

RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
Tuesday, December 15, 2020

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, December 15, 2020 at 6:00 p.m. via ZOOM. The meeting was open to the public.

**ATTENDANCE**

In Attendance were Directors:

Calvin Brown  
Debra Prysby  
Ed Wagner  
Ephram Glass  
Garry Cook

Also in Attendance were:

Anna Jones & Nic Carlson; CliftonLarsonAllen LLP (CLA)  
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Judy McNew; Metco Landscaping  
Todd Wenskoski; Livable Cities Studio  
Scott Barnett; Mulhern MRE, Inc.  
Ben Kelly; Strategic Communications Consultant  
Haylee Cornett; Resident

**CALL TO ORDER**

The meeting was called to order at 6:04 p.m.

**DECLARATION OF  
QUORUM/DIRECTOR  
QUALIFICATIONS/  
DISCLOSURE MATTERS**

Director Brown declared a quorum was present. No new conflicts were disclosed.

**APPROVE AGENDA**

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Agenda as amended.

**PUBLIC COMMENT and/or  
GUESTS**

There was no public comment.

**CONSENT AGENDA**

A. Consider Approval of the November 17, 2020 Special Meeting Minutes

RECORD OF PROCEEDINGS

- B. Review and Accept the Cash Position and Property Tax Schedule for October
- C. Review and Consider Approval of Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims
- D. Insurance Renewals and Dugout Inclusion in the amount of \$10,036

Upon a motion duly made by Director Prysby, seconded by Director Cook, and upon vote unanimously carried, the Board approved the Consent Agenda, as presented.

**FINANCIAL ITEMS**

- A. Other – None.

**DISCUSSION AGENDA**

**DIRECTOR ITEMS**

- A. Environmental Committee Update

Directors Glass and Prysby provided an update according to the report enclosed in the packet and the activities of the Committee since the previous Board meeting. Following discussion, the Board determined to arrange a meeting with Douglas County to review the Willow Creek Crossing designs. Mr. Barnett will arrange the site visit with the County and the Environmental Committee.

Director Glass will work with Mr. Barnett to develop maps of the District boundaries in order to enhance the Environmental Committee’s efforts. Director Glass noted there are several encroachments that need addressing. CLA will communicate with the necessary property owners.

- B. Other – None.

**MANAGER MATTERS**

Master Plan

- A. Feasibility Follow-Up
  - i. Feasibility Study Follow-Up

Ms. Jones provided an update on the feasibility study.

- ii. Communications Follow-Up by Ben Kelly

Mr. Kelly provided an update on the Rec Center Task Force, noting that the Task Force participants had been selected and their participation has been confirmed.

RECORD OF PROCEEDINGS

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B. Spillway Follow-Up

i. Spillway Schedule, Douglas County Follow-Up and Budget

Mr. Barnett provided an update to the Board regarding the design work.

C. Update on New Playground Design

Mr. Wenskoski provided an update on the new playground design. The Board requested a special meeting to discuss the playground design prior to the next Board meeting in January.

D. Other - None

LEGAL MATTERS

A. Update Regarding Final Water Due Diligence Filing and Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) and for the Purpose of Receiving Legal Advice on Special Legal Questions, if requested

No action taken.

B. Update on Emergency Disaster Declaration

Upon a motion duly made by Director Glass, seconded by Director Prysby and, upon vote unanimously carried, the Board ratified the Continuation of the Emergency Disaster Declaration.

C. Review and Consider Approval of Resolution No. 2020-12-01, Approving Renewal of Management Services with CliftonLarsonAllen LLP

Upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote unanimously carried, the Board approved Resolution No. 2020-12-01, renewing Management Services with CliftonLarsonAllen LLP with the revision of expense amount under manager authorization to \$1,000.00.

D. Review and Approve Continuation of Accounting Services with CliftonLarsonAllen LLP

Upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote unanimously carried, the Board approved the continuation of Accounting Services with CliftonLarsonAllen LLP.

RECORD OF PROCEEDINGS

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- E. Review and Consider Approval of Resolution No. 2020-12-02, Approving 2021 Landscape Maintenance Services Agreement with Metco Landscape, LLC

Following discussion, upon a motion duly made by Director Glass, seconded by Director Prysby and, upon vote unanimously carried, the Board approved Resolution 2020-12-02, Approving 2021 Landscape Maintenance Services Agreement with Metco Landscape, LLC with the agreed upon updated rate schedule (updated pursuant to discussion from the November meeting).

- F. Review and Consider Approval of Resolution No. 2020-12-03, Approving 2021 Snow Removal Services Agreement with Metco Landscape, LLC

Following discussion, upon a motion duly made by Director Glass, seconded by Director Prysby and, upon vote unanimously carried, the Board approved Resolution 2020-12-03, Approving 2021 Snow Removal Services Agreement with Metco Landscape, LLC, with updated rate schedule.

- G. Review and Consider Approval of Resolution No. 2020-12-04 Approving Services with Mulhern MRE

Upon a motion duly made by Director Glass, seconded by Director Brown and, upon vote unanimously carried, the Board approved Resolution No. 2020-12-04, approving services with Mulhern MRE.

- H. Review and Approve Services Agreement with Bailey Tree Trimming

Upon a motion duly made by Director Glass, seconded by Director Prysby and, upon vote unanimously carried, the Board approved the 2021 Services Agreement with Bailey Tree Trimming.

- I. Update on Imperial Park Use and New Fence Installation

The Board discussed the new fence installation. Jay Fells' photos and concerns were presented. Mr. Barnett will meet on site with the Environmental Committee to discuss further. Mr. Barnett will coordinate with Mr. Fells to call in 811 locates.

## RECORD OF PROCEEDINGS

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### J. Update on Drone Use

Ms. James reviewed the memo included in the packet. Following discussion, upon a motion duly made by Director Brown, seconded by Director Glass and, upon a vote in which all other Board members opposed, the motion did not carry. Current regulations remain in place. Ms. James will draft additional language for the Board to consider at the next Board meeting.

### K. Update on Water Line Project for Roxborough Water and Sanitation District

Ms. James provided an update to the Board, noting she had approved the License Agreement for the initial post holding and was waiting for confirmation on the correct License Exhibit in order to finalize.

### L. Update on Other Encroachment Issues

Ms. James sent a letter to the “pebble path” residence. Ms James will also follow up with the owners of 7573 Jared Way to find out progress or plans depending on return from military duty.

### M. Other – None.

## ENGINEERING MATTERS

### A. Update on Little Willow Creek Handrail

This item was discussed earlier in the meeting and is noted under the Environmental Committee update.

### B. Other

Mr. Barnett reviewed the Sterling Ranch Development and associate traffic circulation issues.

## LANDSCAPING MATTERS

### A. Bailey Tree Update via Written Enclosure

No verbal update was provided.

### B. Metco Landscape Report

Ms. McNew reviewed the Metco Landscape Report.

RECORD OF PROCEEDINGS

C. Review and Consider Approval of Proposals

i. Proposal to Install Controllers

Ms. McNew reviewed the proposal to install controllers in the amount of \$84,280. Director Cook asked about the effectiveness of the controllers are to be quantified and requested annual reporting on such. Following discussion, upon a motion duly made by Director Glass, seconded by Director Wagner and, upon vote unanimously carried, the Board approved the proposal to install controllers in the amount of \$84,280.

Other – None.

**OTHER BUSINESS**

A. Confirm Quorum for January 19, 2021 Special Meeting via ZOOM

A quorum was confirmed.

**ADJOURNMENT**

The Board adjourned the meeting at 8:34 p.m.

Respectfully submitted,

DocuSigned by:

By: \_\_\_\_\_

*Calvin Brown*

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Calvin Brown, President

Attest:

DocuSigned by:

By: \_\_\_\_\_

*Ed Wagner*

7D9BACB4D52C4E3...

Ed Wagner, Secretary

## Certificate Of Completion

Envelope Id: 4006E17C2B9E42749AA5BFA1F8B5F9D6	Status: Completed
Subject: Please DocuSign: RVMD - 12-15-2020 Minutes.pdf	
Client Name: Roxborough Village Metro District	
Client Number: 011-070155	
Source Envelope:	
Document Pages: 6	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Natalie Herschberg
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Natalie.Herschberg@claconnect.com
	IP Address: 73.153.120.72


## Record Tracking

Status: Original 1/21/2021 2:16:12 PM	Holder: Natalie Herschberg Natalie.Herschberg@claconnect.com	Location: DocuSign
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## Signer Events

Calvin Brown  
cbrown8556@hotmail.com  
Board President  
Security Level: Email, Account Authentication (None)

## Signature

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581B98172FCC405...  
Signature Adoption: Pre-selected Style  
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Viewed: 1/23/2021 10:26:07 AM  
Signed: 1/23/2021 10:31:51 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 1/23/2021 10:26:07 AM  
ID: d20f7792-b056-4c7a-ac25-4e74de12aeed

Ed Wagner  
edward.wagner99@gmail.com  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
7D9BACB4D52C4E3...  
Signature Adoption: Pre-selected Style  
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Sent: 1/23/2021 10:31:52 AM  
Viewed: 1/24/2021 11:27:37 AM  
Signed: 1/24/2021 11:27:42 AM

**Electronic Record and Signature Disclosure:**  
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	1/21/2021 2:17:09 PM
Certified Delivered	Security Checked	1/24/2021 11:27:37 AM
Signing Complete	Security Checked	1/24/2021 11:27:42 AM
Completed	Security Checked	1/24/2021 11:27:42 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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