<b>62000 · Repairs and Maintenance</b>				
62010 · General Repairs and Maintenance	977	10,900	(9,923)	9%
62020 · Utility Locate	1,273	4,000	(2,727)	32%
<b>Total 62000 · Repairs and Maintenance</b>	<b>2,249</b>	<b>14,900</b>	<b>(12,651)</b>	<b>15%</b>
<b>64000 · Landscape Expenses</b>				
64010 · Landscape Repairs and Maint	3,651	16,350	(12,699)	22%
64020 · Landscape Weed Control Expense	0	48,000	(48,000)	0%
64030 · Irrigation Expense	17,130	53,995	(36,865)	32%
64040 · Landscape Contract	77,101	171,335	(94,234)	45%
<b>Total 64000 · Landscape Expenses</b>	<b>97,882</b>	<b>289,680</b>	<b>(191,798)</b>	<b>34%</b>
<b>65000 · Playground &amp; Infrastructure Exp</b>				
65010 · Playground Repairs and Maint	0	16,350	(16,350)	0%
65030 · Graffiti Removal /Vandalism Exp	6,888	3,815	3,073	181%
65040 · Skate Park Maintenance	0	15,000	(15,000)	0%
<b>Total 65000 · Playground &amp; Infrastructure Exp</b>	<b>6,888</b>	<b>35,165</b>	<b>(28,277)</b>	<b>20%</b>
<b>68000 · Parks &amp; Open Space Expense</b>				
68010 · Foothills Park & Rec Fees	10,947	22,500	(11,553)	49%
68020 · Mosquito Control Expense	6,300	10,000	(3,700)	63%
68025 · Water Expense	8,448			
68030 · Seasonal Lighting Expense	0	15,260	(15,260)	0%
68045 · Tree Care Expense	0	70,000	(70,000)	0%
68050 · Portable Restroom Exp.	2,351	7,630	(5,279)	31%
68065 · Water Rights Expense	0	89,380	(89,380)	0%
68070 · Snow Removal Expense	81,290	54,500	26,790	149%
68080 · Algae Control Exp.	0	5,450	(5,450)	0%
68085 · Annual Trails Maintenance	0	54,500	(54,500)	0%
68090 · Pond Maintenance	0	5,509	(5,509)	0%
68095 · Open Space Maintenances / Fire	0	27,250	(27,250)	0%
<b>Total 68000 · Parks &amp; Open Space Expense</b>	<b>109,336</b>	<b>361,979</b>	<b>(252,643)</b>	<b>30%</b>
<b>68500 · Park &amp; Recreation Events</b>				
68540 · Community Service Events	0	1,700	(1,700)	0%
<b>Total 68500 · Park &amp; Recreation Events</b>	<b>0</b>	<b>1,700</b>	<b>(1,700)</b>	<b>0%</b>
<b>80000 · Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>99000 · Contingency</b>	<b>0</b>	<b>53,139</b>	<b>(53,139)</b>	<b>0%</b>
<b>Total Expense</b>	<b>437,185</b>	<b>1,204,707</b>	<b>(767,522)</b>	<b>36%</b>
<b>Net Ordinary Income</b>	<b>246,534</b>	<b>(105,848)</b>	<b>352,382</b>	<b>(233)%</b>

9:50 AM

07/10/23

Accrual Basis

Roxborough Village Metro District  
General Fund Profit & Loss Budget vs. Actual

January through June 2023

---

	<u>Jan - Jun 23</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
78500 - Reserve Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Total Other Expense	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Net Other Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0%</u>
Net Income	<u>246,534</u>	<u>(105,848)</u>	<u>352,382</u>	<u>(233)%</u>

**Roxborough Village Metro District**  
**Chatfield Farms Profit & Loss Budget vs. Actual**  
 January through June 2023

	<u>Jan - Jun 23</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>41000 · Property Tax Income</b>	172,176	299,857	(127,681)	57%
<b>Total Income</b>	172,176	299,857	(127,681)	57%
<b>Gross Profit</b>	172,176	299,857	(127,681)	57%
<b>Expense</b>				
<b>50000 · Treasurer Fees</b>	1,417	4,394	(2,977)	32%
<b>51000 · General Overhead</b>	169	3,009	(2,840)	6%
<b>52000 · Computer &amp; Software Expenses</b>	372			
<b>52500 · Insurance Expense</b>	2,918	5,232	(2,314)	56%
<b>52600 · Election Expense</b>	0	8,993	(8,993)	0%
<b>53000 · Board of Director's Expense</b>	0	1,308	(1,308)	0%
<b>53500 · Community Relations Exp.</b>	0	654	(654)	0%
<b>54000 · Payroll Expenses</b>	0	0	0	0%
<b>57000 · Professional Services Fees</b>	33,978	48,887	(14,909)	70%
<b>61000 · Miscellaneous Expense</b>	0	245	(245)	0%
<b>62000 · Repairs and Maintenance</b>	337	1,635	(1,298)	21%
<b>64000 · Landscape Expenses</b>	14,631	65,482	(50,851)	22%
<b>65000 · Playground &amp; Infrastructure Exp</b>	1,033	1,390	(357)	74%
<b>68000 · Parks &amp; Open Space Expense</b>	16,185	44,554	(28,369)	36%
<b>68500 · Park &amp; Recreation Events</b>	0	255	(255)	0%
<b>80000 · Capital Expenses</b>	0	0	0	0%
<b>99000 · Contingency</b>	0	1,594	(1,594)	0%
<b>Total Expense</b>	71,040	187,632	(116,592)	38%
<b>Net Ordinary Income</b>	101,136	112,225	(11,089)	90%
<b>Net Income</b>	<u>101,136</u>	<u>112,225</u>	<u>(11,089)</u>	<u>90%</u>

**Roxborough Village Metro District**  
**A/P Aging Summary**  
As of June 30, 2023

---

	<u>Current</u>	<u>1 - 45</u>	<u>46 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Consolidated Divisions Inc	20,130.45	5,604.53	4,807.12	0.00	30,542.10
CORE Electric Cooperative	1,036.74	0.00	0.00	0.00	1,036.74
Diversified Underground	0.00	0.00	0.00	4,795.00	4,795.00
Gembok Consulting Inc.	9,348.75	0.00	0.00	0.00	9,348.75
JPL Cares, Inc.	4,319.00	0.00	0.00	0.00	4,319.00
Mission Communication LLC	0.00	371.40	0.00	359.40	730.80
Special District Management Services, Inc	15,331.87	0.00	0.00	0.00	15,331.87
Utility Notification Center of Colorado	107.07	0.00	0.00	0.00	107.07
<b>TOTAL</b>	<b><u>50,273.88</u></b>	<b><u>5,975.93</u></b>	<b><u>4,807.12</u></b>	<b><u>5,154.40</u></b>	<b><u>66,211.33</u></b>

9:42 AM  
07/10/23

**Roxborough Village Metro District**  
**A/P Aging Detail**  
As of June 30, 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Due Date</u>	<u>Split</u>	<u>Memo</u>	<u>Aging</u>	<u>Open Balance</u>
<b>Current</b>							
06/20/2023		CORE Electric Coop...	06/30/2023	51050 · Utilities Expense			1,036.74
06/30/2023	223061275	Utility Notification C...	06/30/2023	-SPLIT-	RTL Transmissions		107.07
06/30/2023	125914	Special District Man...	06/30/2023	-SPLIT-	May 2023 District M...		15,331.87
06/17/2023	2009855	Consolidated Divisio...	07/02/2023	-SPLIT-	T&M June 11 - June...		1,280.00
06/17/2023	2009726	Consolidated Divisio...	07/02/2023	-SPLIT-	June Backflow Test		450.00
06/24/2023	2009927	Consolidated Divisio...	07/09/2023	-SPLIT-	T&M June 18 - June...		1,266.91
06/29/2023	29781	JPL Cares, Inc.	07/09/2023	80060 · Plant Nursery			4,319.00
06/30/2023	2009786	Consolidated Divisio...	07/15/2023	-SPLIT-	June Landscape Ma...		17,133.54
06/30/2023	5723	Gemsbok Consultin...	08/14/2023	-SPLIT-	June 2023		9,348.75
Total Current							50,273.88
<b>1 - 45</b>							
05/13/2023	2009323	Consolidated Divisio...	05/28/2023	-SPLIT-	T&M May 7 through...	33	927.43
05/26/2023	1076676	Mission Communica...	06/05/2023	-SPLIT-	Annual Service	25	371.40
05/27/2023	2009522	Consolidated Divisio...	06/11/2023	-SPLIT-	T&M May 21 - May 27	19	3,191.54
06/10/2023	2009704	Consolidated Divisio...	06/25/2023	-SPLIT-	T&M June 5 - June 10	5	1,485.56
Total 1 - 45							5,975.93
<b>46 - 90</b>							
04/30/2023	2009082	Consolidated Divisio...	05/15/2023	-SPLIT-	April T&M	46	4,807.12
Total 46 - 90							4,807.12
<b>&gt; 90</b>							
08/18/2022	1068174	Mission Communica...	08/28/2022	64030 · Irrigation Expe...		306	359.40
10/31/2022	26607	Diversified Undergro...	11/30/2022	51050 · Utilities Expense	10/1-10/31/2022	212	3,735.00
11/30/2022	26763	Diversified Undergro...	12/30/2022	62020 · Utility Locate		182	1,060.00
Total > 90							5,154.40
<b>TOTAL</b>							<b>66,211.33</b>



Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Bill.com LLC</b>						
Bill	06/06/2023	23069706936	Billing Period 05/05/2023-06/04/2023	52040 · Software & Online Subscr...	413.21	413.21
Bill	06/06/2023	23069706936	Billing Period 05/05/2023-06/04/2023	52040 · Software & Online Subscr...	72.92	486.13
Bill	06/06/2023	23069706936	Billing Period 05/05/2023-06/04/2023	52040 · Software & Online Subscr...	20.26	506.39
Total Bill.com LLC						506.39
<b>Consolidated Divisions Inc</b>						
Bill	06/13/2023	2009403	May Landscape Maintenance	64040 · Landscape Contract	14,563.51	14,563.51
Bill	06/13/2023	2009403	May Landscape Maintenance	64040 · Landscape Contract	2,570.03	17,133.54
Bill	06/22/2023	2009463	T&M May 14th-20th	65030 · Graffiti Removal /Vandal...	312.15	17,445.69
Bill	06/22/2023	2009463	T&M May 14th-20th	65030 · Graffiti Removal /Vandal...	55.08	17,500.77
Bill	06/22/2023	2009570	T&M May 28 - May 31	64030 · Irrigation Expense	1,255.14	18,755.91
Bill	06/22/2023	2009570	T&M May 28 - May 31	64030 · Irrigation Expense	221.50	18,977.41
Total Consolidated Divisions Inc						18,977.41
<b>CORE Electric Cooperative</b>						
Bill	06/07/2023			51050 · Utilities Expense	901.41	901.41
Total CORE Electric Cooperative						901.41
<b>Ephram Glass*</b>						
Bill	06/22/2023	RVMD10004	Dog Waste Cans	62010 · General Repairs and Mai...	553.83	553.83
Bill	06/22/2023	RVMD10004	Dog Waste Cans	62010 · General Repairs and Mai...	97.74	651.57
Bill	06/22/2023	RVMD10005	Soil and seed starting mix	80060 · Plant Nursery	385.69	1,037.26
Total Ephram Glass*						1,037.26
<b>Foothills Park &amp; Recreation District</b>						
Bill	06/13/2023	SALES000000034918	May 2023 Resident Use	68010 · Foothills Park & Rec Fees	1,291.86	1,291.86
Bill	06/13/2023	SALES000000034918	May 2023 Resident Use	68010 · Foothills Park & Rec Fees	227.98	1,519.84
Total Foothills Park & Recreation District						1,519.84
<b>Gembok Consulting Inc.</b>						
Bill	06/13/2023	5700	May 2023	57030 · Accounting Services	2,660.15	2,660.15
Bill	06/13/2023	5700	May 2023	57030 · Accounting Services	1,007.05	3,667.20
Bill	06/13/2023	5700	May 2023	57030 · Accounting Services	152.80	3,820.00
Total Gembok Consulting Inc.						3,820.00
<b>Ireland Stapleton Pryor &amp; Pascoe PC</b>						
Bill	06/27/2023	147227	Billed Through 05/31/2023	57020 · Legal Expenses	7,362.94	7,362.94
Bill	06/27/2023	147227	Billed Through 05/31/2023	57020 · Legal Expenses	3,288.92	10,651.86
Bill	06/27/2023	147227	Billed Through 05/31/2023	57020 · Legal Expenses	443.83	11,095.69
Bill	06/27/2023	147227	Billed Through 05/31/2023	80000 · Capital Expenses	2,869.00	13,964.69
Total Ireland Stapleton Pryor & Pascoe PC						13,964.69
<b>Patriot Pest Control</b>						
Bill	06/13/2023	967045	April Mosquito Control Service	68020 · Mosquito Control Expense	1,700.00	1,700.00
Bill	06/13/2023	967045	April Mosquito Control Service	68020 · Mosquito Control Expense	300.00	2,000.00
Bill	06/22/2023	967186	June Mosquito Control Service	68020 · Mosquito Control Expense	1,955.00	3,955.00
Bill	06/22/2023	967186	June Mosquito Control Service	68020 · Mosquito Control Expense	345.00	4,300.00
Total Patriot Pest Control						4,300.00
<b>QuickBooks Payroll Service</b>						
Liability Che...	06/29/2023		Fee for 3 direct deposit(s) at \$1.75 each	54000 · Payroll Expenses	5.25	5.25
Total QuickBooks Payroll Service						5.25
<b>Roxborough Water &amp; Sanitation District</b>						
Bill	06/15/2023		Service Period 4/25/23 - 5/24/23 Mule Deer Pl	68025 · Water Expense	189.25	189.25
Bill	06/15/2023		Service Period 4/25/23 - 5/24/23 Rampart Range	68025 · Water Expense	114.50	303.75
Bill	06/15/2023		Service Period 4/25/23 - 5/24/23 Marmot Ridge Cir	68025 · Water Expense	279.00	582.75
Bill	06/15/2023		Service Period 4/25/23 - 5/24/23 Elk Mtn Cir	68025 · Water Expense	111.10	693.85
Bill	06/15/2023		Billing Period 05/01/23 to 05/31/23	68025 · Water Expense	747.70	1,441.55
Bill	06/15/2023		Billing Period 05/01/23 to 05/31/23	68025 · Water Expense	131.96	1,573.51
Total Roxborough Water & Sanitation District						1,573.51
<b>Special District Management Services, Inc</b>						
Bill	06/27/2023	124839	May 2023 District Management Fees	57040 · District Management	10,974.76	10,974.76
Bill	06/27/2023	124839	May 2023 District Management Fees	57040 · District Management	3,166.47	14,141.23
Bill	06/27/2023	124839	May 2023 District Management Fees	57040 · District Management	537.98	14,679.21
Bill	06/27/2023	124839	Water Rights Matters	80000 · Capital Expenses	56.00	14,735.21
Total Special District Management Services, Inc						14,735.21
<b>United Site Services</b>						
Bill	06/13/2023	711608	One Time Charges	68050 · Portable Restroom Exp.	70.99	70.99
Bill	06/13/2023	711608	One Time Charges	68050 · Portable Restroom Exp.	12.53	83.52
Bill	06/13/2023	711603	One Time Charges	68050 · Portable Restroom Exp.	17.75	101.27
Bill	06/13/2023	711603	One Time Charges	68050 · Portable Restroom Exp.	3.13	104.40
Bill	06/13/2023	INV-01615582	Placement and April Services Rampart Range	68050 · Portable Restroom Exp.	343.46	447.86
Bill	06/13/2023	INV-01615582	Placement and April Services Rampart Range	68050 · Portable Restroom Exp.	60.61	508.47
Bill	06/13/2023	INV-01613308	Placement and April Services Liverpool Cir	68050 · Portable Restroom Exp.	349.38	857.85
Bill	06/13/2023	INV-01613308	Placement and April Services Liverpool Cir	68050 · Portable Restroom Exp.	61.66	919.51
Bill	06/13/2023	INV-01691918	May Services Liverpool Cir	68050 · Portable Restroom Exp.	233.55	1,153.06
Bill	06/13/2023	INV-01691918	May Services Liverpool Cir	68050 · Portable Restroom Exp.	41.21	1,194.27
Bill	06/13/2023	INV-01694161	May Services Rampart Range	68050 · Portable Restroom Exp.	227.62	1,421.89
Bill	06/13/2023	INV-01694161	May Services Rampart Range	68050 · Portable Restroom Exp.	40.17	1,462.06
Total United Site Services						1,462.06

Roxborough Village Metro District

Claims by Vendor Detail

June 2023

Type	Date	Num	Memo	Account	Original Amount	Balance
<b>Utility Notification Center of Colorado</b>						
Bill	06/13/2023	223051279	RTL Transmissions	62020 · Utility Locate	105.26	105.26
Bill	06/13/2023	223051279	RTL Transmissions	62020 · Utility Locate	18.58	123.84
Total Utility Notification Center of Colorado						123.84
<b>Xcel Energy</b>						
Bill	06/27/2023	June Statement	June Statement	51050 · Utilities Expense	3.91	3.91
Total Xcel Energy						3.91
<b>TOTAL</b>						<b>62,930.78</b>

Roxborough Village Metro District  
**Payroll Detail**  
June 2023

---

<u>Num</u>	<u>Date</u>	<u>Source Name</u>	<u>Payroll Item</u>	<u>Type</u>	<u>Wage Base</u>	<u>Amount</u>
<b>BOD Compensation</b>						
DD1028	06/30/2023	Ephram Glass	BOD Compensation	Paycheck	0.00	200.00
DD1029	06/30/2023	Mathew Hart	BOD Compensation	Paycheck	0.00	200.00
DD1030	06/30/2023	Travis Jensen	BOD Compensation	Paycheck	0.00	200.00
Total BOD Compensation					0.00	600.00
<b>TOTAL</b>					<b>0.00</b>	<b>600.00</b>

---

---

Roxborough Village Metro District  
Capital Fund Profit & Loss Detail

January through June 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>46000 · Interest Income</b>							
<b>46010 · General Bank Account Interest</b>							
Deposit	01/31/2023			Deposit		4,689.17	4,689.17
Deposit	02/28/2023			Deposit		4,316.14	9,005.31
Deposit	03/10/2023			Deposit		5,325.74	14,331.05
Deposit	04/30/2023			Deposit		5,705.78	20,036.83
Deposit	05/31/2023			Deposit		6,008.31	26,045.14
Deposit	06/30/2023			Deposit		5,967.66	32,012.80
Total 46010 · General Bank Account Interest					0.00	32,012.80	32,012.80
Total 46000 · Interest Income					0.00	32,012.80	32,012.80
<b>48000 · CTF/Lottery Income</b>							
Deposit	03/10/2023			Deposit		14,615.74	14,615.74
Deposit	06/22/2023			Deposit		11,471.99	26,087.73
Total 48000 · CTF/Lottery Income					0.00	26,087.73	26,087.73
Total Income					0.00	58,100.53	58,100.53
Gross Profit					0.00	58,100.53	58,100.53
<b>Expense</b>							
<b>51000 · General Overhead</b>							
<b>51010 · Communication / Website Expense</b>							
Bill	03/24/2023	82095	Colorado Community Media	Notice of Cancellation	0.96		0.96
Bill	05/26/2023	1076676	Mission Communication LLC	Annual Service	14.86		15.82
Total 51010 · Communication / Website Expense					15.82	0.00	15.82
<b>51050 · Utilities Expense</b>							
Check	01/10/2023		CORE Electric Cooperative				0.00
Check	01/31/2023		Xcel Energy				0.00
Check	02/09/2023		CORE Electric Cooperative				0.00
Check	02/28/2023		Xcel Energy				0.00
Total 51050 · Utilities Expense					0.00	0.00	0.00
Total 51000 · General Overhead					15.82	0.00	15.82
<b>52000 · Computer &amp; Software Expenses</b>							
<b>52040 · Software &amp; Online Subscriptions</b>							
Check	01/06/2023		Bill.com LLC		12.65		12.65
Check	02/07/2023		Bill.com LLC		15.80		28.45
Bill	03/05/2023	2303860...	Bill.com LLC	Billing Period 2/05/2023-3/04/2023	18.83		47.28
Bill	04/07/2023	2304897...	Bill.com LLC	Billing Period 03/05/2023-04/04/2023	17.94		65.22
Bill	05/04/2023	2305934...	Bill.com LLC	Billing Period 04/05/2023-05/04/2023	17.73		82.95
Bill	06/05/2023	2306970...	Bill.com LLC	Billing Period 05/05/2023-06/04/2023	20.26		103.21
Total 52040 · Software & Online Subscriptions					103.21	0.00	103.21
Total 52000 · Computer & Software Expenses					103.21	0.00	103.21
<b>52500 · Insurance Expense</b>							
<b>52550 · General Insurance</b>							
General Journal	01/31/2023	0123BusIns		To move Business Insruance prepaid to exp...	126.54		126.54
General Journal	02/28/2023	0223BusIns		To move Business Insruance prepaid to exp...	126.54		253.08
General Journal	03/31/2023	0323BusIns		To move Business Insruance prepaid to exp...	126.54		379.62
General Journal	04/30/2023	0423BusIns		To move Business Insruance prepaid to exp...	126.54		506.16
Bill	05/02/2023	21909	Colorado Special Districts ...	Add Location - Greenhouse	9.12		515.28
General Journal	05/31/2023	0523BusIns		To move Business Insruance prepaid to exp...	126.54		641.82
General Journal	06/30/2023	0623BusIns		To move Business Insruance prepaid to exp...	126.54		768.36
Total 52550 · General Insurance					768.36	0.00	768.36
Total 52500 · Insurance Expense					768.36	0.00	768.36
<b>57000 · Professional Services Fees</b>							
<b>57020 · Legal Expenses</b>							
General Journal	01/31/2023	JanAccru...		Jan Legal Fees	821.00		821.00
General Journal	02/01/2023	JanAccru...		Jan Legal Fees		821.00	0.00
Bill	02/01/2023	144420	Ireland Stapleton Pryor & P...	January Statement for all Non Retainer Matt...	821.00		821.00
Bill	02/28/2023	145113	Ireland Stapleton Pryor & P...	February Statement for all Non Retainer Ma...	269.68		1,090.68
Bill	03/31/2023	145800	Ireland Stapleton Pryor & P...	Billed Through 03/31/2023	394.73		1,485.41
Bill	04/30/2023	146487	Ireland Stapleton Pryor & P...	Billed Through 04/30/2023	526.09		2,011.50
Bill	05/31/2023	147227	Ireland Stapleton Pryor & P...	Billed Through 05/31/2023	443.83		2,455.33
General Journal	06/30/2023	AccdExp		June estimated legal expense	480.00		2,935.33
Total 57020 · Legal Expenses					3,756.33	821.00	2,935.33
<b>57030 · Accounting Services</b>							
General Journal	01/31/2023	JanAccru...		Jan Accounting Fees	121.27		121.27
General Journal	02/01/2023	JanAccru...		Jan Accounting Fees		121.27	0.00
Bill	02/02/2023	5605	Gemsbok Consulting Inc.	January Accounting Services	121.27		121.27
Bill	02/28/2023	5627	Gemsbok Consulting Inc.	February Services	150.95		272.22
Bill	03/31/2023	5648	Gemsbok Consulting Inc.	March 2023	185.80		458.02
Bill	04/30/2023	5672	Gemsbok Consulting Inc.	April 2023	85.25		543.27
Bill	05/31/2023	5700	Gemsbok Consulting Inc.	May 2023	152.80		696.07
Bill	06/30/2023	5723	Gemsbok Consulting Inc.	June 2023	316.55		1,012.62
Total 57030 · Accounting Services					1,138.89	121.27	1,012.62

Roxborough Village Metro District  
Capital Fund Profit & Loss Detail

January through June 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>57040 · District Management</b>							
Bill	01/31/2023	01/31/2023	Special District Manageme...	January 2023 District Management Fees	716.28		716.28
Bill	02/28/2023	02/28/2023	Special District Manageme...	February 2023 District Management Fees	375.01		1,091.29
Bill	03/31/2023	03/31/23	Special District Manageme...	March 2023 District Management Fees	465.70		1,556.99
Bill	04/30/2023	123409	Special District Manageme...	April 2023 District Management Fees	469.78		2,026.77
Bill	05/31/2023	124839	Special District Manageme...	May 2023 District Management Fees	537.98		2,564.75
Bill	06/30/2023	125914	Special District Manageme...	May 2023 District Management Fees	613.27		3,178.02
Total 57040 · District Management					3,178.02	0.00	3,178.02
Total 57000 · Professional Services Fees					8,068.24	942.27	7,125.97
<b>64000 · Landscape Expenses</b>							
<b>64040 · Landscape Contract</b>							
Bill	02/01/2023	2007915	Consolidated Divisions Inc	January Maintenance			0.00
General Journal	02/01/2023	JanAccru...		Jan-Mar Landscape Contract	0.00		0.00
Total 64040 · Landscape Contract					0.00	0.00	0.00
Total 64000 · Landscape Expenses					0.00	0.00	0.00
<b>68000 · Parks &amp; Open Space Expense</b>							
<b>68025 · Water Expense</b>							
Check	01/17/2023		Roxborough Water & Sanit...				0.00
Check	01/17/2023		Roxborough Water & Sanit...				0.00
Check	01/17/2023		Roxborough Water & Sanit...				0.00
Check	01/17/2023		Roxborough Water & Sanit...				0.00
Check	01/17/2023		Roxborough Water & Sanit...				0.00
Check	02/15/2023		Roxborough Water & Sanit...				0.00
Check	02/15/2023		Roxborough Water & Sanit...				0.00
Check	02/15/2023		Roxborough Water & Sanit...				0.00
Check	02/15/2023		Roxborough Water & Sanit...				0.00
Check	02/15/2023		Roxborough Water & Sanit...				0.00
Total 68025 · Water Expense					0.00	0.00	0.00
Total 68000 · Parks & Open Space Expense					0.00	0.00	0.00
<b>80000 · Capital Expenses</b>							
<b>80060 · Plant Nursery</b>							
Bill	04/17/2023	783	ACME FIX-IT, LLC	Greenhouse Rox Intermediate School	4,935.00		4,935.00
Bill	05/01/2023	61963	Stuewe & Sons, Inc.		2,290.08		7,225.08
Bill	06/09/2023	RVMD10...	Ephram Glass*	Soil and seed starting mix	385.69		7,610.77
Bill	06/29/2023	29781	JPL Cares, Inc.		4,319.00		11,929.77
Total 80060 · Plant Nursery					11,929.77	0.00	11,929.77
<b>80000 · Capital Expenses - Other</b>							
Bill	05/31/2023	147227	Ireland Stapleton Pryor & P...	Billed Through 05/31/2023	2,869.00		2,869.00
Bill	05/31/2023	124839	Special District Manageme...	Water Rights Matters	56.00		2,925.00
Total 80000 · Capital Expenses - Other					2,925.00	0.00	2,925.00
Total 80000 · Capital Expenses					14,854.77	0.00	14,854.77
Total Expense					23,810.40	942.27	22,868.13
Net Ordinary Income					23,810.40	59,042.80	35,232.40
<b>Net Income</b>					<b>23,810.40</b>	<b>59,042.80</b>	<b>35,232.40</b>

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through June 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>Ordinary Income/Expense</b>							
<b>Income</b>							
<b>41000 · Property Tax Income</b>							
<b>41010 · Specific Ownership Tax</b>							
General Journal	01/01/2023	AJE22 #2R		Reverse of GJE AJE22 #2 -- To move reven...	6,529.36		-6,529.36
Deposit	01/10/2023			Deposit		6,529.36	0.00
Deposit	03/10/2023			Deposit		7,980.02	7,980.02
Deposit	04/10/2023			Deposit		8,089.10	16,069.12
Deposit	05/10/2023			Deposit		6,809.87	22,878.99
Deposit	06/29/2023			Deposit		8,472.97	31,351.96
Total 41010 · Specific Ownership Tax					6,529.36	37,881.32	31,351.96
<b>41020 · Property Tax</b>							
Deposit	02/10/2023			Deposit		26,926.64	26,926.64
Deposit	03/10/2023			Deposit		443,970.87	470,897.51
Deposit	04/10/2023			Deposit		20,662.84	491,560.35
Deposit	05/10/2023			Current Year Value Adjustment	107.79		491,452.56
Deposit	05/10/2023			-MULTIPLE-		66,726.12	558,178.68
Deposit	06/29/2023			Deposit		79,461.77	637,640.45
Total 41020 · Property Tax					107.79	637,748.24	637,640.45
<b>41040 · Prior Year Tax</b>							
Deposit	05/10/2023			Value Adjustment Abatement	9.44		-9.44
Total 41040 · Prior Year Tax					9.44	0.00	-9.44
<b>41045 · Property Tax Interest</b>							
Deposit	04/10/2023			Deposit		7.71	7.71
Deposit	05/10/2023			Deposit		10.01	17.72
Deposit	05/10/2023			-MULTIPLE-	4.46		13.26
Deposit	06/29/2023			Deposit		73.60	86.86
Total 41045 · Property Tax Interest					4.46	91.32	86.86
Total 41000 · Property Tax Income					6,651.05	675,720.88	669,069.83
<b>43000 · Park and Field Income</b>							
<b>43010 · Sports Field Fees</b>							
Deposit	05/17/2023	352		Ken Caryl Little League Field Use Spring		2,200.00	2,200.00
Total 43010 · Sports Field Fees					0.00	2,200.00	2,200.00
Total 43000 · Park and Field Income					0.00	2,200.00	2,200.00
<b>46000 · Interest Income</b>							
<b>46010 · General Bank Account Interest</b>							
Deposit	01/31/2023			Deposit		1,823.57	1,823.57
Deposit	02/28/2023			Deposit		1,678.49	3,502.06
Deposit	03/10/2023			Deposit		2,071.12	5,573.18
Deposit	04/30/2023			Deposit		2,218.91	7,792.09
Deposit	05/31/2023			Deposit		2,336.56	10,128.65
Deposit	06/30/2023			Deposit		2,320.76	12,449.41
Total 46010 · General Bank Account Interest					0.00	12,449.41	12,449.41
Total 46000 · Interest Income					0.00	12,449.41	12,449.41
Total Income					6,651.05	690,370.29	683,719.24
Gross Profit					6,651.05	690,370.29	683,719.24
<b>Expense</b>							
<b>50000 · Treasurer Fees</b>							
Deposit	02/10/2023			Deposit	290.23		290.23
Deposit	03/10/2023			Deposit	6,659.55		6,949.78
Deposit	04/10/2023			Deposit	310.02		7,259.80
Deposit	05/10/2023			Deposit	993.42		8,253.22
Deposit	05/10/2023			Prior Year Treasurer Fees		0.14	8,253.08
Deposit	06/29/2023			Deposit	1,193.05		9,446.13
Total 50000 · Treasurer Fees					9,446.27	0.14	9,446.13
<b>51000 · General Overhead</b>							
<b>51010 · Communication / Website Expense</b>							
Bill	03/24/2023	82095	Colorado Community Media	Notice of Cancellation	22.96		22.96
Bill	05/26/2023	1076676	Mission Communication LLC	Annual Service	356.54		379.50
Total 51010 · Communication / Website Expense					379.50	0.00	379.50

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through June 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>51050 · Utilities Expense</b>							
Check	01/10/2023		CORE Electric Cooperative		874.53		874.53
Check	01/31/2023		Xcel Energy		20.60		895.13
Check	02/09/2023		CORE Electric Cooperative		884.17		1,779.30
Check	02/28/2023		Xcel Energy		20.42		1,799.72
Bill	03/14/2023		CORE Electric Cooperative		878.69		2,678.41
Bill	03/28/2023	March St...	Xcel Energy	March Statement	20.10		2,698.51
Bill	04/10/2023		CORE Electric Cooperative		879.14		3,577.65
Bill	04/30/2023	April Stat...	Xcel Energy	April Statement	19.89		3,597.54
Bill	05/16/2023		CORE Electric Cooperative		1,071.23		4,668.77
Bill	05/31/2023	May Stat...	Xcel Energy	May Statement	19.59		4,688.36
Bill	06/01/2023	June Stat...	Xcel Energy	June Statement	3.91		4,692.27
Bill	06/07/2023		CORE Electric Cooperative		901.41		5,593.68
Bill	06/20/2023		CORE Electric Cooperative		1,036.74		6,630.42
Total 51050 · Utilities Expense					6,630.42	0.00	6,630.42
<b>51060 · District Functions/Events</b>							
Bill	02/13/2023	40086	Douglas County School Di...	Classroom Rental	47.25		47.25
Total 51060 · District Functions/Events					47.25	0.00	47.25
Total 51000 · General Overhead					7,057.17	0.00	7,057.17
<b>52000 · Computer &amp; Software Expenses</b>							
<b>52040 · Software &amp; Online Subscriptions</b>							
Check	01/06/2023		Bill.com LLC		303.59		303.59
Check	02/07/2023		Bill.com LLC		379.12		682.71
Bill	03/05/2023	2303860...	Bill.com LLC	Billing Period 2/05/2023-3/04/2023	452.00		1,134.71
Bill	04/07/2023	2304897...	Bill.com LLC	Billing Period 03/05/2023-04/04/2023	430.56		1,565.27
Bill	05/04/2023	2305934...	Bill.com LLC	Billing Period 04/05/2023-05/04/2023	425.43		1,990.70
Bill	06/05/2023	2306970...	Bill.com LLC	Billing Period 05/05/2023-06/04/2023	486.13		2,476.83
Total 52040 · Software & Online Subscriptions					2,476.83	0.00	2,476.83
Total 52000 · Computer & Software Expenses					2,476.83	0.00	2,476.83
<b>52500 · Insurance Expense</b>							
<b>52550 · General Insurance</b>							
Bill	01/31/2023	01/31/23 ...	Special District Association...		1,013.01		1,013.01
General Journal	01/31/2023	0123BusIns		To move Business Insruance prepaid to exp...	3,036.96		4,049.97
General Journal	02/28/2023	0223BusIns		To move Business Insruance prepaid to exp...	3,036.96		7,086.93
General Journal	03/31/2023	0323BusIns		To move Business Insruance prepaid to exp...	3,036.96		10,123.89
General Journal	04/30/2023	0423BusIns		To move Business Insruance prepaid to exp...	3,036.96		13,160.85
Bill	05/02/2023	21909	Colorado Special Districts ...	Add Location - Greenhouse	218.88		13,379.73
General Journal	05/31/2023	0523BusIns		To move Business Insruance prepaid to exp...	3,036.96		16,416.69
General Journal	06/30/2023	0623BusIns		To move Business Insruance prepaid to exp...	3,036.96		19,453.65
Total 52550 · General Insurance					19,453.65	0.00	19,453.65
Total 52500 · Insurance Expense					19,453.65	0.00	19,453.65
<b>53000 · Board of Director's Expense</b>							
<b>53010 · Directors' Stipend</b>							
Paycheck	02/10/2023	DD1009	Calvin Brown	Direct Deposit	200.00		200.00
Paycheck	02/10/2023	DD1010	Ephram Glass	Direct Deposit	200.00		400.00
Paycheck	02/10/2023	DD1011	Mathew Hart	Direct Deposit	200.00		600.00
Paycheck	02/10/2023	DD1012	Travis Jensen	Direct Deposit	200.00		800.00
Paycheck	02/28/2023	DD1013	Calvin Brown	Direct Deposit	200.00		1,000.00
Paycheck	02/28/2023	DD1014	Ephram Glass	Direct Deposit	200.00		1,200.00
Paycheck	02/28/2023	DD1015	Mathew Hart	Direct Deposit	200.00		1,400.00
Paycheck	02/28/2023	DD1016	Travis Jensen	Direct Deposit	200.00		1,600.00
Paycheck	03/31/2023	DD1017	Calvin Brown	Direct Deposit	200.00		1,800.00
Paycheck	03/31/2023	DD1018	Ephram Glass	Direct Deposit	200.00		2,000.00
Paycheck	03/31/2023	DD1019	Mathew Hart	Direct Deposit	200.00		2,200.00
Paycheck	03/31/2023	DD1020	Travis Jensen	Direct Deposit	200.00		2,400.00
Paycheck	05/01/2023	DD1021	Calvin Brown	Direct Deposit	200.00		2,600.00
Paycheck	05/01/2023	DD1022	Ephram Glass	Direct Deposit	200.00		2,800.00
Paycheck	05/01/2023	DD1023	Mathew Hart	Direct Deposit	200.00		3,000.00
Paycheck	05/01/2023	DD1024	Travis Jensen	Direct Deposit	100.00		3,100.00
Paycheck	05/31/2023	DD1025	Ephram Glass	Direct Deposit	300.00		3,400.00
Paycheck	05/31/2023	DD1026	Mathew Hart	Direct Deposit	300.00		3,700.00
Paycheck	05/31/2023	DD1027	Travis Jensen	Direct Deposit	200.00		3,900.00
Paycheck	06/30/2023	DD1028	Ephram Glass	Direct Deposit	200.00		4,100.00
Paycheck	06/30/2023	DD1029	Mathew Hart	Direct Deposit	200.00		4,300.00
Paycheck	06/30/2023	DD1030	Travis Jensen	Direct Deposit	200.00		4,500.00
Total 53010 · Directors' Stipend					4,500.00	0.00	4,500.00
Total 53000 · Board of Director's Expense					4,500.00	0.00	4,500.00

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through June 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>54000 · Payroll Expenses</b>							
<b>54060 · Employer Payroll Taxes</b>							
Paycheck	02/10/2023	DD1009	Calvin Brown	Direct Deposit	15.30		15.30
Paycheck	02/10/2023	DD1010	Ephram Glass	Direct Deposit	15.30		30.60
Paycheck	02/10/2023	DD1011	Mathew Hart	Direct Deposit	15.30		45.90
Paycheck	02/10/2023	DD1012	Travis Jensen	Direct Deposit	15.30		61.20
Paycheck	02/28/2023	DD1013	Calvin Brown	Direct Deposit	15.30		76.50
Paycheck	02/28/2023	DD1014	Ephram Glass	Direct Deposit	15.30		91.80
Paycheck	02/28/2023	DD1015	Mathew Hart	Direct Deposit	15.30		107.10
Paycheck	02/28/2023	DD1016	Travis Jensen	Direct Deposit	15.30		122.40
Paycheck	03/31/2023	DD1017	Calvin Brown	Direct Deposit	15.30		137.70
Paycheck	03/31/2023	DD1018	Ephram Glass	Direct Deposit	15.30		153.00
Paycheck	03/31/2023	DD1019	Mathew Hart	Direct Deposit	15.30		168.30
Paycheck	03/31/2023	DD1020	Travis Jensen	Direct Deposit	15.30		183.60
Paycheck	05/01/2023	DD1021	Calvin Brown	Direct Deposit	15.30		198.90
Paycheck	05/01/2023	DD1022	Ephram Glass	Direct Deposit	15.30		214.20
Paycheck	05/01/2023	DD1023	Mathew Hart	Direct Deposit	15.30		229.50
Paycheck	05/01/2023	DD1024	Travis Jensen	Direct Deposit	7.65		237.15
Paycheck	05/31/2023	DD1025	Ephram Glass	Direct Deposit	22.95		260.10
Paycheck	05/31/2023	DD1026	Mathew Hart	Direct Deposit	22.95		283.05
Paycheck	05/31/2023	DD1027	Travis Jensen	Direct Deposit	15.30		298.35
Paycheck	06/30/2023	DD1028	Ephram Glass	Direct Deposit	15.30		313.65
Paycheck	06/30/2023	DD1029	Mathew Hart	Direct Deposit	15.30		328.95
Paycheck	06/30/2023	DD1030	Travis Jensen	Direct Deposit	15.30		344.25
Total 54060 · Employer Payroll Taxes					344.25	0.00	344.25
<b>54000 · Payroll Expenses - Other</b>							
Paycheck	02/10/2023	DD1009	Calvin Brown	Direct Deposit	0.00		0.00
Paycheck	02/10/2023	DD1010	Ephram Glass	Direct Deposit	0.00		0.00
Paycheck	02/10/2023	DD1011	Mathew Hart	Direct Deposit	0.00		0.00
Paycheck	02/10/2023	DD1012	Travis Jensen	Direct Deposit	0.00		0.00
Liability Check	02/21/2023		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$1.75 each	7.00		7.00
Liability Check	02/27/2023		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$1.75 each	7.00		14.00
Paycheck	02/28/2023	DD1013	Calvin Brown	Direct Deposit	0.00		14.00
Paycheck	02/28/2023	DD1014	Ephram Glass	Direct Deposit	0.00		14.00
Paycheck	02/28/2023	DD1015	Mathew Hart	Direct Deposit	0.00		14.00
Paycheck	02/28/2023	DD1016	Travis Jensen	Direct Deposit	0.00		14.00
Liability Check	03/30/2023		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$1.75 each	7.00		21.00
Paycheck	03/31/2023	DD1017	Calvin Brown	Direct Deposit	0.00		21.00
Paycheck	03/31/2023	DD1018	Ephram Glass	Direct Deposit	0.00		21.00
Paycheck	03/31/2023	DD1019	Mathew Hart	Direct Deposit	0.00		21.00
Paycheck	03/31/2023	DD1020	Travis Jensen	Direct Deposit	0.00		21.00
Liability Check	04/28/2023		QuickBooks Payroll Service	Fee for 4 direct deposit(s) at \$1.75 each	7.00		28.00
Paycheck	05/01/2023	DD1021	Calvin Brown	Direct Deposit	0.00		28.00
Paycheck	05/01/2023	DD1022	Ephram Glass	Direct Deposit	0.00		28.00
Paycheck	05/01/2023	DD1023	Mathew Hart	Direct Deposit	0.00		28.00
Paycheck	05/01/2023	DD1024	Travis Jensen	Direct Deposit	0.00		28.00
Liability Check	05/30/2023		QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$1.75 each	5.25		33.25
Paycheck	05/31/2023	DD1025	Ephram Glass	Direct Deposit	0.00		33.25
Paycheck	05/31/2023	DD1026	Mathew Hart	Direct Deposit	0.00		33.25
Paycheck	05/31/2023	DD1027	Travis Jensen	Direct Deposit	0.00		33.25
Liability Check	06/29/2023		QuickBooks Payroll Service	Fee for 3 direct deposit(s) at \$1.75 each	5.25		38.50
Paycheck	06/30/2023	DD1028	Ephram Glass	Direct Deposit	0.00		38.50
Paycheck	06/30/2023	DD1029	Mathew Hart	Direct Deposit	0.00		38.50
Paycheck	06/30/2023	DD1030	Travis Jensen	Direct Deposit	0.00		38.50
Total 54000 · Payroll Expenses - Other					38.50	0.00	38.50
Total 54000 · Payroll Expenses					382.75	0.00	382.75
<b>57000 · Professional Services Fees</b>							
<b>57020 · Legal Expenses</b>							
General Journal	01/31/2023	JanAccru...		Jan Legal Fees	19,712.39		19,712.39
General Journal	02/01/2023	JanAccru...		Jan Legal Fees		19,712.39	0.00
Bill	02/01/2023	144420	Ireland Stapleton Pryor & P...	January Statement for all Non Retainer Matt...	19,712.39		19,712.39
Bill	02/28/2023	145113	Ireland Stapleton Pryor & P...	February Statement for all Non Retainer Ma...	6,472.32		26,184.71
Bill	03/31/2023	145800	Ireland Stapleton Pryor & P...	Billed Through 03/31/2023	9,473.49		35,658.20
Bill	04/30/2023	146487	Ireland Stapleton Pryor & P...	Billed Through 04/30/2023	12,626.07		48,284.27
Bill	05/31/2023	147227	Ireland Stapleton Pryor & P...	Billed Through 05/31/2023	10,651.86		58,936.13
General Journal	06/30/2023	AccdExp		June estimated legal expense	11,520.00		70,456.13
Total 57020 · Legal Expenses					90,168.52	19,712.39	70,456.13
<b>57030 · Accounting Services</b>							
General Journal	01/31/2023	JanAccru...		Jan Accounting Fees	2,910.46		2,910.46
General Journal	02/01/2023	JanAccru...		Jan Accounting Fees		2,910.46	0.00
Bill	02/02/2023	5605	Gemsbok Consulting Inc.	January Accounting Services	2,910.46		2,910.46
Bill	02/28/2023	5627	Gemsbok Consulting Inc.	February Services	3,622.80		6,533.26
Bill	03/31/2023	5648	Gemsbok Consulting Inc.	March 2023	4,459.20		10,992.46
Bill	04/30/2023	5672	Gemsbok Consulting Inc.	April 2023	5,863.50		16,855.96
Bill	05/31/2023	5700	Gemsbok Consulting Inc.	May 2023	3,667.20		20,523.16
Bill	06/30/2023	5723	Gemsbok Consulting Inc.	June 2023	9,032.20		29,555.36
Total 57030 · Accounting Services					32,465.82	2,910.46	29,555.36



**Roxborough Village Metro District  
General Fund Profit & Loss Detail**

January through June 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>57040 · District Management</b>							
Bill	01/31/2023	01/31/2023	Special District Manageme...	January 2023 District Management Fees	17,190.55		17,190.55
Bill	02/28/2023	02/28/2023	Special District Manageme...	February 2023 District Management Fees	9,000.28		26,190.83
Bill	03/31/2023	03/31/23	Special District Manageme...	March 2023 District Management Fees	11,176.85		37,367.68
Bill	04/30/2023	123409	Special District Manageme...	April 2023 District Management Fees	11,274.66		48,642.34
Bill	05/31/2023	124839	Special District Manageme...	May 2023 District Management Fees	14,141.23		62,783.57
Bill	06/30/2023	125914	Special District Manageme...	May 2023 District Management Fees	14,718.60		77,502.17
Total 57040 · District Management					77,502.17	0.00	77,502.17
Total 57000 · Professional Services Fees					200,136.51	22,622.85	177,513.66
<b>62000 · Repairs and Maintenance</b>							
<b>62010 · General Repairs and Maintenance</b>							
Bill	03/01/2023	95294	Good Plumbing Service	Winterization for season 7671 N Rampart R...	325.00		325.00
Bill	06/09/2023	RVMD10...	Ephram Glass*	Dog Waste Cans	651.57		976.57
Total 62010 · General Repairs and Maintenance					976.57	0.00	976.57
<b>62020 · Utility Locate</b>							
Bill	01/31/2023	223011129	Utility Notification Center of...	RTL Transmission	64.50		64.50
Bill	02/28/2023	223021113	Utility Notification Center of...	RTL Transmissions	99.33		163.83
Bill	02/28/2023	27220	Diversified Underground	February Utility Locates	785.00		948.83
Bill	04/30/2023	223041243	Utility Notification Center of...	RTL Transmissions	92.88		1,041.71
Bill	05/31/2023	223051279	Utility Notification Center of...	RTL Transmissions	123.84		1,165.55
Bill	06/30/2023	223061275	Utility Notification Center of...	RTL Transmissions	107.07		1,272.62
Total 62020 · Utility Locate					1,272.62	0.00	1,272.62
Total 62000 · Repairs and Maintenance					2,249.19	0.00	2,249.19
<b>64000 · Landscape Expenses</b>							
<b>64010 · Landscape Repairs and Maint</b>							
Bill	02/15/2023	021523 ...	Metco Landscape, LLC		929.86		929.86
Bill	02/28/2023	2008611	Consolidated Divisions Inc	February T&M	1,941.86		2,871.72
Bill	03/31/2023	2009038	Consolidated Divisions Inc	March T&M	779.68		3,651.40
Total 64010 · Landscape Repairs and Maint					3,651.40	0.00	3,651.40
<b>64030 · Irrigation Expense</b>							
Bill	03/31/2023	2009039	Consolidated Divisions Inc	March Construction Damage T&M	2,200.00		2,200.00
Bill	04/30/2023	2009081	Consolidated Divisions Inc	April T&M(Construction)	1,530.00		3,730.00
Bill	04/30/2023	2009082	Consolidated Divisions Inc	April T&M	4,807.12		8,537.12
Bill	05/13/2023	2009323	Consolidated Divisions Inc	T&M May 7 through May 13	927.43		9,464.55
Bill	05/27/2023	2009522	Consolidated Divisions Inc	T&M May 21 - May 27	3,191.54		12,656.09
Bill	05/31/2023	2009570	Consolidated Divisions Inc	T&M May 28 - May 31	1,476.64		14,132.73
Bill	06/17/2023	2009855	Consolidated Divisions Inc	T&M June 11 - June 17	1,280.00		15,412.73
Bill	06/17/2023	2009726	Consolidated Divisions Inc	June Backflow Test	450.00		15,862.73
Bill	06/24/2023	2009927	Consolidated Divisions Inc	T&M June 18 - June 24	1,266.91		17,129.64
Total 64030 · Irrigation Expense					17,129.64	0.00	17,129.64
<b>64040 · Landscape Contract</b>							
General Journal	01/31/2023	JanAccru...		Jan Landscape Contract	8,566.77		8,566.77
Bill	02/01/2023	2007915	Consolidated Divisions Inc	January Maintenance	8,566.77		17,133.54
General Journal	02/01/2023	JanAccru...		Jan-Mar Landscape Contract		8,566.77	8,566.77
Bill	02/28/2023	2008592	Consolidated Divisions Inc	February Maintenance	8,566.77		17,133.54
Bill	03/24/2023	2008854	Consolidated Divisions Inc	March Maintenance	8,566.77		25,700.31
Bill	04/30/2023	2009194	Consolidated Divisions Inc	April Landscape Maintenance	17,133.54		42,833.85
Bill	05/31/2023	2009403	Consolidated Divisions Inc	May Landscape Maintenance	17,133.54		59,967.39
Bill	06/30/2023	2009786	Consolidated Divisions Inc	June Landscape Maintenance	17,133.54		77,100.93
Total 64040 · Landscape Contract					85,667.70	8,566.77	77,100.93
Total 64000 · Landscape Expenses					106,448.74	8,566.77	97,881.97
<b>65000 · Playground &amp; Infrastructure Exp</b>							
<b>65030 · Graffiti Removal /Vandalism Exp</b>							
Bill	01/12/2023	2007690	Consolidated Divisions Inc	Graffiti Removal	4,255.45		4,255.45
Bill	03/31/2023	2009038	Consolidated Divisions Inc	March T&M	779.67		5,035.12
Bill	05/20/2023	2009463	Consolidated Divisions Inc	T&M May 14th-20th	367.23		5,402.35
Bill	06/10/2023	2009704	Consolidated Divisions Inc	T&M June 5 - June 10	1,485.56		6,887.91
Total 65030 · Graffiti Removal /Vandalism Exp					6,887.91	0.00	6,887.91
Total 65000 · Playground & Infrastructure Exp					6,887.91	0.00	6,887.91
<b>68000 · Parks &amp; Open Space Expense</b>							
<b>68010 · Foothills Park &amp; Rec Fees</b>							
Bill	01/31/2023	SALES00...	Foothills Park & Recreation...	January 2023 Resident Use	2,033.76		2,033.76
Bill	02/28/2023	34725	Foothills Park & Recreation...	February 2023 Resident Use	1,161.67		3,195.43
Bill	03/31/2023	SALES00...	Foothills Park & Recreation...	March 2023 Resident Use	1,414.21		4,609.64
Bill	04/30/2023	SALES00...	Foothills Park & Recreation...	April 2023 Resident Use	3,317.49		7,927.13
Bill	05/31/2023	SALES00...	Foothills Park & Recreation...	May 2023 Resident Use	1,519.84		9,446.97
General Journal	06/30/2023	AccdExp		Estimated June Parks & Rec fees	1,500.00		10,946.97
Total 68010 · Foothills Park & Rec Fees					10,946.97	0.00	10,946.97
<b>68020 · Mosquito Control Expense</b>							
Bill	04/04/2023	967045	Patriot Pest Control	April Mosquito Control Service	2,000.00		2,000.00
Bill	05/02/2023	967119	Patriot Pest Control	May Mosquito Control Service	2,000.00		4,000.00
Bill	06/05/2023	967186	Patriot Pest Control	June Mosquito Control Service	2,300.00		6,300.00
Total 68020 · Mosquito Control Expense					6,300.00	0.00	6,300.00

Roxborough Village Metro District  
General Fund Profit & Loss Detail

January through June 2023

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>68025 · Water Expense</b>							
Check	01/17/2023		Roxborough Water & Sanit...		195.00		195.00
Check	01/17/2023		Roxborough Water & Sanit...		97.50		292.50
Check	01/17/2023		Roxborough Water & Sanit...		110.50		403.00
Check	01/17/2023		Roxborough Water & Sanit...		798.35		1,201.35
Check	01/17/2023		Roxborough Water & Sanit...		97.50		1,298.85
Check	02/15/2023		Roxborough Water & Sanit...		875.33		2,174.18
Check	02/15/2023		Roxborough Water & Sanit...		195.00		2,369.18
Check	02/15/2023		Roxborough Water & Sanit...		110.50		2,479.68
Check	02/15/2023		Roxborough Water & Sanit...		97.50		2,577.18
Check	02/15/2023		Roxborough Water & Sanit...		97.50		2,674.68
Bill	02/24/2023	022023	Roxborough Water & Sanit...	Service Period 1/25/23 - 2/24/23	97.50		2,772.18
Bill	03/15/2023		Roxborough Water & Sanit...	Service Period 1/25/23 - 2/24/23	97.50		2,869.68
Bill	03/15/2023		Roxborough Water & Sanit...	Service Period 1/25/23 - 2/24/23	110.50		2,980.18
Bill	03/15/2023		Roxborough Water & Sanit...	Service Period 1/25/23 - 2/24/23	195.00		3,175.18
Bill	03/15/2023		Roxborough Water & Sanit...	Billing Period 02/01/23-02/28/2023	875.33		4,050.51
Bill	04/15/2023		Roxborough Water & Sanit...	Billing Period 03/01/23-03/31/2023	875.33		4,925.84
Bill	04/15/2023		Roxborough Water & Sanit...	Service Period 2/25/23 - 3/24/23 Marmot Ri...	195.00		5,120.84
Bill	04/15/2023		Roxborough Water & Sanit...	Service Period 2/25/23 - 3/24/23 Marmot Ri...	110.50		5,231.34
Bill	04/15/2023		Roxborough Water & Sanit...	Service Period 2/25/23 - 3/24/23 Mule Deer	97.50		5,328.84
Bill	04/15/2023		Roxborough Water & Sanit...	Service Period 2/25/23 - 3/24/23 Elk Mtn Cir	97.50		5,426.34
Bill	05/15/2023		Roxborough Water & Sanit...	Service Period 3/25/23 - 4/24/23 Elk Mtn Cir	100.50		5,526.84
Bill	05/15/2023		Roxborough Water & Sanit...	Service Period 3/25/23 - 4/24/23 Mule Deer	152.00		5,678.84
Bill	05/15/2023		Roxborough Water & Sanit...	Service Period 3/25/23 - 4/24/23 Rampart R...	114.50		5,793.34
Bill	05/15/2023		Roxborough Water & Sanit...	Service Period 3/25/23 - 4/24/23 Marmot Ri...	201.00		5,994.34
Bill	05/15/2023		Roxborough Water & Sanit...	Billing Period 04/01/23-04/30/2023	879.66		6,874.00
Bill	06/15/2023		Roxborough Water & Sanit...	Service Period 4/25/23 - 5/24/23 Mule Deer Pl	189.25		7,063.25
Bill	06/15/2023		Roxborough Water & Sanit...	Service Period 4/25/23 - 5/24/23 Rampart R...	114.50		7,177.75
Bill	06/15/2023		Roxborough Water & Sanit...	Service Period 4/25/23 - 5/24/23 Marmot Ri...	279.00		7,456.75
Bill	06/15/2023		Roxborough Water & Sanit...	Service Period 4/25/23 - 5/24/23 Elk Mtn Cir	111.10		7,567.85
Bill	06/15/2023		Roxborough Water & Sanit...	Billing Period 05/01/23 to 05/31/23	879.66		8,447.51
Total 68025 · Water Expense					8,447.51	0.00	8,447.51
<b>68050 · Portable Restroom Exp.</b>							
Bill	01/04/2023	INV-0132...	United Site Services		444.93		444.93
Bill	01/04/2023	INV-0132...	United Site Services	January Services	444.44		889.37
Bill	04/18/2023	INV-0161...	United Site Services	Placement and April Services Rampart Range	404.07		1,293.44
Bill	04/18/2023	INV-0161...	United Site Services	Placement and April Services Liverpool Cir	411.04		1,704.48
Bill	05/16/2023	INV-0169...	United Site Services	May Services Liverpool Cir	274.76		1,979.24
Bill	05/16/2023	INV-0169...	United Site Services	May Services Rampart Range	267.79		2,247.03
Bill	06/05/2023	711608	United Site Services	One Time Charges	83.52		2,330.55
Bill	06/05/2023	711603	United Site Services	One Time Charges	20.88		2,351.43
Total 68050 · Portable Restroom Exp.					2,351.43	0.00	2,351.43
<b>68070 · Snow Removal Expense</b>							
Bill	01/03/2023	2007737	Consolidated Divisions Inc	Storm Cycle 01/02/23-01/03/23	5,599.00		5,599.00
Bill	01/28/2023	2008157	Consolidated Divisions Inc	Storm Cycle 1/22/23 to 1/28/23	5,590.00		11,189.00
General Journal	01/31/2023	JanAccru...		Jan Snow Removal Services	27,009.00		38,198.00
Bill	01/31/2023	2007811	Consolidated Divisions Inc	Snow remediation 1.04 - 1.14	12,847.00		51,045.00
General Journal	02/01/2023	JanAccru...		Jan Snow Removal Services		27,009.00	24,036.00
Bill	02/01/2023	2008022	Consolidated Divisions Inc	Storm Cycle 1/17/23 to 1/19/23	25,151.00		49,187.00
Bill	02/01/2023	2008071	Consolidated Divisions Inc	Post storm ice and snow mit. 1/20/23 to 1/2...	1,858.00		51,045.00
Bill	02/04/2023	2008262	Consolidated Divisions Inc	Storm Cycle 01/29/23 - 02/04/23	6,196.00		57,241.00
Bill	02/16/2023	2008462	Consolidated Divisions Inc	Storm Cycle: 02/14/23 to 02/16/23	13,697.97		70,938.97
Bill	02/18/2023	2008508	Consolidated Divisions Inc	Post-storm snow and ice mitigation 2/17/23-...	10,051.26		80,990.23
Bill	02/24/2023	2008691	Consolidated Divisions Inc	Storm Cycle 02/19/23 to 02/24/23	300.00		81,290.23
Total 68070 · Snow Removal Expense					108,299.23	27,009.00	81,290.23
Total 68000 · Parks & Open Space Expense					136,345.14	27,009.00	109,336.14
Total Expense					495,384.16	58,198.76	437,185.40
Net Ordinary Income					502,035.21	748,569.05	246,533.84
<b>Net Income</b>					<b>502,035.21</b>	<b>748,569.05</b>	<b>246,533.84</b>



# COLORADO CPA COMPANY

## 2022 Audit Engagement Letter

June 27, 2023

Roxborough Village Metropolitan District  
c/o Larry Loften  
Special District Management Services, Inc.  
141 Union Boulevard, Suite 150, Lakewood, CO 80228  
lloften@sdmsi.com  
(303) 987-0835

Dear Larry and the Board of Directors,

We are pleased to confirm our understanding of the services we are to provide to the Roxborough Village Metropolitan District (the "District") for the year ended December 31, 2022.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ended December 31, 2022. Accounting standards generally accepted in the United States of America ("GAAP") provide for certain required supplemental information ("RSI"), such as management's discussion and analysis ("MD&A"), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. If the District elects to omit the MD&A, our report will contain a statement that the District has omitted the MD&A. The Statement of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund, will be subjected to the auditing procedures applied in our audit of the financial statements.

We have also been engaged to report on the supplemental information other than RSI that accompanies the District's financial statements. We will subject the following supplemental information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- Debt Service Fund – Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual
- Capital Projects Fund – Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual

We have not been engaged to report on the Schedule of Assessed Valuation, Mill Levy and Property Taxes Collected, which accompanies the basic financial statements but is not RSI. Our responsibility with respect to this other information in documents containing the audited financial statements and auditor's report does not extend beyond the financial information identified in the report. We have no responsibility for determining whether this information is properly stated. The other information will not be audited and we will not express an opinion or provide any assurance on it.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplemental information referred to above when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America ("GAAS") will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we will exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of certain assets and liabilities by correspondence with selected financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Our audit of the financial statements does not relieve you of your responsibilities.

#### **Audit Procedures – Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

#### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from regulators or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplemental information in conformity with GAAP. You agree to include our report on the supplemental information in any document that contains, and indicates that we have reported on, the supplemental information. You also agree to include the audited financial statements with any presentation of the supplemental information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplemental information in accordance with GAAP; (2) you believe the supplemental information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period; and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplemental information.

### **Other Services**

We will also prepare the financial statements of the District in conformity with U.S. GAAP based on information provided by you. We will perform this service in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Reporting**

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the board of directors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter paragraph or other-matter paragraph to our auditor's report, or if necessary, withdraw from the engagement.

### **Information Privacy and Data Security**

We will keep your personal, non-public information strictly confidential. The District acknowledges that the Colorado CPA Company PC (the "Firm") may use electronic mediums for data transmission between the Firm and the District. Such applications may include OneDrive for Business, Docusign, and other similar applications. The District consents to use of these types of data transmission methods.

Additionally, this engagement is subject to the system of practice-monitoring review through the AICPA known as "peer review", whereby the Firm's engagement file may be reviewed for quality by a member of the program who is not associated directly with the Firm. During the course of the peer review, should this engagement be reviewed, the District's information may be observed by the reviewer, and is required to be maintained confidential by the reviewer. The cost of this review is included in the engagement fee, and the District consents to such potential review.

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. Your execution of this engagement agreement constitutes your consent to the sharing of your confidential information with third-party service providers. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

### **Engagement Administration**

We understand that your consultants will prepare all legal, cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Amanda Gildea is the engagement partner and is responsible for supervising the engagement and signing the report.

### **Fees**

Our fee for the audit will be **\$7,000**. We have provided you with a fee estimate based on our mutual understanding of the scope of services outlined above. If required, any change order requests and related fees will be approved by both parties. In addition, travel time and expenses, clerical processing and other reimbursable out-of-pocket expenses are not included in this fee estimate and will be billed as incurred at cost with no mark up.

All invoices are due and payable upon presentation. Billings become delinquent if not paid within 30 days of the invoice date. If billings are past due more than 30 days, we will stop all work until your account is brought current or withdraw from this engagement. The District acknowledges and agrees that we are not required to continue work in the event of failure to pay on a timely basis for services rendered as required by this engagement letter. The District further acknowledges and agrees that in the event we stop work or withdraw from this engagement because of failure to pay on a timely basis for services rendered as required by this engagement letter, we shall not be liable to for any damages that occur because of our ceasing to render services.

The audit documentation for this engagement is the property of the Colorado CPA Company PC and constitutes confidential information. In the event the District requests us to, or we are required to, respond to a subpoena, court order, government regulatory inquiries, or other legal proceedings against the District and its management for the production of documents and/or testimony relative to the information we obtained and/or prepared during the course of this or any prior engagements, the District agrees to compensate us for all time we incur in relation to such response, at our regular rates, and to reimburse us for all related out-of-pocket costs incurred at cost with no mark up.

### **Termination of Agreement**

This engagement letter may be terminated by either party by providing written notice to the other. Termination of this engagement letter will have no effect on either party's obligation to pay any amount due and owing with respect to such periods prior to the termination.

### **Severability**

The provisions of these terms and conditions shall be severable so the invalidity or unenforceability of any provisions will not affect the validity and enforceability of the remaining provisions; provided that no such severability will be effective if it materially changes the economic benefit of these terms and conditions to either party.

### **Record Retention**

We will retain records related to the engagement pursuant to our records retention policy – for most files, this means seven years. At the end of the relevant time period, we will destroy the records. When any records are returned to the District, it is the District's responsibility to retain and protect the records for possible future use. Records may be maintained and returned electronically or in physical form.

### **Governmental Immunity**

This Agreement is not intended, and shall not be construed, as a waiver or limitation on the privileges, immunities, limitations, defenses, rights and benefits provided to, or enjoyed by, the District and its current or past directors, officers, and agents under federal or state law, including but not limited to, the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

### **Additional Provisions**

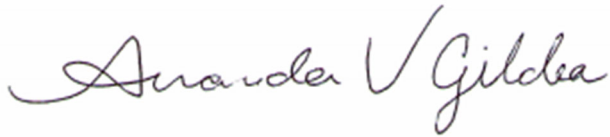
Colorado law governs this Agreement. Exclusive jurisdiction and venue for any civil action or proceeding arising from or relating to this Agreement or the Services shall be in the Douglas County District Court. This Agreement is the entire agreement between the Parties and there are no oral or collateral agreements or understandings. This Agreement may only be amended by a document signed by the Parties. Course of dealing, no matter how long it may continue, shall not constitute an amendment to this Agreement. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach of this Agreement. This Agreement is not assignable. This Agreement is not intended to, and shall not, confer rights on any person or entity not named as a Party to this Agreement. In any civil action or proceeding arising from or relating to this Agreement, the substantially prevailing Party shall be awarded its reasonable attorneys' fees, costs, and expenses, including any attorneys' fees, costs, and expenses incurred in any appellate action and in collecting or executing on any judgment, order, or award. By the signature of its representative below, each Party affirms that it has taken all necessary action to authorize said representative to execute this Agreement. This Agreement may be executed in counterparts and by facsimile or electronic pdf, each of which shall be deemed an original and all of which shall constitute one valid and binding instrument.



**Approval**

We appreciate the opportunity to be of service to the Roxborough Village Metropolitan District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. Acceptance of this agreement means the District agrees to its terms and conditions. Additionally, by signing this document you also acknowledge receipt of our privacy statement available on our website. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

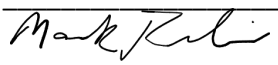
Very truly yours,



Amanda V. Gildea, CPA  
President  
Colorado CPA Company PC  
Approved: June 27, 2023

-----

Accepted and agreed to by the Roxborough Village Metropolitan District:

Name: Mark Rubic  
Position: President  
Date: 07 / 11 / 2023  
Signature: 



# Estimate

4191 Inca St  
Denver CO 80211  
Phone (303) 350-4778 Fax (303) 232-3344

Date: 7/10/2023

Job # 8185MNT

Roxborough Village  
7671 N Rampart Range Rd  
Littleton, CO 80125

Bid Description: Replace Skylight, Timer, Lights, and Trim on Community Park Restroom

Items:

Item Name:

Item Cost

Notes -

This estimate is to remove and replace 2 Skylights, a timer, 3 lights, and trim on the Community Park Restrooms. We will be removing the 2 damaged 4x4 skylights, skylight trim, and caulking. Once that is complete we will replace 2 4x4 skylights. Replace trim with Allura trim, and caulk. Caulking is not required but recommended. We will remove the old antilog timer and replace it with a digital timer. We will set the timer to the specified times. We're going to remove the old light fixtures and replace them with new LED dark sky-compliant fixtures. We need to remove the old rotting trim. Then replace with new Allura trim. Paint the new trim to match the old trim. We cannot guarantee a 100% match.

### Skylight Repair

- 1) Remove 4x4 trim from existing skylight.
- 2) Remove caulking from the existing skylight frame.
- 3) Remove current skylight panels.
- 4) Install new 4x4 Allura Trim.
- 5) Install new 4x4 Polycarbonate skylight panels. Polycarbonate is break resistant but not guaranteed to not break.
- 6) Replace caulking, not required but recommended.
- 7) Dispose of debris and clean up the area.

\$2,146.97



### New Timer

- 1) Remove old antilog timer



- 2) Install new automatic timer.
- 3) Set the new timer to specified times.
- 4) Dispose of debris and clean up the area.

\$385.00



**New Lights**

- 1) Remove 3 old light fixtures. 2 on front by bathrooms, 1 by backdoor.
- 2) Install 3 new dark sky-compliant LED light fixtures RAB 42W - 5000K Downlights
- 3) Dispose of debris and clean up the area.

\$935.00



RAB Dark Sky-Compliant Fixture

**New Siding**

- 1) Remove old damaged trim on the back of community restrooms.
- 2) Install new Allura Trim.
- 3) Paint trim to match existing. No guarantee of a 100% match.
- 3) Dispose of debris and clean up the area.

\$1,031.49



**Notes**

- 1) The job will take one week to complete, weather dependent.
- 2) Any items not listed above or unforeseen conditions will result in change order.
- 3) 50% commencement required for order of material.

Total

**\$ 4,498.46**

Respectfully submitted by \_\_\_\_\_



Shela Oscarson, Property Solutions Team

---

**ACCEPTANCE OF PROPOSAL / CONTRACT**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted by: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

**Terms and Conditions & Exclusions:**

- \* All material is guaranteed to be as specified, the work to be performed in accordance with the drawings and/or specifications submitted (if any), and the job completed in a substantial workmanlike manner.
- \* This Proposal is based on our interpretation of the plans, specifications, or description of the work supplied by Owner. Estimate subject to equitable adjustment due to Owner directed changes in anticipated specifications, sequence, scope, or schedule.  
Excludes any utility relocates or repairs that may be required.  
Excludes any and all associated cost with winter conditions and will be addressed on a time and material bases if required. (i.e. Including but not limited to acts of God, excessive snow, frozen ground, below freezing temperatures and other unforeseen conditions)  
I reserve the right to revise this report if and when additional information is provided.
- \* This proposal is valid for a period of 30 days from its effective date.  
Note: The owner to have the property tested for asbestos and lead prior to start of work on any building constructed prior to October 12, 1988, as per Colorado Department of Public Health and Environment Regulation No. 8 part B - Asbestos section III subparagraph III.A.I.d., all abatement by OWNER.  
Note: If the estimate contains materials that fluctuate in price, i.e. steel, petroleum, etc. the estimate may change if not accepted within 30 days.
- \* If accepted, the above items noted as "OPTIONS" will be incorporated into the contract through a change order, therein modifying the contract amount accordingly.

**Exclusions:**

- \* Engineering, life safety, or permits.
- \* Code related upgrades or corrections.
- \* Bonding, permitting, or any related fees.
- \* Remediation, removal, or abatement of any hazardous or toxic materials (e.g. lead paint, asbestos, etc.).
- \* EPA regulations and requirements are the responsibility of the owner.



# Estimate

4191 Inca St  
Denver CO 80211  
Phone (303) 350-4778 Fax (303) 232-3344

Date: 7/10/2023

Job # 8185MNT

Roxborough Village  
7671 N Rampart Range Rd  
Littleton, CO 80125

Bid Description: Replace Skylight, Timer, Lights, and Trim on Community Park Restroom

Items:

Item Name:

Item Cost

Notes -

This estimate is to remove and replace 2 Skylights, a timer, 3 lights, and trim on the Community Park Restrooms. We will be removing the 2 damaged 4x4 skylights, skylight trim, and caulking. Once that is complete we will replace 2 4x4 skylights. Replace trim with Allura trim, and caulk. Caulking is not required but recommended. We will remove the old antilog timer and replace it with a digital timer. We will set the timer to the specified times. We're going to remove the old light fixtures and replace them with new LED fixtures. We need to remove the old rotting trim. Then replace with new Allura trim. Paint the new trim to match old trim. We cannot guarantee a 100% match.

### Skylight Repair

- 1) Remove 4x4 trim from existing skylight.
- 2) Remove caulking from the existing skylight frame.
- 3) Remove current skylight panels.
- 4) Install new 4x4 Allura Trim.
- 5) Install new 4x4 Acrylic skylight panels. Acrylic is break resistant but not guaranteed to not break.
- 6) Replace caulking, not required but recommended.
- 7) Dispose of debris and clean up the area.

\$2,146.97



### New Timer

- 1) Remove old antilog timer
- 2) Install new automatic timer.



- 3) Set the new timer to specified times.
- 4) Dispose of debris and clean up the area.

\$385.00



**New Lights**

- 1) Remove 3 old light fixtures. 2 on front by bathrooms, 1 by backdoor.
- 2) Install 3 new LED light fixtures RAB 42W - 5000K Downlights
- 3) Dispose of debris and clean up the area.

\$935.00



**New Siding**

- 1) Remove old damaged trim on the back of community restrooms.
- 2) Install new Allura Trim.
- 3) Paint trim to match existing. No guarantee of a 100% match.
- 3) Dispose of debris and clean up the area.

\$1,031.49



**Notes**

- 1) The job will take one week to complete, weather dependent.
- 2) Any items not listed above or unforeseen conditions will result in change order.
- 3) 50% commencement required for order of material.

Total

**\$ 4,498.46**

Respectfully submitted by \_\_\_\_\_

**Shela Oscarson, Property Solutions Team**



**ACCEPTANCE OF PROPOSAL / CONTRACT**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted by: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

**Terms and Conditions & Exclusions:**

- \* All material is guaranteed to be as specified, the work to be performed in accordance with the drawings and/or specifications submitted (if any), and the job completed in a substantial workmanlike manner.
- \* This Proposal is based on our interpretation of the plans, specifications, or description of the work supplied by Owner. Estimate subject to equitable adjustment due to Owner directed changes in anticipated specifications, sequence, scope, or schedule.  
Excludes any utility relocates or repairs that may be required.  
Excludes any and all associated cost with winter conditions and will be addressed on a time and material bases if required. (i.e. Including but not limited to acts of God, excessive snow, frozen ground, below freezing temperatures and other unforeseen conditions)  
I reserve the right to revise this report if and when additional information is provided.
- \* This proposal is valid for a period of 30 days from its effective date.  
Note: The owner to have the property tested for asbestos and lead prior to start of work on any building constructed prior to October 12, 1988, as per Colorado Department of Public Health and Environment Regulation No. 8 part B - Asbestos section III subparagraph III.A.I.d., all abatement by OWNER.  
Note: If the estimate contains materials that fluctuate in price, i.e. steel, petroleum, etc. the estimate may change if not accepted within 30 days.
- \* If accepted, the above items noted as "OPTIONS" will be incorporated into the contract through a change order, therein modifying the contract amount accordingly.

**Exclusions:**

- \* Engineering, life safety, or permits.
- \* Code related upgrades or corrections.
- \* Bonding, permitting, or any related fees.
- \* Remediation, removal, or abatement of any hazardous or toxic materials (e.g. lead paint, asbestos, etc.).
- \* EPA regulations and requirements are the responsibility of the owner.

Location	Date	Time	Name	Approved?	Deposit \$100	Deposit Returned	Fee	In Binder?	Voided/ Cashed?	Date Permit Issued	Notes
Community Park	5/27/2023	1-4pm	Angela Lujan	Yes	Received						
Softball Field	4/8/2023	10am-2pm	John Norris	Yes	Received	6/28/2023					
Community Park Gazebo and parking	4/1/2023	10am-1pm	Kelly Pickering	Yes	Received						
Community Park/Baseball field	4/13/23-6/15/23	4:30pm-8:30pm	Brian Jordan	Yes	Received \$500	7/6/2023	\$2,200		Mailed to Gemsbok	3.2.2023	
Community Park/ Baseball Field	4/18/2023 & 5/2/2023 or 4/25/23 & 5/9/23	9am-2:30pm	Chantel Estes	Yes	Waived						
Chatfield Farms	6/7/2023, 6/21/2023, 7/5/2023 and 7/19/2023	8:30 am- 10:30	Lisa Casper	Yes	Received						
Softball Field	3/30/2024	930-3:30p	John Norris	Yes	Received						
Community Park	7/22/2023	11am-7pm	Danial Gold	Yes	Received						
Community Park/Softball Field	7/21/2023	5:30 pm- 8:30 p	Angela Powell	Yes	Received						
Community Park/Softball Field	8/4/2023	3:30 pm- 6:30	Joanna Waldenmyer	Yes	Received						



**Roxborough Village Metropolitan District**  
**District Management Report**  
**May 11 – July 13, 2023**

## Homeowner Communication Overview (Email and Web comments):

### **1. Tennis Courts/Pickle Ball**

- a. We received several calls from two homeowners expressing frustration with the delays to the pickleball striping. We informed them that the Board had selected a vendor and that the contractor was experiencing repeated delays and complications due to the weather.
  - i. We followed up several times with Coatings Inc. about getting the project scheduled and requested updates regarding delays in order to share them with concerned residents. Coatings Inc. has informed us that they will be completing the striping on July 8, 2023, weather permitting.
- b. We also received a few calls from a community member asking about the wind screens and replacement net.
  - i. We informed him that we had identified a contractor and that the Board was finalizing the agreements to complete the work. The updated proposals were received and Dino has drafted the final agreements for execution.

*As with many recent projects have experienced difficulties in getting a timely response from vendors. Many vendors continue to experience staffing shortages that impact their timing on projects and the wet weather has added an additional layer of concern. We continue to search for responsive vendors to address concerns.*

### **2. Mowing/Landscape/Weeds**

- a. We received several emails and calls from residents about landscaping concerns. This included incomplete mows along fences and beauty bands, areas with large/unchecked weeds, and concerns about potential irrigation leaks and issues.
  - i. We gathered additional information from each homeowner and coordinated with CDI to address the concerns. This included several conference calls with Dale to review the maps and providing coordinates to the specific areas of concern. This remains an ongoing process as CDI continues to work through a long list of concerns. We are hopeful that CDI will be able to catch-up on outstanding items soon and that the second beauty band mow will alleviate some of the complaints.

**b. Examples of homeowner communications:**

- i.** Tell us more: Curious. *The public grass on north side of village cir W near our HOA hasn't been cut this season... should I be cutting the grass between my property and the road????*
  
- ii.** Tell us more: *I would like to know when you plan on removing weeds in common areas that you are in charge of maintaining. Areas in Arrowhead shores have weeds 2-3 feet high. Don't see this kind of maintenance failure in other douglas county areas.*

**3. Landscape Walk and HOA Concerns**

- a.** We received an email from the Arrowhead Shores HOA on 7/7/203 following up on scheduling a landscape walk, the status of weed removal in their areas, and the status of replacement trees.
  - i.** These concerns were shared with CDI and the Board. Many of the items are being addressed as needed and some will require additional guidance from the Board, especially regarding the plan for tree replacement and pruning as we finalize the agreement with Sav-A-Tree.

**4. Dog Stations**

- a.** We received a call from a homeowner about dog station by Kyle and Halleys being out of bags on June 29th.
  - i.** We contacted CDI and they addressed the concern the same day.

**5. Signs/Trash/Debris in Open Space**

- a.** We received a complaint about signs/trash in an open space.
  - i.** Tell us more: *We back up to the open space directly across from the Primary School close to the intersection of Rampart and Village Circle East. There has been a lot of activity over the last couple of weeks with mowing and spraying noxic weeds, etc. There is what appears to be ?construction/political/real estate? signage debris amongst the cattails. I keep hoping any of the crew members dispatched would have picked this up, but it is still out there. Any chance this can be addressed, please? We are elderly and I'm sure with all the rain it's mushy out there, so I'm not inclined to attempt it myself. Thank you.*
- b.** We have be unable to identify where the sign/debris came from and are working with CDI to remove and dispose of the items.

**6. Playground Questions and HOA Communication**

- a.** We received the below comment from a member of the community:
  - i.** *Have no idea what it is talking about or what the RVMD is?  
Dear Homeowner,*

*While several months have passed, we do not have any updates from the RVMD on the park closures or a full replacement plan at this time. If you have any questions about park closures and updates, please contact the manager for the RVMD, Peggy Ripko, at  
Sent from: Earth*

- b.** Director Rubic was able to confirm that an HOA sent out a communication to a community Facebook group
  - i.* *Dear Homeowner, While several months have passed, we do not have any updates from the RVMD on the park closures or a full replacement plan at this time. If you have any questions about park closures and updates, please contact the manager for the RVMD, Peggy Ripko, at [pripko@sdmsi.com](mailto:pripko@sdmsi.com) or 303-987-0835... The next meetings are on 7/12 and 7/19. Everyone concerned should email Peggy and show up if you to the meetings if you can to communicate that we want our playgrounds back ASAP!*
- c.** This information was shared with the Operations Committee and we will be discussing how best to respond and provide additional updates to the Community moving forward.

## Contractor/Consultant Communication Overview:

### 1. (CDI)

It has been a busy stretch in terms of communication and work with CDI. We have had several meetings and phone calls with Dale to discuss numerous concerns. We also met with CDI and the Operations Committee in June to review performance, discuss concerns, and set priorities for work to be completed. We have received detailed comments from several Directors regarding their Supervision Zones that include specific concerns, detailed locations, and photos. We will continue to share these with CDI and work with the Committee to set priorities. We anticipate a detailed conversation at the July 10<sup>th</sup> and July 19<sup>th</sup> meeting concerning CDI, landscape, and steps moving forward.

Additional Items:

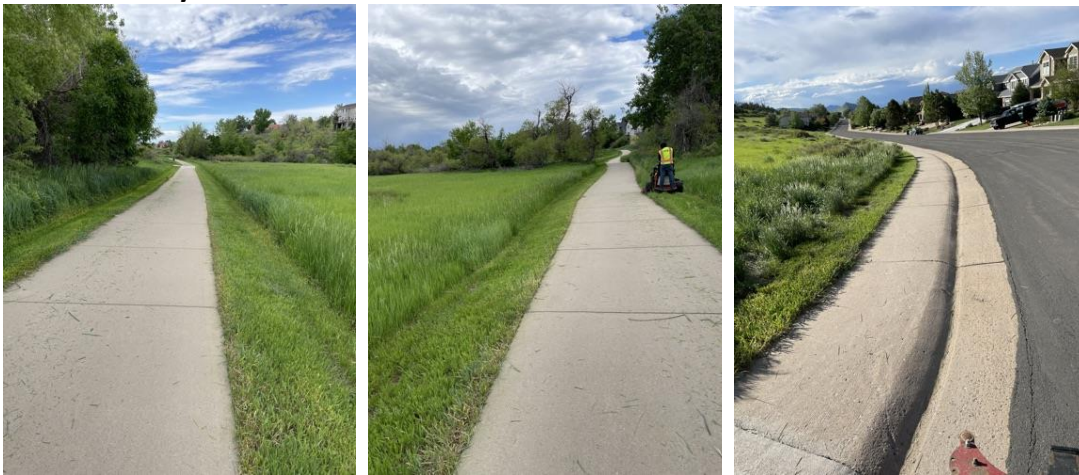
#### a. Irrigation Breaks and Repairs



Unfortunately there have been some major breaks to the system. CDI worked with the Operations Committee to review options for the repair and also made adjustments to the configuration of the pipes to make them more streamlined related to the Rampart Range break.

We are still gathering more information about the valve that burst at the pumping station and hope to have more details to the Board soon.

**b. Beauty Bands**



We continue to work with CDI to address the beauty bands and fence line mows. Several areas were not the correct depth and are being corrected. We have also reviewed the map with CDI to identify areas of concerns and areas that fall into the 20' beauty band mows. We will be scheduling a meeting with CDI and the Operations Committee to review the map and update these specific areas.

The beauty bands will be receiving their second full mow between July 6<sup>th</sup> and July 9<sup>th</sup>. Ideally the issues from the first mow will be corrected.

**c. Volcanoes/Tree Mulch**

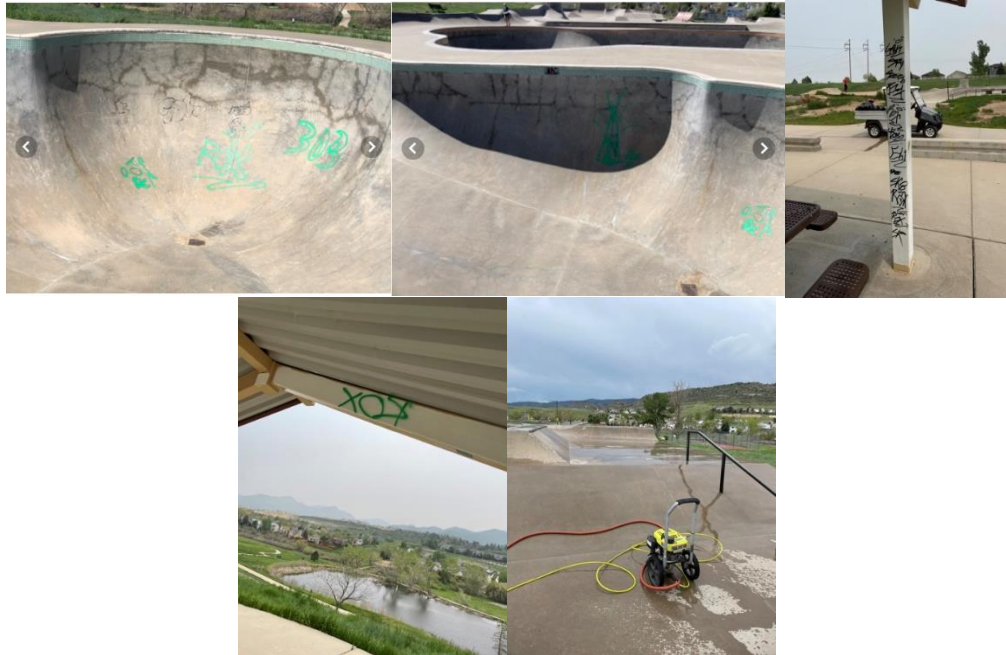


We worked with CDI to address areas where the mulch was improperly applied and reviewed the concerns and expectations from the Board and in the agreement.

**d. Fertilization**

The turf fertilization and weed control was completed the week of July 3<sup>rd</sup>.

**e. Graffiti –**



We have received pictures of the vandalism and have filed the appropriate reports with law enforcement (Report #T23000439). CDI continues to address and remove the graffiti upon reports being submitted.

Based on information received from CDI on it appears that there was another round of vandalism the week of July 3<sup>rd</sup>. We are working to submit a report to the Sheriff's Office and will coordinate removal with CDI.



CDI has suggested painting the gazebo and other structures a darker color to make them more difficult to vandalize with permanent marker. We encourage the board to discuss and consider this options.

## **2. Tree Care**

- a. We continue to work with Bailey Tree on the replacement trees. The trees that were initially on hold at the nursery are no longer available. The Environmental Committee reviewed the inventory available at the nursery and has selected alternative replacements. Bailey is now backed up after the hail and tornadoes a few weeks ago. We will continue to work with them to complete the replacement of the trees.
- b. The agreement with Sav-A-Tree also remains in progress. Sav-A-Tree has been working to address the changes requested by the Board.

## **3. Playgrounds**

- a. We received an additional response from a vendor for the Board to review this month. We have also connected with Farnsworth and requested that their initial thoughts on location be provided to the Board in time for the July meeting.
- b. The survey for Airplane Park has been posted

## **4. Tennis Courts**

- a. We continued to follow-up with Game-Set-Match and Coatings Inc. regarding tennis court cleaning, nets, screens, and striping.
  - i. Game-Set-Match provided the updated proposals that removed taxes and included the labor for the windscreens. The final agreement has been signed and we are awaiting a confirmation on the date for the install.
  - ii. Coatings Inc. has continued to experience delays related to weather and wet conditions impacting their ability to paint the lines. We heard from them that they have RVMD on the schedule for the morning of July 8<sup>th</sup>. We will confirm that the work has been completed early the week of the 10<sup>th</sup>. Hopefully the weather finally cooperates.

## **5. Ark Ecological Services**

- a. Ark Ecological continues to perform pesticide services and continues to communicate with us about their schedule. They have also needed to adjust the schedule several times because of the weather. Notices and updates have been posted to the website regularly and we are still working on the best way to send emails to the broader community.

## 6. SDMS Field Services

Field Services continues to work on the list of items provided by the Operations Committee. They have recently completed the following:

- a. Replace locks on the Gazebo Electrical boxes and repair the damaged lid/cover.
- b. Coordinated backflow testing with CDI and submitted the necessary documentation.
- c. Completed the replacement of the damaged/worn dog stations throughout the community.
- d. Completed repairs to several hand/foot holds on the climbing wall.
- e. Repaired and reset the sign by the pond.
- f. Repaired several runners and fence sections by the hogback.
- g. Initiated bridge repairs by adding additional screws. Exploring options to replace damage and stripped screws.
- h. Contacted Summit Recreation to learn more about the Supernova playground equipment, including replacement parts and date of installation (2006).



## 7. Farnsworth

- a. We were in contact with Farnsworth several times, including a meeting with the Operations Committee in June. Tasks discussed include:
  - i. Potential locations for playground replacement, including considerations for footprint (size) and accessibility. The Operations Committee provided several areas that they wanted Farnsworth to review.
  - ii. Plans for the GIS project and how best to proceed.
  - iii. Help in identifying contractors for the masonry repair and electrical repair
  - iv. Exploring the needed permits and other documentation for several projects in the community.
- b. They should have some initial information regarding locations for the playgrounds soon.



## **8. Colorado Water Conservation Board Grant**

- a. We followed-up with CDI on 7/6/2023 about the information requested from the Board for potential areas for the turf replacement. We hope to have something back from them soon. We also follow-up with our contact at the CWCB about the process. They are ready and willing to assist as soon as the Board has the basic location and information.

## Community Communication Overview:

### **1. Herbicide Application**

- a. Several website updates and notices about scheduled herbicide applications and chemicals to be used.

## Park/Facility Permits:

We continue to receive requests for reservations and work to process the reservations and collect deposits and fees. Requests are being sent to the Board for review before approval. We would like to discuss this process to determine if it is working for everyone and serving the community efficiently.

The current approved reservations are included below:

1. June 7 and 21, July 5 and 19 – 8:30-10:30 – DougCo Library
  - a. \$100 deposit received.
2. June 22 - 11:00-7:00 – Birthday Party
  - a. \$100 deposit received.
3. April 30, 2024 – 9:30-3:30- Easter Egg Hunt
  - a. \$100 deposit received.
4. August 4, 2023 – 4:00-6:00 – Ice Cream Social
5. August 5<sup>th</sup> or August 19<sup>th</sup> – 6:00-9:00 PM

*Based on feedback from folks making reservations we updated the website to include additional information and details about the process, including costs and how to submit payment.*

## CORA Requests:

1. No CORA requests were received during this time.

## SDMD Update:

With Larry's departure, we are working to ensure that all areas are covered. The only item that has slipped a little is the reporting. The weekly reports have been off & on, and the monthly report may not be as detailed as in the past. We will be addressing that moving forward!

Month	Billed
<b>2022</b>	
January	1,587.76
February	1,795.55
March	1,003.76
April	2,514.30
May	1,332.01
June	1,701.42
July	3,291.40
August	1,431.49
September	987.42
October	\$718.13
November	\$3,076.51
December	\$869.01
	<b>\$20,308.76</b>
<b>Budgeted</b>	<b>\$17,500.00</b>
<b>YTD</b>	<b>\$20,308.76</b>
<b>Remaining</b>	<b>-\$2,808.76</b>
<b>Percent</b>	<b>116.1%</b>

<b>2023</b>	Users/Items	Non- Residents*	Billed
January	161		\$2,033.76
February	130		\$1,161.67
March	133		\$1,414.21
April	206		\$3,349.49
May	129		\$1,519.84
June	118	0	\$1,650.40
July			
August			
September			
October			
November			
December			
<b>Total</b>			<b>\$11,129.37</b>
Budgeted			\$22,500.00
YTD			\$11,129.37
Remaining			\$11,370.63
Percent Remaining			50.5%

\* Either not in Rox or not an owner per county assessor



# Estimate

4191 Inca St  
Denver CO 80211  
Phone (303) 350-4778 Fax (303) 232-3344

Date: 6/8/2023

Job # 8080MNT

The Roxborough Village  
SDMS - Larry Loften  
10245 Cavaletti Dr  
Littleton CO 80125

Bid Description: Estimate to replace light pole that has been broken.

Items:

I	Item Name:	Item Cost
---	------------	-----------

Notes - The estimate is based off a walk PST did to inspect a pole that was broken. The existing pole is broken at about 24" from the ground. Pole will be removed and a new pole will be installed. New pole will be direct burial fiberglass light pole 24' above ground. New pole will be installed according to manufactures requirements  
Maximum EPA rating with 1.3 gust factor: 1.9 sq ft for 180mph.

- 1) Remove existing pole.
- 2) Dig hole for new pole approx.: 60" deep.
- 3) Prep wiring for new pole.
- 4) Install new 24' ft fiberglass pole.
- 5) Install new LED lantern light 45 watt.
- 6) Wire all needed connections.
- 7) Test light for operation.
- 8) Final clean up.



Notes

- 1) Job will take 2 days to complete, weather dependent.
- 2) Any items not listed above or unforeseen conditions will result in change order.
- 3) 50% commencement required for order of material.

Total

\$ 6,385.00



Respectfully submitted by \_\_\_\_\_

**David Lian, Property Solutions Team**

**ACCEPTANCE OF PROPOSAL / CONTRACT**

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted by: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

**Terms and Conditions & Exclusions:**

- \* All material is guaranteed to be as specified, the work to be performed in accordance with the drawings and/or specifications submitted (if any), and the job completed in a substantial workmanlike manner.
- \* This Proposal is based on our interpretation of the plans, specifications, or description of the work supplied by Owner. Estimate subject to equitable adjustment due to Owner directed changes in anticipated specifications, sequence, scope, or schedule.
- Excludes any utility relocates or repairs that may be required.
- Excludes any and all associated cost with winter conditions and will be addressed on a time and material bases if required. (i.e. Including but not limited to acts of God, excessive snow, frozen ground, below freezing temperatures and other unforeseen conditions)
- I reserve the right to revise this report if and when additional information is provided.
- \* This proposal is valid for a period of 30 days from its effective date.
- Note: The owner to have the property tested for asbestos and lead prior to start of work on any building constructed prior to October 12, 1988, as per Colorado Department of Public Health and Environment Regulation No. 8 part B - Asbestos section III subparagraph III.A.I.d., all abatement by OWNER.
- Note: If the estimate contains materials that fluctuate in price, i.e. steel, petroleum, etc. the estimate may change if not accepted within 30 days.
- \* If accepted, the above items noted as "OPTIONS" will be incorporated into the contract through a change order, therein modifying the contract amount accordingly.

**Exclusions:**

- \* Engineering, life safety, or permits.
- \* Code related upgrades or corrections.
- \* Bonding, permitting, or any related fees.
- \* Remediation, removal, or abatement of any hazardous or toxic materials (e.g. lead paint, asbestos, etc.).
- \* EPA regulations and requirements are the responsibility of the owner.

2023

**REQUEST AND AGREEMENT FOR USE OF SIGN/BANNER  
POSTS IN ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**

*The Roxborough Village Metropolitan District's sign/banner posts are available for use by local organizations and residents of the District. To request the use of a sign/banner post, complete this entire form and submit it to Roxborough Village Metropolitan District, Attention: Michelle Gardner, 141 Union Blvd., Suite 150 Lakewood, CO 80228 or via email at [mgardner@sdmsi.com](mailto:mgardner@sdmsi.com). Incomplete forms will be returned.*

**Contact Information:**

Organization/Resident/Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Purpose of Use/Request:**

*Provide a description of your request/use:*

\_\_\_\_\_  
\_\_\_\_\_

**Request Details:**

Post Requested:

Community Park  Rampart Range Road  Chatfield Farms

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Request/Use Requirements:**

To use the District's sign/banner posts a request and approval is required by the use of this form. The District may order the immediate removal or remove any banner and/or mounting which has not been approved or installed in accordance with these requirements. The District shall not be liable or responsible for the removal or disposal of any such sign.

Banners may only convey a non-commercial message and promote community activities, celebrations, or events. Political or social advocacy signs are not permitted.

The permit holder is responsible for arranging installation and removal of all banners and for bearing the associated costs. Safe working conditions measures must be followed during installation and removal. Banners and mounting must be designed so that they will not scar or damage poles. Mountings may not be permanently attached to poles. The permit holder or any unauthorized user shall be responsible for any costs, damage, or repair related to their use.

The permit holder agrees to defend and indemnify the District from and against any and all claims

of liability and/or damages arising from or relating to the installation, maintenance, use and/or removal of the sign/banner or the content and/or image(s) on the sign/banner.

Signature of Organization/Resident: \_\_\_\_\_ Date: \_\_\_\_\_

**-----The Remainder of this Form to be completed by District Management-----**

Reviewed by Management on (Date): \_\_\_\_\_

Approved  Denied  More Information Requested

This agreement entered into on (date): \_\_\_\_\_

Accepted by: \_\_\_\_\_

*For questions about this form or the request process please contact Michelle Gardner at [mgardner@sdmsi.com](mailto:mgardner@sdmsi.com) or call 303-987-0835.*

## (Website Message)

### Community Vandalism and Graffiti Problem

In recent months we have seen an increase in vandalism and graffiti in our community. This includes damage to fields and common areas from vehicles, graffiti in the skate park and other areas, and port-o-lets being tipped over. Graffiti has a significant negative impact on the community. Vandalism increases the community's perception of crime, reduces community pride and displaces funds which could be spent elsewhere.

- *Since 2022 the Metro District has spent more than \$13,000 removing graffiti and repairing or replacing damaged property in our community. This does not include the recent graffiti at the skate park area or damage at the Community Park bathroom structure. For reference, the \$13,000 represents approximately thirteen new trees that could have been planted.*

#### **Your Metro District is asking for your help.**

- If you see vandalism happening, call 911 to report it.
  - The police need to know when vandalism is happening so they can increase patrols in impacted areas and catch those responsible.
- If you see vandalism after it has happened call our Business Manager at 303-987-0835.
  - Reporting allows us to quickly address vandalism and remove graffiti
    - Rapid removal is a “best practice” in reducing graffiti and can take away the thrill that vandals get in seeing their vandalism on display.

Metro District property is community property. The parks, playgrounds, ballfields, and open space are for our enjoyment. Help us protect our shared property. We are committed to reducing the occurrence of this destruction as well as increasing the likelihood of detection and apprehension. The Metro District will work with law enforcement to ensure those persons identified as committing these offenses within the Metro District will be prosecuted to the fullest extent permitted by law.

If you **SEE** something, **SAY** something. Your awareness is very important in the preservation of our parks and community.



(Email Message)

**Subject: Community Vandalism and Graffiti Problem**

Dear Roxborough Village Metro District Resident,

The Community needs your help. In recent months we have seen an increase in vandalism and graffiti in our community. This includes damage to fields and common areas from vehicles, graffiti in the skate park and other areas, and port-o-lets being tipped over. Graffiti has a significant negative impact on the community. Vandalism increases the community's perception of crime, reduces community pride and displaces funds which could be spent elsewhere.

- *Since 2022 the District has spent more than \$13,000 removing graffiti and repairing or replacing damaged property in our community. This does not include the recent graffiti at the skate park area or damage at the Community Park bathroom structure. For reference, the \$13,000 represents approximately thirteen new trees that could have been planted.*

**Your Metro District is asking for your help.**

- If you see vandalism happening, call 911 to report.
  - The police need to know when vandalism is happening so they can increase patrols in impacted areas and catch those responsible.
- If you see vandalism after it has happened call our Business Manager at 303-987-0835.
  - Reporting allows us to quickly address vandalism and remove graffiti
    - Rapid removal is a “best practice” in reducing graffiti and can take away the thrill that vandals get in seeing their vandalism on display.

Metro District property is community property. The parks, playgrounds, ballfields, and open space are for our enjoyment. Help us protect our shared property. We are committed to reducing the occurrence of this destruction as well as increasing the likelihood of detection and apprehension. The Metro District will work together with law enforcement to ensure those persons identified as committing these offenses within the District will be prosecuted to the fullest extent permitted by law.

If you **SEE** something, **SAY** something. Your awareness is very important in the preservation of our parks and community.

Thank you for your assistance,  
The Roxborough Village Metropolitan District Board of Directors

## Roxborough Village Metropolitan District

### Expectations Regarding Public Meeting Notices, Agendas, and Meeting Packets, and Expectations Regarding Directors, Consultants, or Vendors

The policy set forth herein supersedes and replaces any prior policy or practice relating to the matters addressed in this policy.

#### 1. Formulation of Public Meeting Agenda and Meeting Packets.

To facilitate the formulation of agendas and meeting packets for public meetings, the following expectations are established for all regular Board meetings and, to the extent practical, all special Board meetings:

- a. No later than twelve (12) calendar days prior to the meeting date, the Board President, or his or her designee, and/or the District Manager will request agenda items and/or meeting packet inclusions from Board members. Board members will provide any agenda items or meeting packet inclusions they propose for the meeting no later than three (3) calendar days after such request.
- b. At the end of the three-day submission deadline, the Board President or his/her designee or the Operations Committee, if such committee has been established, and the District Manager shall finalize the meeting notice and agenda and the meeting packet within the time specified in Section 2.

#### 2. Public Meeting Notice and Agenda and Meeting Packets Posting Expectations.

- a. The Board's expectation is to have the meeting notice and agenda and the meeting packet information for all regular Board meetings posted on the District's website no later than three (3) business days preceding the regular Board meeting date and time but in no event later than the time required by law. The Board has the same expectation for all special Board meetings, to the extent practical.
- b. The meeting notice and Agenda, and the meeting packet will be delivered at the same time, but not later than the day before the scheduled meeting, to District residents that have provided an email contact requesting them.
- c. The purpose of expectations set for in subsections (a) and (b), above, is to affirm the Board's commitment to accountability and transparency by fostering public engagement and participation by such advance notification. If advance notification is not made, or agenda items or information are added after such time period, the Board will postpone taking formal action on any such matter(s), except for those matters that a) pose a health or safety concern, b) are of such an urgent nature as to require immediate Board attention, or c) the Board by an affirmative vote majority approve consideration of the matter(s).

#### 3. Meeting Notice Agenda Items Involving District Residents.

Any agenda items identifying a specific District resident communication, issues, concerns, or the like, will be considered at such meeting; provided, to the extent practical, such meeting topic or item has been noticed under the meeting notice and agenda and meeting packet

provision and the District resident has been advised by separate communication that the topic or item will be considered at such meeting and the resident is invited to attend the meeting. If the resident is not so advised, discussion or action on such agenda topic or item will be deferred to a future meeting where the resident has been so advised, except for those matters that a) pose a health or safety concern, b) are otherwise of such an urgent nature as to require immediate Board attention, or c) the Board by an affirmative vote approve consideration of the matter(s)..

**4. Director, Consultant or Vendor Meeting Expectations.**

The Board's expectation is that each Director, consultant, and vendor that is to participate in any Board meeting will have reviewed all meeting agenda items and meeting packet information prior to the meeting and will be prepared to participate in the meeting in a timely, meaningful, and efficient manner.

# Summary of Comments on Estimate Form



SavATree Centennial Office  
15558 East Hinsdale Circle,  
Centennial CO 80112  
P: 303-369-1382  
E: Centennial@savatree.com

## Estimate

Prepared By: David Entwistle  
dentwistle@savatree.com

Prepared for  
Larry Lofton Roxborough Village Metropolitan District C/o Special District  
Management Services, Inc.

Service Address:  
Roxborough Village Metropolitan District  
8375 N Rampart Range Rd, Littleton CO 80125

Account Key:  
5760522

Date: 7/8/2023

Estimate #: 966210

Billing Key: 7550477

## Recommendations

### General Tree Care

#### Commercial Tree Maintenance - IV

Natural pruning definition.  
Prune out all deadwood 1" in diameter and larger, thin crowns 10-15% and perform reduction cuts of up to 6" in diameter on the outer 1/3 of the canopy to reduce weight on lateral limbs, clear and miss down as needed and to restore trees to a shape typical of the species.

I've broken down the following bid into sections that include corresponding profit %, as a way to translate this bid to our operation folks.

There were new areas, addition and subtraction from areas that were already bid, and several areas that are not included on this bid.

Dave

Trees west of Waterton road.

Prune 3 cottonwoods #s 78, 79 and 80 = 1,875.00

1 locust # 84, 4 ash #s 95, 97, 98 and 99 = 1,195.00

Eleven ash trees #s: 125, 126, 127, 128, 129, 130, 131, 132, 133, 134 and 135 = 5,940.00 (We need traffic control price TBD)

Total = 9,010.00

Charfield park

Cut to low stumps...2 ash trees #s 99 and 96 = 795.00

1 crabapple = 135.00

Prune 6 ash trees #s 95, 97, 98, 100, 101 and 103 = 880.00

Prune 5 crabapples #s 102, 103, 104, 110 and 111 = 1,275.00

Total = 2,350.00

Neighborhood Park.

Prune 3 ash #s 144, 145 and 146, and 1 crabapple = 985.00

North side of N. Rampart range Rd

\$78,755.00

Page: 1

Author: Administrator Subject: Inserted Text Date: 7/11/2023 3:44:59 PM

79 and 80 are not near sidewalk - is there a need

Author: Administrator Subject: Highlight Date: 7/11/2023 3:47:12 PM

Author: Administrator Subject: Highlight Date: 7/11/2023 3:49:11 PM

Author: Administrator Subject: Highlight Date: 7/11/2023 3:45:31 PM

is bailey doing these?

Author: Administrator Subject: Highlight Date: 7/11/2023 3:49:17 PM

Author: Administrator Subject: Highlight Date: 7/11/2023 3:49:02 PM

99 is duplicate of above in yellow

Author: Administrator Subject: Highlight Date: 7/11/2023 3:47:36 PM

Author: Administrator Subject: Highlight Date: 7/11/2023 3:49:41 PM

Author: Administrator Subject: Highlight Date: 7/11/2023 3:46:46 PM

95, 97, 98 duplicate of above in yellow

Author: Administrator Subject: Highlight Date: 7/11/2023 3:50:07 PM

103 is duplicate

Author: Administrator Subject: Inserted Text Date: 7/11/2023 3:50:38 PM

what # 141 or 142?

Prune 5 ash trees-#s 153,157,159, 160 and 161 = 3,260.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 3:51:25 PM
Sports complex east Pkg lot	Author: Administrator/Subject: Highlight Date: 7/11/2023 3:53:48 PM
Cut to low stumps the following dead/declining trees.	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 3:51:49 PM
3 hybrid elms #s 384, 385 and 386. 1 locust # 388. 1 pear tree # 400 = 280.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 3:52:22 PM
Prune 1 cottonwood # 383 = 390.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 3:52:22 PM
Prune 3 ash trees-#s 386,387 and 394 = 755.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 3:53:47 PM
Prune 3 pear trees-#s 391, 398 and 399 = 465.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 3:52:55 PM
Total = 1,890.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 3:57:04 PM
Volley Ball area	Author: Administrator/Subject: Highlight Date: 7/11/2023 3:57:04 PM
Cut to low stump #346 = 795.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 3:58:11 PM
Prune 1 cottonwood # 357 = 490.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 3:59:02 PM
8 Ash trees #s 349, 358, 359, 351, 350, 365, 366 and 364 = 2,330.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 3:59:42 PM
2 maple trees- #s 355 and 354 = 690.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:01:13 PM
1 locust #352 = 530.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 4:01:39 PM
Total = 4,825.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:01:39 PM
Basketball and skate park area	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:01:39 PM
Prune 2 locust trees #s 378 and 379 = 990.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 4:02:22 PM
Prune Cottonwood # 374 = 1,440.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 4:02:22 PM
Prune 1 ash tree # 372 = 70.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 2 embapples #s 369 and 370 = 540.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 4:02:22 PM
Total = 3,040.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Tennis court area	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 5 ash trees-#s 325,324,328,333 and 332 = 1,590.00	Author: Administrator/Subject: Inserted Text Date: 7/11/2023 4:02:22 PM
Prune 1 cottonwood # 327 = 1,480.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Total = 3,070.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Village circle west	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 4 ash trees-#s 165,166,167,168 = 1,490.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Park on the west side of Village circle west	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Cut to low stump 1 large declining cottonwood # 191 = 2,155.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 1 cottonwood # 184 = 580.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 8 ash trees #s 188,189,190,197,199,201 and 202 = 4,695.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Total = 7,430.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
SW corner of Village circle East and Rampart range rd	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 2 ash trees-#s 472 and 473 = 575.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Path running west of Village circle east	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 6 ash trees- #s 477,478,479,480,512 and 571 = 6,090.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 2 maple trees-#s 481 and 487 = 1,225.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 2 Cottonwoods-#s 486 and 505 = 1,960.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Cut to low stump 1 dead cottonwood = 590.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Total = 8,965.00	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Path to green belt (667535 Bison Pl)	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 3 locusts #s 684,687,688	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 1 hawthorn 3 # 685	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM
Prune 1 Amur maple #686	Author: Administrator/Subject: Highlight Date: 7/11/2023 4:02:22 PM

Page: 2

Prune 1 cottonwood # 690  
 Cut to low stump 1 cottonwood # 689  
 Total = 2,770.00

Path to green belt (@ 763.5 Crystal Lake Ct)  
 Prune 2 maples #s 694 and 696  
 Prune 1 hawthorn # 695  
 Prune 3 crabapples #s 698, 700 and 701  
 Prune 1 locust tree # 697  
 Total = 2,865.00

Village circle east  
 Prune 17 maple trees #s 537, 538, 669, 570, 573, 574, 575, 576, 707, 709, 694, 696, 727, 726, 738, 749, 740 and = 2,655.00  
 Prune 18 ash trees #s 591, 601, 602, 643, 615, 617, 618, 619, 620, 621, 622, 645, 646, 662, 663, 667, 678 and 677 = 4,445.00  
 Prune 6 locust trees #s 684, 687, 688, 697, 708, 750 and 751 = 1,890.00  
 Prune 2 cottonwoods #s 581 and 552 = 690.00  
 Total = 9,690.00

Crystal lake area (We will ~~use benches, covers, unlocked and some stumps moved for access~~)  
 Prune 10 ash trees #s 710, 714, 715, 711, 726, 727, 736, 748, 749 and 764.00 = 2,690.00  
 Prune 5 locust trees #s 708, 714, 715, 750, 751 = 2,295.00  
 Prune 2 cottonwoods #s 732 and 733 = 1,960.00  
 Prune 7 crabapples #s 730, 731, 734, 735, 745, 746, and 747 = 1,360.00  
 Prune 6 large hawthorns #s 702, 703, 704, 729, 766, 767 = 1,675.00  
 8 Canadian cherry trees #s 758, 759, 760, 761, 762, 763, 752 and 756 = 985.00  
 Total = 11,630.00

East of 7211 Bison  
 Prune 3 ash trees #s 691, 692 and 693 = 1,385.00

**Memmet Park**  
 Prune 3 locusts #s 775, 776, 777  
 Prune 2 maple trees #s 782, 783, 788  
 Prune 1 boxelder # 785  
 Prune 1 plum tree # 789  
 Prune 1 hawthorn # 790  
 Cut to low stumps: 1 elm # 784, 2 box elders #s 786 and 787  
 Total = 1,980.00

Airplane park  
 Prune 2 ash trees #s 795, 797  
 Prune 1 crabapple # 796  
 Total = 915.00

Prune 2 ash trees #s 814 and 815 = 855.00  
 Clean up all resulting debris  
 Total = \$75,730.00

Author: Administrator	Subject: Highlight duplicate to below	Highlight	Date: 7/11/2023 4:02:56 PM
Author: Administrator	Subject: Highlight	Highlight	Date: 7/11/2023 4:02:58 PM
Author: Administrator	Subject: Highlight	Highlight	Date: 7/11/2023 4:04:05 PM
Author: Administrator	Subject: Highlight	Highlight	Date: 7/11/2023 4:04:15 PM
Author: Administrator	Subject: Highlight	Highlight	Date: 7/11/2023 4:02:16 PM
Author: Administrator	Subject: Highlight duplicate	Highlight	Date: 7/11/2023 4:05:08 PM
Author: Administrator	Subject: Highlight duplicate	Highlight	Date: 7/11/2023 4:03:49 PM
Author: Administrator	Subject: Highlight duplicate	Highlight	Date: 7/11/2023 4:04:32 PM
Author: Administrator	Subject: Highlight	Highlight	Date: 7/11/2023 4:05:12 PM
Author: Administrator	Subject: Inserted Text	Text	Date: 7/11/2023 4:06:38 PM

are there things here that Bailey will be doing?

This page contains no comments

- Hazard: Deadwood
- Hazard: Cracks
- Hazard: Pedestrians
- Hazard: Slope
- Obstacle: Busy Street
- Obstacle: Narrow Roadway
- Obstacle: Pond
- Obstacle: Rocks

**General Tree Care \$78,759.00**

**TOTAL**

General Tree Care \$75,730.00

Fuel Surcharge \$3,029.00

Note: Included in this program is 1 service for a total of \$78,759.00.

This proposal has been provided to you on a confidential basis. We kindly request that neither this proposal nor any of its contents be reproduced or shared with any competitor without the prior written consent of SavATree.

Sales tax, if applicable, will be added to the amounts of this estimate per your local and state tax jurisdiction. If you wish to pay via credit card, please click link to pay. A deposit of 50% may be required prior to the commencement of General Tree Care work. Thank you!

**\$37865 Pay**

By paying a deposit, I authorize the work described above and agree to the [terms and conditions](#).

**OUR BRAND PROMISE**

We are committed to your complete satisfaction. Should anything not be to your liking please let us know right away so we can make it right.

**Fully Licensed & Insured**

**Tree Care Industry Accredited**



[Testimonials](#)

[www.savatree.com](http://www.savatree.com)

[VIEW FULL TERMS AND CONDITIONS](#)

This page contains no comments





Roxborough metro district

Attn Ephram Glass

[ephramglass@roxboroughmetrodistrict.org](mailto:ephramglass@roxboroughmetrodistrict.org)

Inject soil around aprox 835 (all) trees listed on updated tree list with  
Kelp and Mycorrhizae to help form new fibrous roots = \$28,905.00

Respectfully submitted

David Entwistle

Certified arborist #RM-0445



David Entwistle  
15558 E Hinsdale Cir,  
Centennial, CO 80112  
Phone: (303)-210-9926  
Email: [dentwistle@savatree.com](mailto:dentwistle@savatree.com)

**Prepared By:**  
David Entwistle

## **Authorization**

I authorize the work described above and agree to the terms and conditions that follow.

Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

# TERMS AND CONDITIONS

---

Thank you for choosing SavATree! The following terms and conditions, together with the terms, prices, and specifications outlined on your estimate, proposal, and/or services agreement and Plant Health Care and/or Lawn Care Datasheet ("Datasheet"), if applicable for your state, constitute your entire agreement with SavATree, LLC d/b/a SavATree, SavaLawn, Swingle Lawn, Tree and Landscape Care, Mountain High Tree Service, Thrive, 404-CUT-TREE, Mike's Tree Surgeons, Integrity Tree Service, DeerTech, Clear Cut Tree, Red Cedar Arborists and Landscapers, Greenhaven Tree Care, Pauley Tree and Lawn Care, Vine and Branch, Wasatch Arborists, Ping's Tree Service, Arbor Experts, Downey Trees, Jordan's Tree Moving and Maintenance, Treecology, Big Twigs Arboricultural Services, Kaiser Tree Preservation, Glynn Tree Experts, Branches Tree Experts, TREE-TECH, Preservation Tree Services and Giroud Tree and Lawn (collectively referred to as "SavATree") ("Agreement").

## **PERFORMANCE**

Our Plant Health Care and Lawn programs are designed to manage and not eradicate weeds, insects, mites, disease and deer browsing. Horticulturally tolerable levels of insects, mites, disease and deer browse may still be present after treatments. Epidemic infestations may require additional visits at additional cost to you, pending your approval.

Each time we are on your property, an evaluation card will be left or emailed indicating the service(s) performed and, if necessary, any additional recommendations and precautions to be observed. Remeasurement of your lawn, trees or shrubs may also be done if there is a discrepancy between the original estimate and the actual square footage or product(s) required. You will be notified of any price adjustments for future services.

Work crews will arrive at the job site unannounced unless otherwise noted herein. The Datasheet provides approximate and alternate dates of our service. SavATree shall not be liable for damage or losses due to delays for weather or causes beyond our control, or for failure to observe precaution notices. By accepting this Agreement and engaging our services, you accept that every day during the Agreement's term is a day on which applications may be applied, and you are continuously on notice that SavATree will perform applications on any day during the term of this Agreement if any other day becomes unnecessary or infeasible for performance (due to weather, scheduling conflicts, or weed, insect, mite and disease cycles) in which case you waive SavATree's performance on such a day. Absent extraordinary circumstances, you request that SavATree not further contact you concerning dates of application as such further contact would be a burden to you.

You understand that, in connection with rendering our services to you, SavATree may be required to bring trucks and other heavy equipment onto your driveway and other parts of your property. SavATree operates under the assumption that any and all parts of your property onto which we must bring such equipment can sustain the presence, weight, and movement of that equipment, and you hereby hold SavATree harmless for, and agree not to bring any claims against SavATree as a result of, any damage or degradation to any part of your property that results from the presence on it of such equipment.

You understand that certain work that SavATree will render for you, such as dismantling large trees, will likely have a visible impact on your lawn and other parts of your property (e.g., divots, holes, sawdust, etc.). While we will do our best to minimize, mitigate, and repair any such impact, you hereby hold SavATree harmless for, and agree not to bring any claims against SavATree as a result of, any such impact on your property.

You understand that after removal of stumps/roots that some shrubs/trees will continue to produce sprouts that may require multiple treatments, at additional cost to you, for control and that these treatments may result in damage to nearby plants/shrubs/trees and that you hereby hold SavATree harmless for, and agree not to bring any claims against SavATree as a result of, any damage to nearby plants/shrubs/trees.

The following provision applies to New York and Minnesota clients only: The term of this Agreement shall be for twenty years from the date it is signed by you; however this Agreement may be terminated without penalty at any time by either party. Minnesota clients are required to cancel this Agreement upon sale of property serviced with this Agreement.

**WORKMANSHIP**

All work is performed in a professional manner by experienced personnel outfitted with the appropriate tools and equipment to complete the job properly. Our work meets and exceeds the guidelines and standards set forth by ANSI (the American National Standards Institute) A300. As part of the Arbor Patrol Program, we may perform some minor deep root watering, minor fertilization and/or minor pruning of insect infested or diseased limbs. Any additional major work to be performed will be evaluated during a follow-up site inspection by an arborist who will submit an estimate, proposal, and/or services agreement for client approval. You are responsible for advising SavATree regarding the location of underground utilities in the area where work is to be done. SavATree shall not be responsible for damage to such utilities, unless the location has been indicated prior to the commencement of work. Recommendations are intended to minimize or reduce hazardous conditions associated with trees. The owner or owner's representative is responsible for the annual scheduling of the required inspection of supplemental support systems. You have a duty to inspect your property within fifteen (15) calendar days of service and provide written notice within that time of alleged damage of any nature. If written notice is not provided within that time, you agree that any claims alleging damage of any nature and/or rights to withhold future payments under this Agreement are waived. No Warranties Except as expressly set forth in this agreement, no representations, warranties, or guarantees, express or implied, are intended with regard to products used or services performed. Limit of Liability SavATree's total liability for any losses, damages, and expenses of any type whatsoever incurred by you or any of your guests, tenants, or invitees in connection with or resulting from SavATree's services under this Agreement ("Losses"), which are caused by wrongful acts or omissions of SavATree, shall be limited solely to proven direct and actual damages in an aggregate amount not to exceed the amounts actually paid to SavATree hereunder. In no event will SavATree be liable for special, indirect, incidental or consequential damages, irrespective of the form or cause of action, in contract, tort or otherwise, whether or not the possibility of such damages has been disclosed to SavATree in advance or could have reasonably been foreseen by SavATree.

**INSURANCE**

SavATree is insured for liability resulting from injury to persons or negligent damage to property, and all its employees are covered by Workers' Compensation Insurance. A certificate of insurance is available upon request.

**OWNERSHIP**

By accepting this Agreement and engaging our services, you warrant that all trees, plant material and property on which work is to be performed are either owned by you or that permission for the work has been obtained from the owner by you. It is further agreed that the property owner or representative shall be responsible for obtaining any and all permits which may be required by local authorities. You hereby hold SavATree harmless from all claims for damages resulting from your failure to obtain such permits.

**TERMS OF PAYMENT**

The total cost estimates within this Agreement are valid for 60 days unless otherwise noted. All invoices are payable upon receipt. A deposit of 50% may be required prior to the commencement of General Tree Care work. A finance charge at the maximum rate allowed under applicable state law will be added to invoices after 30 days. Your next treatment may not be performed if your account is past due. Past due balances void any guarantees. If outside assistance is used to collect the account, you are responsible for all costs associated with the collection including, but not limited to, reasonable attorneys' fees and court costs. Sales tax, if applicable, will be added to the amounts of this Agreement per your local and state tax jurisdiction. Should any terms of this Agreement be amended, subsequent payment for our services shall constitute your written acceptance thereof. The following provision applies to New York clients only: By accepting this Agreement and engaging our services, you accept that the annual program total cost shall increase on January 1st of each year of this Agreement by the annual increase in the CPI (CPI-U) published on [www.bls.gov](http://www.bls.gov) for twelve months ending September 30 unless otherwise agreed, with a minimum annual increase of 1%. Further, you hereby acknowledge that you have received notice of and understand the total cost of SavATree's services.

**CONCEALED CONTINGENCIES**

You agree to pay SavATree on a time and materials basis for any additional work required to complete the job occasioned by concrete or other foreign matter; stinging insect nests in the tree, trees, or branches; rock, pipe, or underground utilities encountered in excavations; and work not described within this Agreement, or any other condition not apparent in estimating the work specified.

**STATE NOTIFICATION REQUIREMENTS**

Certain states require that specific product information be submitted to you. Part of this agreement is our Datasheet, which provides such information. The Datasheet can be found at [www.savatree.com/ds/index.html](http://www.savatree.com/ds/index.html). Massachusetts clients should see the Consumer Information Bulletin at [www.savatree.com/ds/macnsminfo](http://www.savatree.com/ds/macnsminfo). You have the right to receive specific date pre-notification for certain applications in certain states. Your written authorization on the Authorization Page of this estimate, proposal, and/or services agreement waives any pre-notification requirement unless noted otherwise. In New York State: The property owner or owner's agent may request the specific date or dates of the application(s) to be provided and, if so requested, the pesticide applicator or business must inform of the specific dates and include that date or dates in the contract. Wisconsin clients hereby consent to receiving electronic pre-notification of materials to be used on their property via the Datasheet link listed above.

**CUSTOMER REFERRAL PROGRAM**

Word of mouth is our best advertising. When you are satisfied with our services, please tell a friend. Each time you refer a new customer to us who meets with an arborist, we will send you a thank you gift.

**OUR UNCONDITIONAL GUARANTEE**

Should our service fall short of your expectations, please contact us immediately and we will do everything we can to make it right. Rev. 9-3-2021 aso-pdf