

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

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Greenwood Village, CO 80111  
303-779-5710  
www.roxboroughmetrodistrict.org

## NOTICE OF SPECIAL BOARD MEETING AND AGENDA

**DATE:** August 17, 2021  
**TIME:** 6:00 p.m.  
**LOCATION:** Given current events and current advice and directives from local, state and federal jurisdictions related to COVID-19, this meeting is being held by teleconference and virtual meeting only.

**Board members, consultants and members of the public may participate by teleconference or by computer/tablet by utilizing the following information:**

- ACCESS:**
- 1. To attend via Zoom Videoconference, use the link: URL:  
<https://us02web.zoom.us/j/88059865096?pwd=bU05WWxtQmo4S2IrZFNWaVF1eE5TUT09>
  - 2. To attend via telephone, dial 346-248-7799 and enter the following additional information:
    - a. Meeting ID: 880 5986 5096
    - b. Passcode: 856319

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Calvin Brown	President	May, 2023
Debra Prysby	Vice President	May, 2022
Ephram Glass	Treasurer	May, 2023
Edward Wagner	Secretary	May, 2022
Garry Cook	Assistant Secretary	May, 2022

**I. CALL TO ORDER**

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

**III. APPROVE AGENDA**

**IV. PUBLIC COMMENT and/or GUESTS**

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.

**V. CONSENT AGENDA (5 MINUTES)**

*(Note: All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of these items unless a Board member or a member of the audience so requests.)*

- A. Review and Consider Approval of the June 9, 2021, July 15, 2021 and July 20, 2021 Special Meetings Minutes (enclosed)
- B. Review and Accept the Cash Position and Property Tax Schedule for June (enclosed)
- C. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosed)

**VI. FINANCIAL ITEMS**

- A. Review and Consider Acceptance of June 30, 2021 Unaudited Financial Statements (enclosed)
- B. Other

**DISCUSSION AGENDA**

**VII. BAILEY TREE UPDATE (ENCLOSED)**

- A. Update on Proposal to Mitigate Road Salt Damage
- B. Recommendations Regarding Cottonwood Trees
- C. Status of Dead Tree Replacements

**VIII. LANDSCAPING MATTERS (10 MINUTES)**

- A. Metco Landscape Report (enclosed)
- B. Review and Consider Approval of Proposals:
  - 1. Installation of Fishing Line and Hook Disposal Containers and Baseball or Softball 24” Pitching Mound (enclosed)
- C. Other

**IX. LEGAL MATTERS (40 MINUTES)**

- A. Review and Consider Approval of Code of Conduct at District Board Meetings (enclosed)

- B. Review and Consider Approval of Mill Levy and Fee Hybrid Scenario (enclosed)
- C. Survey Status (to be distributed)
- D. Discuss and Consider Approval of Recreation Center Election Resolution (enclosed)
- E. Discuss Ballot Question Board Review Process – Special Meeting
- F. Update on Amendment to Resolution regarding Colorado Open Records Act Rules and Policy (CORA)
- G. Update Regarding Final Water Due Diligence Filing and Executive Session Pursuant to C.R.S. Section 24-6-402(4)(B) and for the Purposes of Receiving Legal Advice on Specific Legal Questions, if requested
- H. Other

**X. DIRECTOR ITEMS (10 minutes)**

- A. Environmental Committee Update (enclosed)
  - 1. Update on Greenhouse Process and Next Steps
    - a. Discuss Greenhouse Water Meter Installation
- B. Discuss Director Glass Attendance at Fire Mitigation Meeting on Behalf of District or as Resident (enclosed)
- C. Other

**XI. MANAGER MATTERS (30 MINUTES)**

- A. Discuss Proposals to Replace Edging at Volleyball Court
- B. Review and Consider Approval of EcoResources Proposal for Weed and Algae Treatments at North and South Ponds (enclosed)
- C. Discuss Mosquito Mitigation (enclosed)
- D. Other

**XII. ENGINEERING MATTERS (10 MINUTES)**

- A. Spillway Follow-Up
  - 1. Status and Water Levels
- B. Update on Backflow Preventer
- C. Review and Consider Approval of Proposal for New Fence Installation (to be distributed)
- D. Other

**XIII. OTHER BUSINESS (5 MINUTES)**

- A. Confirm Quorum for September 21, 2021 Special Meeting at Roxborough Library

**XIV. ADJOURNMENT**

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MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD

Wednesday, June 9, 2021

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Wednesday, June 9, 2021 at 6:00 p.m. via ZOOM. The meeting was open to the public.

ATTENDANCE

**In Attendance were Directors:**

Calvin Brown; President  
Debra Prysby; Vice President  
Ephram Glass; Treasurer  
Edward Wagner; Secretary  
Garry Cook; Assistant Secretary

**Also in Attendance were:**

Anna Jones & Rebecca Gianarkis; CliftonLarsonAllen LLP (“CLA”)  
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Rick Stanzyk & Kimberly Armitage; Evolution Builders  
Ben Kelly; Strategic Communications Consultant  
Jason Simmons; Hilltop Financial Advisors  
Mario Trescone; Greater Than Analytics LLC  
Kim Crawford; Butler Snow LLP  
Greg Clemens; Resident at 10470 Stable Lane  
Gloria Gearhart; Resident at 7392 Eagle Rock Drive  
Travis Jensen; Resident at 7434 Eagle Rock Drive  
Joanna Waldenmyer; Resident at 8106 Eagleview Drive  
Mark Rubic; Resident at 7735 Veranda Court  
Mat Hart; Resident at 7783 Verandah Court  
Chad Bergman; Resident at 7416 Elk Trail Place  
Joshua Barnes; Resident  
Linda Rothwell; Resident  
Jill Lombear; Resident  
Jeff Boyce; Resident

CALL TO ORDER

Director Brown called the meeting to order at 6:07 p.m.

DECLARATION OF  
QUORUM/DIRECTOR  
QUALIFICATIONS/  
DISCLOSURE MATTERS

A quorum was declared present. No new conflicts were disclosed.

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### APPROVAL OF AGENDA

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

### PUBLIC COMMENT AND/OR GUESTS

Gloria Gearhart asked whether a survey was distributed polling whether residents wanted to continue with the recreation center planning process. She noted that there is money in the budget for playground maintenance and commented that the amount seemed high especially considering the absence of a restroom. She also requested to connect offline with Mark Rubic.

Mark Rubic expressed concern that information was not provided to the public in advance of Board meetings. He requested that Board members turn video on during the Board meetings.

Greg Clemens, a seven-year resident in Chatfield Farms West, noted that he pays approximately \$4,500 per year in taxes and that he looks forward to the end of the mill levy. He is entirely opposed to additional debt.

Jeff Boyce echoed the sentiments of Mr. Clemens. He expressed an interest in reviewing the initial survey data set to know how many residents were in favor of the recreation center. He believes it is important to know this information prior to spending additional funds in pursuit of the proposal.

Dale O'Neil stated that his family and he are opposed to the recreation center. He does not want fees to be raised and does not believe the community supports the proposal. He also noted that Roxborough Village residents have the opportunity to pay a resident rate to use the Foothills Recreation Center and that the Roxborough community recreation center is therefore unnecessary.

### DISCUSS RECREATION CENTER

**Updated Design Scenarios:** Mr. Trescone summarized his credentials, noting that he has worked in site feasibility studies for about 23 years and with recreation centers specifically for about 14 years.

Mr. Trescone summarized the proforma methodology to include consideration of landscape and market research study and a look at demographics. He noted that all data is applied to the proformas. Mr. Trescone noted that there are no other recreation centers within a five-mile radius, indicating a growth opportunity. Mr. Trescone summarized four different proforma scenarios including 45,000 square feet, 49,000 square feet to include a

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community partner, 55,000 square feet, and 55,000 to include a community partner.

Director Glass commented that the monthly fee for non-residents seemed high compared to other fitness facilities. Mr. Trescone clarified that this proposed center includes a variety of other community-based amenities that increases the estimated value of membership

Director Prysby clarified whether the five-mile radius includes Sterling Ranch. Director Glass confirmed that it does.

**Updated Capital and Operating Cost Estimates:** Jason Simmons presented projected mill levies. He summarized the difference among market, actual, and assessed home values. He presented a formula for residents to determine to tax impacts to homeowners if a recreation center were to be approved.

Don Dethlefs and Steve King presented the updated recreation center design renderings. Director Wagner summarized the rationale behind the design and the importance of incorporating every segment of the community as much as possible.

Director Wagner discussed the background for design including site visits to four other recreation centers in the Denver metro area. He noted that the middle school, which would be walking distance from the proposed recreation center, does not have a gym and the library expressed an interest sharing the community space. Director Brown approved of the design and is eager to consider possible partners moving forward. Director Brown also noted that several high schools in the area expressed a need for swimming pools and other facilities.

Director Glass discussed a few elements he believes are missing in the design including community rooms with access to views and terraces so that they can be rented for events such as conferences. Mr. Dethlefs confirmed that power lines in the Xcel easement cannot be buried and that only a parking lot can be built within the Xcel easement.

**Updated Revenue Assumptions:** Mr. Simmons presented projected operating revenues and expenses. Director Glass asked about whether the membership would be free. Mr. Trescone clarified that under current assumptions, membership would be free for those residents paying the taxes within the Metro District and there would likely be optional fees for residents for special programs, etc.

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**Engaging Net Zero Consultant:** Ms. Jones summarized the staff recommendation to wait on hiring a net zero consultant at this time. The Board unanimously agreed to wait for clarification prior to further investigation.

### LEGAL MATTERS

**Interview with Kim Crawford, Butler Snow. Consider a Resolution Hiring Bond Counsel to Assist in Feasibility Study and Possible TABOR Vote:** Attorney James presented Ms. Crawford to the Board, noting this is a specialized role. She reminded the Board that they will need to engage bond counsel if they decide to put a question on the ballot regarding recreation center funding.

Ms. Crawford introduced herself as a bond attorney and summarized the role of a bond attorney including assistance with the TABOR notice and crafting of a ballot question that complies with TABOR. Ms. James clarified that Ms. Crawford's role would begin if the Board decides to put the question on the ballot.

Directors Cook and Glass requested two other firms be evaluated for consideration. Attorney James will bring two additional firms for consideration at the next Board meeting.

Per Board approval, Attorney James reviewed and answered the questions that had been submitted via the meeting chat feature.

Attorney James summarized the Board meeting format including public comment time at the start of the meeting per the agenda. Ms. James reminded residents that Board member names are listed on the district website in addition to meeting minutes once they are approved. She clarified that community members' questions are directed to those who are best qualified to provide an answer. She further clarified that the decision to build a recreation center requires a community vote under TABOR.

Attorney James noted the following questions will be posted to the FAQ page on the District website. Will Rampart Range Road be widened if the recreation center is built? Why were the two state parks not included in the fitness facility programming? How will the recreation center impact traffic flow in five-mile radius around the recreation center? Information regarding Mr. Trescone's presentation will also be included.

### OTHER BUSINESS

**Quorum for July 15, 2021 Special Meeting via ZOOM:**  
Quorum was confirmed.

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ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote, unanimously carried, the Board adjourned the meeting at 8:42 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Calvin Brown, President

Attest:

By: \_\_\_\_\_  
Ed Wagner, Secretary

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MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD

Thursday, July 15, 2021

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Thursday, July 15, 2021 at 6:00 p.m. at the Safeway on 8355 N. Rampart Range Road, Littleton, Colorado 80125. The meeting was open to the public.

ATTENDANCE

**In Attendance were Directors:**

Debra Prysby, Vice President  
Ephram Glass, Treasurer

**Also in Attendance were:**

Anna Jones, Nic Carlson and Rebecca Gianarkis;  
CliftonLarsonAllen LLP (“CLA”)  
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Ben Kelly; Strategic Communications Consultant  
Roxborough Village Residents

CALL TO ORDER

The meeting was not called to order as it was not a formal meeting, only a Community Outreach Event.

DECLARATION OF  
QUORUM/DIRECTOR  
QUALIFICATIONS/  
DISCLOSURE MATTERS

A quorum was not present.

PRESENTATION AND  
DISCUSSIONS REGARDING  
RECREATION CENTER

The Board was present at Safeway to get feedback on the potential recreation center from Roxborough Village Metropolitan District Residents. Residents also had the opportunity to ask the Board and consultants any questions they may have.

OTHER BUSINESS

None.

ADJOURNMENT

The open house ended at 8:00 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Calvin Brown, President

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Attest:

By: \_\_\_\_\_  
Ed Wagner, Secretary

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MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

HELD

Tuesday, July 20, 2021

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, July 20, 2021 at 6:00 p.m. via ZOOM. The meeting was open to the public.

ATTENDANCE

**In Attendance were Directors:**

Calvin Brown, President  
Debra Prysby, Vice President  
Ephram Glass, Treasurer  
Ed Wagner, Secretary  
Garry Cook, Assistant Secretary

**Also in Attendance were:**

Anna Jones, Nic Carlson & Rebecca Gianarkis;  
CliftonLarsonAllen LLP (“CLA”)  
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Scott Barnett; Mulhern MRE, Inc.  
Bill Barr; Metco Landscaping  
Kimberly Armitage; Evolution Builders  
Ben Kelly; Strategic Communications Consultant  
George Biedenstein; Baily Tree LLC  
Kim Crawford and Dalton Kelley; Butler Snow LLP  
Travis Jensen; Resident at 7434 Eagle Rock Drive  
Karen McPherson; Resident at 9735 Marmot Ridge Circle  
Mark Rubic; Resident at 7735 Verandah Court  
Joanna Waldenmyer; Resident at 8106 Eagleview Drive  
Nadine Bride; Resident at 7656 Rampart Way  
Liz Kaiser; Resident at 10222 Cavaletti Drive  
Pam & Jim Burke; Residents at 7236 Red Mesa Court  
Gygnetha Swofford; Resident at 7974 Canvasback Court  
Greg Clemens; Resident at 10470 Stable Lane  
Keith Segura; Resident at 7857 Mule Deer Place  
Kim Whiting; Resident at 9662 Bighorn Way  
Mat Hart; Resident at 7783 Verandah Court  
Amy Corneillie; Resident at 7647 Verandah Court  
Jack Tubbs; Resident at 8359 Hackamore Road  
Emily Luckett; Resident at 7260 Eagle Rock Drive  
Lindsay Reed

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### CALL TO ORDER

Director Brown called the meeting to order at 6:02 p.m.

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

A quorum was declared present. No new conflicts were disclosed.

### APPROVE AGENDA

Ms. Jones reviewed the agenda with the Board. Ms. James requested adding an item to the legal matters on the agenda to discuss developing a meeting code of conduct. Following discussion, upon a motion duly made by Director Wagner, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the agenda, as amended.

### PUBLIC COMMENT and/or GUESTS

Mark Rubic, resident, expressed his dissatisfaction regarding transparency surrounding resident requests for information, Board member presence at community outreach events, survey results and legal procedures.

Greg Clemens, resident, expressed concerns regarding Director Cook not being present at any of the three community outreach meetings. He further expressed concerns about Director Cook's camera being off during online Board meetings.

Jim Burke, resident, requested that the Cottonwood trees be removed from an area near his property on Red Mesa.

Liz Kaiser, resident, asked whether access to water for the proposed recreation center pools and showers has been considered by the Board. She noted that there have been several community water restrictions since she has lived in the community.

### CONSENT AGENDA

**June 15, 2021, June 26, 2021, June 29, 2021, July 6, 2021 and July 10, 2021 Special Meeting Minutes:**

**Cash Position and Property Tax Schedule for April:**

**Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims:**

Ms. Jones reviewed the Consent Agenda with the Board. Director Prysby asked questions regarding the snow removal charges and trending property tax reconciliation. Ms. Jones reported that some snow removal charges appear late for payment and noted the property tax reconciliation is on track. Following discussion,

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

### FINANCIAL MATTERS

**Other:** None.

### DIRECTOR MATTERS

**Environmental Committee:** The Board reviewed the Environmental Committee's monthly report included in the packet.

#### **Greenhouse Process and Next Steps:**

**Greenhouse Water Meter Installation:** Director Glass updated the Board on the water meter installation, noting they are in the seed collection phase and that tap permitting still needs to be completed. He also noted that spraying will be completed in the next few weeks.

Director Glass further reported that someone drove onto the field from the parking lot and there is consideration to install boulders and rocks to decrease the possibility of people driving on the field.

**West Metro Fire Rescue Wildfire Mitigation Workshop:** Director Glass reported that the wildfire mitigation walk with West Metro Fire Rescue is complete and notes are forthcoming.

**Other:** None.

### BAILEY TREE UPDATE

**Proposal to Mitigate Road Salt Damage:** George Biedenstein summarized the tree damage caused by road salt spray and explained that the proposal includes two soil treatments to 142 trees per season. Director Glass clarified that the treatment would need to be completed annually. Mr. Biedenstein noted an annual treatment is recommended. Director Glass expressed concerns that the proposed mitigation technique is known to deteriorate concrete and requested to table this item until further investigation of the mitigation effort is conducted. Upon a motion duly made by Director Glass, seconded by Director Wagner and, upon vote, unanimously carried, the Board tabled this proposal.

**Emergency Tree Removal:** Mr. Biedenstein and Mr. Barr reported that an emergency tree removal was reported by a resident living at Village Circle East and Rampart Range Road. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote,

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unanimously carried, the Board approved the emergency tree removal and related invoice.

**Forthcoming Tree Removal and Stump Grinding:** Mr. Biedenstein reported that tree removal and stump grinding efforts are forthcoming. Director Glass asked whether the stump removals can be dug deeper than usual to allow room to plant new trees in the same place. Mr. Barr noted that they may be able to bring a Bobcat to the site to further extricate and crown the subsequent roots.

**Proposal to Remove Cottonwood Tree:** Jim Burke, resident, summarized his request to remove the Cottonwood trees, noting that they present allergy issues and seed in his yard, which requires continued removal efforts. Discussion ensued as to the tree location and whether they are located on District property. The Board discussed the problems that Cottonwood trees present, the prevalence of Cottonwood trees throughout the community, and the possibility of replacing Cottonwood trees with another type of tree. The Board directed Mr. Biedenstein to assess the Cottonwood trees. Following discussion, upon a motion duly made by Director Brown, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved the removal of the Cottonwood trees contingent on review of the final cost.

### MANAGER MATTERS

**Master Plan Feasibility Follow-Up:** This is addressed below.

**Finalizing Feasibility Study and End of Consultants' Contractual Obligations:** Ms. Jones updated the Board noting that the feasibility consultants have substantially completed the scope of their contracts. She further noted that they may attend the August meetings, but their work products are complete.

**Fee Versus Mill Levy Scenario:** Ms. Jones discussed the fee versus mill levy information with the Board, noting the survey results regarding resident willingness to pay fees for activities and the proposal for additional analytics on fees versus mill levies resident cost scenarios. It was noted that the data could be collected and sent to the Board in about two weeks. Director Wagner noted his impression that residents are not in favor of additional usage fees. Director Glass stated that there is confusion in terms of how the scenarios are presented to residents and that there could be opportunity to lower the mill levy and increase usage fees. Ms. Armitage summarized a study to determine financial models based on mill levy vs. fees or a combination thereof. Following

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discussion, upon a motion duly made by Director Glass, seconded by Director Wagner and, upon vote, unanimously carried, the Board accepted the proposal for additional analytics on fees versus mill levy resident cost scenarios.

Directors Wagner and Glass requested that information regarding the possible long-term YMCA or other contracts be added to the website FAQ. Ms. James explained that all District contracts are subject to annual appropriation of funds and the Board through that the public is misinformed about the ability to enter long term contracts for management.

**Communications Summary:** Ben Kelly summarized the communication activities including the website FAQs, newsletter, informational emails to residents, and open houses that primarily took place in June and July. Mr. Kelly noted that about 150 people attended all three open house events and that about 90% of those attendees were District residents. Mr. Kelly also noted that the open houses yielded 112 survey responses and that those responses represent about 4% of voters. Mr Kelly reported that residents who attended the open houses were generally not in favor of the proposed recreation center. Discussion with the Board ensued. No action was taken.

### **Partnership Opportunities:**

**Douglas County Libraries:** Ms. Jones reported that the Library remains an eager potential partner.

**GoCo:** Ms. Gianarkis reported that GoCo grants are not likely applicable to the proposed recreation center project, but they may apply to other projects, including trail connections to the Highline Canal Trail and Waterton Canyon Trail.

**Roxborough Park/Ravenna:** Ms. Jones reported that Roxborough Park is an unlikely financial partner but would have residents who would be interested in memberships. Ms. Jones indicated that she had not made contact with a representative at Ravenna.

**Foothills Parks and Recreation District:** Ms. Jones reported that Foothills Parks and Recreation District reached out to discuss the potential impact on the current Intergovernmental Agreement and indicated a

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willingness to consider partnerships in programming or other efforts that might be appropriate.

### **Master Plan Spillway Follow-Up:**

**Status and Water Levels:** Mr. Barnett updated the Board and noted that the work is on hold until water levels are low enough to allow work to be conducted.

**New Playground Design:** Director Glass updated the Board on the playground usage data and suggested an on-site visit for visualization. Director Wagner agreed. Mr. Wenskoski is to work with CLA to arrange an onsite park visit with the Board and Livable Cities Studios within the next few weeks.

**Resident Correspondence:** Ms. Jones reported on a letter to the Board from Mr. Hart and clarified whether the Board was satisfied with her response memo. Following discussion, upon a motion duly made by Director Cook, seconded by Director Wagner and, upon vote, unanimously carried, the Board approved the response to Mr. Hart pursuant to Ms. Jones' proposed memo.

**Roxborough Email Addresses and iPad Purchase:** Ms. Jones presented an opportunity for Board members to have the District email addresses and iPads for District specific engagements. Director Brown clarified that the iPads would belong to the District and Ms. Jones confirmed same. Directors Cook, Wagner, Glass and Prysby stated that they were not interested in iPads. No action was taken on iPad purchases. All Directors indicated an interest in obtaining District-specific emails. CLA will work with the Directors to establish the same.

**Volleyball Court:** Ms. Jones reported the volleyball court was missing edging and that Mr. Barr completed the necessary repairs.

**Resident Requests for Fishing Line Disposal:** Ms. Jones presented a resident request to the Board regarding a fishing line disposal mechanism. The Board discussed the mechanism, safety and regular maintenance concerns. The Board directed CLA to gather more information regarding cost.

Director Wagner noted that fencing near the pavilion has been kicked out again. He will pass the photos and reporting resident address to CLA and Mr. Barr.

**Other:** None.

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LEGAL MATTERS

**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.

**Emergency Disaster Declaration:** Ms. James discussed the declaration with the Board and it was agreed that there is no need to discuss further since the Emergency Disaster Declaration is no longer applicable at the State level.

**Memorandum of Understanding: Douglas County Libraries and Roxborough Village Metropolitan District:** Ms. James presented the Memorandum of Understanding to the Board and clarified that it is a non-binding acknowledgement of a possible partnership. Following discussion, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the Memorandum of Understanding: Douglas County Libraries and Roxborough Village Metropolitan District.

**Amendment to Resolution regarding Colorado Open Records Act Rules and Policy (CORA):** Ms. James presented the current CORA policy and suggested an update to the current policy for clarity and ease of use. The Board agreed and directed Ms. James to bring a proposed revised CORA policy to the Board for approval.

**Services Agreement with Kim Crawford of Butler Snow LLP:** Ms. James presented the Agreement with the Board. Following discussion, upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote, unanimously carried, the Board approved the Services Agreement with Kim Crawford of Butler Snow LLP.

**Possible Election Resolution and Associated Timing:** Ms. James and Ms. Crawford updated the Board on a possible election resolution and associated timing.

**Draft Notice to Douglas County Clerk:** Following discussion, upon a motion duly made by Director Cook, seconded by Director Glass and, upon vote, unanimously carried, the Board directed Ms. James to send a letter of intent to possibly hold an election to the Douglas County Clerk.

**Excel Easement:** This item was not discussed.

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**Other:** Ms. James reported that there are questions surrounding the code of conduct at Board meetings. She proposed the authoring of a policy related to code of conduct for online and in-person meetings. She also noted the possibility of scheduling a peace officer to be present at in-person meetings for safety purposes. The Board directed Ms. James to bring back a suggested policy code of conduct for in-person and online meetings in addition to consideration of a peace officer.

After discussions about the in-person meeting and the inability for the library to hold 37+ people (as were on the Zoom meeting), the Board directed the next Board meeting be conducted via Zoom until logistics can be worked out in advance of an in-person meeting in September.

### ENGINEERING MATTERS

**Backflow Preventer:** Mr. Barnett reported he met with Roxborough Water and Sanitation District to determine necessary plumbing updates. It was determined that the backflow preventer in question is not directly connected to the bathroom plumbing. Mr. Barnett will explore further to determine if the backflow preventer should be abandoned.

**Proposal with Good Plumbing Service Co. for Bathroom Repairs:** Mr. Barnett recommended no action be taken at this time.

**Flow Control Valve at Roxborough Water and Sanitation District:** Mr. Barnett reported that the valve was rebuilt and is functioning properly. The invoice is forthcoming. He noted that the valve will likely need to be rebuilt every five years and screens will need to be cleaned annually. Director Prysby requested that information be added to a maintenance calendar. The Board directed Mr. Barnett to develop a routine maintenance calendar.

**Xcel Pump Repair Payment:** Mr. Barnett reported that this item is related to Item B and that the invoice has not yet been received but that it is expected to be within the budget.

**Proposal for New Fence Installation:** Mr. Barnett reported on fence options. Directors Prysby and Glass noted interest in the wood split rail option as well as the Trex and concrete options. The Board directed Mr. Barnett to gather cost comparisons for Trex, cedar, and concrete materials in addition to wire mesh backing.

**Other:** None.

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LANDSCAPING MATTERS

**Metco Landscape Report:** Mr. Barr reviewed the update provided by Metco Landscape with the Board.

**Imperial Park Turf Restoration:** Mr. Barr noted that the Imperial Park turf restoration is complete.

**Review and Consider Approval of Proposals:**

**VFD Pump Replacement:** This item was not presented.

**Drag Infield Stripe Field for Weekend Softball Games and Servicing Locates:** Mr. Barr presented the proposal to drag and stripe the infield to the Board. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote, unanimously carried, the Board accepted the proposal to drag the infield and stripe the field for weekend softball games and servicing locates.

**Installation of Pitchers' Mound:** Mr. Barr reported that he needs to gather quotes for the pitcher's mound.

**Jetting and Clearing Culvert near Heron Pond:** Mr. Barr reported on the jetting and clearing of the culvert near Heron Pond.

**Clean Drainage Channel Along Rampart Road:** Mr. Barr discussed the proposal to clean the drainage channel along Rampart Road with the Board. Director Glass recommended that this be put on hold until the Board can visit the site. Action was deferred until after the landscape walk.

**Rent Golf Cars for Landscape Walk:** Mr. Barr presented the proposal for renting the golf carts. Following discussion, upon a motion duly made by Director Wagner, seconded by Director Glass and, upon vote, unanimously carried, the Board accepted the proposal to rent golf carts for the Board for the landscape walk.

**Purchase Trash Cans for Dog Stations:** Mr. Barr presented the proposal to the Board. Director Glass noted he would prefer to see the trash cans prior to voting. Director Prysby requested the locations be added to all forthcoming landscape proposals. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon a vote of 4 in favor, with Director Glass

RECORD OF PROCEEDINGS

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opposed, the Board approved the proposal for the purchase of trash cans for the dog stations.

**Mosquitos at Ponds:** Ms. Jones updated the Board, noting that multiple residents reported mosquito concerns. Mr. Carlson reported that the District currently pays a flat fee of \$1,500 per month for a once per month mitigation visit. Directors Glass and Wagner noted that mosquitoes have been particularly bad this year due to the wet weather. The Board directed to have Patriot Pest onsite to mitigate more frequently this season.

**Resident Request to Remove Trees:** This item was discussed earlier in the meeting under public comments.

**Other:** Director Prysby reported that the algae bloom in the upper pond near the school and the lower pond is starting to present an issue. The Board directed CLA to obtain a quote from Aqua Serra to drag out the algae bloom.

OTHER BUSINESS

**Quorum for August 17, 2021 Special Meeting at Roxborough Library:** A quorum was confirmed. The Board determined to hold the meeting virtually via Zoom.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote, unanimously carried, the Board adjourned the meeting at 10:10 p.m.

Respectfully submitted,

By: \_\_\_\_\_  
Calvin Brown, President

Attest:

By: \_\_\_\_\_  
Ed Wagner, Secretary

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**  
**Schedule of Cash Position**  
**June 30, 2021**  
**Updated as of August 6, 2021**

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
<b><u>FirstBank - Checking Account</u></b>				
Balance as of 06/30/21	\$ 58,081.73	\$ -	\$ 4,120.00	\$ 62,201.73
Subsequent activities:				-
07/01/21- ADP Payroll/Taxes	(538.25)	-	-	(538.25)
07/09/21- ADP Payroll/Taxes	(538.25)	-	-	(538.25)
07/13/21- Transfer from Colotrust	78,573.97	-	51,426.03	130,000.00
07/13/21- ADP Payroll/Taxes	(430.60)	-	-	(430.60)
07/16/21- Roxborough Water Payment June	(5,070.39)	-	-	(5,070.39)
07/22/21- IREA Payment	(837.70)	-	-	(837.70)
07/23/21- Bill.com Payment	(672.24)	-	-	(672.24)
07/23/21- ADP Payroll/Taxes	(538.25)	-	-	(538.25)
07/26/21- Bill.com Payment	(77,487.22)	-	(55,546.03)	(133,033.25)
07/29/21- Xcel Energy June	(20.59)	-	-	(20.59)
08/06/21 - IREA Payment	(1,292.58)	-	-	(1,292.58)
<i>Anticipated ADP Payroll/taxes - August</i>	(538.25)	-	-	(538.25)
<i>Anticipated Payables</i>	(64,114.48)	-	(27,363.06)	(91,477.54)
<i>Anticipated IREA Payment</i>	(759.33)	-	-	(759.33)
<i>Anticipated Roxborough Water payment</i>	(412.30)	-	-	(412.30)
<i>Anticipated Transfer from Colotrust</i>	72,636.94	-	27,363.06	100,000.00
<i>Anticipated Balance</i>	<u>56,042.21</u>	<u>-</u>	<u>-</u>	<u>56,042.21</u>
<b><u>Colotrust - Plus</u></b>				
Balance as of 06/30/21	853,801.81	997,639.09	1,418,224.25	3,269,665.15
Subsequent activities:				
07/09/21- June PTAX	349,750.85	253,499.19	-	603,250.04
07/13/21- Transfer to Checking	(78,573.97)	-	(51,426.03)	(130,000.00)
07/31/21- Interest Income	30.43	71.01	-	101.44
<i>Anticipated July PTAX</i>	-	-	-	-
<i>Anticipated Transfer to Checking</i>	(72,636.94)	-	(27,363.06)	(100,000.00)
<i>Anticipated Balance</i>	<u>1,052,372.18</u>	<u>1,251,209.29</u>	<u>1,339,435.16</u>	<u>3,643,016.63</u>
<b><u>UMB - 1993 A &amp; B Bond Fund</u></b>				
Balance as of 06/30/21	-	659,681.16	-	659,681.16
Subsequent activities:				
07/31/21 - Interest Income	-	5.69	-	5.69
<i>Anticipated Balance</i>	<u>-</u>	<u>659,686.85</u>	<u>-</u>	<u>659,686.85</u>
<b><i>Anticipated Balances</i></b>	<u><u>\$ 1,108,414.39</u></u>	<u><u>\$ 1,910,896.14</u></u>	<u><u>\$ 1,339,435.16</u></u>	<u><u>\$ 4,358,745.69</u></u>

**Yield information (as of 07/31/21):**

First Bank - 0.0%

Colotrust Plus - 0.0327%

**ROXBOROUGH VILLAGE METRO DISTRICT**  
**Property Taxes Reconciliation**  
**2021**

	Current Year							Prior Year			
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Net Amount Received	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received	
							Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 37,888.63	\$ -	\$ 12,904.78	\$ -	\$ (568.33)	\$ 50,225.08	2.22%	2.22%	\$ 51,417.22	2.04%	2.04%
February	727,901.87	-	11,032.71	-	(10,918.54)	728,016.04	42.56%	44.78%	770,614.81	42.57%	44.61%
March	72,025.94	-	16,751.34	22.81	(1,080.73)	87,719.36	4.21%	48.99%	70,389.11	3.36%	47.97%
April	128,063.20	(356.36)	14,234.93	18.49	(1,921.23)	140,039.03	7.47%	56.45%	151,956.43	7.96%	55.93%
May	128,251.33	-	12,667.58	104.03	(1,925.34)	139,097.60	7.50%	63.95%	136,830.81	7.06%	62.99%
June	595,167.10	-	16,878.35	134.09	(8,929.50)	603,250.04	34.80%	98.75%	649,033.71	35.59%	98.57%
July	-	-	-	-	-	-	0.00%	98.75%	32,201.29	0.91%	99.48%
August	-	-	-	-	-	-	0.00%	98.75%	17,508.76	0.21%	99.69%
September	-	-	-	-	-	-	0.00%	98.75%	15,757.39	0.06%	99.75%
October	-	-	-	-	-	-	0.00%	98.75%	14,808.13	0.06%	99.81%
November	-	-	-	-	-	-	0.00%	98.75%	15,349.36	0.06%	99.87%
December	-	-	-	-	-	-	0.00%	98.75%	14,012.63	0.00%	99.87%
<b>\$</b>	<b>1,689,298.07</b>	<b>\$ (356.36)</b>	<b>\$ 84,469.69</b>	<b>\$ 279.42</b>	<b>\$ (25,343.67)</b>	<b>\$ 1,748,347.15</b>	<b>98.75%</b>	<b>98.75%</b>	<b>\$ 1,939,879.65</b>	<b>99.87%</b>	<b>99.87%</b>

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
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Chatfield Farms
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**Property Tax**

General Fund	\$ 971,106	56.78%	\$ 959,000.66	98.75%
Debt Service Fund	739,155	43.22%	729,941.05	98.75%
<b>\$</b>	<b>1,710,261</b>	<b>100.00%</b>	<b>\$ 1,688,941.71</b>	<b>98.75%</b>

\$ 252,040.72
-
<b>\$ 252,040.72</b>

**Specific Ownership Tax**

General Fund	\$ 136,821	100.00%	\$ 84,469.69	61.74%
Debt Service Fund	-	0.00%	-	0.00%
<b>\$</b>	<b>136,821</b>	<b>100.00%</b>	<b>\$ 84,469.69</b>	<b>61.74%</b>

**Treasurer's Fees**

General Fund	\$ 14,567	56.78%	\$ 14,390.43	98.79%
Debt Service Fund	11,087	43.22%	10,953.24	98.79%
<b>\$</b>	<b>25,654</b>	<b>100.00%</b>	<b>\$ 25,343.67</b>	<b>98.79%</b>

\$ 3,782.04
-
<b>\$ 3,782.04</b>

**Roxborough Village Metro District**  
**Claims Listing**  
**07/10/21- 07/31/21**

Vendor	Invoice #	Description	Balance
<b>ACH</b>			
*Intermountain Rural Electric Association	June-21	Utilities	58.62
*Intermountain Rural Electric Association	June-21	Utilities	21.60
*Intermountain Rural Electric Association	June-21	Utilities	23.38
*Intermountain Rural Electric Association	June-21	Utilities	22.07
*Intermountain Rural Electric Association	June-21	Utilities	100.03
*Intermountain Rural Electric Association	June-21	Utilities	21.00
*Intermountain Rural Electric Association	June-21	Utilities	504.00
*Intermountain Rural Electric Association	June-21	Utilities	21.00
*Intermountain Rural Electric Association	June-21	Utilities	48.00
*Intermountain Rural Electric Association	June-21	Utilities	18.00
			837.70
*Roxborough Water & Sanitation District	June-21	Nonpotable water purchase usage	4,428.79
*Roxborough Water & Sanitation District	June-21	Nonpotable water purchase usage	266.80
*Roxborough Water & Sanitation District	June-21	Nonpotable water purchase usage	138.70
*Roxborough Water & Sanitation District	June-21	Nonpotable water purchase usage	128.10
*Roxborough Water & Sanitation District	June-21	Nonpotable water purchase usage	108.00
			5,070.39
Xcel Energy	June-21	Utilities	20.59
		<b>Total ACH</b>	\$ 5,928.68
<b>Check or Epayment</b>			
<b>General</b>			
ARK Ecological Services, LLC	3507	Landscape weed control	7,627.50
ARK Ecological Services, LLC	3507	Landscape weed control	3,840.70
Bailey Tree, LLC	9911	Tree maintenance	12,330.00
Bailey Tree, LLC	9916	Tree maintenance	945.00
Browns Hill Engineering & Controls, LLC	21304	Landscape irrigation maintenance	277.00
CDR Construction	1144	Graffiti removal/ vandalism	274.33
CliftonLarsonAllen, LLP	2911809	Accounting	5,500.18
CliftonLarsonAllen, LLP	2913056	District management	10,822.14
Folkestad Fazekas Barrick & Patoile, P.C	40541	Legal services	7,179.00
Foothills Park & Recreation District	SALES000000033849	Foothills Park and Recreation fees	1,902.91
Good Plumbing Service	89501	Repairs and maintenance	250.00
Metco Landscape, LLC	568211	Landscape maintenance & repairs	5,482.00
Metco Landscape, LLC	568005	Landscape irrigation maintenance	195.70
Metco Landscape, LLC	568205	Landscape irrigation maintenance	1,735.45
Metco Landscape, LLC	568206	Landscape irrigation maintenance	781.56
Metco Landscape, LLC	568317	Landscape irrigation maintenance	274.13
Metco Landscape, LLC	568318	Landscape irrigation maintenance	520.00
Metco Landscape, LLC	SM205163	Landscape contract	14,210.83
Metco Landscape, LLC	567968	Graffiti removal/ vandalism	1,500.00
Mulhern MRE Inc.	MMRE62503	Engineering	1,697.55
United Site Services	114-12123693	Portable restrooms	336.12
United Site Services	114-12123698	Portable restrooms	336.12
Utility Notification Center of Colorado	221061243	Miscellaneous	141.24
			78,159.46
<b>Capital</b>			
CliftonLarsonAllen, LLP	2913056	District management	10,159.00
Folkestad Fazekas Barrick & Patoile, P.C	39777	Legal services	4,120.00
Folkestad Fazekas Barrick & Patoile, P.C	40542	Legal services	3,261.50
CDR Construction	1139	Baseball field improvements	17,750.00
LRE Water	16982	Water rights enhancements	2,750.00
Livable Cities Studio, Inc.	1469	Master plan	3,375.00
Evolution Builders	19202	Master plan	10,522.00
Ben Kelly	008.6.2021.1	Master plan	3,608.53
			55,546.03
		<b>TOTAL Checks/Epayment</b>	\$ 133,705.49

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

FINANCIAL STATEMENTS

JUNE 30, 2021

## ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

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## BALANCE SHEET - GOVERNMENTAL FUNDS

JUNE 30, 2021

	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total</u>
<b>ASSETS</b>				
Checking - FirstBank	\$ 58,082	\$ -	\$ 4,120	\$ 62,202
Colostrust	853,802	997,639	1,418,224	3,269,665
Bond Fund 1993 A&B	-	659,681	-	659,681
Receivable from County Treasurer	349,751	253,499	-	603,250
<b>TOTAL ASSETS</b>	<u>\$ 1,261,635</u>	<u>\$ 1,910,819</u>	<u>\$ 1,422,344</u>	<u>\$ 4,594,798</u>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>CURRENT LIABILITIES</b>				
Accounts payable	\$ 88,263	\$ -	\$ 78,722	\$ 166,985
Payroll payable	538	-	-	538
CAB deposit	-	-	9,948	9,948
<b>Total Liabilities</b>	<u>88,801</u>	<u>-</u>	<u>88,670</u>	<u>177,471</u>
<b>FUND BALANCES</b>				
<b>Total Fund Balances</b>	<u>1,172,834</u>	<u>1,910,819</u>	<u>1,333,674</u>	<u>4,417,327</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u>\$ 1,261,635</u>	<u>\$ 1,910,819</u>	<u>\$ 1,422,344</u>	<u>\$ 4,594,798</u>

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
FOR THE SIX MONTHS ENDED JUNE 30, 2021

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GENERAL FUND

	Annual Budget	Year to Date Actual	Variance
<b>REVENUES</b>			
Interest income	\$ 5,000	\$ 311	\$ (4,689)
Miscellaneous income	5,000	-	(5,000)
Other revenue	-	1,785	1,785
Property taxes	971,106	959,001	(12,105)
Specific ownership tax	136,821	84,470	(52,351)
<b>TOTAL REVENUES</b>	<u>1,117,927</u>	<u>1,045,567</u>	<u>(72,360)</u>
<b>EXPENDITURES</b>			
Accounting	55,000	27,173	27,827
Algae control	5,000	-	5,000
Auditing	5,200	-	5,200
Communications/website	15,000	347	14,653
Community events	35,000	2,168	32,832
Contingency	50,723	-	50,723
County Treasurer's fee	14,567	14,390	177
Directors' fees	8,000	4,700	3,300
District management	160,000	64,751	95,249
Dues and licenses	1,380	1,053	327
Election expense	50,000	-	50,000
Engineering	46,000	13,135	32,865
Foothills Park and Recreation fees	15,000	9,280	5,720
General repairs and maintenance	36,600	1,701	34,899
Graffiti removal/ vandalism	5,000	1,500	3,500
Insurance and bonds	10,400	30,613	(20,213)
Landscape contract	169,700	85,265	84,435
Landscape irrigation maintenance	45,100	14,660	30,440
Landscape maintenance & repairs	26,000	5,482	20,518
Landscape weed control	20,600	15,541	5,059
Legal services	95,000	32,316	62,684
Miscellaneous	4,000	578	3,422
Mosquito control	13,500	4,500	9,000
Newsletter and postage	10,000	1,728	8,272
Nonpotable water purchase usage	51,500	11,609	39,891
Open space maintenance / fire mitigation	25,000	-	25,000
Payroll taxes	710	360	350
Playground repairs and maintenance	10,300	-	10,300
Portable restrooms	4,000	2,953	1,047
Seasonal lights	14,420	-	14,420
Skate Park maintenance	5,000	-	5,000
Snow removal	41,200	37,307	3,893
Tree maintenance	102,600	44,325	58,275
Tree spraying	40,000	-	40,000
Utilities	15,500	5,078	10,422
<b>TOTAL EXPENDITURES</b>	<u>1,207,000</u>	<u>432,513</u>	<u>774,487</u>
<b>NET CHANGE IN FUND BALANCES</b>	(89,073)	613,054	702,127
<b>FUND BALANCES - BEGINNING</b>	<u>456,897</u>	<u>559,780</u>	<u>102,883</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 367,824</u>	<u>\$ 1,172,834</u>	<u>\$ 805,010</u>

## SUPPLEMENTARY INFORMATION

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
FOR THE SIX MONTHS ENDED JUNE 30, 2021

DEBT SERVICE FUND

	Annual Budget	Year to Date Actual	Variance
<b>REVENUES</b>			
Property taxes	\$ 739,155	\$ 729,941	\$ (9,214)
Interest income	5,217	1,040	(4,177)
<b>TOTAL REVENUES</b>	<b>744,372</b>	<b>730,981</b>	<b>(13,391)</b>
<b>EXPENDITURES</b>			
County Treasurer's fee	11,087	10,953	134
Paying agent fees	2,700	1,200	1,500
Bond interest - Series 1993	44,717	22,852	21,865
Bond interest - Series 2014	29,537	14,768	14,769
Bond principal - Series 2014	1,455,000	-	1,455,000
Bond principal - Series 1993	429,560	-	429,560
Contingency	2,466	-	2,466
<b>TOTAL EXPENDITURES</b>	<b>1,975,067</b>	<b>49,773</b>	<b>1,925,294</b>
<b>NET CHANGE IN FUND BALANCES</b>	(1,230,695)	681,208	1,911,903
<b>FUND BALANCES - BEGINNING</b>	1,230,695	1,229,611	(1,084)
<b>FUND BALANCES - ENDING</b>	<b>\$ -</b>	<b>\$ 1,910,819</b>	<b>\$ 1,910,819</b>

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
FOR THE SIX MONTHS ENDED JUNE 30, 2021

CAPITAL PROJECTS FUND

	Annual Budget	Year to Date Actual	Variance
REVENUES			
Lottery proceeds	\$ 36,000	\$ 23,126	\$ (12,874)
TOTAL REVENUES	<u>36,000</u>	<u>23,126</u>	<u>(12,874)</u>
EXPENDITURES			
Accounting	25,000	2,188	22,812
Baseball field improvements	5,000	17,750	(12,750)
Contingency	30,000	-	30,000
District management	55,000	55,876	(876)
Engineering	40,300	3,060	37,240
Irrigation upgrades/replacement	100,000	84,280	15,720
Legal services	5,000	12,280	(7,280)
Master plan	100,000	76,898	23,102
Monument Sign	70,000	-	70,000
New Playground	350,000	-	350,000
Plant Nursery	30,000	-	30,000
Rec Center Conceptual Design	55,000	-	55,000
Rec Center GEO Tech	15,000	-	15,000
Rec Center Initial Design Work	110,000	-	110,000
Rec Center Sustainability Consulting	25,000	-	25,000
Spillway / embankment	75,000	13,961	61,039
Trails/bike path	55,000	-	55,000
Water rights enhancements	20,000	16,500	3,500
TOTAL EXPENDITURES	<u>1,165,300</u>	<u>282,793</u>	<u>882,507</u>
NET CHANGE IN FUND BALANCES	(1,129,300)	(259,667)	869,633
FUND BALANCES - BEGINNING	<u>1,291,649</u>	<u>1,593,341</u>	<u>301,692</u>
FUND BALANCES - ENDING	<u>\$ 162,349</u>	<u>\$ 1,333,674</u>	<u>\$ 1,171,325</u>

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
SCHEDULE OF REVENUES AND EXPENDITURES  
FOR THE SIX MONTHS ENDED JUNE 30, 2021

GENERAL FUND - CHATFIELD FARMS

	Annual Budget	Year to Date Actual	Variance
<b>REVENUES</b>			
Property taxes	\$ 255,222	\$ 252,041	\$ (3,181)
<b>TOTAL REVENUES</b>	<b>255,222</b>	<b>252,041</b>	<b>(3,181)</b>
<b>EXPENDITURES</b>			
Accounting	8,250	5,172	3,078
Algae control	750	-	750
Auditing	780	-	780
Communications/website	2,250	52	2,198
Community events	5,250	327	4,923
Contingency	2,470	-	2,470
County Treasurer's fee	4,334	3,782	552
Directors' fees	1,200	710	490
District management	24,000	9,777	14,223
Dues and licenses	210	159	51
Election expense	7,500	-	7,500
Engineering	6,900	1,983	4,917
General repairs and maintenance	5,490	257	5,233
Graffiti removal/ vandalism	750	227	523
Insurance and bonds	1,950	4,623	(2,673)
Landscape contract	41,200	20,600	20,600
Landscape irrigation maintenance	6,770	2,214	4,556
Landscape maintenance & repairs	3,900	828	3,072
Landscape weed control	3,090	4,290	(1,200)
Legal services	14,250	4,880	9,370
Miscellaneous	600	87	513
Mosquito control	2,030	680	1,350
Newsletter and postage	1,500	-	1,500
Nonpotable water purchase usage	7,730	1,753	5,977
Portable restrooms	1,500	1,498	2
Seasonal lights	2,160	-	2,160
Skate Park maintenance	750	-	750
Snow removal	6,180	5,633	547
Tree maintenance	6,180	-	6,180
Utilities	2,330	-	2,330
<b>TOTAL EXPENDITURES</b>	<b>172,254</b>	<b>69,532</b>	<b>102,722</b>
<b>NET CHANGE IN FUND BALANCES</b>	82,968	182,509	99,541
<b>FUND BALANCES - BEGINNING</b>	<b>728,736</b>	<b>747,464</b>	<b>18,728</b>
<b>FUND BALANCES - ENDING</b>	<b>\$ 811,704</b>	<b>929,973</b>	<b>\$ 118,269</b>
<b>INTEREST ON SHORTFALL</b>		33,537	
<b>CAPITAL RESERVE CONTRIBUTION</b>			
Annual Contribution - Prior Years		(422,802)	
Annual Contribution - Current Year		(32,321)	
		<b>\$ 508,387</b>	

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
2021 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**Services Provided**

The District, a quasi-municipal corporation and a political subdivision of the State of Colorado, was organized on July 10, 1985, and is governed pursuant to provisions of the Colorado Special District Act (Title 32, Article 1, Colorado Revised Statutes). The District's operates under a Service Plan approved by Douglas County on July 24, 1985. The District's service area is located in Douglas County, Colorado. The District was established to provide irrigation, drainage and storm facilities, street improvements, park and recreational facilities.

On September 3, 1985, the District's voters authorized total indebtedness of \$12,000,000 for the above listed facilities and powers. The authorization provided that the bonds would be subject to a maximum net interest rate of 15% per annum. At a special election on December 30, 1992, the District's voters authorized an additional \$14,000,000. The authorization provided that the bonds would be subject to a minimum mill levy for property taxes which increases from 16.0 mills in 1993 to 39.5 mills in 2005 through 2042 adjusted for changes in the State mandated assessment procedures and the levy must be sufficient to generate a minimum revenue as stated in the ballot question. On November 2, 2004, the District's voters authorized additional indebtedness in an amount not to exceed \$10,500,000 at an interest rate not to exceed 7% per annum. At December 31, 2017 the District had authorized but unissued indebtedness of \$475,000 for the purpose of debt refunding.

The budget is in accordance with the TABOR Amendment limitations, which were modified by the voters in an election held on November 6, 2001. District voters approved authorization for the District to retain and spend District revenues, from any lawful source, in excess of the spending, revenue raising, or other limitations in Article X, Section 20 of the Colorado constitution. Emergency reserves, required under TABOR have been provided.

The District has no employees and all administrative functions are contracted.

The District prepares its budget on the modified accrual basis of accounting in accordance with the requirements of C.R.S. 29-1-105 using its best estimates as of the date of the budget hearing. These estimates are based on expected conditions and its expected course of actions. The assumptions disclosed herein are those that the District believes are significant to the budget. There will usually be differences between the budget and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

**Revenues**

**Property Taxes**

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or, if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
2021 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**Revenues - (continued)**

The District's maximum Required Mill Levy for the Series 1993 Bonds is 73.109 mills, adjusted for changes in the ratio of actual value to assessed value of property within the District. Required Mill Levy means an ad valorem mill levy imposed upon all taxable property of the District each year in an amount sufficient to pay the principal, premium if any, and interest on the Bonds as the same become due and payable. For collections year 2021, the adjusted mill levy for debt service is 9.200 mills and for operations is 12.087 mills.

The calculation of taxes levied is displayed on the Property Tax Summary Information page of the budget using the adopted mill levy imposed by District.

**Specific Ownership Taxes**

Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The budget assumes that the District's share will be equal to approximately 8% of the property taxes collected by both the General Fund and the Debt Service Fund.

**Net Investment Income**

Interest earned on the District's available funds has been estimated based on historical interest earnings.

**Expenditures**

**Administrative and Operating Expenditures**

Administrative and operating expenditures include the estimated services necessary to maintain the District's administrative viability such as management, legal, accounting, insurance, banking, meeting expense, repairs and maintenance and other operating expenses. Such expenses have been assumed to be at approximately the same levels as the prior year since no significant changes are anticipated in the level or scope of service.

**County Treasurer's Fees**

County Treasurer's fees have been computed at 1.5 % of property tax collections.

**Debt Service**

Principal and interest payments in 2021 are provided based on the debt amortization schedule from the Series 1993 Bonds and Series 2014 Loan (discussed under Debt and Leases).

**Capital Projects**

Anticipated expenditures for capital outlay are detailed on the Capital Project Fund page of the Budget.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
2021 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**Debt and Leases**

**Series 1993 Bonds**

The bonds are payable only from the revenue from the voter approved mill levy (December 1991 election) to generate a “guaranteed revenue” deposited directly to the Trustee and restricted for Series A and B, including interest earned on the cash deposited. The requirement for a replenishable reserve of \$50,000 ended in 2003. Any unpaid interest compounds semi-annually.

**1993 Series B Principal Only**

\$6,247,629 of principal bears interest at 10.41%, payable semiannually, and matures December 31, 2021. The Series B Principal Only Bonds are subject to mandatory redemption in increasing amounts in 2000 through 2021. The bonds are not callable at the option of the District.

**Series 2014 Loan**

\$6,390,000 General Obligation Refunding Tax-Free Loan, Series 2014, dated October 24, 2014, with interest of 2.03%. The Loan is payable semiannually and matures December 1, 2021 and is subject to mandatory redemption beginning in 2014 through 2021 in increasing amounts. The Loan is not subject to redemption prior to maturity.

	Balance at December 31, 2019	Reductions		Balance at December 31, 2021
		2020	2021	
General Obligation Bonds				
Series 1993B - Principal Only	\$ 1,329,560	\$ 900,000	\$ 429,560	\$ -
Series 2014	2,330,000	875,000	1,455,000	-
Total	<u>\$ 3,659,560</u>	<u>\$1,775,000</u>	<u>\$1,884,560</u>	<u>\$ -</u>

The District has no capital or operating lease.

**Reserves**

**Emergency Reserves**

The District has provided for an Emergency Reserve fund equal to at least 3% of fiscal year spending, as defined under TABOR.

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
SCHEDULE OF DEBT SERVICE REQUIREMENTS TO MATURITY**

Year	1993 Series B (Note A) Principal Only Bonds Interest Rate 10.41% Principal Paid December 31 Interest Paid June 30 and December 31		2014 Series - \$6,390,000 General Obligation Refunding Tax-Free Loan October 24, 2014 Interest Rate 2.03% Interest Paid June 1 and December 1		Total		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2021	\$ 429,560	\$ 44,717	\$ 1,455,000	\$ 29,537	\$ 1,884,560	\$ 74,254	\$ 1,958,814
	\$ 429,560	\$ 44,717	\$ 1,455,000	\$ 29,537	\$ 1,884,560	\$ 74,254	\$ 1,958,814

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**  
**Schedule of Cash Position**  
**June 30, 2021**  
**Updated as of August 6, 2021**

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Total</u>
<b><u>FirstBank - Checking Account</u></b>				
Balance as of 06/30/21	\$ 58,081.73	\$ -	\$ 4,120.00	\$ 62,201.73
Subsequent activities:				-
07/01/21- ADP Payroll/Taxes	(538.25)	-	-	(538.25)
07/09/21- ADP Payroll/Taxes	(538.25)	-	-	(538.25)
07/13/21- Transfer from Colotrust	78,573.97	-	51,426.03	130,000.00
07/13/21- ADP Payroll/Taxes	(430.60)	-	-	(430.60)
07/16/21- Roxborough Water Payment June	(5,070.39)	-	-	(5,070.39)
07/22/21- IREA Payment	(837.70)	-	-	(837.70)
07/23/21- Bill.com Payment	(672.24)	-	-	(672.24)
07/23/21- ADP Payroll/Taxes	(538.25)	-	-	(538.25)
07/26/21- Bill.com Payment	(77,487.22)	-	(55,546.03)	(133,033.25)
07/29/21- Xcel Energy June	(20.59)	-	-	(20.59)
08/06/21 - IREA Payment	(1,292.58)	-	-	(1,292.58)
<i>Anticipated ADP Payroll/taxes - August</i>	(538.25)	-	-	(538.25)
<i>Anticipated Payables</i>	(64,114.48)	-	(27,363.06)	(91,477.54)
<i>Anticipated IREA Payment</i>	(759.33)	-	-	(759.33)
<i>Anticipated Roxborough Water payment</i>	(412.30)	-	-	(412.30)
<i>Anticipated Transfer from Colotrust</i>	72,636.94	-	27,363.06	100,000.00
<i>Anticipated Balance</i>	<u>56,042.21</u>	<u>-</u>	<u>-</u>	<u>56,042.21</u>
<b><u>Colotrust - Plus</u></b>				
Balance as of 06/30/21	853,801.81	997,639.09	1,418,224.25	3,269,665.15
Subsequent activities:				
07/09/21- June PTAX	349,750.85	253,499.19	-	603,250.04
07/13/21- Transfer to Checking	(78,573.97)	-	(51,426.03)	(130,000.00)
07/31/21- Interest Income	30.43	71.01	-	101.44
<i>Anticipated July PTAX</i>	-	-	-	-
<i>Anticipated Transfer to Checking</i>	(72,636.94)	-	(27,363.06)	(100,000.00)
<i>Anticipated Balance</i>	<u>1,052,372.18</u>	<u>1,251,209.29</u>	<u>1,339,435.16</u>	<u>3,643,016.63</u>
<b><u>UMB - 1993 A &amp; B Bond Fund</u></b>				
Balance as of 06/30/21	-	659,681.16	-	659,681.16
Subsequent activities:				
07/31/21 - Interest Income	-	5.69	-	5.69
<i>Anticipated Balance</i>	<u>-</u>	<u>659,686.85</u>	<u>-</u>	<u>659,686.85</u>
<b><i>Anticipated Balances</i></b>	<u><u>\$ 1,108,414.39</u></u>	<u><u>\$ 1,910,896.14</u></u>	<u><u>\$ 1,339,435.16</u></u>	<u><u>\$ 4,358,745.69</u></u>

**Yield information (as of 07/31/21):**

First Bank - 0.0%

Colotrust Plus - 0.0327%

**ROXBOROUGH VILLAGE METRO DISTRICT**  
**Property Taxes Reconciliation**  
**2021**

	Current Year							Prior Year			
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Net Amount Received	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received	
							Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 37,888.63	\$ -	\$ 12,904.78	\$ -	\$ (568.33)	\$ 50,225.08	2.22%	2.22%	\$ 51,417.22	2.04%	2.04%
February	727,901.87	-	11,032.71	-	(10,918.54)	728,016.04	42.56%	44.78%	770,614.81	42.57%	44.61%
March	72,025.94	-	16,751.34	22.81	(1,080.73)	87,719.36	4.21%	48.99%	70,389.11	3.36%	47.97%
April	128,063.20	(356.36)	14,234.93	18.49	(1,921.23)	140,039.03	7.47%	56.45%	151,956.43	7.96%	55.93%
May	128,251.33	-	12,667.58	104.03	(1,925.34)	139,097.60	7.50%	63.95%	136,830.81	7.06%	62.99%
June	595,167.10	-	16,878.35	134.09	(8,929.50)	603,250.04	34.80%	98.75%	649,033.71	35.59%	98.57%
July	-	-	-	-	-	-	0.00%	98.75%	32,201.29	0.91%	99.48%
August	-	-	-	-	-	-	0.00%	98.75%	17,508.76	0.21%	99.69%
September	-	-	-	-	-	-	0.00%	98.75%	15,757.39	0.06%	99.75%
October	-	-	-	-	-	-	0.00%	98.75%	14,808.13	0.06%	99.81%
November	-	-	-	-	-	-	0.00%	98.75%	15,349.36	0.06%	99.87%
December	-	-	-	-	-	-	0.00%	98.75%	14,012.63	0.00%	99.87%
<b>Total</b>	<b>\$ 1,689,298.07</b>	<b>\$ (356.36)</b>	<b>\$ 84,469.69</b>	<b>\$ 279.42</b>	<b>\$ (25,343.67)</b>	<b>\$ 1,748,347.15</b>	<b>98.75%</b>	<b>98.75%</b>	<b>\$ 1,939,879.65</b>	<b>99.87%</b>	<b>99.87%</b>

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
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Chatfield Farms
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**Property Tax**

General Fund	\$ 971,106	56.78%	\$ 959,000.66	98.75%
Debt Service Fund	739,155	43.22%	729,941.05	98.75%
<b>Total</b>	<b>\$ 1,710,261</b>	<b>100.00%</b>	<b>\$ 1,688,941.71</b>	<b>98.75%</b>

\$ 252,040.72
-
<b>\$ 252,040.72</b>

**Specific Ownership Tax**

General Fund	\$ 136,821	100.00%	\$ 84,469.69	61.74%
Debt Service Fund	-	0.00%	-	0.00%
<b>Total</b>	<b>\$ 136,821</b>	<b>100.00%</b>	<b>\$ 84,469.69</b>	<b>61.74%</b>

**Treasurer's Fees**

General Fund	\$ 14,567	56.78%	\$ 14,390.43	98.79%
Debt Service Fund	11,087	43.22%	10,953.24	98.79%
<b>Total</b>	<b>\$ 25,654</b>	<b>100.00%</b>	<b>\$ 25,343.67</b>	<b>98.79%</b>

\$ 3,782.04
-
<b>\$ 3,782.04</b>



## Bailey Tree LLC

1801 W Union Ave  
Englewood, Co 80110

720-940-6519  
baileytreetrimming@gmail.com

### **Roxborough Metro District Arborist Report 8/4/2021**

We will be replacing the 5 dead elms with maples once we get the locations confirmed.

I have submitted a bid to remove the two dead ashes at the playground off Waterton. These trees were killed by a combination of frost damage, Lilac/ash Borer, and Ash Bark Beetle.

I have also included a bid for and ash removal at airplane park.

The two cottonwoods discussed last month along Village Circle West are doing OK. The one by Roslyn has declined a bit more and has a life expectancy of about 5 years. The Cottonwoods by Jared is healthy.

I have attached pictures of trees damaged by road salt.

I have seen more ash trees with borer and bark beetle damage throughout the association. No confirmed Emerald Ash Borer at this time.

Fall fertilization will take place in October.

**George Biedenstein**

ISA Board Certified Master Arborist #RM 0756B

Email: [baileytreetrimming@gmail.com](mailto:baileytreetrimming@gmail.com)



BIKE ROUTE













# Bailey Tree LLC

13165 W. Yale PL.  
Lakewood, Co 80228  
720-940-6519  
baileytreetrimming@gmail.com

## PROPOSAL

Generated uniquely for  
C/O Clifton Larson Allen

Please Email us to  
accept and schedule  
work

- Licensed with the Colorado Department of Agriculture for Pesticide Application
- Tree Services Licensed with all Cities in the Denver Metro Area
- Fully Insured with \$4m Liability & Workers Compensation Insurance

### Clifton Larson Allen 20210806

Estimator: Bailey Tree

Friday, August 6, 2021

Roxborough Metropolitan District  
C/O Clifton Larson Allen  
8390 E Crescent Parkway Suite 300  
Greenwood Village, CO 80111

303-779-5710

Worksite: Roxborough Village

Address: 10127 Waterton Rd  
Littleton, CO 80125

Contact:

### Requested Services

Task #	Tree/Shrub(Location)	Service Description	Quantity	Cost
1	Ash	<b>Removal</b>  2 ash trees at playground by Waterton Rd  Cut the tree down to as low of a stump as is reasonable. Haul away all wood and debris. Clean up work areas.	2	\$1,000.00
2	Ash	<b>Stump Grinding</b>  Grind the stump down 6 to 8 inches below grade. Stump grindings are put back in the hole and may leave a small mound, excess grindings are hauled away and disposed of.  <i>*Bailey Tree will not be held responsible for damage done to any sprinkler or small electric lines within the vicinity of the stump.</i>	2	\$300.00
3	Ash	<b>Removal</b>  At airplane park  Cut the tree down to as low of a stump as is reasonable. Haul away all wood and debris. Clean up work areas.	1	\$500.00
4	Ash	<b>Stump Grinding</b>  Grind the stump down 6 to 8 inches below grade. Stump grindings are put back in the hole and may leave a small mound, excess grindings are hauled away and disposed of.  <i>*Bailey Tree will not be held responsible for damage done to any sprinkler or small electric lines within the vicinity of the stump.</i>	1	\$150.00



ISA Certified Arborists

Robert Bailey RM-0603A  
George Biedenstein RM-0756B

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5	Cottonwood	<b>Removal</b> on Village circle West by Roslyn This tree has been declining	1	46	<b>\$900.00</b>
Cut the tree down to as low of a stump as is reasonable. Haul away all wood and debris. Clean up work areas.					
6	Cottonwood	<b>Stump Grinding</b>	1		<b>\$300.00</b>
Grind the stump down 6 to 8 inches below grade. Stump grindings are put back in the hole and may leave a small mound, excess grindings are hauled away and disposed of.					
<i>*Bailey Tree will not be held responsible for damage done to any sprinkler or small electric lines within the vicinity of the stump.</i>					
7	Cottonwood	<b>Removal</b> On Village Circle west by Jared This tree is healthy	1		<b>\$950.00</b>
Cut the tree down to as low of a stump as is reasonable. Haul away all wood and debris. Clean up work areas.					
8	Cottonwood	<b>Stump Grinding</b>	1		<b>\$300.00</b>
Grind the stump down 6 to 8 inches below grade. Stump grindings are put back in the hole and may leave a small mound, excess grindings are hauled away and disposed of.					
<i>*Bailey Tree will not be held responsible for damage done to any sprinkler or small electric lines within the vicinity of the stump.</i>					

Requested Services Total:

\$4,400.00

**Total For All Services: \$4,400.00**



ISA Certified Arborists

Robert Bailey RM-0603A  
George Biedenstein RM-0756B

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**TERMS & CONDITIONS:**

- 1--Our minimum service fee for trimming and/or removal work is \$262.50
- 2--Our minimum service fee for stump grinding is \$115.50
- 3--Our minimum service fee for Plant Health Care (PHC) services (injections and spraying) is \$105.00
- 4--Please make sure no cars are parked under or near the tree(s) on the day of service.
- 5--All moveable objects under and around the tree, and in the pathway between the tree and the service truck, should be moved out of the work zones prior to a service crews arrival.
- 6--Tree services performed in the vicinity of delicate flowers and shrubs may result in some damage to those flowers and shrubs. To avoid this possibility please request a fall or winter schedule date.
- 7--All animal excrement in the areas the service crews will be working must be removed prior to the crews arrival. Failure to do so may result in an incomplete clean up.
- 8--Bailey Tree LLC will not be held responsible for damage to underground utilities not included in a standard locate request during removal, planting, stump grinding, or any subsurface application or service. All repairs will be billed accordingly. Underground utilities include, but are not limited to; sprinkler lines, heads of equipment, electric dog fences, private landscape wiring such as irrigation wires, or any unspecified buried outdoor wiring.
- 9--Prices quoted for or during winter months may need a requote if service is requested or required during non-winter months.
- 10--Cancellations requested with less than 24 hrs. notice may be subject to a \$210 mobilization fee.
- 11--All invoices are due upon completion. Monthly finance charges at 18% per annum will accrue after 30 days.
- 12--The customer warrants that all trees upon which work is being performed either belong to the homeowner or that permission to work on them has been obtained by the owner. **IN THE EVENT OF ANY ERROR, BAILEY TREE LLC IS NOT TO BE HELD RESPONSIBLE.**
- 13--This estimate is for completing the job as described above. It is based on our evaluation and does not include additional services requested or required during or after this service is provided. Project timing is subject to change based on weather and other unforeseen circumstances.
- 14--Any changes to an accepted proposal must be emailed to us 24 hours prior to work being performed.
- 15--To accept a proposal is to acknowledge & accept these terms and conditions.



*ISA Certified Arborists*

Robert Bailey RM-0603A  
George Biedenstein RM-0756B

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**METCO LANDSCAPE, INC.**

## Monthly Maintenance Report for Roxborough Village Metropolitan District

Submitted by: Bill Barr 8/9/2021 Recipients: Anna Jones, Public Manager

### REVIEW OF GANTTED OPERATIONS

#### Turf

TURF LOOKS GOOD THROUGHOUT THE AREAS. NEW SEED AT IMPERIAL PARK IS COMING IN WELL AND SHOULD BE MOWING THIS MONTH. THIRD FERTILIZER TREATMENT WITH BROADLEAF WEED CONTROL WILL OCCUR THE END OF THIS MONTH

#### Shrub Beds

**WORKING ON FIXING DRIP IRRIGATION IN THE SHRUB BEDS. WE ARE FIXING PINCHED PIPE IN SOME BEDS THAT'S CAUSED BY TREES AND SHRUB ROOTS THAT PINCH THE PIPE AND BLOCK WATER FLOW.**

#### Trees

WE WILL CONTINUE TO PLANT TREES AT DESIRED LOCATIONS THROUGHOUT THE COMMUNITY

#### Irrigation

IRRIGATION IS ALWAYS A CHALLENGE AS WE MONITOR THE SYSTEM THROUGHOUT THE GROWING SEASON. FLUSHING HEADS AND CHECKING VALVES FOR PROPER OPERATION IS ALWAYS AN ONGOING THING. WE ALSO ARE GOING THROUGH WIREING THAT CAN CAUSE PROBLEMS WITH EFFICIANCYS AS THE TECHS CHECK THROUGH ZONES.

#### Site Policing

WE HAVE BEEN DOING OUR REGULAR TRASH POLICEING TWICE A WEEK AND HAVE BEEN DOING CHECKS ON CONDITIONS OF REGULAR SIZE TRASH RECEPTICLES ALONG WITH THE DOG STATIONS WE ARE FINDING THAT SOME OF THESE TRASH RECEPTICLES WILL NEED TO BE REPLACED IN THE NEAR FUTURE

#### Overall Site

IT WILL BE GOOD TO HAVE SOME SITE VISITS WITH THE BOARD HERE SHORTLY THIS MONTH WE CAN GO OVER SOME PRIORITY ISSUES WITH LANDSCAPE CONCERNS

#### Review of Operatons for Upcoming Month:

*Schedule, Gantt, special Needs, Concerns, Areas of Focus*

SCHEDULED LANDSCAPE WALK FOR MONTH OF SEPTEMBER



**Extra Work Proposal****8/10/2021**Total: **\$235.00****CONDITIONS OF CONTRACT***THESE CONDITIONS ARE A PART OF YOUR CONTRACT.***CONTRACT SPECIFICATIONS & LIMITATIONS**

All material is guaranteed to be as specified in this contract; Metco Landscape, Inc. only uses premium quality materials. All work shall be completed using sound practices and in a workmanlike manner and shall conform to local building codes and regulations set forth by the town in which the work is being performed. Any alteration or deviation from specifications involving extra costs will be executed only upon written confirmation, and will become an extra charge over and above the base contract price. All agreements are contingent upon accidents, weather or delays beyond our control. Our workers are fully covered by Worker's Compensation Insurance.

Unit Prices – The Base Contract price, if any is set forth, is the only guaranteed price in this contract. Any change in materials or services under the original contract may result in a change to individual unit prices and/or the Contract price.

Alternates / Time & Materials – Any work specified as an Alternate or as Time and Material will be charged as an extra to this contract and will increase the Contract price.

Scheduling – Landscape enhancement contracts accepted after October will be completed during the Fall as long as weather permits. Any work not completed in the Fall will be completed the following Spring. Work will be invoiced as items have been completed. Landscape enhancement contracts that extend into June, July or August, and include seeding, may require a delay in completion until after September 1 when newly seeded lawns will readily germinate. Sodding can be performed at any time of year for an additional charge if not already specified in the contract.

Watering and Maintenance – Metco Landscape, Inc. will perform watering of all new and/or transplanted plant material each day we are on site for the duration of a landscape enhancement contract. Metco Landscape, Inc. is not responsible for watering or maintaining plant material after completion of a landscape enhancement contract unless expressly stated in writing.

Seeding – Re-seeding or re-sodding of new grass areas may be required due to insects, diseases, mechanical damage, neglect, under watering, over watering, heavy rainfall, weather or animals. In addition, seeding that is not performed between April 1 – May 15 or September 1 – October 15 will typically require follow-up re-seeding. All such re-seeding, re-sodding, and/or re-establishment of soil is not included in the contract work, unless otherwise stated in writing, and will be charged as an extra to this contract.

**GUARANTEES**

Our guarantee is expressly conditioned upon on-time payment of invoices. This guarantee is void if payment in full has not been received within 30 days from the invoice date.

All claims for loss must be reported in writing within the one (1) year guarantee period.

Plant Material Guarantee – Metco Landscaping guarantees to replace any tree or shrub, which we purchase and plant, that dies from natural causes within a period of one year from the date of planting, provided that the Owner has fully complied with all of the terms of this contract. This guarantee is not transferable. Plant material not covered in this guarantee includes, but is not limited to, herbaceous material such as: annual flowers, bulbs, roses, perennials, groundcovers and turf or wildflower seed germination. However, for a fee equal to 8% of the cost of the herbaceous plant materials, Metco Landscaping will guarantee all herbaceous items, with the exception of annual flowers and bulbs, for one year from installation as long as the Owner has made a good faith effort to keep the plant material properly watered and cared for.

We will not guarantee plants damaged or killed by insects, mechanical damage, neglect, under watering, over watering, severe seasonal conditions, natural disasters, disease or animal damage. Plants installed in pots, planter boxes or containers are not guaranteed. Transplanted material is not guaranteed. Metco Landscape, Inc. will satisfy its responsibility under the guarantee by furnishing and installing replacement plant material of equal type and size that was originally planted. The replacement material shall be warranted for the remainder of the original guarantee period.

**TERMS OF PAYMENT/SUSPENSION OF WORK**

Invoices will be sent after the contract work is completed, or progress billings will be issued during or at the end of each month through contract completion. Accounts remaining unpaid 30 days past the invoice date will lose the plant guarantee and will be charged interest at a rate of 1.5% per month on the unpaid balance. Accounts remaining unpaid 60 days past the invoice date may result in Metco Landscaping's election to suspend work on the project. Contractor shall recover all expenses incurred in enforcing this agreement, including all collection agency charges, lein fees, court cost, attorney fees, and all expenses incurred in collecting on any judgement.

**CANCELLATION**

This contract may be cancelled by either party with a 30-day written notice should either party fail substantially to perform in accordance with the terms of the contract through no fault of the other. The notified party shall be provided an opportunity to explain and rectify the circumstances. In the event of termination, Metco Landscape, Inc. shall be compensated fully for all services performed and expenses incurred up to the date of termination. In the event of early termination of this contract, the amount paid to date will be compared to the amount that would have been charged on a time and material basis and the difference in this comparison will result in a final payment due or a refund issued.

**DISPUTES**

All disputes shall be settled by binding arbitration pursuant to the commercial arbitration rules of the American Arbitration Association.

## PHOTOGRAPHY

Metco Landscape, Inc. may take photographs of the property for use in promotional advertising, training, and educational classes unless the Owner communicates in writing that this is not acceptable.

## SIGNAGE

By signing this contract you, the Owner, are granting Metco Landscape, Inc. permission to install a temporary site sign on your property while our work is being performed. Upon completion of our work, we will remove the site sign or ask for permission to have it remain for an agreed to amount of time. If you do not wish to grant Metco Landscape, Inc. permission to install a temporary site sign on your property, please initial here. \_\_\_\_\_.

## UTILITIES/UNKNOWN OBSTRUCTIONS

All reasonable caution will be taken to prevent damage to existing pavement, septic tanks, septic fields and underground utility lines. Underground gas, phone, and electric utilities will be marked by a representative from the utility companies, at the request of Metco Landscape, Inc., prior to any machine excavation. However, Metco Landscape, Inc. will not be held responsible for the accuracy of any utility line marking done by the utility companies.

It is the Owner's responsibility to conspicuously mark and advise Metco Landscape, Inc. of the location of any other underground utilities including: drainage pipes, plumbing, irrigation, propane lines, electric dog fence, cable TV, lighting, etc. Any delays in crew time and/or costs involved in repairing unmarked systems are the responsibility of the Owner.

The cost of removing or circumventing concealed and/or undisclosed obstructions which prevent installation of the site improvements according to plan shall be charged as an extra to this contract. Examples of such obstructions include ledge rock, very large boulders, buried foundations, buried stumps, septic tanks, driveways/pavement, uncharted utilities, unsuitable soil, etc.

## OWNER'S RESPONSIBILITIES

Hold Harmless - To the fullest extent permitted by law, the Owner will hold harmless Metco Landscape, Inc. and its officers, representatives, partners and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and court costs and liability arising in whole or in part and in any manner from injury and/or death of a person, or damage to or loss of any property resulting from the acts, omissions, breach or default of the Owner, except those caused by the negligence of Metco Landscape, Inc..



PUBLIC COMMENT AND MEETING CONDUCT  
DRAFT POLICY NOTES

Public comment—general

- When agenda provides for it, to be held near beginning of meeting. Public comment may be routinely held at regular meetings of the Board and will be added to the agenda at the discretion of the Board at special meetings.
- Speakers can address the entire Board—personal Board member addressing to be done directly to a Board member outside of a meeting. Topic can be any matter that speaker wishes to address whether on the agenda or not on the agenda. If any agenda item is allocated specific comment such specific comments should be given at that agenda item time.
- Total time limit for individual comments will be 3 minutes per speaker, with a maximum total of 15 minutes unless otherwise extended by the Board (via Motion by a Director and majority Board approval).

Speakers taken in order of sign-in, as time allows. Priority will be given to District residents if any speakers are non-residents, unless non-residents are attending at the behest of the Board.

Public comment—specific

- If requested by the Board (via Motion by a Director and Board approval), any specific agenda item may have public comment added to that item.
- Comment limited to specific agenda item.
- Total time limit? 15 minutes or as specified by the Board via aforementioned Motion?

Manner of addressing Board

- Time limit 3 minutes per speaker. Speakers cannot cede time to others.
- All speakers must give their name and identify themselves as 1) a resident of the District and give address; 2) non-resident doing business within the District and give business name and address; or 3) non-resident and non-business speaker, and give address (?).
- As a general rule, Board members will not discuss or debate items during public comment with the speakers or one another, but will refer such items to staff for follow-up.
- If a Board member asks a clarifying question of a speaker, only the Board member and speaker are permitted to enter any discussion regarding same.
- All speakers must respect the public nature of the forum, and the limited purpose of the forum to conduct the business of the District by using language to convey a message that is free from profanity or expletives.
- No speaker may make threats of violence or harm, or convey threats of violence or harm.

### Manner of conduct by attendees of meeting

- All attendees must sign in or will be asked to leave meeting.
- No speaking out of public comment period or unless directly addressed by the Board.
- No obscene, offensive, or profane language, gestures or written materials.
- No distracting gestures or written materials.
- No intoxicated or otherwise impaired attendees.
- All speech and conduct must be respectful to other attendees and to Board Members.
- For video meetings—
  - Videos optional for any attendee.
  - All non-Board public member attendees must stay on Mute at all times unless they are called for public comment.
  - All non-Board consultant attendees must stay on Mute as much as possible when they are not being consulted by the Board.
  - Board members should stay on Mute during any period they do not wish to speak.
  - Speaking out of turn, obscene or profane language, gestures, or written materials, or distracting gestures or written materials or backgrounds are prohibited on video meetings as in person meetings.
  - Any chat function on the video meeting will be monitored by one designated consultant of the District and used for noting attendance, identifying information for attendees and speakers, and for collecting informal written comment, none of which will constitute an official Board record but will be used passing information along at the discretion of such consultant.
  - All attendees must sign in through the chat, or will be removed from the meeting.

### Public comment—written in advance of meeting

- Public comment specific to an agenda item may be submitted in writing to the District Manager by 1:00 p.m. the day prior to a scheduled Board meeting, to be included in the meeting packet or post-packet items. [And for reading by the Manager during public comment period as time allows]. Written comments must be specifically identified as public comment in order to be included in meeting packet materials.
- As a general rule, Board members will not discuss or debate items submitted as written public comment during a meeting but will refer such items to staff for follow-up.

### Violations of meeting conduct/manner

- Request by any Board member to cease the conduct—1 request.
- Request by any Board member to cease the conduct—2<sup>nd</sup> request.
- Request by any Board member to cease the conduct—3<sup>rd</sup> request will require attendee to leave the meeting.
- Any threat of violence or harm, whether verbally or through gesture or other mannerism, will result in immediate ejection from meeting.
- Any attendee with signs of intoxication or impairment may be immediately ejected from meeting.

## Roxborough Village Community – Residential Fee Analysis to Support Capital Development

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August 11, 2021

**To: Roxborough Village Community – Advisory Board**

**From: Mario F. Trescone  
Greater Than Analytics LLC**

**Subject: Residential Rate Analysis to support Capital Development of a community recreation center**

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### **Introduction:**

On July 27, 2021, the Roxborough Village Community Advisory Board commissioned Greater Than Analytics LLC to run a series of pricing scenarios to assist them in understanding how best to proceed with financing the build of the community recreation center and understand the costs, if any that will need to be passed on to the residents of the community (i.e. higher taxes, member rate, etc.). This document is to serve as a starting point to assist the Roxborough Village Community Advisory Board as how a member fee and / or a tax levy may assist the community in funding the build for the community recreation center.

### **Background:**

Based on market research analysis which consisted of both the Roxborough Village Community Residents and the Surrounding area, the interest in having a community recreation center is high with ninety-percent of the Roxborough Community alone are somewhat to extremely interested in joining. In addition, the initial proforma illustrated that revenue generated from non-Roxborough residents paying a member fee (\$72/month), program revenues from members and non-members and rental fees, would be sufficient to cover the operating and maintenance costs associated with running a community recreation center.

### **Purpose:**

The purpose of the following analysis is to examine what fees, if any, may need to be applied to residents of the Roxborough Village Community to pay for the costs to build the facility. The assumption is a 30 yr. financing option, however where applicable payback may be sooner based fee structure determined.

### **Objectives:**

To test the following financing scenarios for viability in financing the build of the facility to determine the most viable option for the residents of the Roxborough Village Community:

- 1) Homeowners Association Model: Annual Fee homeowners would pay to support the build of the facility.
- 2) Mill Levy + Member Fee: Combination of taxes associated with Mill Levy (refer to information provided by ) and Membership Fee that all residents would pay.
- 3) 100% Member Fee Base: Only those residents that wish to use the facility would pay a fee, all others would not

# Roxborough Village Community – Residential Fee Analysis to Support Capital Development

## Data Notes:

### I. Roxborough Village Community Research to determine interest, wants and needs in a community recreation center. [research conducted July 2020]

Responses from two specific questions from the July 2020 research were used to estimate optimal rate structure:

- 1) Monthly rate willing to pay
- 2) Likelihood to Join using the following scale:
  - a. Extremely Likely (52%)
  - b. Very Likely (27%)
  - c. Somewhat Likely (11%)
  - d. Not Very Likely (5%)
  - e. Not at All Likely (4%)

#### **Top-3-Box Total = 90% Somewhat to Extremely Likely to Join**

Note: It is important to understand, that both the likelihood to join and monthly rate willing to pay was based on the respondent’s assumption that the amenities and program offering they desired would largely be offered at this community recreation center.

To take the analysis one step further, we filtered Likelihood to Join response against the monthly amount willing to pay. The results are as follows:

- Extremely Likely: avg rate = \$122/ month
  - Very Likely: avg. rate = \$80 / Month
  - Somewhat Likely: avg. rate = \$62 / Month
  - Not Very Likely: avg. rate = \$23 / Month
  - Not at All Likely: avg. rate = \$0 / Month
- Overall Average Rate (top-5-Box Rating): = \$58 / month
  - Rate Desire top-four-box = avg. \$72 / Month
  - Top -3-Box = \$88 / Month

### II. Estimated Number of Households in Community = 2,200

### III. Mill Levy Analysis (Conducted by: Hilltop Securities Inc.)

**Figure 1: Tax Impact / \$100,000 Residential Value (Used in Analysis)**

30 Year Financing Scenario Comparison				
Project Size	55,548 sq. ft.	55,548 sq. ft.	49,642 sq. ft.	45,007 sq. ft.
Community Partner	Yes	No	Yes	No
Estimated Project Cost	\$37,383,254	\$37,383,254	\$35,132,028	\$32,481,343
Projected Bond Mill Levy	33.665 Mills	33.665 Mills	31.622 Mills	29.219 Mills
Annual Tax Impact per \$100,000 Actual Residential Value	\$240.71	\$240.71	\$226.10	\$208.92
Monthly Tax Impact per \$100,000 Actual Residential Value	\$20.06	\$20.06	\$18.84	\$17.41

# Roxborough Village Community – Residential Fee Analysis to Support Capital Development

Modified version (Figure 2) that extends that highlights the annual and monthly tax payments by the home value in increments of \$100K to be used in the analysis.

**Figure 2: Taxes based Home Value – Increments of \$100K**

sq ft	Est. Cost To Build	Estimated Tax	HOME VALUE									
			\$100,000	\$200,000	\$300,000	\$400,000	\$500,000	\$600,000	\$700,000	\$800,000	\$900,000	\$1,000,000
		value multiplier	1	2	3	4	5	6	7	8	9	10
55,548	\$37,383,254	Annual	\$240.71	\$481.42	\$722.13	\$962.84	\$1,203.55	\$1,444.26	\$1,684.97	\$1,925.68	\$2,166.39	\$2,407.10
		Per Month	\$20.06	\$40.12	\$60.18	\$80.24	\$100.30	\$120.36	\$140.41	\$160.47	\$180.53	\$200.59
		value multiplier	1	2	3	4	5	6	7	8	9	10
55,548	\$37,383,254	Annual	\$240.71	\$481.42	\$722.13	\$962.84	\$1,203.55	\$1,444.26	\$1,684.97	\$1,925.68	\$2,166.39	\$2,407.10
		Per Month	\$20.06	\$40.12	\$60.18	\$80.24	\$100.30	\$120.36	\$140.41	\$160.47	\$180.53	\$200.59
		value multiplier	1	2	3	4	5	6	7	8	9	10
49,642	\$35,132,028	Annual	\$226.10	\$452.20	\$678.30	\$904.40	\$1,130.50	\$1,356.60	\$1,582.70	\$1,808.80	\$2,034.90	\$2,261.00
		Per Month	\$18.84	\$37.68	\$56.53	\$75.37	\$94.21	\$113.05	\$131.89	\$150.73	\$169.58	\$188.42
		value multiplier	1	2	3	4	5	6	7	8	9	10
45,007	\$32,481,343	Annual	\$208.92	\$417.84	\$626.76	\$835.68	\$1,044.60	\$1,253.52	\$1,462.44	\$1,671.36	\$1,880.28	\$2,089.20
		Per Month	\$17.41	\$34.82	\$52.23	\$69.64	\$87.05	\$104.46	\$121.87	\$139.28	\$156.69	\$174.10
		value multiplier	1	2	3	4	5	6	7	8	9	10

**Findings:**

Understanding that health and wellness, recreation and community centers operate in a very price elastic market, or the demand change is greater than the shift in price. For the purposes of the analysis and working within community / rec centers a rule of thumb in the absent of data is for every \$1 increase in monthly rate, achieves about a 1.5% loss in acquisition / demand.

**Homeowners Association Model:** Annual Fee homeowners would pay to support the build of the facility.

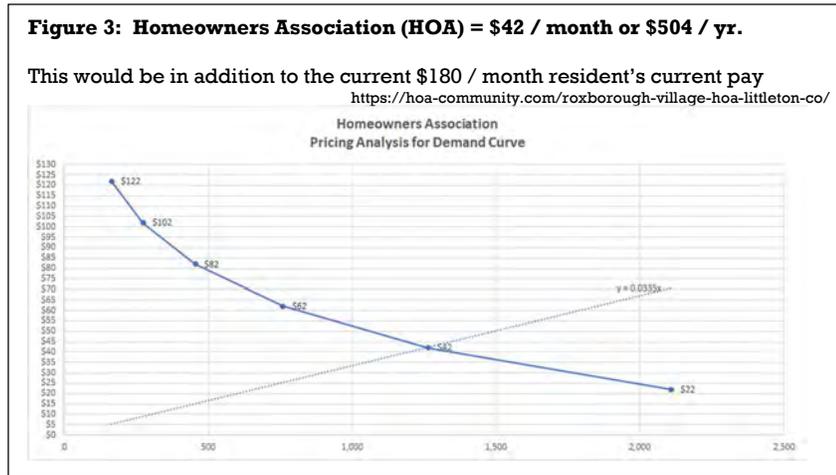


Figure 3 above highlights that an average member rate of \$42 / month is optimal for residents to have added on to their current \$180/month homeowner association fee. However, Figure 4 below indicates that although \$42/mo. may be an ideal rate, it would extend past the thirty-year financing goal by about 3.7 years if the 55,548 sq. ft facility is the one that is decided to be built. Figure 4 also highlights however that at \$48 / month (\$576 / yr.), regardless of the size of the facility, payback for the cost of the build can be achieved within the thirty-year timeframe. At \$48 / month this would increase homeowner association fee to \$228/ month, which is still below the national average (\$250 / month).

Source: National Average Homeowners Association Fee: [Ahttps://ipropertymanagement.com/research/hoa-statistics](https://ipropertymanagement.com/research/hoa-statistics)

**Figure 4: Payoff Timeline based on monthly rate of \$42 / mo. and \$48 / mo. and estimated project costs:**

		sq feet	55,548 sq. ft.	55,548 sq. ft.	49,642 sq. ft.	45,007 sq. ft.
		est. proj. costs	\$37,383,254	\$37,383,254	\$35,132,028	\$32,481,343
Rate	HH's	Rev	yrs. to pay off			
\$42.00	2,200	\$1,108,800.00	33.7	33.7	31.7	29.3
\$48.00	2,200	\$1,267,200.00	29.5	29.5	27.7	25.6

## Roxborough Village Community – Residential Fee Analysis to Support Capital Development

**Mill Levy + Member Fee:** Combination of taxes associated with Mill Levy (refer to information provided by Hilltop Securities Inc. under Data Notes Above item III both the standard and the extended version modified for the purposes of this analysis) and Membership Fee that all residents would pay.

The analysis took the following factors into account:

- 1) Using the \$42 / month member fee outlined in the Homeowner association analysis
- 2) Taxes applied based on home value based on the analysis conducted by Hilltop Securities Inc.
- 3) Estimated *average values* based on three home value points: \$400K, \$600K and \$800K.
- 4) Estimated the # of households within the Roxborough Village Community with home values that would fall within these areas. (*Home value groupings used in the analysis based on a general internet search of Roxborough Village Community*)
  - a. Avg. \$400K est. 60% of households in Roxborough Village
  - b. Avg. \$600K est. 30% of households in Roxborough Village
  - c. Avg. \$800K est. 10% of households in Roxborough Village

**Note: the home value factors can be adjusted if needed or if actual count of home values becomes available.**

Analysis highlights the reduction in taxes based on using a Member Fee to reduce the monthly / annual tax fee.

Figure 5: Tax + Member Fee: 55,548 sq. ft facility

55,548 sq. ft.			
Proj. Costs: \$37,383,254			
Home Value	\$400,000	\$600,000	\$800,000
<i>est. # of houses at each value area</i>	1,320	660	220
<i>Annual Tax Total</i>	\$962.84	\$1,444.26	\$1,925.68
<i>Monthly Tax Total</i>	\$80.24	\$120.36	\$160.47
<i>Member Fee</i>	\$42.00	\$42.00	\$42.00
<i>Taxes per month w/ Member Fee Applied</i>	\$38.24	\$78.36	\$118.47

Home Value	\$400,000	\$600,000	\$800,000	Total Annual Revenue	Yrs to Payoff Build Costs	Payoff Yrs ahead of schedule
Revenue from Taxes and Member Fees	\$1,270,948.80	\$953,211.60	\$423,649.60	\$2,647,810.00	14.12	15.88

**Roxborough Village Community – Residential Fee Analysis to Support Capital Development**

Figure 6: Tax + Member Fee: 49,642 sq. ft facility

49,642 sq. ft.			
Proj. Costs: \$35,132,028			
Home Value	\$400,000	\$600,000	\$800,000
<i>est. # of houses at each value area</i>	1,320	660	220
<i>Annual Tax Total</i>	\$904.40	\$1,356.60	\$1,808.80
<i>Monthly Tax Total</i>	\$75.37	\$113.05	\$150.73
<i>Member Fee</i>	\$42.00	\$42.00	\$42.00
<i>Taxes per month w/ Member Fee Applied</i>	\$33.37	\$71.05	\$108.73

Home Value	\$400,000	\$600,000	\$800,000	Total Annual Revenue	Yrs to Payoff Build Costs	Payoff Yrs ahead of schedule
Revenue from Taxes and Member Fees	\$1,193,808.00	\$895,356.00	\$397,936.00	\$2,487,100.00	14.13	15.87

**Roxborough Village Community – Residential Fee Analysis to Support Capital Development**

Figure 7: Tax + Member Fee: 49,007 sq. ft facility

49,007 sq. ft. Proj. Costs: \$32,481,343			
Home Value	\$400,000	\$600,000	\$800,000
<i>est. # of houses at each value area</i>	1,320	660	220
<i>Annual Tax Total</i>	\$835.68	\$1,253.52	\$1,671.36
<i>Monthly Tax Total</i>	\$69.64	\$104.46	\$139.28
<i>Member Fee</i>	\$42.00	\$42.00	\$42.00
<i>Taxes per month w/ Member Fee Applied</i>	\$27.64	\$62.46	\$97.28

Home Value	\$400,000	\$600,000	\$800,000	Total Annual Revenue	Yrs to Payoff Build Costs	Payoff Yrs ahead of schedule
Revenue from Taxes and Member Fees	\$1,103,097.60	\$827,323.20	\$367,699.20	\$2,298,120.00	14.13	15.87

A key factor the combination of a tax with member fee is with the shortening of the time it would take to realistically payoff the construction (build) cost of the recreation center, which as figures 5 – 7 highlight is approximately 14 years. This is achieved due to the different home values within the community and their subsequent different tax rates. Assuming the distribution of home value is relatively accurate, the length of time to pay off the construction of the recreation center is decreased by about 15.9 years.

## Roxborough Village Community – Residential Fee Analysis to Support Capital Development

**100% Member Fee Base:** Only those residents that wish to use the facility would pay a fee (i.e. member fee), those not wanting to join, will only be able to use the facility as a “non-member” and therefore pay a non-member rate for programs and services available.

*Note: Within this option there would be up to seven different membership types to fit the needs of the residents ranging from a Family Membership Type to a Senior Membership, therefore the rates listed below reflect the average monthly rate the household would pay for a membership at this facility.*

The analysis considers findings from the market research study (refer data notes section) i.e. interest level and rate willing to pay, combined with the findings highlighted in Figure 3 of this report. Overall, we see similar trends, allowing us to understand the range to work within. The findings highlight that average member rate for Roxborough Village residents would fall within \$42 - \$62 / month. We already identified that \$42 / month is not viable option (highlighted again in Figure 9) to complete the payoff of the cost to build within 30 years. This fact compiled with this pricing model is dependent on the “demand” and interest of the facility, it can be concluded that an average rate needs to be higher than \$42 / month, but at or lower than an average rate of \$62 / month to ensure the number of residents that join the facility is sufficient to ensure a payoff at or below 30 years.



The findings highlight that an average rate at or around \$54 / month will offer the residents a reasonable entry point to join and receive all the benefits reserved to members, while also offering a large enough discount compared to the average non-resident member rate currently set at \$72 / month.

**Figure 9: Rate to Demand**

		sq feet	55,548 sq. ft.	55,548 sq. ft.	49,642 sq. ft.	45,007 sq. ft.
		est. proj. costs	\$37,383,254	\$37,383,254	\$35,132,028	\$32,481,343
Rate	Est. Units	Rev	yrs to pay off			
\$42	1,980	\$997,920	37	37	35	33
\$48	1,936	\$1,115,136	34	34	32	29
\$54	1,892	\$1,226,016	30	30	29	26
\$62	1,804	\$1,342,176	28	28	26	24

## **Roxborough Village Community – Residential Fee Analysis to Support Capital Development**

### **Summary:**

Each pricing option related to paying off the construction costs of the community recreation center has their upside and perhaps downside to the residents of the community, such as adding the cost of the construction to the currently homeowner's association fee, which perhaps is the most equitable solution, however the time it takes to pay off the building is longer than perhaps using the combination of taxes plus member fee option. The combination of property tax with a member rate, which is perhaps less equitable (higher the house value the higher the homeowner will pay in taxes) but shortens the length of time residents it will take to pay off the construction costs. The final option, 100%-member fee, which is the most equitable since it is based on residents want to join the center, is also the highest risk option in that it is one hundred percent reliant on the demand of the residents to become members, and although the research suggests strong interest in becoming a member it is not guaranteed and can be also be subject to market factors that may be outside the control of the facility operators. The key is to find the most equitable solution for all parties involved. It is also recommended that additional financing options be explored and possibly combined with the options tested in this analysis to reduce risk and further limit the need / amount residents will have to pay towards the construction of the center.

## M E M O R A N D U M

**To:** Board of Directors

**From:** Kim Crawford

**Date:** August 8, 2021

**Subject:** Roxborough Village Metropolitan District - Information for Ballot Questions

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I have been asked by Anna Jones, the District Manager, to prepare this memo for the meeting of the Board of Directors (the “Board”) of Roxborough Village Metropolitan District (the “District”) scheduled for August 17, 2021. It is expected that at that meeting the Board will determine whether to move forward with ballot questions for a new recreational facility.

As has been discussed, under State law if the District should determine to move forward with the ballot questions, then final ballot questions will need to be certified to the Douglas County Clerk and Recorder by noon on Friday, September 3.

In order to finalize the ballot questions, the Board will need to make certain determinations, which are described below for each ballot question. The forms of the questions have been previously distributed to the Board and have been in packets, but have not been discussed in open meetings. The required information/determinations are outlined as follows:

### **BALLOT ISSUE 6[ ] – TAX INCREASE FOR OPERATIONS**

SHALL ROXBOROUGH VILLAGE METROPOLITAN DISTRICT TAXES BE INCREASED **\$1,873,165** IN 2021 FOR COLLECTION IN 2022 AND ANNUALLY THEREAFTER BY THE IMPOSITION OF AN ADDITIONAL AD VALOREM PROPERTY TAX AT A MILL LEVY RATE NOT TO EXCEED **22.409 MILLS**; **PROVIDED THAT SUCH OPERATING LEVY MAY BE ADJUSTED IN ANY YEAR AS NEEDED BASED ON ANY FEES COLLECTED BY THE DISTRICT TO BE USED FOR SUCH PURPOSES AS DETERMINED BY THE BOARD**, AND PROVIDED FURTHER THAT THE DISTRICT’S TOTAL MILL LEVY MAY BE ADJUSTED TO OFFSET REVENUE LOSSES FROM REFUNDS, ABATEMENTS AND CHANGES TO THE PERCENTAGE OF ACTUAL VALUATION USED TO DETERMINE ASSESSED VALUATION; **SUCH REVENUES TO BE USED FOR THE OPERATION AND MAINTENANCE OF DISTRICT FACILITIES**; AND SHALL THE PROCEEDS OF SUCH TAXES, AND ANY OTHER REVENUE OF THE DISTRICT CONSTITUTE VOTER APPROVED REVENUE AND/OR SPENDING CHANGES AND BE COLLECTED AND SPENT WITHOUT REGARD TO ANY LIMITATION CONTAINED WITHIN ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION, SECTION 29-1-301, COLORADO REVISED STATUTES, AND ANY OTHER LAW?

For the operations mill levy question we will need the following direction from the Board:

1. The maximum annual tax increase for the first full fiscal year is required to be in each ballot question under TABOR. The tax impact sheet I have reviewed shows \$1,873,165 for a 49,624 and 45,007 square foot facility, with an annual mill levy rate of 22.409 mills. The Board will need to determine the size of the facility and how much operating levy should be imposed.
2. There are discussions about imposing fees to offset the operating levy. I believe the fee study will also be discussed at the 8/17 meeting. I would recommend that the District ask the voters for the amount needed to operate and maintain the new facility, but adjust it as determined by the Board. That language is highlighted above.
3. This question is general as to “operation and maintenance of District facilities” – so it could be used for other purposes if needed such as existing parks, playgrounds and other facilities. However, we could limit this levy to be used specifically for the new rec center if the Board would like.

The form of question for the recreation center is set forth below. The additional information is set forth below the question.

**BALLOT ISSUE 6[ ] – Debt for Park and Recreation Purposes:**

SHALL ROXBOROUGH VILLAGE METROPOLITAN DISTRICT DEBT BE INCREASED \$[35.5 MILLION/\$32.4 MILLION], WITH A REPAYMENT COST OF NOT MORE THAN \$[79,571,300/\$70,798,000]; AND SHALL DISTRICT TAXES BE INCREASED NOT MORE THAN \$[2,555,000/\$2,365,000] ANNUALLY, OR BY SUCH LESSER ANNUAL AMOUNT AS NECESSARY TO PAY THE DISTRICT'S DEBT FOR THE PURPOSES OF PROVIDING PARK AND RECREATION IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO:

- A NEIGHBORHOOD RECREATIONAL FACILITY (EXPECTED TO INCLUDE A [DESCRIBE FACILITY GENERALLY]) AND
- ENHANCEMENTS TO CURRENT AND FUTURE PARKS AND OPEN SPACE AREAS;

AND SHALL THE DEBT BE EVIDENCED BY BONDS OR OTHER FINANCIAL OBLIGATIONS TO PAY, REIMBURSE, OR FINANCE ALL OR ANY PART OF SUCH IMPROVEMENTS OR TO REFUND, AT A LOWER OR HIGHER INTEREST RATE, ANY DEBT ISSUED PURSUANT TO THIS QUESTION; AND SHALL SUCH DEBT BE SOLD IN ONE SERIES OR MORE, FOR A PRICE AT, ABOVE OR BELOW THE PRINCIPAL AMOUNT ISSUED, ON TERMS AND CONDITIONS AS PERMITTED BY LAW, INCLUDING PROVISIONS FOR REDEMPTION PRIOR TO MATURITY WITH OR WITHOUT PAYMENT OF A PREMIUM OF NOT MORE THAN 3%; AND SHALL SUCH

DEBT BE PAYABLE FROM ANY LEGALLY AVAILABLE REVENUES OF THE DISTRICT INCLUDING A MILL LEVY IMPOSED ANNUALLY WITHOUT LIMITATION AS TO RATE AND IN AN AMOUNT SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON SUCH DEBT (OR TO CREATE A RESERVE FOR SUCH PAYMENT) **PROVIDED HOWEVER THAT SUCH MILL LEVY RATE SHALL NOT PRODUCE REVENUE IN EXCESS OF \$[2,555,000/\$2,365,000] ANNUALLY;** AND SHALL THE EARNINGS FROM THE INVESTMENT OF THE PROCEEDS OF SUCH DEBT, AND SUCH PROPERTY TAX REVENUES BE COLLECTED, RETAINED, AND SPENT AS A VOTER-APPROVED REVENUE CHANGE AND AN EXCEPTION TO LIMITS WHICH WOULD OTHERWISE APPLY UNDER ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION OR ANY OTHER LAW?

1. The Board will need to determine the size of the facility to be constructed. There have been several options explored, for a 49,642 square feet and 45,007 square feet. The principal amount of the debt, the total repayment cost and the maximum annual repayment cost is included in the ballot question, with the larger project first/smaller project second. The amount debt that would need to be incurred for each size differs, so the ballot question will need to include the maximum total amount of debt requested, the maximum annual repayment cost, and the maximum total repayment cost as required by TABOR. It is expected that the mill levy associated with each level of debt is 32.622 mills and 29.219 mills respectively.
2. The Board has an opportunity to describe to the voters what the debt will be used for. It is sufficient to say “a new park and recreation facility” – I have added “neighborhood” in the first bullet above. And I have added that the debt could also be used for other purposes if needed. We can be very specific and just limit the debt to the new rec center, but if there is any bond money left over after the project is complete it could be used for other park and open space purposes. If the Board does not want any flexibility here, then any excess bond proceeds not needed to construct the project would be used to pay down the debt. But these bullet points can be used to tell the voters what the District is going to do and the Board needs to direct us as to what it wants to say.

We look forward to the discussions. Please do not hesitate to contact me if there are further questions.

Thank you.

## Roxborough Village Metropolitan District Recreation Center Financing Scenarios

### How to Calculate Property Taxes

- Every other year, the Douglas County Assessor's Office completes a reassessment of all property within the County. These property values, or the "actual value," are what the Assessor's Office uses to calculate a property's assessed value and taxes due.
- On May 1, 2021, the Assessor's Office was required to mail every property owner a notice of the appraised value of their property. You can also find this information on the Assessor's website.
- While home price estimates from Zillow, Redfin, and other similar sites may provide a current estimate of a home's *market value*, that value is not used when assessing property taxes.

#### Steps to Calculate Property Taxes:

1. Find Your Property: Type in your name or address in the Property Search bar at the top of the Douglas County Assessor's Website ([Assessor - Douglas County Government](#)). A line item should appear that shows your address and the correct property owner.

2. Find your Actual Value: If you select the relevant line item, you should be taken to a page that summarizes your property information.
  - a. On the right side you will see a section that says, "Valuation Info." Your Actual Value is shown there, which is what the Assessor's Office uses to calculate your assessed value and your taxes. **This is not your market value.**

 Valuation Info	<i>Current value in process</i>	
	2021 Actual Value: \$599,220	2021 Tax Rate: 11.5912%
	2021 Assessed Value: \$42,850	2021 Est. Taxes: \$4,967

- b. If you would like to see a history of your actual and assessed value, you can scroll down and select the drop down for Valuation Info further down on the page.
3. Assessed Value: The assessed value is provided on the page, but you can also calculate it by multiplying the actual value by the Residential Assessment Rate of 7.15%.
  4. Calculate Property Taxes: To calculate estimated property taxes from a mill levy, multiply the assessed value by the tax rate. A tax rate is the number of mills levied expressed as a percentage, and to calculate property taxes you will need to divide the mill levy by 1,000.

$$\text{Assessed Value} = \text{Actual Value} * 7.15\%$$

$$\text{Property Taxes} = \text{Assessed Value} * (\text{Mill Levy} / 1,000)$$

Additional information on how property is valued can be found on the Douglas County Assessor's Website (2021 / 2022 Property Valuation - Douglas County Government).

### Estimated Capital Costs

<b>30 Year Financing Scenario Comparison</b>				
Project Size	55,548 sq. ft.	55,548 sq. ft.	49,642 sq. ft.	45,007 sq. ft.
Community Partner	Yes	No	Yes	No
Estimated Project Cost	\$37,383,254	\$37,383,254	\$35,132,028	\$32,481,343
Projected Bond Mill Levy	33.665 Mills	33.665 Mills	31.622 Mills	29.219 Mills
Annual Tax Impact per \$100,000 Actual Residential Value	\$240.71	\$240.71	\$226.10	\$208.92
Monthly Tax Impact per \$100,000 Actual Residential Value	\$20.06	\$20.06	\$18.84	\$17.41

### Projected Operating Revenues and Expenses

<b>Net Operating Revenue Comparisons (First Year of Operations – 2024)</b>				
Project Size	55,548 sq. ft.	55,548 sq. ft.	49,642 sq. ft.	45,007 sq. ft.
Community Partner	Yes	No	Yes	No
Estimated Total Operating Expenses	\$1,973,627	\$1,973,627	\$1,873,165	\$1,873,165
Mill Levy (Maximum)	23.611 Mills	23.611 Mills	22.409 Mills	22.409 Mills
Projected Operating Revenues	\$2,288,988	\$2,278,534	\$1,927,680	\$1,918,176
Net Operating Revenues	\$315,361	\$304,907	\$54,515	\$45,011
Mill Levy (Net Minimum)	-----	-----	-----	-----
Annual Tax Impact per \$100,000 Actual Residential Value (Maximum)	\$172.20	\$172.20	\$163.43	\$163.43
Monthly Tax Impact per \$100,000 Actual Residential Value (Maximum)	\$14.35	\$14.35	\$13.62	\$13.62

## Environmental Committee Report

### **Greenhouse:**

Currently, Ephram is working through the permitting process. Thus far, it looks like we'll only need a permit for an auxiliary structure and the permitting will be very straightforward.

### **Crystal Lake Water Level:**

We're still waiting for data from Scott.

### **Smooth Brome Reduction:**

The field south of Tadpole Pond was marked with nine locations for herbicide treatments and eventual planting. Ray Sperger will have done the initial spraying on August 12th. We'll wait to see what amount of regrowth we get in the rest of the field to determine if a second mowing will be necessary. The final herbicide treatments will be in the fall. Seeding will follow the last herbicide treatments. We have already developed several species lists for group seeding (and we've run these by Ray). Each group of seeds are designed to be complementary and specific to certain microclimates (example: wet meadow species will be planted together).

### **Seed Collection:**

Seed collection is still ongoing. Thus far, we have collected some seeds from over 90 species.

### **Bat Box:**

We're waiting for Jay to become available to mount the bat box.

### **Fire Mitigation:**

After conversations with the Roxborough Fire Committee, West Metro Fire, and a USDA wildlife biologist, we have the following recommendations for Roxborough in regard to balancing wildlife and fire mitigation:

- 1) For wildfires, the two things that can threaten homes most are rabbitbrush and wood fencing since these can burn hot, for a long period, and with tall flames. Since grasses burn quickly, it's best to have fence lines mowed to prevent ignition of wood fences (since the wood takes longer to ignite). If thick rabbitbrush stands are near homes, these should be broken up by taking out some of the rabbitbrush and mowing between stands to create firebreaks.
- 2) With regard to grasses, whether we mow or not will have minimal effect to mitigate wildfires. Non-native grasses with higher biomass are worse than native plants from both a wildfire perspective and biodiversity perspective. Replacing our smooth brome will mitigate wildfires to some extent and greatly increase biodiversity.
- 3) With regard to dead wood, as long as the dead wood is not immediately adjacent to homes, it's not a particularly high fire risk due to ample access along the paths. In fact, more snags would help wildlife

since many species rely on them. Dead wood would only be a concern if it was shading out the ground to the point that it blocks forb and grass growth. Dave McNitt, the wildlife biologist, noted that he didn't see any concern in our open space. Of note, the large logs are of minimal fire risk since they take a long time to burn. We could possibly move some of the dead wood for use in nature-play areas.

4) To maximize wildlife habitat and biodiversity, we should aim to have height diversity of plants and plant species diversity. For example, this means we should have trees, shrubs, and forbs of varying heights. Dave noted we have pretty good height diversity, but we are lacking some of the species diversity since we only have a handful of species growing around Little Willow Creek.

5) There are multiple locations where we could install more bird houses and bat boxes that could help with bug control and generally improve wildlife opportunities.

6) For the hogback, maintaining the grass gap between the houses and gambel oak will help with wildfire mitigation. There is only one spot that is of concern at the north end of Red Mesa Ct.

7) When putting in a path on the hogback, we should try to keep some larger areas with cover for animals to hide, especially while giving birth. Hikers and loud music (someone was doing this when we were there) will disturb animals, so they need places to hide. Paths could also help serve as fire breaks.

8) As a possible option, we did discuss the use of grazing animals to reduce or eliminate the smooth brome. If there are any ranchers/farmers who would be interested in that, the animals may be a nice attraction while serving the dual purpose of habitat restoration.

**We recommend adopting official Wildfire Mitigation and Wildlife Habitat guidelines for continued use going forward.**

## Herschberg, Natalie

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**To:** Jones, Anna  
**Subject:** RE: [External] Notes and follow-up

---

**From:** Ephram Glass <[ephramglass@roxboroughmetrodistrict.org](mailto:ephramglass@roxboroughmetrodistrict.org)>  
**Sent:** Wednesday, July 21, 2021 1:39 PM  
**To:** McNitt, David - FPAC-NRCS, WOODLAND PARK, CO <[David.McNitt@usda.gov](mailto:David.McNitt@usda.gov)>; [debbieprysby@gmail.com](mailto:debbieprysby@gmail.com)  
**Cc:** [carrie.hanson.mail@gmail.com](mailto:carrie.hanson.mail@gmail.com); Carlson, Nicholas <[Nicholas.Carlson@claconnect.com](mailto:Nicholas.Carlson@claconnect.com)>; Jones, Anna <[Anna.Jones@claconnect.com](mailto:Anna.Jones@claconnect.com)>  
**Subject:** [External] Notes and follow-up

**Think Security – This email originated from an external source. Be cautious with any links or attachments.**

Dave,

Thanks for doing a walkthrough of our district yesterday; it was very helpful. Below are the notes and action items from yesterday.

**Notes:**

- 1) To maximize wildlife habitat and biodiversity, we should aim to have height diversity of plants and plant species diversity. For example, this means we should have trees, shrubs, and forbs of varying heights. Dave noted we have pretty good height diversity, but we are lacking some of the species diversity since we only have a handful of species growing around Little Willow Creek.
- 2) With regard to dead wood, as long as the dead wood is not immediately adjacent to homes, it's not a particularly high fire risk due to ample access along the paths. In fact, more snags would help wildlife since many species rely on them. Dead wood would only be a concern if it was shading out the ground to the point that it blocks forb and grass growth. Dave noted that he didn't see any concern in our open space. Of note, the large logs are of minimal fire risk since they take a long time to burn.
- 3) With regard to grasses, whether we mow or not will have minimal effect to mitigate wildfires. Non-native grasses with higher biomass are worse than native plants from both a wildfire perspective and biodiversity perspective. Replacing our smooth brome will mitigate wildfires to some extent and greatly increase biodiversity.
- 4) There are multiple locations where we could install more bird houses and bat boxes that could help with bug control and generally improve wildlife opportunities.
- 5) For the hogback, maintaining the grass gap between the houses and gambel oak will help with wildfire mitigation. There is only one spot that is of concern at the north end of Red Mesa Ct.
- 6) When putting in a path on the hogback, we should try to keep some larger areas with cover for animals to hide, especially while giving birth. Hikers and loud music (someone was doing this when we were there) will disturb animals, so they need places to hide. Paths could also help serve as fire breaks.
- 7) As a possible option, we did discuss the use of grazing animals to reduce or eliminate the smooth brome. If there are any ranchers/farmers who would be interested in that, the animals may be a nice attraction while serving the dual purpose of habitat restoration.

**Action Items:**

Dave will be giving me some contact info for obtaining native seeds from reputable sources and for identifying some of the plants we have in the district.

If there's anything I missed, please add on to the above.

Thanks,

--

**Ephram Glass**

*Roxborough Village Metropolitan District Director*

*District Treasurer*

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

Cell: 610-295-4197

**Herschberg, Natalie**

---

**To:** Carlson, Nicholas  
**Cc:** Jones, Anna  
**Subject:** RE: [External] ERS: Application Proposal for Roxborough Village & Blue Heron Park Ponds

---

**From:** Jack Pritchett <[jpritchett@ecoresourcesolutions.com](mailto:jpritchett@ecoresourcesolutions.com)>  
**Sent:** Friday, July 30, 2021 9:12:23 AM  
**To:** Carlson, Nicholas <[Nicholas.Carlson@claconnect.com](mailto:Nicholas.Carlson@claconnect.com)>  
**Subject:** [External] ERS: Application Proposal for Roxborough Village & Blue Heron Park Ponds

**Think Security – This email originated from an external source. Be cautious with any links or attachments.**

Hey Nick,

Please see the attached proposals for treatment of algae and pondweeds for both Roxborough Village ponds and the Blue Heron Park pond.

As discussed, I included the pondweed treatment for both sites. Because we are unsure about the downstream water use at Blue Heron Park, we can hold off on that for now until we get the downstream water use figured out.

Because Roxborough ponds are not used for irrigation, I would recommend treating for pondweeds prior to treating for algae. But of course, it is ultimately up to you as to what you would like to do.

Please let me know if you have any questions.

Thanks,

**Jack Pritchett**

*Project Ecologist / Project Manager*

Office: (720) 974-4075

## Project Cost Proposal



### EcoResource Solutions, Inc.

5765 Olde Wadsworth Blvd., Ste. 10  
Arvada, CO 80002

Date	7/29/2021
Proposal No.	7104
Terms	Net 30

## EcoResource Solutions, Inc.

Phone # (720) 974-4075  
office@EcoResourceSolutions.com  
EcoResourceSolutions.com

Name / Address
Roxborough Village Metropolitan District Attn: Nicholas Carlson 8390 E. Crescent Parkway, Ste. 300 Greenwood Village, CO 80111-2814

Description	Qty	Rate	Total
Roxborough Village Ponds (Littleton, CO) Weed and Algae Treatments (North and South Ponds)			
Notes: 1) An ERS biologist observed dense growths of Potamogeton pondweed throughout both ponds. We recommend that pondweeds be treated first with a herbicide before treatment for filamentous algae. Treated pondweed and subsequent accumulation of dead plant material may cause a significant algae bloom. 2) Upon eradication of pondweed (i.e., about 1-2 weeks after completion of treatments), it is recommended that algae be treated with an algaecide. 3) It is not known whether viable fish populations are supported in these ponds. We assume fish are present and we will spread out all treatments over 2-5 days (approximately 2 divided treatments for each of the herbicide and algaecide applications in each pond) to minimize stress to fish. 4) It is highly recommended that an aerobic, beneficial bacteria application be conducted after chemical treatments are complete to allow for oxidation of dead plant and algae material. 5) This is a not-to-exceed cost estimate and costs may be reduced by actual labor and materials needed, as determined by densities of current algae and weeds.			
Task 1 - Potamogeton Pondweed Eradication - North Pond			
Resource Management Technician (per hour) ( 2 divided treatments)	6	64.00	384.00
Tribune herbicide (2.5 gal)	5	195.95	979.75T
Cidekick aquatic surfactant (per qt)	0.5	45.00	22.50T
Subtotal			1,386.25
Task 1 - Potamogeton Pond Weed Eradication - South Pond			
Resource Management Technician (per hour) (2 divided treatments)	8	64.00	512.00
Tribune herbicide (2.5 gal)	7	195.95	1,371.65T
Cidekick aquatic surfactant (per qt)	0.5	45.00	22.50T

Quote Void After 60 Days

**Subtotal**

**Sales Tax (0.0%)**

**Total**

## Project Cost Proposal



### EcoResource Solutions, Inc.

5765 Olde Wadsworth Blvd., Ste. 10  
Arvada, CO 80002

Date	7/29/2021
Proposal No.	7104
Terms	Net 30

## EcoResource Solutions, Inc.

Phone # (720) 974-4075  
office@EcoResourceSolutions.com  
EcoResourceSolutions.com

Name / Address
Roxborough Village Metropolitan District Attn: Nicholas Carlson 8390 E. Crescent Parkway, Ste. 300 Greenwood Village, CO 80111-2814

Description	Qty	Rate	Total
Subtotal			1,906.15
Task 2 - Filamentous Algae Eradication - North Pond (moderate density)			
Resource Management Technician (per hour) (2 divided treatments)	7	64.00	448.00
SeClear algaecide (2.5 gal)	4	145.50	582.00T
Subtotal			1,030.00
Task 2 - Filamentous Algae Eradication - South Pond (greater density)			
Aquatic Biologist (per hour)	8	115.00	920.00
SeClear algaecide (2.5 gal)	6	138.095	828.57T
Subtotal			1,748.57
Task 3 - Followup Bacteria Inoculation			
Resource Management Technician (per hour)	4	64.00	256.00
ERS BenthoSweep beneficial pond & lake bacteria (per lb)	20	19.95	399.00T
Subtotal			655.00

Quote Void After 60 Days

I, as an authorized representative of the client or as the property owner, hereby agree to the project tasks and/or products, and costs stated herein, and authorize EcoResource Solutions, Inc. to provide such services and/or goods.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Please return signed copy via fax at (303) 424-0251. Thank you.

<b>Subtotal</b>	\$6,725.97
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	<b>\$6,725.97</b>

## Herschberg, Natalie

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**From:** Ephram Glass <ephramglass@roxboroughmetrodistrict.org>  
**Sent:** Thursday, August 5, 2021 3:12 PM  
**To:** Carlson, Nicholas  
**Cc:** Jones, Anna; Herschberg, Natalie  
**Subject:** [External] Re: Patriot Pest

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We can't do that. The reason we stopped it was because 90% of where he was applying it was too close to water (which is against EPA guidelines). It's extremely toxic to kids, pets, and aquatic life. I will say that the mosquito situation has been getting better with dryer weather. If Patriot Pest is saying additional applications of bti will do little, I think a better approach would be to apply it beyond the ponds. That should help much more. You can buy tablets of bti that you just drop into puddles and ditches (\$1 per tablet). Perhaps next year, we can determine if our batbox has been effective - that may be the best option beyond use of bti.

-Ephram

On Thu, Aug 5, 2021 at 11:54 AM Carlson, Nicholas <[Nicholas.Carlson@claconnect.com](mailto:Nicholas.Carlson@claconnect.com)> wrote:

Hi Ephram,

I just got off the phone with Ron from Patriot Pest and informed him of the increase in complaints we've received about the mosquitos in the district. Ron informed me that Patriot is no longer treating for adult mosquitoes and only using BTI per board direction. BTI, as I'm sure your aware, is a product that is administered in the water and only attacks mosquito larvae. He agreed to use additional BTI to try to mitigate the wave of mosquitos Roxborough has been experiencing, but didn't think it would be effective. He thinks that the board should consider spraying for adult mosquitos again as the best preventative measure.

Thanks,

[CLA]<<https://www.claconnect.com/>>

Nic Carlson

Public Management Analyst

Business Operations (BizOps)

Direct 303-265-7900 Mobile 909-762-2650

CLA (CliftonLarsonAllen LLP)

nicholas.carlson@CLAconnect.com <mailto:[nicholas.carlson@CLAconnect.com](mailto:nicholas.carlson@CLAconnect.com)>

Create Opportunities<<https://www.claconnect.com/createopportunities>>

Wealth Advisory<<https://www.claconnect.com/services/wealth-advisory-overview>> |

Outsourcing<<https://www.claconnect.com/services/consulting-and-outsourcing-overview>> | Audit, Tax, and Consulting<<https://www.claconnect.com/services>>

Send me your files with secure file transfer.<<https://claconnect.leapfile.net>>

[Nexia]<<http://www.nexia.com/>>

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

**THE FOLLOWING ARE POST PACKET ITEMS:  
ITEMS THAT WERE DISTRIBUTED AT THE MEETING  
AND NOT IN THE ORIGINAL PACKET**

## Scott Barnett

---

**From:** Ann Ehli <aehli@splitrailfenceco.com>  
**Sent:** Friday, August 13, 2021 12:49 PM  
**To:** Scott Barnett  
**Subject:** Roxborough Metropolitan District - Park Fence Proposal options 8-3-2021.pdf  
**Attachments:** Roxborough Metropolitan District - Park Fence Proposal options 8-3-2021.pdf

Hi Scott,

I am sending a proposal for 3 options for the park fence. I have provide 3 rail white vinyl, currently in stock, depending on when they make a decision, if we run low on stock the shipments are taking about 15 weeks to arrive at which time the pricing will change as they are currently experiencing volatility with resins & availability.

The wood fence is in and out of stock on a constant basis – prices have not gone down like other lumber and supply chain issues are being realized across the board due to many factors such as log availability and supply chain issues. Some of the Western Red Cedar is substituted for alternate cedar products such as Japanese cedar. I have not seen this as much with dimension lumber which is used for the 3 rail but pickets have been purchased using the alternatives, it may start to take place if supply of dimension WRC is unavailable.

The concrete fence I figured in Grey. The fence in Sterling Ranch is called Earthen color – it will add to the grey pricing – we did not discuss colors so if you are interested in coloring let me know- they add it to the cement as it is put into the molds so small chips will not stand out.

This is special order, I wasn't able to get an ETA of how long to produce & ship, they will be getting back to me on shipping time.

I have another price I am waiting to hear back from the vendor on a composite rail fence. If the product is available I will send an update next week.

I hope this helps for your meeting, if you have any other options you would like to explore please let me know.

Have a great weekend!

**Ann Cuccio Ehli**

Land Development Sales

Cell: (303) 594-8108

[aehli@splitrailfenceco.com](mailto:aehli@splitrailfenceco.com)



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





# Proposal

## SPLIT RAIL FENCE CO

8065 W Brandon Drive  
Littleton, CO 80125  
303-791-1997

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

"The respected leader in the industry for over 40 years"

PROPOSAL SUBMITTED TO <b>Roxborough Village Metropolitan District c/o Clifton Larsen Allen</b>		PHONE-Cell <b>303-263-3699</b>	DATE <b>8/13/2021</b>
Address; <b>8390 E Crescent Parkway, Suite 300</b>		Contact <b>Scott Barnett</b>	
CITY <b>Greenwood Village</b>	STATE AND ZIP CODE <b>CO 80111</b>	Job Address <b>Imperial Park at Stacy Place &amp; Village Cir West</b>	
ESTIMATOR <b>Ann Cuccio Ehli <a href="mailto:aehli@splitrailfenceco.com">aehli@splitrailfenceco.com</a> 303-594-8108</b>		E-Mail <b><a href="mailto:scott@mulhermre.com">scott@mulhermre.com</a></b>	PHONE <b>303-263-3699</b>

We Propose hereby to furnish material and labor; complete in accordance with specifications below for the sum of:

**See options below** dollars ( \$ **xxxx** )

Payment to be made as follows: Monthly progress billing submitted for work completed to date. If materials are purchased and there is an unforeseen delay in starting project, materials will be invoiced. Payment not received within 30 days of invoice, shall bear the interest rate of 2% per month of the principle amount.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Submitted By *Ann Cuccio Ehli*

Note: this proposal may be withdrawn by us if not accepted within

**7** days.

**We Hereby Submit Specifications and Estimates to Furnish & Install:**

- |    |  |              |
|----|--|--------------|
| #1 | Install approx 430' of 3 rail white vinyl Bufftech style fence with 2x4x48" weld wire<br>Posts: 5x5x78" set in concrete 8' OC Rails 1 1/2x 5-1/2" ribbed rails; 2x4x48" weld wire      | \$ 10,067.00 |
| #2 | Install approx 430' of 3 rail cedar fence using 6x6x6' DE beveled posts set 8' OC with (3) 2x6x8' rails nailed to posts with screw type galvanized nails, 2x4x48" weld wire (no stain) | \$ 14,775.00 |
| #3 | Install approx 430' of 3 rail earthen color concrete rail fence - posts 5x5x6'3"; rails 5-1/2"x1-7/8"x8' set in concrete with 2x4x48" weld wire  | \$ 26,150.00 |

- \* Based on todays market rates for materials. Price can be held for 7 days.  
Product availability and ship times may vary due to unforeseen circumstances due to COVID19 restrictons and availability

Concrete rail fence is sprecial order and may take a few weeks to ship.

Fence installation requires final grade to be completed, visible property pins and setbacks confirmed. Pricing assumes material prices do not exceed a 6% increase during the project. If material costs exceed a 6% increase, we reserve the right to reprice the remainder of the contract effective 30 days from notice of increase. Not responsible for damage or repair to underground lines including sprinkler systems and private lines. Private locate costs if required will be added to invoice. Unless otherwise specified above pricing does not include landscape clean up. If landscaped prior to post setting additional charges will incur. If rocky digging conditions or hand digging is required added fees will incur. Fences located above retaining walls may incur additional fees if sleeves or son-o-tubes are not installed by wall contractor and are necessary for fence post installation. Excludes: Night work, traffic control, surveying, engineering, engineered drawings, electrical, electrical grounding, core drilling, asphalt cutting, staining or painting, fall protection, winter work protection or bonding unless otherwise specified. Permit fees added to invoice, if estimate is provided fees will be adjusted based on City or County actual charges.

Cancellation of this agreement will result in fees for pre paid permits and use tax, material purchased and labor performed.

**Acceptance of Proposal** - 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

August 16, 2021

**To: Anna Jones**  
District Manager  
Roxborough Village Advisory Board

**Cc: Roxborough Village Advisory Board**

**From: Mario F. Trescone**  
Owner, Founder - Greater Than Analytics LLC  
Business Intelligence Specialists

**Scope of Work / Proposal – Roxborough Village Resident Survey - Proposal**

Anne:

Thank you for considering Greater Than Analytics LLC to conduct research to survey the residents of the Roxborough Village Community in the continuing efforts of the community board to understand the current sentiment of residents as it relates to the building of a community recreation center.

**Objectives:**

- Re-evaluate the interest of building a community recreation center.
  - Size of Facility (with amenity descriptions)
  - With or without library partnership
- Evaluate Interest of building based on funding options:
  - Taxes (embed link to calculate taxes based on resident home value)
  - Member Fee Structure
  - Member fee plus tax structure option
  - Note: encouraged to include financing options via the bank, grants etc.
- Understand overall resident sentiment for or against the build.

**Methodology:**

- A short 10 – 15 question ONLINE survey will be deployed to the residents of the Roxborough Village Community.

Note: to participate in the survey a valid email address is needed by residents. The Roxborough Community Board will need to assist residents without email addresses a manner of acquiring one in order to take the survey. Greater Than Analytics LLC is happy to discuss additional options for how best to accommodate those without an email address.

To ensure response integrity and that only one person per household takes the survey, the same methodology for participation in the survey used in the July 2020 community research study conducted by Greater Than Analytics LLC will be deployed. Below are the steps:

- Only residents that **opt-in** to have a survey sent to them will be allowed to participate. To opt in they will need to provide their email address, first and last name, and mailing address for verification.
  - The resident's mailing address will be compared to a list of all residents within the Roxborough community to ensure one person per household takes the survey.

Similar to the 2020 research, links will be placed in community newsletters, community online discussion boards, etc., for them to have every opportunity to collect relevant information to send the resident's an INVITE to complete the survey.

- Audits of final sample list against documented name of resident and addresses on record will be done as a final step to ensure response integrity.

Greater Than Analytics LLC assumes that the list of all residents can be provided by the Roxborough Village Community Board. If this list is not available, then Greater Than Analytics will use the information gathered during the 2020 Research as a baseline to compare and contrast the final sample list against.

**Sample:** with 2,200 residents, we will make every attempt to acquire as many responses as possible with 150n a minimum goal, up to 328n to achieve a confident level (80% - 95%) needed for this type of analysis.

**Timing:** Estimated that the length of the total project can be completed between 6 – 8 weeks. (Note: a shorter schedule can be achieved if an accurate sample is made available.)

- 1 – 2 weeks for the opt in process and validation of resident / address to take place.
- 2 – 3 weeks for fielding, which will include up to 5 reminders to ensure any and all efforts are made for residents to take the survey.

**Deliverable:** Following the 3 weeks , assuming we have the minimum number of completes needed for analysis, a topline report / presentation will be prepared and presented and delivered to the Roxborough Village Community Board.

**Investment:** \$8,698.00

***This proposal is good for 60 days from the date appears on the front page of this document.***

**Termination:** Either party may terminate this contract at any time, with or without cause, by giving the other party thirty (30) days written notice to terminate. Any fees owed to Greater Than Analytics LLC at the time the project is ended will be paid to Greater Than Analytics LLC within 45 days from the last day work is performed.

This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.

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**Payment:**

Greater Than Analytics will require 50% of the total investment and a signed agreement in order to begin the project. The remaining balance will be due 15 days following the delivery of a written report / presentation. *[Note: Greater Than Analytics LLC is willing to discuss additional payment options with the client if needed]*

If you agree with the following terms of the project as outlined in this document, please sign and email a copy of this agreement back to Mario F. Trescone of Greater Than Analytics at: [mtrescone@greaterthananalytics.com](mailto:mtrescone@greaterthananalytics.com).

Note: This proposal is good for 30 days from the date indicated on the cover page. Sincerely,

**Sincerely,**

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**Mario F. Trescone**  
Owner, Business Intelligence Specialist  
Greater Than > Analytics LLC

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**DATE**

---

**Name**

---

**Title**

---

**Organization**

---

**Date**

## Herschberg, Natalie

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**From:** JAY D Fells <tamijay4@msn.com>  
**Sent:** Tuesday, August 17, 2021 1:58 PM  
**To:** Carlson, Nicholas  
**Cc:** Jones, Anna; Herschberg, Natalie  
**Subject:** [External] Updated Roxborough Volleyball Proposal

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Think Security – This email originated from an external source. Be cautious with any links or attachments.**

Here is the UPDATED proposal for replacing the landscape timbers around the volleyball court at Roxborough Park. I have included three proposals with three different types of materials for the edging. None of these prices can be guaranteed, as two of them have changed each time I have looked at them. The landscape timbers that are currently in there are 6" x 8" x 8' and appear to be either cedar or treated landscape timbers.

The existing court edge will take 25 eight-foot material pieces per layer and are currently two layers deep on the west side and one layer deep on all other sides, for a total of 33 pieces. We recommend installing materials two layers deep all the way around for longevity and stability, so we are figuring our proposals based on 50 total pieces.

### Proposal #1:

Cedar landscape timbers 6" x 8" x 8' (difficult to find): \$205/ea. x 50 = \$10,250 + any freight / shipping that may be required. If we can get this product through a local lumberyard or other nearby retailer, then we may be able to avoid shipping costs. If not, shipping may apply and we're not sure how much that will be.

### Proposal #2:

Volleyball rubber curb edging. This is an interlocking synthetic curb edging made specifically for outdoor volleyball courts. They only come in 6" x 6" x 8' pieces. If we only go two deep, we would end up approximately 3" shallower than the existing edge. Pricing for this runs around \$38 per linear foot. This product would cost \$15,200 in materials, shipping for these materials would cost around \$3000, for a total estimated cost of \$18,200.

### Proposal #3:

Recycled plastic lumber. 6" x 8" x 8', costs \$155 per 8' section. This product would cost \$7,750 in materials and comes in 5 color options: black, gray, brown, cedar, and green. Assuming shipping costs will be similar to the rubber curb edging, around \$3000. Recycled plastic lumber is not supposed to warp or crack over time, I'm not sure if this product color fades over time.

Additionally, the following costs will apply to all proposals:

Materials (rebar, screws, etc), equipment rentals, dump fees, labor, etc: \$7900

Total costs:

Proposal 1: \$18,150 + estimate shipping

Proposal 2: \$26,100

Proposal 3: \$18,650 (15,650 + estimated 3000 for shipping, may be more or less)

In the event that you would prefer to install the new materials in the same way the current ones are installed (two layers on the west side only), material costs would be reduced by around 33% and the labor and other materials cost would be reduced by approximately \$1000. Again, I would recommend installing the new material in two layers the entire way around.

Once again, these material costs are **not guaranteed** as prices are fluctuating weekly.

Thank you,  
Jay Fells  
CDR Construction LLC

August 13, 2021

**Via Email**

Kathryn T. James, Esq.  
Folkestad Fazekas Barrick & Patoile, P.C.  
18 South Wilcox Street, Suite 200  
Castle Rock, Colorado 80104-1909

***Re: Arrowhead Shores Homeowners Association, Inc. v. Roxborough Property Group, LLC  
and Miles R. Grant  
Douglas County District Court Case No. 2020CV030977  
Request for Limited Testimony  
Tract A, Replat of Tract K-1  
Douglas County Planning Project File No. SB2015-001  
Our File No.: 1222.0231***

Dear Ms. James:

Orten Cavanagh Holmes & Hunt, LLC represents the Arrowhead Shores Homeowners Association, Inc. (“Association”) in the above referenced action.

The Association has filed suit against Mr. Grant as he breached his agreement to construct a concrete pathway to allow for routine maintenance vehicles to easily pass through or along Tract A.

As you may recall, in exchange for the Association and the Roxborough Village Metropolitan District (“District”) withdrawing their opposition to Mr. Grant’s application to redevelop Tract K-1, Mr. Grant was to construct a concrete pathway through Tract A similar in dimension to the then existing walkway on the west side of the property, i.e. a concrete and gravel access pathway of 15-20 feet in width. This pathway was open and available for pedestrian and vehicular use by the District and Association for years to access Tract K (playground, restrooms) and Tract K-2 (the pond).

Association representatives will testify consistent with the above and will communicate to the Court and jury how Mr. Grant’s failures have harmed the Association.

We respectfully request your testimony as a witness for the Association at trial (set for August 30 and 31, 2021) in order to communicate that:

- the District similarly opposed the planning application and only withdrew its opposition when Mr. Grant agreed to build a similar pathway on Track A; and
- the District maintains improvements on Track K and K-2 and requires vehicular access along Tract A in order to meet its maintenance obligations.

My questions of you will only pertain to publicly filed documents (i.e. correspondence from you on behalf of the District to planning [see attached]) and/or testimony given in the planning proceedings. We will not ask any questions of you which would request or require you to divulge any information which may be protected by the attorney-client privilege.

I anticipate direct examination of you to take approximately 5 minutes, and to occur between 1:00 to 5:00 p.m. on August 30, 2021.

Please advise if you will agree to testify on behalf of the Association in this proceedings. Should you or the District have any questions, please contact me.

Sincerely,



Jonah G. Hunt  
ORTEN CAVANAGH HOLMES & HUNT, LLC

JGH/hc

James B. Folkestad  
Aaron W. Barrick  
Marc C. Patoile  
Kathryn T. James  
Lindsay J. Miller  
Matthew S. Patton

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Ernest F. Fazekas, II  
Retired

March 31, 2015

davery@douglas.co.us

Dan Avery, AICP  
Principal Planner  
Douglas County Department of  
Community Development  
100 Third Street  
Castle Rock CO 80104

Re: Douglas County Project #SB2015-001  
Referral Response – Roxborough Village Metropolitan District

Dan:

Our firm represents the Roxborough Village Metropolitan District (“District”). The above referenced project is located entirely within the District boundaries. The District provides services to the project area including street improvements, traffic safety, parks and recreation, and mosquito control.

The District owns certain parcels throughout its service area, and maintains other parcels through various license agreements with other governmental entities. Tracts K and K-2, comprised of open space and the “7 acre pond” respectively, are owned by the Arrowhead Shores Homeowners Association, Inc. (“Association”) and are directly adjacent to parcel K-1. The District was granted a non-exclusive easement by the Association over Tract K and an exclusive easement over Tract K-2, for the purpose of authorizing the District to construct, reconstruct, use, operate, maintain, repair, replace, and/or remove raw water irrigation system improvements and related structures, facilities (including the 7 acre pond) and appurtenances.

The applicant for this project developed the surrounding area, including creating the 7 acre pond, and Tract K-1 has been used for recreational purposes since the earlier development. There is an existing concrete and gravel access of 15-20 feet in width along the west side of the parcel that has been available to the District for access to Tract K (and ultimately to Tract K-2), Roxborough Village Filing 16-A. Formalizing this access through a dedicated easement is critical for the District’s future maintenance of the 7 acre pond.

office. 303.688.3045 • fax. 303.688.3189

18 South Wilcox Street, Suite 200

Castle Rock, Colorado 80104-1909

ffcolorado.com

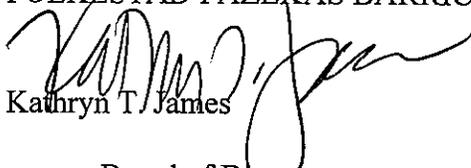
In a 2011 District proposal to the developer, the District originally requested a 25 foot access easement and understood the developer would incorporate such an easement into development plans. The District is currently willing to reduce its request to mirror the 20 foot access easement requested by the Association, and the District does need vehicular access for future pond maintenance. Other vehicular access to the 7 acre pond requires a half mile of access through a landscaped walk, and vehicular use of such alternate access would include expensive restoration of the walk and landscaping of the half mile stretch. Such restoration would be cost prohibitive for the District.

Primary use of the Tract K-1 access easement would be for pedestrian only use, for example to annually access pumps in the pond and for other community park maintenance activities. Vehicular use would be very infrequent, and have virtually no effect on homes constructed within Tract K-1 due to such infrequency. When vehicular access is needed for future pond maintenance and restoration, which will be necessary in the coming years, it is critical that the District be able to access the pond area efficiently.

Cost efficient future pond maintenance will benefit all involved, including the District, the Association, and new homes constructed in Tract K-1. If granted the requested access of a 20 foot easement to include vehicular traffic, the District would be supportive of the project as otherwise proposed.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.



Kathryn T. James

cc: Board of Directors  
David Peak  
Scott Barnett

James B. Folkestad  
Aaron W. Barrick  
Marc C. Patoile  
Kathryn T. James  
Lindsay J. Miller  
Matthew S. Patton  
Todd E. Likman

---

Ernest F. Fazekas, II  
Retired

SENT VIA EMAIL TO [DAVERY@DOUGLAS.CO.US](mailto:DAVERY@DOUGLAS.CO.US)

June 19, 2015

Dan Avery, AICP  
Principal Planner  
Douglas County Department of Community Development  
100 Third Street  
Castle Rock, CO 80104

Re: Douglas County Project File #SB2015-001  
Roxborough Village Filing 16-A, 2<sup>nd</sup> Amendment

Dear Dan,

As you know, I represent Roxborough Village Metropolitan District (the "District"). The District submits this response to the Applicant's revised plat, specifically in regard to the change in location of the proposed Tract A to be dedicated to the Arrowhead Shores Homeowner's Association (the "HOA"). The District maintains a number of Tracts within the District thorough ownership and various easement and license agreements with other governmental entities.

The Applicant's revised plat moves the proposed Tract A from the western edge of the parcel to the eastern edge of the parcel. In prior correspondence related to this file, and in various public comments at the Planning Commission hearing on May 4, 2015, the District, the HOA, and their residents took the position that the existing improvements at the western edge of the parcel were useful and acceptable. Only the appropriate width of the proposed Tract A was in question.

Moving Tract A from the western to eastern edge of the parcel is not an "apples to apples" comparison. The eastern edge of the parcel has no improvements and does not provide access for vehicular traffic in its current state. Either the Applicant or the HOA would have to fund necessary improvements to bring the new proposed Tract A to the same condition that already exists on the western edge of the parcel. To that end, many unanswered questions remain.

The District's engineer, Scott Barnett, P.E., has provided the following comments and questions on behalf of the District.

1. The existing homes along the east boundary of the proposed site have surface drainage that flows west towards the proposed Tract to be dedicated to the HOA. The intent of this Tract is for the HOA, and on occasion the District, to utilize the Tract for access into the park and pond area internal to the site. This access needs to be vehicular in nature, and on the rare occasion where the District needs to perform substantial maintenance on the ponds, the Tract must be wide enough for construction equipment to access unimpeded to the pond. Drainage flows to this property line then down an existing swale. The offsite drainage needs to be accommodated in some way. The proposed Plat does not address how this will happen. At a minimum, the Applicant should provide a drainage report including this and a design for how they intend to collect and convey the drainage while still allowing for the access that the District and HOA require. An alternate to a full drainage report could be a letter detailing the Applicant's commitment to address this issue, and how it will be done at the time of Construction Drawing review, which at that time can be more carefully considered.
2. The existing building and parking lot have drainage that is collected and concentrated into a drainage swale. What will the new grading plan be for the new buildings? Can this swale size be reduced by removing the flows from the future lots as they will likely drain across the surface directly towards the pond and not into the swale? Could the swale be relocated to accommodate the access into the pond area? The Applicant should clarify this as with item #1 above.
3. The concrete access that the District and HOA currently use along the west boundary of the site, while not perfect, does have value to it in its existing form. If the new Tract is to be dedicated in the proposed location there is a diminished value that is not addressed. Will the Applicant, after considering the drainage issues, construct a new trail to replace the existing? Will the new configuration be useable to the District and HOA without any obstructions?
4. With the proposed removal of the existing access path, the Applicant will need to remove the mail box pedestal. While this is possible and allowed, where do they intend to relocate it?
5. There are Electric and Communications boxes located within the proposed Tract. Is it the intent of the Applicant that they remain? Will their location conflict with access issues for the District and HOA?

In addition to Mr. Barnett's engineering comments, the District believes a close look is warranted at the following criteria for approval under the Douglas County Subdivision Resolution: sections 603.02, 603.06, and 602.09. Section 603.02 requires conformance with the design elements established in Section 604 of the Subdivision Resolution, and it does not appear

that 604.06 is addressed appropriately with the proposed eastern Tract A, "pedestrian, bicycle, and vehicular access to abutting neighborhoods, recreation, shopping, and employment areas shall be provided to the maximum extent possible." The engineering questions regarding drainage impact evaluation of 603.06 and whether there has been provision for adequate drainage improvements appears unknown. Larger District concerns about cost effective future pond maintenance in Tract K fall under 603.02 (available Services) and form of access to the pond will impact the ability of the District and HOA to provide their services to the overall PD area

We believe that with some further, careful consideration, the Applicant may be able to answer these questions and provide a proposal for this revised plat that is both useable and acceptable to the District, HOA, and Applicant. Without more information, however, the District has concern that the new proposed Tract A will not meet the needs of the District or the HOA without great expense to bring the proposed Tract A to useable improved condition.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.

 , Esq. #43807 For: KATHRYN T. JAMES

Kathryn T. James  
KTJ/sm