

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, September 18, 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, September 18, 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 (via telephone)  
Debra Prysby  
Steve Sherman (arrived 6:40)  
Edward Wagner  
Ron Bendall (arrived 7:05)

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Bill Barr and Justin Ball; Metco Landscaping  
Anna Jones and Patrick Shannon; CliftonLarsonAllen LLP  
Josh Nelson; Bailey Tree

**CALL TO ORDER**

The meeting was called to order at 6:31 p.m. by Director Prysby (Director Prysby presided over the meeting as Director Brown was participating by phone.)

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

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

**APPROVE AGENDA**

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the agenda, as amended, moving Landscape Items to before Director Items.

**PUBLIC  
COMMENT and/or  
GUESTS**

Ms. Jones presented an email from Bob Clinard regarding landscaping issues.

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### CONSENT AGENDA

- A. Consider Approval of the August 21 2018 Regular Meeting Minutes
- B. Update on Foothills Park and Recreation use Numbers Break Out

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

### DISCUSSION AGENDA

#### LANDSCAPE MAINTENANCE

- A. Review and Consider Approval of Bailey Tree Proposals:

- 1. 2019 Tree Maintenance Proposal - \$69,310

Josh Nelson presented the 2019 tree maintenance proposal, noting the only additions were pruning, removing and stump grinding of trees as needed. After discussion, upon a motion duly made by Director Brown, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the Bailey Tree proposal for 2019 tree maintenance in the amount of \$69,301 with the agreement to include a two year warranty for the trees.

- B. Metco Landscape Report

Bill Barr reviewed the monthly Landscape Report with the Board. He noted that Browns Hills will be looking at the pump to determine the issue with the pump pressure. Metco will work with the contractor to prepare for the fireworks display. Mr. Barr will provide Mr. Barnett with the irrigation problem mapping in October. Mr. Barr noted that Metco will be blowing out the system in October. Mr. Barr will get a proposal for two doggie stations.

Director Prysby asked Metco to replace the lightbulb at the monument sign as well as to submit a proposal for cleaning up the area.

- C. Review and Consider Approval of Proposals:

- 1. Mulch and Rock Village Circle West - \$1,600  
Mr. Barr presented the proposal. Directory Prysby

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asked if this would create a liability if people think it is a crossing area. Discussion occurred with Ms. James noting that the District would not be creating or marking a new crossing and the existing crossing is still marked elsewhere. Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the proposal for mulch and rock at Village Circle West in the amount of \$1,600.

2. Village Circle East Tree Rings - \$1,150

Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Village Circle East tree rings in the amount of \$1,150.

D. Update on Second Landscape Tour on September 11th

Ms. Jones provided an overview of the landscaping tour. There was discussion about the tree leaning into the fence on belonging to a homeowner on Hailey's Drive, and Douglas County's adjacent ROW. It was agreed that removing the tree is not the District's responsibility. Director Prysby noted that the bridge just to the south of Willow Creek Park along the trail needs immediate attention. The slats along the bridge need to be more firmly secured. Upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approve the bridge repair in an amount to be determined as necessary.

E. Other

There were no other landscape items.

### DIRECTOR ITEMS

A. Other

There were no Director Items.

### FINANCIAL MATTERS

A. Review and Accept Cash Position and Property Tax Schedule

Ms. Jones presented the cash position and property tax schedule to the Board. After review, upon a motion duly made by Director Brown, seconded by Director Sherman, and upon vote unanimously carried, the Board accepted the Cash Position and Property Tax Schedule.

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

Ms. Jones reviewed the claims with the Board, noting that the Image 360 in the amount of \$2,109 was incorrectly included in the Cash Requirements Report. After review and discussion, upon a motion duly made by Director Sherman, seconded by Director Prysby, and upon a vote unanimously carried, the Board approved the current claims including ACH payments in the total amount of \$74,326.85, the transfer of funds and approved Director fees.

### C. Discuss 2019 Budget Process

1. September 18<sup>th</sup> meeting – Discuss 2019 Budget
2. October 15<sup>th</sup> – Draft Budget Received
3. November 20<sup>th</sup> Meeting – Public Hearing to Approve 2019 Budget
4. December 15<sup>th</sup> – Certify Mill Levy

Ms. Jones provided an overview of the budget process. After discussion, the Board rescheduled the November 20<sup>th</sup> meeting to November 13<sup>th</sup> for the annual public budget hearing.

### D. 2019 Budget Cycle Overview/Discussion

Ms. Jones asked the Board if they would like to evaluate any need to increase the operating mill levy and to begin developing a strategic plan for community improvements upon termination of the debt service mill levy. The Board directed management to seek a proposal to update the master plan, to include significant community outreach and strategic implementation plan. It was noted the plan would be less of a master plan and more of an action plan.

## LEGAL MATTERS

### A. Review Draft Board Member Attendance Policy

Ms. James provided an overview of the draft policy. The Board will review the draft and discuss in more detail at the October or November board meeting.

### B. Update on Sterling Ranch Referral

Ms. James is still waiting on the full document from Randy Pye, community liaison for Sterling Ranch.

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C. Review and Consider Approval of Resolution and Services Agreement with Ruth Hart Segal, d/b/a/ RHS Communications for Website Redesign

Ms. James presented the Resolution and Services Agreement to the Board. After review, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Resolution and Services Agreement with Ruth Hart Segal, d/b/a RHS Communications for website redesign.

D. 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

There was no update needed.

E. Update on ATV Permit

Ms. James noted that the ATV permit was provided to Cheryl Lorenz.

F. Update on 14B parcel Ownership

Ms. James followed up with the HOA, but hasn't heard back.

G. Update on Chatfield Farms Meters and Billing

Ms. James noted that she needs to coordinate with Mr. Barnett.

H. Other

None.

### ENGINEERING MATTERS

A. Proposals for Wall Removal at Village Circle East

B. Proposals for Parking Lot Striping and Maintenance

C. Water Rights Discussion/Discuss Water Accounting Inventory

D. Update on Dugout Drawings and Plans from GMR

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### E. 7 Acres Pond Update

### F. Other

Ms. Jones presented Mr. Barnett's engineering report. After review and discussion, upon a motion duly made by Director Wagner, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the proposal to take down the wall in the amount of \$3,250.

Upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the proposal to stripe the lot, crack seal and sign pending clarification regarding the sign.

Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the dugout plans from GMR subject to Mr. Barnett's final approval.

## MANAGER MATTERS

### A. Update on Website Redesign

Ms. Jones provided an update on the status of the website redesign, noting that Ms. Segal has asked what platform and associated service subscription to best manage the website. Ms. Jones noted Mr. Sangster's recommendation of WordPress Premium for \$96 per year. Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved WordPress Premium in the yearly amount of \$96.

### B. Resident Playground Request at Imperial Park

Ms. Jones reviewed with the Board. The Board will consider this request in their planning for the Community Action Plan.

### C. Update on GeoLens

Mr. Shannon provided an overview noting that GeoLens will do a presentation at a later meeting.

### D. Discuss Skunk Issues

Ms. Jones noted that Bob Clinard reported skunks in the District. Management will call Douglas County.

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E. Discuss and Consider Approval of Proposal from Turf Pro Solutions for Installation of Holiday Lights

Mr. Shannon presented the proposal. After review, upon a motion duly made by Director Bendall, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the proposal from Turf Pro Solutions for the installation of holiday lights.

F. Other

None.

**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 8:50 p.m.

Respectfully submitted,

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

Attest:

By: \_\_\_\_\_  
Ronald Bendall, Secretary