

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
REGULAR BOARD MEETING AGENDA

Board of Directors:

Calvin Brown, President	Term Expires May 2020
Debra Prysby, Vice President	Term Expires May 2022
Ron Bendall, Secretary/Treasurer	Term Expires May 2020
Steven Sherman, Assistant Secretary	Term Expires May 2022
Edward Wagner, Assistant Secretary	Term Expires May 2022

Date: May 21, 2019 (Tuesday)
Time: 6:30 p.m.
Place: Roxborough Library
8357 N. Rampart Range Road, #200
Littleton, CO 80125
Call in Information: Dial 844-286-0635 Code 391046547

1. CALL TO ORDER
2. DECLARATION OF QUORUM/DIRECTOR QUALIFICATIONS/DISCLOSURE MATTERS
3. APPROVE AGENDA
4. 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.

CONSENT AGENDA (10 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. Consider Approval of the April 16, 2019 Regular Meeting Minutes (enclosed)
- B. Review and Accept March 31, 2019 Financial Statements, Cash Position and Property Tax Schedule (enclosed)
- C. Other

DISCUSSION AGENDA

5. MANAGER MATTERS (40 MINUTES)
 - A. Master Plan Update from May 18th Walk the Rox

Roxborough Village Metropolitan District

Agenda – May 21, 2019

Page 2 of 4

1. LCS Update
 - a. Review and Consider Approval of Newsletter Proposal (to be distributed)
 - B. Discuss Community Park Restroom System Issues (enclosed)
 - C. Confirm landscape tour dates
 - D. Other
6. LANDSCAPE MAINTENANCE (10 MINUTES)
- A. Metco Landscape Report – Bill Barr (enclosed)
 - B. Review and Consider Approval of Proposals:
 1. Infield striping and servicing locates - \$ 0 (enclosed)
 - C. Discuss Concert Dates (enclosed)
 - D. Discuss Landscape Tour in Conjunction with Arrowhead HOA
 - E. Other
7. FINANCIAL MATTERS (5 MINUTES)
- A. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosed)
 - B. Other
8. DIRECTOR ITEMS (5 MINUTES)
- A. Update on Fireworks/Community Event – Director Brown
 1. Fundraising/Sponsorship Update
Community Outreach Strategies
 - B. Discussion Regarding One Roxborough Request for District Attendee at their June 6th Meeting (enclosed)
9. LEGAL MATTERS (20 MINUTES)
- A. Discussion on Official Board Actions, Chain of Command and Public Perception
 - B. Update on Sterling Ranch Referral
 - C. 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
 - D. Update on Denver Water Release into Little Willow Creek
 - a. Discussion Erosion Issues re Inflow and Outflow Points of the “Triangle” or “Upper Irrigation” Pond
 - E. Update on 14B Parcel Ownership
 - F. Update on Chatfield Farms Meters and Billing
 - G. Discuss Xcel Easement
 - H. Follow up on Douglas County Referral Regarding Comprehensive Master Plan (to be distributed)
 - I. Other

Roxborough Village Metropolitan District

Agenda – May 21, 2019

Page 3 of 4

10. ENGINEERING MATTERS (15 MINUTES)

- A. Update Irrigation Coordination
- B. Update on Water Quality Analysis
- C. Update Team Pain Skatepark Maintenance
- D. 7 Acre Pond Update
- E. Update Status of Striping
- F. Discussion Regarding Denver Water Project Restoration
- G. Sidewalk Replacement
- H. Spillway Concrete Replacement
- I. Other

11. OTHER BUSINESS (5 MINUTES)

- A. Confirm Quorum for June 18, 2019 Regular Board Meeting

12. ADJOURNMENT

SCHEDULED BOARD MEETINGS 6:30 P.M.

West Metro Fire Station 15
6220 N. Roxborough Park Road
Littleton, CO 80125
Roxborough Library
8357 N. Rampart Range Road, #200
Littleton, CO 80125

2019 Meeting Calendar

January						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
April 16, 2019

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, April 16, 2019 at 6:30 p.m., at the Roxborough Library, 8357 N. Rampart Range Road, #200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Edward Wagner
Steven Sherman
Ron Bendall

Also in Attendance were:

Todd Wenskoski and Yishuen Lo; Livable Cities Studios
Katie James, Esq. and Tina Vilidibill; Folkestad Fazekas
Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
Josh Nelson and George Biedenstein; Bailey Tree
Anna Jones and Patrick Shannon; CliftonLarsonAllen LLP

CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Director Brown.

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

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

APPROVE AGENDA

Upon a motion duly made by Director Wagner, seconded by Director Brown, and upon vote unanimously carried, the Board approved the agenda as presented.

RECORD OF PROCEEDINGS

**PUBLIC
COMMENT and/or
GUESTS**

There were no public comments.

CONSENT AGENDA

- A. Consider Approval of the March 4, 2019 Special Meeting, March 19, 2019 Regular Meeting and March 27, 2019 Special Meeting Minutes
- B. Review and Accept Cash Position and Property Tax Schedule
- C. Other

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

DISCUSSION AGENDA

MANAGER MATTERS

- A. Master Plan Update
 - 1. LCS Update

Mr. Wenskoski reviewed the comments from the March 4, 2019 Special Meeting and additional feedback from the Board submitted since. Discussion ensued regarding the community engagement plan, with the first event being “Walk the Rox” scheduled for May 18, 2019. Mr. Wenskoski will draft and distribute an event flyer. He suggested holding a special meeting on May 14th to review the event plan. Directors Sherman and Wagner volunteered to represent the Board as a Master Plan Subcommittee to assist in information distribution. Mr. Wenskoski suggested sending a “save the date” announcement prior to the community meeting. LSC and CLA will work with the subcommittee to distribute the event announcement and informational flyer.

- B. Discuss Bailey Tree Planting of 10 Trees

Mr. Nelson told the Board he will be leaving Bailey Tree and introduced Mr. Biedenstein, who will be our new point of contact beginning in September. Mr. Nelson reviewed the map and plan to plant 10 trees per the 2019 scope of work. Director Sherman also noted that there is a stump that needs to be ground on the sledding hill. Bailey Tree will grind the stump.

RECORD OF PROCEEDINGS

C. Update on Logo Design

Ms. Jones noted that the logo has been revised as was approved by the Board at the March 19 meeting. Director Sherman noted he does not agree with the logo design the Board approved at the March meeting. Director Wagner asked that we fix a missing shade spot on the logo. Ms. Jones indicated CLA staff will follow-up with the graphic designer to make the suggested change.

D. Discuss \$200 Contribution to Annual Roxborough Easter Egg Hunt

After discussion, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the \$200 contribution to the Annual Roxborough Easter Egg Hunt.

E. Determine whether Landscape Tour Dates are Needed, and if so, how to integrate with Livable Cities Studio's Work

The Board determined they would like to do landscape tours. Mr. Sangster will work with Director Prysby to identify dates in June and August and poll the Board to set a date and time preference for the tour.

F. Other

None.

**LANDSCAPE
MAINTENANCE**

A. Metco Landscape Report

Mr. Barr presented the monthly landscape report, noting that there will be a challenge with the ballfield. He will over-seed and aerate as approved at the last meeting. Director Wagner noted that there is trash near the creek, and asked that Metco pick it up as they see it.

B. Review and Consider Approval of Proposals:

1. Proposal for Refreshing Playground Chips - \$7,450

Mr. Barr presented a proposal to refresh playground chips at park playgrounds, power wash concrete at all parks as needed and clean out the drainage channel south of the soccer field. The Board noted that it is the responsibility of the Chatfield Farms HOA to clean out the channel south of the soccer field.

RECORD OF PROCEEDINGS

After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon a vote unanimously carried, the Board approved the proposal for refreshing playground chips and power washing the concrete in the amount of \$6,450. The Board directed CLA to contact Chatfield Farms East to let them know that they need to clean out the sediment from the drainage channel.

C. Other

None.

FINANCIAL MATTERS

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

Director Prysby asked for better clarification on the Metco bills. After discussion, upon a motion duly made by Director Bendall, seconded by Director Prysby, and upon a vote unanimously carried, the Board approved current claims, approved transfer of funds, ratified payment of autopay claims and ratified approval of previous claims.

B. Other

None.

DIRECTOR ITEMS

A. Update on Fireworks/Community Event

1. Fundraising/Sponsorship Update

Director Brown reported that he received a contract for the fireworks, but needs to revise some of the contract language. Director Brown noted he sent out a draft of the Initial Action Plan, and met with Mr. Sangster and Ms. Cipperly of CLA to discuss the plan for the event. Director Wagner noted that the Roxborough Music Festival is September 7th – 8th. Director Brown noted that the softball tournament will most likely be September 14th. Director Brown asked that the address of the event location be clarified on the flyer.

Upon a motion duly made by Director Bendall, seconded by Director Wagner, with Director Sherman abstaining, the Board approved the fireworks contract subject to legal revisions, as the draft contract is not in the standard form approved by the District. Ms. James will review.

B. Update on Newsletter

RECORD OF PROCEEDINGS

Discussion ensued regarding how to launch the newsletter, fill the void of the now-defunct Village Voice and possibly use the Roxborough Water and Sanitation District for help with the mailing. Ms. Jones suggested using the Master Plan as a platform within which to develop the newsletter and agreed to follow-up with LCS to inquire as to whether they would develop a work order for same.

LEGAL MATTERS

A. Update on Sterling Ranch Referral

Ms. James noted that she has emailed and called Randy Pye, but has not received a response. She will continue to reach out to him.

B. 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

Deferred.

C. Review and Consider Approval of Resolution 2019-04-01, Resolution Approving Change of Location for Regular Meetings

After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon a vote unanimously carried, the Board approved Resolution 2019-04-01, Resolution Approving Change of Location for Regular Meetings.

D. Update on Denver Water release into Little Willow Creek a. Discuss Erosion Issues re Inflow and Outflow Points of the “Triangle” or “Upper Irrigation” Pond

Ms. James contacted Denver Water’s legal counsel and learned that an onsite meeting is being scheduled to look at the damage. Mr. Barnett noted that Denver Water staff is insisting that the damage was there before, but did not document the prior condition. Urban Drainage and Douglas County will be involved in the meeting.

E. Update on 14B Parcel Ownership

No Update

F. Update on Chatfield Farms Meters and Billing

No Update

G. Discuss Xcel Easement

RECORD OF PROCEEDINGS

Ms. James noted she is working on the easement documents with Xcel.

H. Discuss Douglas County Referral Regarding 2040 Comprehensive Master Plan

Ms. James presented the referral, noting a proposed change to include 80 additional acres to the Roxborough planning area. She will follow-up with an email description of the proposed change with greater detail to the Board.

I. Other

None.

A. Update Irrigation Coordination

Mr. Barnett noted that he is coordinating with Mr. Barr on irrigation mapping. He has spoken with HydroSystems-KDI and Avocet Irrigation to submit evaluation/recommendations for phasing programs.

B. Update on Water Quality Analysis

Mr. Barnett noted Ms. Holmes with Aqua Sierra will do water sampling in the first week of May. Fish are to be stocked in 3 ponds in mid to late May.

C. Team Payne Skatepark Maintenance

No update.

D. 7 Acre Pond Update

Mr. Barnett noted he is working on getting the pump/irrigation systems started.

E. Update Status of Striping

No update.

F. Discussion Regarding Sidewalk Replacement, Trial Replacement and Spillway Concrete Replacement

No update.

ENGINEERING MATTERS

RECORD OF PROCEEDINGS

G. Discussion Regarding Produce for Irrigation Ponds

No update.

H. Other

None.

OTHER BUSINESS

A. Discuss Change of Location for December Meeting as South Metro and Library are Unavailable

No action taken.

B. Confirm Quorum for May 21, 2019 Regular Board Meeting

Upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board set a Special Meeting for May 14, 2019 at 6:00 p.m. at the Roxborough Library in order to work with Livable Cities Studios on the first public event scheduled for May 18th.

A quorum was confirmed for the May 21, 2019 Regular Board Meeting.

ADJOURNMENT

Upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board adjourned the meeting at 8:34 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ronald Bendall, Secretary

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

FINANCIAL STATEMENTS

MARCH 31, 2019

Draft



Accountant's Compilation Report

Board of Directors
Roxborough Village Metropolitan District
Douglas County, Colorado

Management is responsible for the accompanying financial statements of Roxborough Village Metropolitan District, which comprise the balance sheet - governmental funds as of March 31, 2019, and the related statement of revenues, expenditures, and changes in fund balance - actual, for the period from January 01, 2019 through March 31, 2019, for the General Fund, in accordance with accounting principles generally accepted in the United States of America. Management is also responsible for the accompanying financial forecasted budget, which comprises the statement of revenues, expenditures, and changes in fund balance - budget, for the year then ending, for the General Fund, and the related summary of significant assumptions in accordance with guidelines for the presentation of financial forecast established by the American Institute of Certified Public Accountants. We have performed compilation engagements in accordance with Statements of Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. We did not audit, examine, or review the historical financial statements or the financial forecasted budget nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these historical financial statements and this financial forecasted budget.

The forecasted budget results may not be achieved as there will usually be differences between the forecasted budget and actual results, because events and circumstances frequently do not occur as expected, and these differences may be material. We assume no responsibility to update this report for events and circumstances occurring after the date of this report.

Management has elected to omit the management's discussion and analysis, the government-wide financial statements, the statement of revenues, expenditures and changes in fund balance - governmental funds, and substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the historical financial statements, they might influence the user's conclusions about the District's financial position and results of operations. Accordingly, the historical financial statements are not designed for those who are not informed about such matters.

The supplementary information and the supplementary financial forecasted budget information are presented for additional analysis and are not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement; however we have not audited, examined, or reviewed the supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any form of assurance on the supplementary historical information and the supplementary budget information.

We are not independent with respect to Roxborough Village Metropolitan District.

Greenwood Village, CO
May 14, 2019

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
 BALANCE SHEET - GOVERNMENTAL FUNDS
 MARCH 31, 2019

	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total</u>
ASSETS				
Checking - FirstBank	\$ 59,620	\$ -	\$ -	\$ 59,620
Colotrust	664,919	2,039,786	1,649,492	4,354,197
Bond Fund 1993 A&B	-	966,356	-	966,356
Receivable from County Treasurer	33,839	36,487	-	70,326
TOTAL ASSETS	<u>\$ 758,378</u>	<u>\$ 3,042,629</u>	<u>\$ 1,649,492</u>	<u>\$ 5,450,499</u>
LIABILITIES AND FUND BALANCES				
CURRENT LIABILITIES				
Accounts payable	\$ 43,771	\$ -	\$ 5,200	\$ 48,971
Total Liabilities	<u>43,771</u>	<u>-</u>	<u>5,200</u>	<u>48,971</u>
FUND BALANCES				
Total Fund Balances	<u>714,607</u>	<u>3,042,629</u>	<u>1,644,292</u>	<u>5,401,528</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 758,378</u>	<u>\$ 3,042,629</u>	<u>\$ 1,649,492</u>	<u>\$ 5,450,499</u>

Draft

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE THREE MONTHS ENDED MARCH 31, 2019

15

GENERAL FUND

	Annual Budget	Year to Date Actual	Variance
REVENUES			
Interest income	\$ 6,000	\$ 6,440	\$ 440
Miscellaneous income	2,000	1,236	(764)
Property taxes	842,190	405,783	(436,407)
Specific ownership tax	321,122	70,287	(250,835)
Sports field fees	11,000	-	(11,000)
TOTAL REVENUES	<u>1,182,312</u>	<u>483,746</u>	<u>(698,566)</u>
EXPENDITURES			
Accounting	45,000	10,155	34,845
Algae control	5,400	-	5,400
Auditing	5,000	-	5,000
Communications/website	600	-	600
Contingency	30,000	-	30,000
County Treasurer's fee	12,633	6,087	6,546
Directors' fees	8,000	500	7,500
District management	110,000	36,285	73,715
Dues and licenses	1,200	1,169	31
Engineering	40,000	7,665	32,335
Foothills Park and Recreation fees	17,500	4,649	12,851
Graffiti removal/ vandalism	10,000	705	9,295
Insurance and bonds	10,000	10,143	(143)
Landscape contract	160,000	39,960	120,040
Landscape improvement	67,500	3,545	63,955
Landscape irrigation maintenance	95,000	450	94,550
Landscape weed control	35,000	-	35,000
Legal services	70,000	12,901	57,099
Miscellaneous	4,000	563	3,437
Mosquito control	16,000	-	16,000
Nonpotable water purchase usage	75,000	3,676	71,324
Open space maintenance / mitigation	25,000	-	25,000
Payroll taxes	612	38	574
Playground repairs and maintenance	30,000	-	30,000
Portable restrooms	3,000	648	2,352
Repairs and maintenance	60,000	-	60,000
Seasonal lights	13,000	-	13,000
Skate Park maintenance	15,000	-	15,000
Snow removal	30,000	20,927	9,073
Tree maintenance	75,000	49,930	25,070
Utilities	18,000	2,482	15,518
TOTAL EXPENDITURES	<u>1,087,445</u>	<u>212,478</u>	<u>874,967</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	94,867	271,268	176,401
OTHER FINANCING SOURCES (USES)			
Transfers to other funds	(100,000)	-	100,000
TOTAL OTHER FINANCING SOURCES (USES)	<u>(100,000)</u>	<u>-</u>	<u>100,000</u>
NET CHANGE IN FUND BALANCES	(5,133)	271,268	276,401
FUND BALANCES - BEGINNING	<u>411,505</u>	<u>443,339</u>	<u>31,834</u>
FUND BALANCES - ENDING	<u>\$ 406,372</u>	<u>\$ 714,607</u>	<u>\$ 308,235</u>

These financial statements should be read only in connection with the accompanying accountant's compilation report.

SUPPLEMENTARY INFORMATION

Draft

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE THREE MONTHS ENDED MARCH 31, 2019

DEBT SERVICE FUND

	Annual Budget	Year to Date Actual	Variance
REVENUES			
Property taxes	\$ 2,369,030	\$ 1,141,443	\$ (1,227,587)
Interest income	50,000	20,535	(29,465)
TOTAL REVENUES	2,419,030	1,161,978	(1,257,052)
EXPENDITURES			
County Treasurer's fee	35,535	17,122	18,413
Paying agent fees	2,700	1,200	1,500
Bond interest - Series 1993	224,290	-	224,290
Bond interest - Series 2014	64,453	-	64,453
Bond principal - Series 2014	845,000	-	845,000
Bond principal - Series 1993	825,000	-	825,000
Contingency	5,000	-	5,000
TOTAL EXPENDITURES	2,001,978	18,322	1,983,656
NET CHANGE IN FUND BALANCES	417,052	1,143,656	726,604
FUND BALANCES - BEGINNING	1,880,143	1,898,973	18,830
FUND BALANCES - ENDING	\$ 2,297,195	\$ 3,042,629	\$ 745,434

Draft

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
FOR THE THREE MONTHS ENDED MARCH 31, 2019

CAPITAL PROJECTS FUND

	Annual Budget	Year to Date Actual	Variance
REVENUES			
Interest income	\$ 500	\$ -	\$ (500)
Lottery proceeds	34,000	13,066	(20,934)
Miscellaneous income	1,000	-	(1,000)
TOTAL REVENUES	35,500	13,066	(22,434)
EXPENDITURES			
Accounting	3,000	-	3,000
Baseball field improvements	10,000	-	10,000
Contingency	100,000	-	100,000
District management	15,000	-	15,000
Engineering	10,000	-	10,000
Irrigation upgrades/replacement	200,000	-	200,000
Legal services	5,000	-	5,000
Master plan	150,000	3,100	146,900
Open space maintenance / mitigation	15,000	-	15,000
Trails/bike path	15,000	-	15,000
Water rights enhancements	30,000	2,100	27,900
TOTAL EXPENDITURES	553,000	5,200	547,800
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(517,500)	7,866	525,366
OTHER FINANCING SOURCES (USES)			
Transfers from other funds	100,000	-	(100,000)
TOTAL OTHER FINANCING SOURCES (USES)	100,000	-	(100,000)
NET CHANGE IN FUND BALANCES	(417,500)	7,866	425,366
FUND BALANCES - BEGINNING	1,495,531	1,636,426	140,895
FUND BALANCES - ENDING	\$ 1,078,031	\$ 1,644,292	\$ 566,261

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
SCHEDULE OF REVENUES AND EXPENDITURES
FOR THE THREE MONTHS ENDED MARCH 31, 2019

CHATFIELD FARMS

	Annual Budget	Year to Date Actual	Variance
REVENUES			
Property taxes	\$ 242,102	\$ 120,720	\$ (121,382)
TOTAL REVENUES	242,102	120,720	(121,382)
EXPENDITURES			
Accounting	8,000	1,718	6,282
Algae control	750	-	750
Auditing	800	-	800
Communications/website	80	-	80
County Treasurer's fee	3,632	1,811	1,821
Directors' fees	1,068	76	992
District management	14,000	5,479	8,521
Dues and licenses	180	177	3
Engineering	5,000	600	4,400
Graffiti removal/ vandalism	3,000	106	2,894
Insurance and bonds	1,500	1,532	(32)
Landscape contract	39,000	9,750	29,250
Landscape improvement	10,000	535	9,465
Landscape irrigation maintenance	15,000	68	14,932
Landscape weed control	12,000	-	12,000
Legal services	18,000	1,948	16,052
Miscellaneous	500	-	500
Mosquito control	2,400	-	2,400
Nonpotable water purchase usage	8,900	512	8,388
Portable restrooms	1,000	216	784
Repairs and maintenance	15,000	-	15,000
Snow removal	4,500	3,160	1,340
TOTAL EXPENDITURES	164,310	27,688	136,622
NET CHANGE IN FUND BALANCES	77,792	93,032	15,240
FUND BALANCES - BEGINNING	454,849	533,035	78,186
FUND BALANCES - ENDING	\$ 532,641	626,067	\$ 93,426
INTEREST ON SHORTFALL		886	
CAPITAL RESERVE CONTRIBUTION			
Annual Contribution - Prior Years		(361,490)	
Annual Contribution - Current Year		(30,114)	
		\$ 235,349	

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
2019 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
2019 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.

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 10% 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.

Debt Service

Principal and interest payments in 2019 are provided based on the debt amortization schedule from the Series 1993 Bonds and Series 2014 Bonds (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
2019 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 Bonds

\$6,390,000 General Obligation Refunding Bonds, Series 2014, dated October 24, 2014, with interest of 2.03%. The Bonds are payable semiannually and mature December 1, 2021, and are subject to mandatory redemption at increasing amounts beginning in 2014 through 2021 in increasing amounts. The Bonds are not subject to redemption prior to maturity.

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 Bonds October 24, 2014 Interest Rate 2.03% Interest Paid June 1 and December 1		Total		
	Principal	Interest	Principal	Interest	Principal	Interest	Total
2019	\$ 825,000	\$ 224,290	\$ 845,000	\$ 64,453	\$ 1,670,000	\$ 288,743	\$ 1,958,743
2020	900,000	138,407	875,000	47,299	1,775,000	185,706	1,960,706
2021	429,560	44,717	1,455,000	29,537	1,884,560	74,254	1,958,814
	<u>\$ 2,154,560</u>	<u>\$ 407,414</u>	<u>\$ 3,175,000</u>	<u>\$ 141,289</u>	<u>\$ 5,329,560</u>	<u>\$ 548,703</u>	<u>\$ 5,878,263</u>

This supplemental information should be read only in connection with the accompanying accountant's compilation report.

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
Schedule of Cash Position
March 31, 2019
Updated as of May 14, 2019

	General Fund	Debt Service Fund	Capital Projects Fund	Total
FirstBank - Checking Account				
Balance as of 3/31/19	\$ 56,619.60	\$ -	\$ -	\$ 56,619.60
Subsequent activities:				
04/15/19 - Transfer from Colostrust	33,900.00	-	2,100.00	36,000.00
04/15/19 - Checks #1240-1252	(40,458.87)	-	(2,100.00)	(42,558.87)
Apr ACH - Xcel payments	(19.19)	-	-	(19.19)
Apr ACH - IREA payments	(840.64)	-	-	(840.64)
Apr ACH - Roxborough Water	(941.60)	-	-	(941.60)
<i>Anticipated payables</i>	(65,274.94)	-	(3,100.07)	(68,375.01)
<i>Anticipated Xcel payment - May</i>	(19.23)	-	-	(19.23)
<i>Anticipated IREA payment - May</i>	(822.47)	-	-	(822.47)
<i>Anticipated Roxborough Water payment - May</i>	(1,970.15)	-	-	(1,970.15)
<i>Anticipated transfer from Colostrust - May</i>	68,899.93	-	3,100.07	72,000.00
<i>Anticipated Balance</i>	<u>49,072.44</u>	<u>-</u>	<u>-</u>	<u>49,072.44</u>
Colostrust - Plus				
Balance as of 3/31/19	664,919.23	2,039,785.61	1,649,492.28	4,354,197.12
Subsequent activities:				
04/08/19 - IREA Deposit	959.47	-	-	959.47
04/10/19 - Property/SO taxes	33,839.02	36,486.82	-	70,325.84
04/15/19 - Transfer to checking	(33,900.00)	-	(2,100.00)	(36,000.00)
04/30/19 - Interest Income	2,770.48	6,464.44	-	9,234.92
<i>Anticipated transfer to checking</i>	(68,899.93)	-	(3,100.07)	(72,000.00)
<i>Anticipated transfer to UMB</i>	-	(693,162.32)	-	(693,162.32)
<i>Anticipated Balance</i>	<u>599,688.27</u>	<u>1,389,574.55</u>	<u>1,644,292.21</u>	<u>3,633,555.03</u>
UMB - 1993 A & B Bond Fund				
Balance as of 3/31/19	-	966,356.08	-	966,356.08
Subsequent activities:				
04/30/19 - Interest Income	-	1,471.85	-	1,471.85
<i>Anticipated transfer from Colostrust</i>	33,900.00	693,162.32	2,100.00	729,162.32
<i>Anticipated Balance</i>	<u>33,900.00</u>	<u>1,660,990.25</u>	<u>2,100.00</u>	<u>1,696,990.25</u>
<i>Anticipated Balances</i>	<u>\$ 682,660.71</u>	<u>\$ 3,050,564.80</u>	<u>\$ 1,646,392.21</u>	<u>\$ 5,379,617.72</u>

Yield information (as of 3/31/19):

First Bank - 0.0%

Colostrust Plus - 2.58%

ROXBOROUGH VILLAGE METRO DISTRICT
Property Taxes Reconciliation
2019

	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	\$ 48,332.27	\$ -	\$ 25,063.17	\$ -	\$ (724.97)	\$ 72,670.47	1.51%	1.51%	\$ 107,497.35	2.53%	2.53%
February	1,448,704.86	-	24,350.33	-	(21,730.57)	1,451,324.62	45.11%	46.62%	1,366,897.70	42.52%	45.05%
March	50,188.47	-	20,873.86	16.62	(753.11)	70,325.84	1.56%	48.18%	138,944.83	3.52%	48.57%
April	-	-	-	-	-	-	0.00%	48.18%	242,363.71	6.87%	55.44%
May	-	-	-	-	-	-	0.00%	48.18%	319,919.86	9.23%	64.67%
June	-	-	-	-	-	-	0.00%	48.18%	1,092,289.73	33.79%	98.46%
July	-	-	-	-	-	-	0.00%	48.18%	60,808.27	0.96%	99.42%
August	-	-	-	-	-	-	0.00%	48.18%	40,946.33	0.35%	99.78%
September	-	-	-	-	-	-	0.00%	48.18%	31,451.65	0.05%	99.83%
October	-	-	-	-	-	-	0.00%	48.18%	18,662.53	-0.26%	99.57%
November	-	-	-	-	-	-	0.00%	48.18%	26,396.63	-0.06%	99.51%
December	-	-	-	-	-	-	0.00%	48.18%	32,171.88	0.00%	99.51%
Total	\$ 1,547,225.60	\$ -	\$ 70,287.36	\$ 16.62	\$ (23,208.65)	\$ 1,594,320.93	48.18%	48.18%	\$ 3,478,350.47	99.51%	99.51%

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
--------------	-------------	--------------------------	------------------------------

Chatfield Farms

Property Tax

General Fund	\$ 842,190	26.23%	\$ 405,782.83	48.18%
Debt Service Fund	2,369,030	73.77%	1,141,442.77	48.18%
	\$ 3,211,220	100.00%	\$ 1,547,225.60	48.18%

\$ 242,102.00
-
\$ 242,102.00

Specific Ownership Tax

General Fund	\$ 321,122	100.00%	\$ 70,287.36	21.89%
Debt Service Fund	-	0.00%	-	0.00%
	\$ 321,122	100.00%	\$ 70,287.36	21.89%

Treasurer's Fees

General Fund	\$ 12,633	26.23%	\$ 6,086.81	48.18%
Debt Service Fund	35,535	73.77%	17,121.84	48.18%
	\$ 48,168	100.00%	\$ 23,208.65	48.18%

\$ 1,810.82
-
\$ 1,810.82

This supplemental information should be read only in connection with the accompanying accountant's compilation report.

Suazo, Kathy

From: Sangster, Jerel
Sent: Monday, May 6, 2019 9:58 AM
To: Jones, Anna; Cipperly, Paige; Shannon, Patrick; Suazo, Kathy
Subject: Roxborough Visit

Hi team,

Just a quick write up of my day at Roxborough last Friday.

Roxborough Visit 5/3

1. Bathrooms

- a. I met Roxborough W&S district on Friday along with the plumbers. We were able to get the water turned on, however we ran into several problems within the bathroom itself. In the men's restroom both toilets are "operational" but leaking or running constantly. In the women's restroom one of the toilets is running constantly and when we flushed the 2nd, water began to rise up from the ground below causing flooding. Beau with Lord n Reiser identified several leaks in the plumbing fixtures of the bathroom and also discovered a sewer blockage which caused the flooding in the women's restroom. Nothing was fixed but Beau charged a service call and is preparing a quote to fix/replace the plumbing fixtures in the bathroom as well as getting a cam to find and remove the sewer blockage. I locked the bathrooms back up and placed out of order signs on the doors.
- b. I tried to unlock the doors through the app and had no problems with the women's restroom but I couldn't sync to the men's restroom as the lock requires an update and the app wouldn't let me do it from my phone. I wasn't able to get through to their IT department and ultimately ended re-locking the bathrooms anyway

2. Special Event Notices

- a. I walked the entire business section of Roxborough distributing fliers and speaking with the managers on duty. Overall the feedback was positive but I didn't get to talk to many decision makers. I left my card and directed them to the website further information. Safeway has agreed to partner in part with us and I had a brief conversation with the store director who said they'd be willing to provide water and maybe more.
- b. Fliers were also posted at the community park, arrowhead shores and Roxborough Intermediate School & passed out to parents as school let out.



Jerel Sangster, Public Management Analyst
 CliftonLarsonAllen LLP

Direct – 303-439-6058
 jerel.sangster@CLAconnect.com

Main 303-779-5710, Fax 303-779-0348
 8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111
 CLAconnect.com

WEALTH ADVISORY | OUTSOURCING | AUDIT, TAX, AND CONSULTING



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

[Send me your files with secure file transfer.](#)



METCO LANDSCAPE, INC.

Monthly Maintenance Report for Roxborough Village Metropolitan District

Submitted by: Bill Barr May-19 Recipients: Anna Jones, Public Manager

REVIEW OF GANTTED OPERATIONS

Turf	TURF AT ROXBOROUGH PARK HAS COME OUT OF THE WINTER SEASON IN GOOD SHAPE NO REAL WINTER KILL THROUGHOUT THE DISTRICT TO MENTION. THE ONLY CONCERN I HAVE IS THE NEW TURF THAT WAS INSTALLED IN THE FALL OF 2017. I DO NOT KNOW WHAT KIND OF SOIL AMENDMENT WAS PUT IN PRIOR TO INSTALLATION BUT I FEEL IT NEEDS SOME ATTENTION THIS YEAR WITH SOME ORGANIC TOPDRESSING AND SOME ADDITIONAL FERTILIZER.
Shrub Beds	ALL SHRUB BEDS ARE IN GOOD SHAPE. THE HARD PRUNE THAT WAS DONE LAST SPRING ON THE DOGWOODS HAS MADE THEM COME OUT OF THE WINTER SEASON IN GOOD HEALTHY SHAPE I KNOW WE ARE TO LOOK AT THE RAMPART MEDIANS AND DISCUSS PLANT MATERIAL TO GO IN SOME AREAS IM CHECKING IRRIGATION THROUGHOUT THE MEDIANS FOR FUTURE PLANTINGS
Trees	ALL TREES SEEM TO HAVE COME OUT OF THE WINTER IN GOOD SHAPE I BELIEVE BAILEY TREE DID A GOOD JOB WITH THE PRUNE THEY DID IN THE FALL
Irrigation	WE HAVE STARTED UP THE IRRIGATION SYSTEM AND ARE MONITERING PRESSURE AS WE FILL MAINLINE I AM WORKING WITH SCOTT ON THE CONTROL PANAL WITH BROWNS HILL
Site Policing	WE ARE SITE POLICING TWICE A WEEK THROUGHOUT THE SUMMER SEASON ALL DOGGY POTS ARE CHECKED OFF EACH WEEK. WE ALSO MOW THE BEAUTY BAND WHICH ARE THE MOW STRIPS ALONG ALL THE PATHS WEEKLEY ON A SECTION. ALL BEAUTY BANDS ARE ARE MOWED EVERY THREE WEEKS IN ROTATION OF SECTION.
Overall Site	I DO WANT TO LOOK FUTHER INTO IMPROVING THE CONDITION OF THE BALLFIELD I WOULD LIKE IT TO GET BETTER COLOR AND WITH A TOPDRESS PROGRAM ON THAT NEW SOD WE ALSO HAVE FINSH THE ASSIGNMENT OF TOPDRESS OF PLAYGROUNDS WITH CHIPS
Review of Operatons for Upcoming Month: <i>Schedule, Gantt, special Needs, Concerns, Areas of Focus</i>	WORK ON SCHEDULE FOR NATIVE MOW HERE BY END OF MONTH.

Extra Work Proposal**5/13/2019**Total: **\$0.00****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..

Suazo, Kathy

From: Jones, Anna
Sent: Tuesday, May 14, 2019 2:12 PM
To: Calvin B
Cc: Suazo, Kathy; Sangster, Jerel; Shannon, Patrick
Subject: FW: [External] Irrigation Shut Off

Calvin –

Do you want us to send the board calendar invites or include these dates in next meeting packet?

Let us know.

Thx!

Anna

From: Alisa Nixon <Alisa.Nixon@kchoa.com>
Sent: Tuesday, May 14, 2019 11:15 AM
To: Bill Barr (BillB@metcolandscape.com) <BillB@metcolandscape.com>
Cc: Jones, Anna <Anna.Jones@claconnect.com>
Subject: [External] Irrigation Shut Off

Bill,

I wanted to make sure you had our concert schedule for the year so we can make sure the irrigation is shut off at Crystal Lake Park on the Friday before. Please see schedule below and let me know if you have any questions.

Saturday June 15th

Saturday July 6th

Saturday July 27th

Saturday August 17th

Thank you,

Alisa Nixon, AMS, CAM, CMCA

Community Association Manager | KC & Associates, LLC

10106 W. San Juan Way, Suite 210 | Littleton, Colorado 80127

Direct: 303-605-6921 | Office: 303-933-6279 | Fax: 303-933-9299

www.kchoa.com | [How are we doing?](#)



This email contains confidential information and is intended only for the individual named, or the person responsible for delivering to the intended recipient. If you are not the named addressee, or the person responsible for delivering to the intended recipient, you should not disseminate, distribute or copy this email. Please notify the sender immediately if you have received this email by mistake and delete this email from your system. This email cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete. Neither the sender nor KC & Associates accept liability for any errors or omissions in the contents of this message which arise as a result of email transmission.

Roxborough Village Metropolitan District
Cash Requirement Report - Detailed

33

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
BAILEY TREE Bailey Tree, LLC					
Reference:	6066	Date:	04/15/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107597	Tree maintenance - Bailey Tree, LLC	<u>10,330.00</u>			
	Totals	10,330.00	0.00	10,330.00	10,330.00
Reference:	6150	Date:	05/01/19	Discount exp date:	
GL AP account:	102500	Due date:	05/01/19	Payment term:	
107597	Tree maintenance - Bailey Tree, LLC	<u>9,995.00</u>			
	Totals	9,995.00	0.00	9,995.00	9,995.00
	Totals for Bailey Tree, LLC	<u>20,325.00</u>	<u>0.00</u>	<u>20,325.00</u>	<u>20,325.00</u>
C&L WATER C&L WATER SOLUTIONS					
Reference:	000009062	Date:	04/10/19	Discount exp date:	
GL AP account:	102500	Due date:	04/10/19	Payment term:	
107593	Landscape irrigation maintenance - C&L WATER SOLUTIONS	<u>3,320.00</u>			
	Totals	3,320.00	0.00	3,320.00	3,320.00
	Totals for C&L WATER SOLUTIONS	<u>3,320.00</u>	<u>0.00</u>	<u>3,320.00</u>	<u>3,320.00</u>
CLA CliftonLarsonAllen, LLP					
Reference:	2141606	Date:	04/30/19	Discount exp date:	
GL AP account:	112500	Due date:	04/30/19	Payment term:	
117000	Accounting - CliftonLarsonAllen, LLP	<u>1,127.00</u>			
	Totals	1,127.00	0.00	1,127.00	1,127.00
Reference:	2141606	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107000	Accounting - CliftonLarsonAllen, LLP	<u>3,528.00</u>			
	Totals	3,528.00	0.00	3,528.00	3,528.00
Reference:	2141708	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107440	District management - CliftonLarsonAllen, LLP	<u>14,240.03</u>			
	Totals	14,240.03	0.00	14,240.03	14,240.03
	Totals for CliftonLarsonAllen, LLP	<u>18,895.03</u>	<u>0.00</u>	<u>18,895.03</u>	<u>18,895.03</u>
ETWATER ET Water Systems, Inc.					
Reference:	34277	Date:	05/01/19	Discount exp date:	
GL AP account:	102500	Due date:	05/01/19	Payment term:	
107593	Landscape irrigation maintenance - ET Water Systems, Inc.	<u>2,151.00</u>			
	Totals	2,151.00	0.00	2,151.00	2,151.00
	Totals for ET Water Systems, Inc.	<u>2,151.00</u>	<u>0.00</u>	<u>2,151.00</u>	<u>2,151.00</u>
FOOTHILLS Foothills Park & Recreation District					
Reference:	SALE000000032770	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107600	Foothills Park and Recreation fees - Foothills Park & Recreation District	<u>1,365.53</u>			

Roxborough Village Metropolitan District
Cash Requirement Report - Detailed

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
Totals		1,365.53	0.00	1,365.53	1,365.53
Totals for Foothills Park & Recreation District		<u>1,365.53</u>	<u>0.00</u>	<u>1,365.53</u>	<u>1,365.53</u>
IREA					
Reference:	85350300	Date:	04/16/19	Discount exp date:	
GL AP account:	102500	Due date:	04/16/19	Payment term:	
107701	Utilities - IREA		21.34		
Totals			21.34	0.00	21.34
Reference:	25782000	Date:	04/16/19	Discount exp date:	
GL AP account:	102500	Due date:	04/16/19	Payment term:	
107701	Utilities - IREA		30.00		
Totals			30.00	0.00	30.00
Reference:	25968000	Date:	04/17/19	Discount exp date:	
GL AP account:	102500	Due date:	04/17/19	Payment term:	
107701	Utilities - IREA		22.02		
Totals			22.02	0.00	22.02
Reference:	85210100	Date:	04/17/19	Discount exp date:	
GL AP account:	102500	Due date:	04/17/19	Payment term:	
107701	Utilities - IREA		132.81		
Totals			132.81	0.00	132.81
Reference:	85311000	Date:	04/17/19	Discount exp date:	
GL AP account:	102500	Due date:	04/17/19	Payment term:	
107701	Utilities - IREA		24.39		
Totals			24.39	0.00	24.39
Reference:	85311102	Date:	04/19/19	Discount exp date:	
GL AP account:	102500	Due date:	04/19/19	Payment term:	
107701	Utilities - IREA		504.00		
Totals			504.00	0.00	504.00
Reference:	26129901	Date:	04/24/19	Discount exp date:	
GL AP account:	102500	Due date:	04/24/19	Payment term:	
107701	Utilities - IREA		21.68		
Totals			21.68	0.00	21.68
Reference:	21419100	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107701	Utilities - IREA		48.00		
Totals			48.00	0.00	48.00
Reference:	23509300	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107701	Utilities - IREA		18.00		
Totals			18.00	0.00	18.00
Reference:	21367302	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107701	Utilities - IREA		21.57		
Totals			21.57	0.00	21.57
Totals for IREA		<u>843.81</u>	<u>0.00</u>	<u>843.81</u>	<u>843.81</u>

Roxborough Village Metropolitan District
Cash Requirement Report - Detailed

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
LIVABLECITI Livable Cities Studio, Inc.					
Reference:	1214	Date:	03/31/19	Discount exp date:	
GL AP account:	302500	Due date:	03/31/19	Payment term:	
307862	Master plan - Livable Cities Studio, Inc.	<u>3,100.07</u>			
	Totals	3,100.07	0.00	3,100.07	3,100.07
	Totals for Livable Cities Studio, Inc.	<u><u>3,100.07</u></u>	<u><u>0.00</u></u>	<u><u>3,100.07</u></u>	<u><u>3,100.07</u></u>
METCO METCO LANDSCAPE, INC.					
Reference:	527842	Date:	04/11/19	Discount exp date:	
GL AP account:	102500	Due date:	04/11/19	Payment term:	
107596	Snow removal - METCO LANDSCAPE, INC.	<u>1,848.00</u>			
	Totals	1,848.00	0.00	1,848.00	1,848.00
Reference:	SM165386	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107595	Landscape contract - METCO LANDSCAPE, INC.	<u>13,320.00</u>			
	Totals	13,320.00	0.00	13,320.00	13,320.00
Reference:	SM167355	Date:	05/31/19	Discount exp date:	
GL AP account:	102500	Due date:	05/31/19	Payment term:	
107595	Landscape contract - METCO LANDSCAPE, INC.	<u>13,320.00</u>			
	Totals	13,320.00	0.00	13,320.00	13,320.00
	Totals for METCO LANDSCAPE, INC.	<u><u>28,488.00</u></u>	<u><u>0.00</u></u>	<u><u>28,488.00</u></u>	<u><u>28,488.00</u></u>
MULHERN Mulhern MRE Inc.					
Reference:	MMRE6015	Date:	03/31/19	Discount exp date:	
GL AP account:	102500	Due date:	03/31/19	Payment term:	
107584	Engineering - Mulhern MRE Inc.	<u>3,337.56</u>			
	Totals	3,337.56	0.00	3,337.56	3,337.56
Reference:	MMRE6017	Date:	03/31/19	Discount exp date:	
GL AP account:	102500	Due date:	03/31/19	Payment term:	
107584	Engineering - Mulhern MRE Inc.	<u>351.00</u>			
	Totals	351.00	0.00	351.00	351.00
	Totals for Mulhern MRE Inc.	<u><u>3,688.56</u></u>	<u><u>0.00</u></u>	<u><u>3,688.56</u></u>	<u><u>3,688.56</u></u>
PATRIOT Patriot Pest Control, LLC					
Reference:	962904	Date:	05/31/19	Discount exp date:	
GL AP account:	102500	Due date:	05/31/19	Payment term:	
107589	Mosquito control - Patriot Pest Control, LLC	<u>2,000.00</u>			
	Totals	2,000.00	0.00	2,000.00	2,000.00
	Totals for Patriot Pest Control, LLC	<u><u>2,000.00</u></u>	<u><u>0.00</u></u>	<u><u>2,000.00</u></u>	<u><u>2,000.00</u></u>
ROXWATERSAN Roxborough Water & San District					
Reference:	7122027	Date:	03/31/19	Discount exp date:	
GL AP account:	102500	Due date:	03/31/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>189.42</u>			

Roxborough Village Metropolitan District
Cash Requirement Report - Detailed

36

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
	Totals	189.42	0.00	189.42	189.42
Reference:	7121316	Date:	03/31/19	Discount exp date:	
GL AP account:	102500	Due date:	03/31/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>94.71</u>			
	Totals	94.71	0.00	94.71	94.71
Reference:	2	Date:	04/23/19	Discount exp date:	
GL AP account:	102500	Due date:	04/23/19	Payment term:	
107480	Miscellaneous - Roxborough Water & San District	<u>555.00</u>			
	Totals	555.00	0.00	555.00	555.00
Reference:	7122381	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>100.39</u>			
	Totals	100.39	0.00	100.39	100.39
Reference:	7124611	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>94.71</u>			
	Totals	94.71	0.00	94.71	94.71
Reference:	7121316	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>94.71</u>			
	Totals	94.71	0.00	94.71	94.71
Reference:	7122027	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>189.42</u>			
	Totals	189.42	0.00	189.42	189.42
Reference:	7122162	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107702	Nonpotable water purchase usage - Roxborough Water & San District	<u>746.50</u>			
	Totals	746.50	0.00	746.50	746.50
Totals for Roxborough Water & San District		<u>2,064.86</u>	<u>0.00</u>	<u>2,064.86</u>	<u>2,064.86</u>
SBPORTABOWL	S&B Porta Bowl Restrooms, Inc.				
Reference:	416799	Date:	05/01/19	Discount exp date:	
GL AP account:	112500	Due date:	05/01/19	Payment term:	
117599	Portable restrooms - S&B Porta Bowl Restrooms, Inc.	<u>108.00</u>			
	Totals	108.00	0.00	108.00	108.00
Reference:	416798	Date:	05/01/19	Discount exp date:	
GL AP account:	102500	Due date:	05/01/19	Payment term:	
107599	Portable restrooms - S&B Porta Bowl Restrooms, Inc.	<u>108.00</u>			
	Totals	108.00	0.00	108.00	108.00
Totals for S&B Porta Bowl Restrooms, Inc.		<u>216.00</u>	<u>0.00</u>	<u>216.00</u>	<u>216.00</u>

Roxborough Village Metropolitan District
Cash Requirement Report - Detailed

All Dates

GL Account	Description	Gross Open Amount	Discount Available	Net Open Amount	Cash Required
VILLAGE	Village Boosters				
Reference:	EasterEggDonate	Date:	04/30/19	Discount exp date:	
GL AP account:	102500	Due date:	04/30/19	Payment term:	
107480	Miscellaneous - Village Boosters	<u>200.00</u>			
	Totals	200.00	0.00	200.00	200.00
	Totals for Village Boosters	<u>200.00</u>	<u>0.00</u>	<u>200.00</u>	<u>200.00</u>
	Company Totals	<u>86,657.86</u>	<u>0.00</u>	<u>86,657.86</u>	<u>86,657.86</u>

Suazo, Kathy

From: Jones, Anna
Sent: Thursday, May 9, 2019 11:48 AM
To: Suazo, Kathy; Debbie Prysby (office@stgregschurch.org)
Subject: FW: [External] Fwd: RVMD IS REQUESTED TO ATTEND THE NEXT ONE ROXBOROUGH MEETING

Kathy – for may 21 packet

From: Debbie Prysby <office@stgregschurch.org>
Sent: Thursday, May 9, 2019 11:47 AM
To: Jones, Anna <Anna.Jones@claconnect.com>
Subject: [External] Fwd: RVMD IS REQUESTED TO ATTEND THE NEXT ONE ROXBOROUGH MEETING

Hi Anna,
 I received the following email from One Roxborough. Maybe include this for discussion at our next Board meeting.
 Please feel free to call me with questions.
 Thanks,
 Debbie

----- Forwarded message -----

From: Ed Yeats <ed.yeats@gmail.com>
Date: Thu, May 9, 2019 at 11:39 AM
Subject: RVMD IS REQUESTED TO ATTEND THE NEXT ONE ROXBOROUGH MEETING
To: Debbie Prysby <office@stgregschurch.org>, Steve Sherman <sandasherman@msn.com>, Ed Wagner <ed@assistedlivinglocators.com>, Jones, Anna <anna.jones@claconnect.com>, scott (<scott@mulhernmre.com>) <scott@mulhernmre.com>, billb (<billb@metcolandscape.com>) <billb@metcolandscape.com>

Please RSVP that someone will or will not be attending - thanks.

As Chairperson of One Roxborough, I am requesting someone from the RVMD attend the next One Roxborough meeting. It is logical that we hear from each HOA and the RVMD regarding the illegal use of fireworks in our community.

The RVMD represents 55% of the current mailing addresses in the 80125 zip code area. One Roxborough would like to see a Director or the manager of the company overseeing the RVMD from here forward come to the meetings. We need the RVMD to participate in One Roxborough.

We are One Roxborough. In 2006, One Roxborough came into existence as the result of an idea of Peg Hooper, then manager of the Roxborough Library. Peg had a vision; she believed that we all needed to bring various components of the community together to benefit the entire community.

One Roxborough is nothing more than organizations and people in our community coming together to talk about things that affect our community. The participants (not members) are not elected, rather they are volunteers who represent their segment of the 80125 community.

For more information on One Roxborough including past minutes, visit www.oneroxborough.org.

You will see that our group has been very instrumental in getting our community together and talking about things. Douglas County has honored One Roxborough by stating we are the only type of organization in existence in Douglas County and that Douglas County wishes all areas had a community organizations like One Roxborough.

Our next meeting is:

**Thursday, June 6th, 2019
9:30 to 11:30 AM**

The venue for our meeting is as follows:

**Roxborough Park Foundation
Community Center
6237 Roxborough Drive
Littleton CO 80125**

At the gate, let them you are going to the meeting!

Our meetings are every two months:

Meetings are the first Thursday - of every other month

**February, April, June, August, October and December – 9:00 to 11:30
Our December meeting is a holiday party!**

Next meeting is scheduled for:

******June 6, 2019, at the Roxborough Park Community Room******

--

Thanks - Ed Yeats!

"Peace"



RE/MAX Professionals

*Direct: 303.904.4095
Text: 303.748.8280
10135 W. San Juan Way, Suite 100
Littleton, CO 80127*

CONFIDENTIALITY NOTICE: This email message and any attached files contain confidential information intended only for the person(s) to whom the transmission is addressed. If you receive this message and you are not the addressee, do not read the message or any attached files. Any unauthorized use, disclosure, copying or distribution is strictly prohibited, and no rights are waived. If you are not the person(s) to whom the message is addressed, please return the email to the sender by sending an email reply, and delete the message from your computer system. Thank you for your assistance!