

RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
Tuesday, July 17, 2018

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, July 17, 2018 at 6:30 p.m., at West Metro Fire Station 15, 6220 N. Roxborough Park Road, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown  
Ronald E. Bendall  
Debra Prysby  
Steve Sherman (arrived late)  
Edward Wagner

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Justin Ball and Bill Barr; Metco Landscaping  
Scott Barnett; Mulhern Engineering  
Anna Jones, Patrick Shannon and Jerel Sangster;  
CliftonLarsonAllen LLP  
Bob Clinard, 7218 Red Mesa Court  
Cheryl Lorenz, 7025 Pine Hills Way

CALL TO ORDER AND  
APPROVE  
AGENDA

The meeting was called to order at 6:33 p.m. by Director Brown.

Upon a motion duly made by Director Brown, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the agenda, as amended, with the addition of GMR discussion and to move Metco items up on the agenda.

DECLARATION OF  
QUORUM/DIRECTOR  
QUALIFICATINS/  
DISCLOSURE MATTERS

Director Brown declared a quorum was present, all directors are qualified.

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**PUBLIC  
COMMENT and/or  
GUESTS**

Mr. Clinard noted recommended changes to previous minutes. He stated concerns regarding vehicles on the softball field. Mr. Clinard noted trees that need to be removed or trimmed along Rampart Range Road and Village Circle East.

Ms. Lorenz noted that she has spoken with the softball people driving on the field and that she is ready to submit a permit application for the ATV use. Ms. James brought a final version and will give it to CLA for use. She also noted that GMR will be getting in touch with Mr. Barnett. Ms. Lorenz noted the porta potties on the field.

**CONSENT AGENDA**

- A. Consider Approval of the June 14, 2018 Special Meeting Minutes, June 19, 2018 Regular Meeting Minutes and July 2, 2018 Special Meeting Minutes

Following discussion, upon a motion duly made by Director Brown, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the June 14, 2018 Special Meeting Minutes, June 19, 2018 Regular Meeting Minutes and July 2, 2018 Special Meeting Minutes amended with the recommended changes by Mr. Clinard.

- B. Review and Accept Updated Cash Position and Property Tax Schedule

Ms. Jones reviewed the updated Cash Position and Property Tax Schedule with the Board. After discussion, upon a motion duly made by Director Brown, seconded by Director Prysby, and upon vote unanimously carried, the Board accepted the updated Cash Position and Property Tax Schedule.

**DISCUSSION AGENDA**

- A. Discuss SDA Annual Conference on September 12 – 14, 2018 in Keystone

Director Brown noted that the SDA schedule is now available to review online.

- B. Other

Director Brown noted that September 8, 2018 is a possible date for the rescheduled fireworks show.

**DIRECTOR ITEMS**

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Director Bendall inquired about special meeting compensation.

Director Prysby discussed the mainline breakage west of the ponds, and noted Metco has made the repairs.

Director Sherman had requested via email that the Board discuss a possible change of meeting dates and times of meetings due his calendar conflicts. The Board determined that they would review and consider rescheduling Regular Board Meetings on a month by month basis.

### FINANCIAL MATTERS

A. Review and Consider Approval of Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims and Director Fees

Ms. Jones reviewed the claims with the Board. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon a vote unanimously carried, the Board approved the current claims in the total amount of \$94,063.87, the transfer of funds and approved Director fees. The Directors also approved moving this item to the consent agenda.

### LANDSCAPE MAINTENANCE

A. Metco Landscape Report

Bill Barr reviewed monthly Landscape Report with the Board. He noted that there have been several irrigation breaks that have been repaired.

B. Discuss Rescheduling of Landscape Tour

Mr. Sangster reported that he is working on setting up a new time for the landscape tour.

C. Discuss Chatfield Farms Mowing

1. Summary of HOA Landscaping Requests

Mr. Barr updated the Board, noting that Tracts C and E have been mowed. Metco will only mow Tract E in the future as residents reportedly did not want Tract C mowed.

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### D. Other

Mr. Ball reviewed Metco's irrigation hours, noting that irrigation hours are owed to the District.

Ms. Jones reported that a resident on Turkey Rock Road asked if the District would mow the native area behind his home. It was noted that, although District owned, this area is steep and difficult to mow. Metco will take a look and examine if mowing this area is feasible.

Director Prysby noted the light near the monument at the southwest corner of Rampart Range Road and Village Circle needs attention.

### 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 Purposes of Receiving Legal Advice on Specific Legal Questions, if requested or if needed

Ms. James stated this item was not needed.

#### B. Update on RWSD Letter to Homeowners re Easement for Filing 15

Ms. James noted the letter was sent to the homeowners and they responded that they had already removed the landscape improvements.

#### C. Discuss 14B Parcel Ownership

There was no update.

#### D. Discuss Chatfield Farms Meters and Billing

Ms. James will discuss this with Mr. Barnett and report back at the August meeting.

#### E. Update on Sterling Ranch Referral

Ms. James provided a summary of the referral response letter. She noted that Director Sherman sent an email requesting that the access to the Sterling Ranch recreation facility be added to the letter. Ms. James will determine if Sterling Ranch has stated

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in writing that Roxborough residents will be granted access to their facilities, so that the Board can evaluate making additional comments regarding the project

F. Other

Ms. James noted that she has informed Scott Maynard that the District will not need his services for the softball field.

### ENGINEERING MATTERS

A. 7 Acre Pond Update

Mr. Barnett noted that Mr. Barr reported on this earlier in the meeting.

B. Pump Station Irrigation Controls Systems Update

Mr. Barnett noted that the pump station is functioning well.

C. Water Rights Discussion/Discuss Water Accounting Inventory

Mr. Barnett noted that the sonar survey is complete. It will be used for the study being conducted by Leonard Rice Engineers. Mr. Barnett will email the report to the Board.

D. Discuss Review of Dugout Drawings

Mr. Barnett is waiting to receive the final drawings from the contractor.

E. Mapping Discussion

Mr. Shannon will meet with GeoLens and report back at the August meeting.

F. Other – None.

### MANAGER MATTERS

A. Update on Foothills Park and Recreation Use Numbers Break Out

Ms. Jones reviewed the Foothills Park and Recreation report with the Board.

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B. Discuss Possible Website Redesign

Ms. Jones discussed redesigning the website with the Board. CLA will seek proposals for the next meeting.

C. Discuss Pond Odor

Ms. Jones noted that the pond has been treated. Since then, dead crawdads have been surfacing. CLA will contact CEM Lake Management to ask about the impact of their chemicals on the crawdads.

D. Discuss Meeting Venue and Determination per June 14, 2018 Special Meeting

After discussion, the Board determined to keep the meetings at the West Metro Fire Station.

E. Security Patrol Update

Ms. Jones noted illegal activity is still ongoing, but the patrol efforts have increased.

E. Other

The Board reviewed the Bailey Tree proposal to remove the tree along the fence at 7681 E. Haileys Drive. After discussion, the Board determined that the tree was on County property and not the responsibility of the District.

OTHER BUSINESS

None.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board adjourned the meeting at 8:40 p.m.


Respectfully submitted,

By: 

Calvin Brown, President

Attest:

  
By: Ronald Bendall, Secretary

  
Assistant Secretary