

RECORD OF PROCEEDINGS

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

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

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Garry Cook
Ephram Glass
Ed Wagner

Also in Attendance were:

Anna Jones & Nic Carlson; CliftonLarsonAllen LLP
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Bill Barr; Metco Landscaping
Steve Bailey & George Beidenstein; Bailey Tree
Todd Wenskoski; Livable Cities Studio
Ben Kelly; Strategic Communications Consultant
Aaron Spratling; Front Range Church

CALL TO ORDER

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

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

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

APPROVE AGENDA

Upon a motion duly made by Director Cook, seconded by Director Glass, and upon vote unanimously carried, the Board approved the agenda as amended.

**PUBLIC COMMENT and/or
GUESTS**

Pastor Aaron Spratling from Front Range Church discussed his ideas to celebrate Halloween as a community. The Board discussed that it was acceptable to post the church’s community plans on the website and to include the information in the next District newsletter.

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CONSENT AGENDA

- A. Consider Approval of the August 18, 2020 Special Meeting Minutes
- B. Review and Accept the Draft Financial Statements for August
- C. Review and Consider Approval of Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims

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

FINANCIAL ITEMS

- A. Other – None.

DISCUSSION AGENDA

ACTION ITEMS

- A. Bailey Tree Updates

Mr. Bailey and Mr. Beidenstein reviewed the dead trees in the community that qualify to be submitted for an insurance claim.

- i. Review Fulfillment of Contract

No action was taken.

DIRECTOR ITEMS

- A. Environmental Committee Update

Director Glass reviewed his progress in researching bat boxes, noting that Chatfield Park was identified as a pilot location. Director Brown indicated his support for the installation of bat boxes. Upon a motion duly made by Director Brown, seconded by Director Glass and, upon vote unanimously carried, the Board directed the Environmental Committee to pursue adding bat boxes to Chatfield Park to assist with mosquito control efforts.

Director Glass suggested planting wildflowers in the area being restored around Crystal Lake. Upon a motion duly made by Director Glass, seconded by Director Cook and, upon vote unanimously carried, the Board directed the Environmental Committee to move forward with wildflower planting around Crystal Lake.

Directors Glass and Prysby discussed improving the landscaping around the skate park including shrubs, wild roses and hearty grasses. Director Glass will coordinate with Mr. Barnett and Mr. Barr to bring back more information for the Board to consider.

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Director Glass suggested collecting seeds to establish a nursery with xeric plants to promote water savings and community involvement. The Board agreed with his suggestion of collecting seeds as a preliminary step toward the nursery idea.

Director Glass suggested the next newsletter should include information regarding the fertilizer runoff into ponds.

Director Glass noted that he is researching a tree planting plan, and he is also researching how to add lilies to Crystal Lake.

B. Motorized Vehicles in Park Update

Director Prysby reviewed the damage done in Imperial Park and provided background to the situation. Ms. James will draft a letter to the homeowners. A split rail fence was suggested as a mitigation strategy on the north side along the property line and a fence on the east side to protect along Village Center West. The management team will obtain a bid for the work to survey and fence the park area, and will present such bids to the Board at the next regular Board meeting.

C. Other - None

MANAGER MATTERS

A. Master Plan/Spillway Follow-up

i. Spillway Materiality and Follow-Up

Mr. Wenskoski provided background and updated the Board as to the current progress with the spillway design.

Director Glass researched Rocky Mountain Forest products as they are lumber providers. He discussed an 8' by 12' pergola. The original design calls for a 12' by 18' structure.

Mr. Wenskoski indicated a larger structure may be more appropriate in a community setting. He also indicated footings and foundations would need to be added to the cost. Mr. Wenskoski reviewed the other options presented to the Board at the previous Board meeting.

Upon a motion duly made by Director Cook, seconded by Director Wagner and upon vote carried by the majority, the Board approved the arched roof structure proposed by Mr. Wenskoski. Directors Cook, Wagner, Prysby and Brown were in favor. Director Glass was opposed.

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ii. Update on Resident Request for Playground

Mr. Wenskoski reviewed the designs included in the packet, outlining the options as presented. The Board discussed the options. Director Brown remarked the siting of this plan allows the creation of a “center of gravity” in the middle of the District.

The Board asked Mr. Wenskoski to identify a hybrid of “Type 2” per his presentation, incorporating some post and platform style with the nature play style. The Board agreed this would be a flagship park for the community.

B. Feasibility Study Follow-Up

Mr. Kelly reviewed the formation of a community task force, rationale and process. Upon a motion duly made by Director Prysby, seconded by Director Wagner and, upon vote unanimously carried, the Board formed a Committee.

The Board discussed and agreed to form a Board Committee consisting of Directors Brown and Wagner to oversee the Recreation Center feasibility study and possible planning process, comprised of Directors Brown and Wagner. Upon a motion duly made by Director Wagner, seconded by Director Prysby and, upon vote unanimously carried, the Board created a Committee to oversee the Recreation Center process comprised of Directors Brown and Wagner.

The Board would be asked to approve the community member makeup of the committee once Directors Brown and Wagner have created a possible list of members. The community task force would expand the audience and conversation and engage the community. Mr. Kelly suggested a four to six meeting process. The committee would work on a set of recommendations to send to the Board for its approval. A framework and schedule will be developed. The committee will be made up of diverse geographic and demographic representation of the community.

It was mentioned that the Board members themselves will need to disengage from the recreation center planning process and vote preparation if a ballot measure for building a recreation center is ultimately approved by the Board. A ballot measure, if approved by the Board, would be referred in late summer or early fall of 2021.

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C. Insurance Update

Ms. Jones provided a brief update.

D. Other - None

LEGAL MATTERS

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

No action taken.

B. Update on CAB Agreement and Project

Ms. James reported the CAB agreement and project is successfully finished, pending payment from CAB for consultant services.

C. Update on Emergency Disaster Declaration

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

D. Update on Jared Way Sunset Patio

Ms. James reported that no response has been received from the letter that was sent to the resident. The Board directed Ms. James to send a second letter informing the resident that the District will remove their improvements at a certain date and that the District will invoice the resident for removal and restoration costs that may be incurred.

E. Other - None

ENGINEERING MATTERS

A. Update on CDR Contract for Dugout

B. Update on Irrigation Design and Update on Control

C. Update on Trail Repair and Concrete Work (by Metco)

Mr. Barnett was absent from the meeting and provided a written report for the Board packet on his agenda items. No questions were asked by the Board regarding Mr. Barnett's report.

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**LANDSCAPE
MAINTENANCE**

A. Metco Landscape Report

Mr. Barr reviewed the status of landscaping activities that have occurred in the District during the last month.

B. Review and Consider Approval of Proposals

i. Proposal for Snow Removal Services for 2020 to 2021

No action was taken.

ii. Proposal for Irrigation Controllers

The Board requested Mr. Barr provide more information regarding the proposed controller system at the October Board meeting.

C. Other

Ms. Jones mentioned the Board agreed that due to scheduling difficulties, two separate recreation center tours followed by a group debrief and recap was an agreeable approach to the rec center evaluation process.

OTHER BUSINESS

A. Confirm Quorum for October 20, 2020 Special Meeting via ZOOM

A quorum was confirmed.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Glass and, upon vote unanimously carried, the Board adjourned the meeting at 8:29 p.m.

Respectfully submitted,

By: Calvin Brown
Calvin Brown, President

Attest:

By: Ed Wagner
Ed Wagner, Secretary

Certificate Of Completion

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Client Number: 011-070155	
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Calvin Brown
cbrown8556@hotmail.com
Board President
Security Level: Email, Account Authentication (None)

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Accepted: 12/14/2020 3:34:44 PM
ID: 32b73991-9aa1-4284-87ff-7e8af5062ab0

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

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 65.132.203.226

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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	12/15/2020 9:55:49 AM
Signing Complete	Security Checked	12/15/2020 9:55:56 AM
Completed	Security Checked	12/15/2020 9:55:56 AM

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