

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD NOVEMBER 7, 2023

A Special Meeting of the Board of Directors (referred to hereafter as the “Board”) of Roxborough Village Metropolitan District (the “District”) was convened Tuesday, the 7th day of November, 2023 at 6:00 p.m. at the Roxborough Library, 8357 N Rampart Range Road, #200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Mark Rubic
Debra Prysby
Mathew Hart
Ephram Glass
Travis Jensen

Also In Attendance Were:

None.

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. Director Rubic noted that a quorum was present and requested that members of the Board disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that there are no Directors’ Disclosure Statements to be filed.

ADMINISTRATIVE MATTERS

Agenda: The Board reviewed the proposed Agenda for this Special 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.

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**PUBLIC
COMMENTS**

None.

**BOARD
DISCUSSION
MATTERS**

Status and Compensation for Maintenance Services pursuant to applicable license agreements: The Board discussed the status and compensation for maintenance services pursuant to applicable License Agreements with the HOA Representatives. Director Jensen asked if we have received information from vendor(s) numbers for the cost. Director Glass stated that we have not received anything from the landscape maintenance vendor as of yet. No other representatives were present of questions submitted. The Board plans to discuss this further at the November 15th meeting.

2024 Proposed Budget: The Board reviewed the proposed budget for 2024 prepared by Gemsbok. Director Rubic noted the Budget meeting is scheduled for November 15th and confirmed that newspaper publication for this meeting has been published, Director Rubic asked if the budget included the costs for the planned softball field work. Director Glass will confirm, and if not will contact Gemsbok. Director Rubic also noted an error of the General Fund sheets. The line item that mentions fund surplus/deficit is titled General Fund when it should be Capital Fund. Director Rubic will ensure the correction is made.

Action on Installation of Holiday Lights and/or Electric Connection Repairs or Purchase of new lights: Director Glass reviewed with the Board the electric connectivity for the area. He stated that electric is available except for the SE corner of the intersection. Repairs of this area will best be done in the spring when road repaving around this area is anticipated. Director Glass then reviewed the CDI proposal to install lights and a proposal from Holiday Decorations Colorado, Inc. It was noted this proposal while not exactly meeting the specifications desired is substantially less than amount CDI provided. The Board discussed the acceptability of having holiday lights except for the SE corner and agreed this was acceptable. The Board noted that the proposal may need revisions to meet specifications as well as possibly including battery operated lights at the SE corner.

Following discussion, upon motion duly made by Director Prysby, seconded by Director Glass, and, upon vote, unanimously carried, the Board approved the proposal to finalize an agreement to have Holiday Decorations Colorado, Inc. will provide holiday lights at a cost not-to-exceed \$10,000.

Engineering ADA Accessibility survey proposals for Community Park: There was no new proposals at this time. It was noted that no new proposal had been received. Director Glass stated he would remind SDMS. Director Rubic stated that

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it is his intention to have this item to be considered and acted upon at the November 15th meeting with whatever proposals the Board has received by that time.

Softball Field Improvements/Estimates: The Board deferred discussion at this time.

Douglas County Referral SP2022-075, River Canyon Filing 2, Lot 3, 1st Revision Site Improvement Plan for installation of Ravenna landscaping and storage facilities: Director Glass reviewed with the Board the referral. It was noted that potential environmental concerns with the facility as well as some aesthetic concerns. The Board members were in agreement with Director Glass. The Board directed Director Glass to provide a draft response for review by with any comments back to him by November 10th in order for him to submit the response by the November 14th due date.

Chatfield Farms 1A HOA amended Real Property Conveyance and Agency Agreement: The Board reviewed the Chatfield Farms 1A HOA amended Real Property Conveyance and Agency Agreement. It was noted that this is an amended version provided by the HOA of the Board's previously approved agreement. Director Rubic noted that he had some concerns but after Director Jensen pointed out a section of the agreement Director Rubic dropped his concerns. The Board agreed that this version of the agreement will be put on the November 15th meeting consent agenda section for Board action.

Chatfield Farms Estate Water Meter: Director Glass informed the Board that the meter is not functional. He stated that based on the proposed maintenance agreement with Chatfield Farms Estates/1A there may be no need for the water meter and that it could be abandoned. After some discussion the Board agreed to defer any repairs pending Board action on the maintenance agreement

Chatfield Farms Inclusion Agreement: The Board discussed the Inclusion Agreement. It was noted that the district management has not been properly allocating costs for the Chatfield Farms inclusion agreement.

Update Landscape Map for 2024: Director Rubic updated the Board on some concerns he had with the map. It was noted by Director Glass that one concern, the mowing along the east side of Rampart Range Road from VCE to VCE may be moot based on SDMS receiving notification from Douglas County that this is their responsibility and it will be competed moving forward. The other area concerned area along the west side of VCW near Red Mesa. Director Rubic was concerned that there was no beauty band mow for a part of that area. After Board discussion, it was agreed that there should be a beauty band mow along that area and map will be revised. The Board also discussed some other CDI landscape maintenance issues. Director Glass noted an issue with the replacement of metal

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edging. CDI has charged T&M for the edging replacement. The agreement provides for replacement of mow strips to be included. There is disagreement on whether metal edge strips constitute mow strips. The Board decided to pay the disputed T&M charge of approximately \$2300, however moving forward, the Board determined to direct CDI to not replace any additional metal edging. The Board noted that for the 2024 maintenance agreement this section of the agreement will need to incorporate revised language. A second item was whether the District is receiving the twenty (20) hours a week for twenty-eight (28) weeks beginning April 1 of the calendar year of irrigation repair labor hours as part of the agreement. Director Glass noted that CDI has stated that invoices received to date have subtracted out these hours although the invoices have no documentation of this. The Board determined to review this matter further at the next meeting.

Ice Melt Alternatives: The Board reviewed various ice melt product alternatives.

Following discussion, upon motion duly made by Director Glass seconded by Director Prysby, and, upon vote, unanimously carried, the Board determined to go with Calcium Chloride (CaCl₂) and communicate that to CDI.

GIS options: The Board reviewed the various GIS options that were presented at the October 18th meeting. The Board discussed how many devices would be needed, what types and who was going to have the devices in order to mark irrigation lines etc. The Board determined to have this as an agenda item for the November 15th meeting for the Board to discuss and take action.

Chatfield Farms and Chatfield Farms Estates Architectural Review Committee Matter: The Board reviewed the information and research provided by legal counsel. The information provided shows that this issue is moot and the Board determined no further action will be taken.

Douglas County Stormwater Work: Director Glass provided an update on a course of action to have a permanent fix for this issue. The Board directed Director Glass to continue to work with SDMS to set up meetings with the appropriate Douglas County offices/departments to find options to correct/remedy the issue.

Update on Pumps: Director Glass noted that SDMS is still working with Arvada Pumps on the Crystal Lake pumps information. He stated that he found there is an extra pump at the Community Park restroom while it was being winterized. The plan is to determine if this can be the replacement pump there when the restroom is prepared for opening in the spring..

Heavy Equipment on Land East of Rampart Range Road Director Glass updated the Board that with heavy equipment used by Xcel Energy for maintenance

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work on the transmission lines, in addition to turf/vegetation issues it was discovered that several concrete sections that were replaced last fall by Roxborough Water and Sanitation have cracks in them. The Board determined that it will have SDMS/Legal work with Xcel for a remedy and hold off on any repairs until those discussions are conducted. Director Glass noted that other cracks were discovered on the concrete path adjacent to the to the backyards of the homes along Elmwood but it could not be determined a specific cause.

Roxborough Marketplace irrigation: Director Glass provided an update stating the Marketplace owners intended to get off the District irrigation system in the spring.

Updates from the Signage Committee: There were no updates at this time.

Photos for New Website and Website Menu Tree: The Board reviewed the menu tree and had no concerns at this time and directs SDMS to continue with this. The Board discussed the need for community photos and asked Director Hart about obtaining photos of the area by use of drone as well as any other photos Board members may have.

Volunteer Opportunities List: The Board reviewed the list of activities identified and found them agreeable. Question was raised how will these be communicated. Director Jensen will take lead to communicate these to appropriate entities.

Current Approved and Requested Community Permits: There was no new information at this time.

OTHER MATTERS

Dumping Debris/Material on District Property. The Board discussed item that SDMS forwarded about community member complaint of debris being dumped or disposed of on District owned property. The Board discussed the need to have a policy in place to be able to fine or recover the cost of such activities of dumping/disposing of debris, unauthorized use of vehicles on District owned property, etc. The Board directed Director Glass will work with legal to develop such a policy.

PUBLIC COMMENTS / HOMEOWNER REQUESTS

No members of the public were present.

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ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Rubic, seconded by Director Prysby, and upon vote, unanimously carried, the Special Meeting was adjourned at 8:02 p.m.

Respectfully submitted,

By: _____
Secretary for the Meeting