

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT HELD OCTOBER 18, 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 18th day of October, 2023 at 6:00 p.m. at the Roxborough Library, 8375 N. Rampart Range Rd, Littleton, CO 80125 and via Zoom. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Mark Rubic
Debra Prysby
Mathew Hart
Ephram Glass
Travis Jensen

Also In Attendance Were:

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

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

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

Homeowners Jennifer Norris (for a portion of the meeting), John Norris, and Tom Rhein

CALL TO ORDER

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

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. 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’

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Disclosure Statements to be filed.

ADMINISTRATIVE MATTERS

Agenda: The Board reviewed the proposed agenda for this regular meeting.

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

PUBLIC COMMENTS

None.

GUEST SPEAKER

Guest Speaker: Mr. Doug Barker from Farnsworth Group presented to the Board the options for GIS mapping for the District.

LANDSCAPING ISSUES AND CORRESPONDENCE

Resident Request To Discuss Landscape Issues and Correspondence: Mr. and Mrs. Norris advised the Board that they believe the letter they received from the District's legal counsel contained inaccurate information. The Board advised them that the letter was sent at the Board's direction and that, from their perspective, the information in the letter is accurate. The Board and the homeowners began discussing the issues. Ms. Norris left the meeting. The Board, Mr. Norris, and Mr. Rhein continued to discuss the issues. The Board stated that it would provide a response to the communications they have received from Mr. and Mrs. Norris.

CONSENT AGENDA

The Board considered the following items on the consent agenda:

- Proposals for concrete path repairs.
- Revised Chatfield Farms HOA Quit Claim Agreement.
- Proposal for Gemsbok to add a separate Capital Account with COLOTRUST for more efficient accounting.
- Resolution establishing Signage Committee.
- Minutes of the September 12 and 20 Board meetings.

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

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CONTRACTOR/ CONSULTANT REPORTS

Landscaping Updates: The Board discussed landscaping updates from CDI Landscape, LLC.

FINANCIAL MATTERS

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

Fund	Period Ending September 30, 2023
Total Claims	91,733.68

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

Unaudited Financial Report: The Board reviewed the unaudited financial report for the period ending September 30, 2023.

Following discussion, upon motion duly made by Director Glass, seconded by Director Hart, and upon vote unanimously carried, the Board accepted the unaudited financial report for the period ending September 30, 2023, as presented.

LEGAL MATTERS

Update on Communications with HOAs Regarding the District Charging for Maintenance: The Board discussed the status of the HOAs responding to the letters that the District sent to the HOAs regarding the District charging for maintenance services.

Following discussion, upon motion duly made by Director Glass, seconded by Director Prysby and upon vote, unanimously carried, the Board ratified and approved the letters that were sent to the HOAs regarding the District beginning to charge for maintenance services.

Maintenance Agreement with Chatfield Farms Estates/1A: The Board discussed the status of the maintenance agreement with Chatfield Farms Estates/1A. No action was taken at this time.

Other: The Board discussed the Silvercliff Lane Ultimate Fix. It was noted that Kelley Duke will be working with Douglas County regarding a long-term fix.

2024 BUDGET PLANNING

2024 Budget: The Board discussed the 2024 Budget. The Board provided direction to Gemsbok to update the Chatfield Farms Capital Contributions. Director Glass reviewed the items that should have been allocated to Chatfield Farms per the agreement since 2020. The Board provided direction to have Gemsbok re-allocate the costs as outlined.

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Draft 2024 Budget: The Board noted that it reviewed the draft 2024 Budget prepared by the District's accountants at the Board members only special meeting on November 7, 2023. The Board further discussed the draft 2024 Budget.

Public Hearing on Proposed 2024 Budget: Following discussion, the consensus of the Board was to conduct the public hearing on the proposed 2024 Budget Meeting on November 15, 2023.

AGENDA PRIORITIES

Airplane Park Playground Replacement: The Board discussed the update on the Airplane Park Playground Replacement. It was noted that SDMS will arrange a site visit with Directors Glass and Prysby joining.

Revised Proposal to Conduct Survey of Trails and Sidewalks at Community Park: The Board deferred discussion at this time.

Playground Grants: SDMS discussed with the Board the playground grants. It was noted that they are working on these and will provide updates as they are available.

Community Park Restroom Repairs: The Board discussed the repairs needed at the Community Park Restroom. It was noted that the agreements have been finalized and the contractor is waiting for the deposit to proceed.

Chatfield Farms Planter Facade Replacement: The Board discussed the Chatfield Farms planter facade replacement project. It was noted that the agreements have been finalized and the contractor is waiting for the deposit to proceed.

Board Only Meeting: No action taken.

OPERATION AND MAINTENANCE MATTERS

District Management Updates: The Board discussed the District Management updates, including the following.

- Lists of current approved and requested community permits (Sports Field Use, Park Areas & Gazebo, Food Truck Vendors, etc.).
- SDMS Monthly Report.
- Monthly Invoice from Foothills Park & Recreation regarding use of Foothills' facilities by Roxborough Village Metropolitan District's residents in August 2023.
- A District account has been established on the local community Facebook forum.

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- Director Rubic stated that he received confirmation on Friday that the new website is ready to populate. The Operations Committee and SDMS will meet to begin populating the new website.
- SDMS did not have an update on of its determining what grants are available for wildfire mitigation and development of a Community Wildfire Protection Plan (CWPP).
- Update on Weather Trak. CDI has tested it and one of the 17 controllers is active. The subscription for the rest has lapsed. CDI recommends that the District not renew due to the size of the community.

General Updates Regarding Ongoing Projects:

- Rampart Range Road median update. McBride Electric was out last week and checked the panel behind the sign; there was voltage and no breakers were tripped. They checked the GFCI receptacles, and they were working properly. They did not find any other electrical panels. They checked the low-voltage lights for the sign and they worked. SDMS has asked CDI to check it out as there is obviously some confusion.
- Update on Douglas County Drainage Work

DIRECTOR MATTERS

Turf Replacement: There was no update at this time.

Signage/Committee: Earlier in the meeting the Board adopted a resolution establishing the Signage Committee.

Hiring Handyman: The RFP has been approved.

Rocky Mountain Sport Fields: The Board deferred discussion at this time.

Other: The Board discuss the Arrowhead Shores fence. It was noted that the Tree stump work is not done yet. They missed two things and they will be out to complete.

The Board discussed the Valvoline & Christian Brothers. It was noted that the roof needs to match the best as possible.

OTHER MATTERS

The Board reviewed action items to be added to the spreadsheet.

PUBLIC COMMENTS/HOMEOWNER

None.

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REQUESTS

ADJOURNMENT

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

Respectfully submitted,

By: _____
Secretary for the Meeting