# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
# SPECIAL BOARD MEETING AGENDA

***NOTE: given current events and current advice and directives from local, state and federal jurisdictions related to COVID-19, this meeting is being held by teleconference and virtual meeting only. Board members, consultants and members of the public may participate by teleconference or by computer/tablet by utilizing the following information:**

**URL link:**
https://us02web.zoom.us/j/85295620118?pwd=dUZ4am5ELzZXcGttTUtsQTk4NlBxQT09
Find your local number: https://us02web.zoom.us/u/kc8Es6MLq0
**Meeting ID: 852 9562 0118; Password 889097**

**Board of Directors:**

| | |
|---|---|
| Calvin Brown, President | Term Expires May 2023 |
| Debra Prysby, Vice President | Term Expires May 2022 |
| Ephram Glass, Director | Term Expires May 2023 |
| Garry Cook, Assistant Secretary | Term Expires May 2022 |
| Edward Wagner, Assistant Secretary | Term Expires May 2022 |

**Date:** **May 19, 2020 (Tuesday)**
**Time:** **6:00 p.m.**
**Place:** **VIA ZOOM**

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** (5 MINUTES)
*(Note: All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of these items unless a Board member or a member of the audience so requests.)*
   A. Consider Approval of the April 21, 2020, April 28, 20020 and May 7, 2020 Special Meeting Minutes (enclosed)
   B. Review and Accept the Cash Position and Property Tax Schedule (enclosed)

5. FINANCIAL ITEMS
   A. Review and Accept First Quarter Financials (enclosed)

B. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims (enclosed)
C. Bill.com update

**DISCUSSION AGENDA**

6. ACTION ITEMS (10 MINUTES)
   A. Bailey Tree Updates

7. DIRECTOR ITEMS (5 MINUTES)
   A. Ron Bendall Send-Off and Appreciation
   B. Fall Festival Updates
      1. Fireworks and DJ Status
   C. Town Hall Recap
      1. Next Steps – Frequency
   D. New Board Member Orientation
   E. Other

8. MANAGER MATTERS (40 MINUTES)
   A. Website updates – Ephram Glass and Garry Cook updates
   B. Master Plan/Spillway Follow-Up/Community Outreach (enclosed)
   C. Update on Park Signage
   D. Update on Toilets and Fountains Approximate Install Date
   E. Update on Fishing Permits
   F. Discuss Request from Woodhill Small Batch BBQ Food Truck
   G. Other

9. LEGAL MATTERS (10 MINUTES)
   A. Election-related Items
      1. Election of Officers
   B. Update on Jared Way Encroachments (enclosed)
   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. Discuss Resident Project/Event Request Policy; Review and Consider Adoption of Resolution Implementing a Policy and Procedure for Resident and Community Requests to the District (enclosed)
   E. Additional Information on Various Tracts, Park Playground Maintenance and Replacement (to be distributed)
   F. Discuss HOA Mapping
   G. Discuss Allowable Costs for Construction Contracts.
   H. Review and Approval of Cost Sharing and Reimbursement Agreement with Sterling Ranch CAB for Road Widening (to be distributed)

I. Discuss Request from 7752 Rampart Way (enclosed)
J. Update on Emergency Disaster Declaration
K. Motorized Vehicles

10. ENGINEERING MATTERS (10 MINUTES) (enclosed)
    A. Status of Proposal for Dugout from CDR
    B. Discuss Monument request at Waterton
    C. Update on Trail Replacements
    D. Update on Sterling Ranch Redesign
    E. Discussion re Western States Reclamation Work Proposals

11. LANDSCAPE MAINTENANCE (10 MINUTES)
    A. Metco Landscape Report – Bill Barr (enclosed)
    B. Review and Consider Approval of Proposals
        1. Proposal for aerating and overseeding ballfield $1,125 (enclosed)
    C. Discuss Crystal Lake Dredge and Broken Irrigation Line
    D. Other (enclosed)

12. OTHER BUSINESS (5 MINUTES)
    A. Confirm Quorum for June 16, 2020 Regular Meeting at the Library

13. ADJOURNMENT

# 2020 Meeting Calendar
## Roxborough Library
## West Metro Fire Station No. 15

**JANUARY**

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**NOVEMBER**

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**DECEMBER**

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RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
Tuesday, April 21, 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, April 21, 2020 at 6:00 p.m. via ZOOM. The meeting was open to the public.

**ATTENDANCE**

In Attendance were Directors:
Calvin Brown
Debra Prysby
Ron Bendall
Ed Wagner
Garry Cook

Also in Attendance were:
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr; Metco Landscaping
Steven Bailey and George Beidenstein; Bailey Tree
Kimberly Armitage; Denver YMCA
Rick Stanzyk; Evolution Builders
Todd Wenskoski and Yishuen Lo; Livable Cities Studio
Anna Jones and Andrew Williams; CliftonLarsonAllen LLP
Ephram Glass; resident

**CALL TO ORDER**

The meeting was called to order at 6:08 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 Brown, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the agenda with the addition of an item on the

Consent Agenda to approve the March 10, 2020 Special Meeting minutes.

**PUBLIC COMMENT and/or GUESTS**

None.

**CONSENT AGENDA**

A. Consider Approval of the March 24, 2020 Special Meeting Minutes

B. Consider Approval of March 10, 2020 Town Hall Special Meeting Minutes

C. Review and Accept the March 16, 2020 Cash Position and Property Tax Schedule

After review, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the consent agenda was approved.

**DISCUSSION AGENDA ACTION ITEMS**

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

Ms. Jones reviewed the claims with the Board. After discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved current claims, approved the transfer of funds, ratified payment of autopay claims, and ratified approval of previous claims.

B. Discussion Regarding Bill.com

Discussion ensured regarding the use of bill.com instead of traditional paper checks. After discussion, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved using bill.com moving forward, with the approvers being the Board President and Treasurer, with all Board members having access to review.

**DIRECTOR ITEMS**

A. Fall Festival Updates

1. Fireworks and DJ Status

Director Brown provided an update about the Fall Festival. The event will hopefully be on track for the scheduled September 12th date. Mr. Sangster will

follow-up with Director Brown regarding the DJ updates.

B. Town Hall Recap

1. Next Steps – Frequency

The Board agreed that quarterly Town Hall Meetings would be appropriate. Director Bendall noted that these could be conducted via ZOOM if needed. Director Prysby agreed.

C. Steve Sherman Gift

Ms. Jones updated the Board.

D. Other

Director Prysby suggested another monument be added at Waterton Canyon Road near Rampart Range Road, near the emergency access for Chatfield Estates. She suggested it be similar to Village Circle and Rampart Range Road, with posts for banners and ability to install holiday lights. She suggested the District reallocate some of the unused election budget for the new monument. Director Prysby will follow up with Mr. Barnett.

**MANAGER MATTERS**

A. Website Updates – photos, bios of new members

Ms. Jones discussed the update with the Board noting that updates will be completed after the May 5th election. There were no questions.

B. Discuss Master Plan Next Steps

1. Consider Resolution Approving the Final Master Plan

The Board thanked Mr. Wenskoski and team for their hard work. After discussion, upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board adopted the Resolution Approving the Final Master Plan as it was presented by Livable Cities Studios by email dated April 16, 2020.

2. Website Platform Review

Mr. Wenskoski and Ms. Lo reviewed the website platform with the Board. Director Prysby asked about the ability to update sections, and update as the plan is implemented. The website will be pushed via social media, newsletter and HOA's.

3. Discuss Feasibility Study and Spillway Design

Kimberly Armitage provided an update on the feasibility study and will provide more updates during the May 7th Special meeting. She will outline the timeline for projects, initial analysis and other sub-consultants that may be recommended.

Mr. Wenskoski provided a brief overview of the spillway design and provided some mapping and existing condition photos for initial feedback from the Board. The Board discussed the two options presented. Mr. Wenskoski indicated he would be able to look at a phased approach and a hybrid of Options 1 and 2. Director Wagner indicated Mr. Sherman had ideas regarding combining ponds 1 and 2. Discussion ensued. The Board directed Mr. Wenskoski to pursue the options outlined above.

C. Update of Rec Center Site Feasibility Study

Discussed above.

D. Update on Toilets and Fountains Approximate Install May 10th

Ms. Jones updated the Board..

E. Other

None.

**LEGAL MATTERS**

A. Election Related Items

Ms. James updated the Board. As of the May 5, 2020 election date, Calvin Brown and Ephram Glass will serve having both been elected by acclamation.

B. Douglas County Tax Deferments

Ms. James reviewed this with the Board.

C. Update on Possible Encroachments

Ms. James sent the follow up letter to the Binghams. Upon a motion duly made by Director Bendall, seconded by Director Wager, and upon vote unanimously carried, the Board authorized to move ahead with the survey if no response is received in 14 days.

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 Purpose of Receiving Legal Advice on Special Legal Questions, if requested

No action taken.

E. Discuss Resident Project/Event Request Policy

Ms. James discussed this with the Board. She will have a structured framework for resident participation policy at the next meeting.

F. Discuss Park Playground Maintenance and Replacement

Ms. James reviewed this with the Board, indicating there was some confusion regarding District responsibility. Her recommendations were in her memo to the Board that was included in the packet. Director Prysby asked about Chatfield Farms and its dedicated budget. She also asked for a pro/con analysis regarding playground maintenance, equipment and District involvement. Director Bendall indicated the District has paid for repairs in the past. The Board agreed to repair the existing equipment in Crystal Lake Park per the HOA request. Ms. James will bring an analysis of the various contracts and governing agreements for all playground areas in the District to the May meeting so the Board can consider an overall consistent approach and policy for repairs.

G. Discuss HOA Mapping

Ms. James reviewed this with the Board. Her office has been working with Mulhern to gather information needed to create an accurate map.

H. Ratify the Expenditures for Signs to Close Parks, Approve Resolution Ratifying Expenditures for Signs to Close Parks

After discussion, upon a motion duly made ty Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board ratified approval of expenditures for sign to close parks and approved the Resolution Ratifying Expenditures for Signs to Close Parks.

I. Resolution Appointing Principal Executive Officer and Resolution Declaring a Local Disaster Emergency

After review and discussion, upon a motion duly made by Director Bendall, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Resolution Appointing Principal Executive Officer and appointed Director Brown as the Principal Executive Officer for the District.

Upon a motion duly made by Director Cook, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the Resolution Declaring a Local Disaster Emergency to declare a disaster for a seven-day period and to automatically extend it to 30 days if possible. If needed, the Board will have a Special Meeting next week to evaluate extension.

J. Discuss Letter from Sterling Ranch CAB re: need for relocation due to road widening and conflicts regarding same

Mr. Barnett reviewed the process to reach an agreement with Sterling Ranch via a reimbursement agreement at the beginning of the project so that it is clear what the procedure is going forward. Mr. Barnett will oversee the project.

After discussion, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board authorized legal counsel and District Engineer to work with Sterling Ranch and to enter into a cost sharing/reimbursement agreement so that the project can move forward.

K. Discuss Request from 7752 Rampart Way

After discussion, upon a motion duly made by Director Wagner, seconded by Director Prysby, and upon vote unanimously carried, the Board declined to make any changes to the existing easement.

L. Other

None.

**ENGINEERING MATTERS**

A. Review and consider approval of proposal from Chavez Services LLC for project at Halley Drive and Dusk Street - $11,640

Mr. Barnett reviewed need to replace the trail. Discussion ensued, including questions regarding combining this project with other projects to possibly reduce the mobilization costs. After discussion, the Board tabled this item in order to look at other areas of the trail that could also be included.

B. Status of Leaking 6 Inch Main Line Valve

Mr. Barnett reported that this has been completed

C. Update on Bids for Dugout and Approve a NTE $ for the work

Mr. Barnett updated the Board, indicating Jay Fells has been able to go out to the site and indicated the least expensive cost was $16,000 to $18,000. The Board has $4,200 in donated funds to apply toward the work. Ms. Jones mentioned the feasibility study may not be concluded and could cause a conflict with adding the dugouts if they could possibly need removal during any future work on site.. Director Cook indicated he was not present when the original proposal was brought to the Board. The Board tabled this item until the next meeting when Mr. Fells can provide a detailed proposal for review and approval.

D. Irrigation Plan Updates

Mr. Barnett updated the Board.

E. Proposal from Hydrosystems for District Aerials.

Mr. Barnett reviewed with the Board. Upon a motion duly made by Director Bendall, seconded by Director Wagner, and upon

vote unanimously carried, the Board approved the proposal from Hydrosystems for the District aerials.

F. Other

Mr. Barnett discussed 7 Acres Pond proposal for $75,000 of embankment work for 500 feet distance. The Board decided to stay within the $60,000 cost parameters decided at the last meeting and asked for a reduced proposal.

**LANDSCAPE MAINTENANCE**

A. Metco Landscape Report

Mr. Barr reviewed the status of landscaping work in the District, noting that Metco and Bailey met together and Bailey is planting trees per that meeting. The irrigation system is running.

B. Discuss Park Closures and Skate Park Remedies and Consider Approval of $15,000 Proposal for Cedar Mulch

Mr. Barr noted that the play areas have been taped off. He proposes putting 50 yards of mulch in the skatepark and can reuse later for the planting beds. He will tape off all drains before putting in mulch. Director Wagner and Director Cook indicated they would prefer to leave the parks as is and not use mulch.

C. Bailey Tree Updates

Mr. Bailey discussed the new tree plantings and the documentation moving forward so that successes/failures will be documented.

D. Other

None.

**OTHER BUSINESS**

A. Confirm Quorum for May 19, 2020 Regular Meeting at the Library

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board confirmed a quorum for the May 19, 2020 Regular Meeting at the Library.

**ADJOURNMENT** Upon a motion duly made by Director Prysby, seconded by Director Wagner, Board adjourned the meeting at 9:06 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ed Wagner, Secretary

**RECORD OF PROCEEDINGS**

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
Tuesday, April 28, 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 April 28, 2020 at 6:00 p.m. via ZOOM at 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111. The meeting was open to the public.

**ATTENDANCE**

In Attendance were:

Calvin Brown
Debbie Prysby
Ron Bendall
Ed Wagner
Garry Cook
Anna Jones; CliftonLarsonAllen, LLP
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.

**CALL TO ORDER**

The meeting was called to order at 6:03 p.m. by Director Brown.

**DECLARATION OF QUARUM**

A quorum was confirmed.

**AGENDA**

After discussion, upon a motion duly made by Director Psysby**,** seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Resolution to Continue the Declaration of a Local Disaster Emergency.

**OTHER**

A District resident raised a question about closure of the Skate Park and other Park Amenities. Katie informed the Board that the most recent State and Tri-County Health Orders did allow for some limited openings of recreational parks and facilities. The Board discussed each type of recreational facility in

detail. The Board decided to open recreational facilities in accordance with the recent Orders which would include the public use while abiding by social distancing guidelines including groups of 10 or less and remaining 6 feet apart. The Board discussed how best to alert the public as to changes in closures and/or other public health orders.

The Board decided to install permanent signs that can not be as easily torn down as the recent signs that have been used. The signs will post an alert that all information about park closures will be found on the District website and will direct the public to the website address. After review, upon a motion duly made by Director Cook, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the ordering and installing of such signage. In addition to the signage at the park areas, the website will be updated with current information about closures and public health orders. Katie will draft the current language for the website per the recent orders and per the Board's discussion. The Board discussed pushing out such information to other community forms as well.

In evaluating each facility:

- the tennis courts are ok to open;
- basketball courts no open;
- skate park ok to open;
- playgrounds no open;
- parks and open space ok to open;
- softball fields ok to open;
- soccer fields ok to open

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved opening the facilities in accordance with each item discussed, except the basketball court and playgrounds.

**ADJOURNMENT**

Upon a motion duly made by Director Prysby, seconded by Director Cook, and upon vote unanimously carried, the Board adjourned the meeting at 6:39 pm.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

_____
By: Ronald Bendall, Secretary

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING/STUDY SESSION
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
Thursday, May 7, 2020

A special meeting/study session of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Thursday, May 7, 2020 at 6:00 p.m. via ZOOM. The meeting was open to the public.

**ATTENDANCE**

In Attendance were Directors:
Calvin Brown
Debra Prysby
Ed Wagner
Garry Cook

Also in Attendance were:
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Kimberly Armitage; Denver YMCA
Rick Stanzyk; Evolution Builders
Todd Wenskoski; Livable Cities Studio
Anna Jones and Andrew Williams; CliftonLarsonAllen LLP
Ephram Glass; resident

**CALL TO ORDER**

The meeting was called to order at 6:08 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 Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the agenda as presented.

**PUBLIC COMMENT and/or GUESTS**

None.

**Feasibility Study and Spillway/Pond Study**

A. Roxborough Village Feasibility Study – Phase 2 Updates & Discussion

1. Timeline

Rick Stanzyk provided an overview of schedule. He is currently wrapping up the research into utilities in the area. He is analyzing soil reports and solicited geotechnical engineers. He has received two out of four total proposals anticipated for the project.

2. Process of what is being assessed

The Feasibility Study Team is looking into performing market and industry analysis to determine appetite for project type. Two different surveys will be distributed directly to residents. These surveys will include information on what both District residents and nonresidents are willing to pay for the use of the facility and information on other aspects that impact resident life. Using this information, the team will devise three different scenarios for Board review and then devise a strategy of how to communicate the various options available.

3. Review of end product of what will be produced

The Feasibility Study Team will produce a report using a number of different consultants and their related input. The report will include blocking diagrams depicting how the building will sit on the site, logistically. The final product will be a spiral bound notebook that will outline strategies, financial outlooks, and proposals. The report will also provide different options for revenue generation for the recreation center. The team will develop a pro forma that will determine capital costs.

4. Questions

Mr. Stanzyk and Ms. Armitage said that the survey will not indicate or have language that acknowledges Roxborough.

During discussions, the Board thought that the Survey should acknowledge the District and be understood that survey respondents are answering about a facility in their neighborhood. They were concerned that with ongoing development in the area, decisions made may be swayed based on who they think the survey is coming from.

Ms. Armitage and Mr. Stanzyk will work with their consultants to establish better questions and surveys that are tailored for the District, while still gathering valuable information needed for the surveys. Survey will be clear that it is not Sterling Ranch.

August 18th Board meeting is the target deadline for the final feasibility study package.

B. Spillway and Tadpole Pond Study

1. Schedule and Timeline

Todd Wenskoski reviewed the timeline; consultants are currently developing pond concepts. He will have Mr. Barnett add input for technical review and preference. Once ready, the team will schedule a meeting with Douglas County for review. Mr. Wenskoski reviewed previous studies of pond shape and concepts presented to the Board at the April Board meeting.

2. Review concepts and comments from April Board meeting

Previous feedback included the addition of a middle ground option and to include greater consideration for phasing. Design will be phased with critical improvements first and the full realization overtime. Improvements suggested were to improve aesthetics, including a floating boardwalk, and the naturalization of the area.

3. Review and discuss updated studies

Mr. Wenskoski reviewed the options developed using previous feedback. The Spillway Team will explore additional options for the Heron Park side. They will

look into aesthetic enhancements that also provide functionality for residents to use.

Option 2 builds upon the natural design option, the later phases of the natural option begin to open up areas for seating areas and shade structures along pond edge. This presented safety concerns due to the inviting nature of the step down into the secondary spill pond. The team noted the concern and assured safety would be a focus.

Later phases of the pond could include dredging which would allow the pond to be shaped to open up more spaces for seating and play areas. The Spillway Team noted that improvements to the area would open up the possibility for more interaction with the community and local educational resources.

4. Order of magnitude cost discussion

   The options presented for the spillway improvements and designs are approximately 2-3 times the amount budgeted for the 2020 year, but items at the south end of the general area are smaller ticket items and can be done much more easily and quickly.

5. Next steps

   The Board requested that phasing would work best from a cost and accessibility standpoint, trying to avoid improvements that only have to be taken out to complete later projects. The sidewalk needs to be replaced very soon as is it now in dire need of repair.

   Mr. Wenskoski will continue to work with Mr. Barnett on technical and engineering elements for spillway design. The Team will come back with information that is more thorough and ideas on how to complete smaller projects sooner without disrupting a long-term project. The Team will come back with more feasible and comprehensive recommendations.

C. Other Items/Miscellaneous

None.

**OTHER BUSINESS** None.

**ADJOURNMENT** Upon a motion duly made by Director Prysby, seconded by Director Cook, the, Board adjourned the meeting at 8:19 p.m.

Respectfully submitted,

By: _____
Calvin Brown, President

Attest:

By: _____
Ed Wagner, Secretary

**ROXBOROUGH VILLAGE METROPOLITAN DISTRICT**
**Schedule of Cash Position**
**March 31, 2020**
**Updated as of May 11, 2020**



| | General Fund | Debt Service Fund | Capital Projects Fund | Total |
|---|---|---|---|---|
| **FirstBank - Checking Account** | | | | |
| Balance as of 03/31/20 | $ 53,537.16 | $ - | $ - | $ 53,537.16 |
| Subsequent activities: | | | | - |
| 04/22/20 - Check #s 1393-1403 | (45,320.84) | - | (8,219.50) | (53,540.34) |
| 04/20/20 - Transfer from Colotrust | 46,780.50 | - | 8,219.50 | 55,000.00 |
| 04/28/20 - Xcel - March | 20.54 | - | - | 20.54 |
| 04/30/20 - Roxborough Water Payment- March | (1,225.73) | - | - | (1,225.73) |
| 04/30/20 - IREA March bills | (839.93) | - | - | (839.93) |
| *Anticipated ADP payroll/taxes - Jan , Feb, March, April* | *(2,045.35)* | - | - | *(2,045.35)* |
| *Anticipated Balance* | 50,906.35 | - | - | 50,906.35 |
| **Colotrust - Plus** | | | | |
| Balance as of 03/31/20 | 719,726.31 | 1,536,712.97 | 1,776,220.34 | 4,032,659.62 |
| Subsequent activities: | | | | |
| 04/03/20 - IREA Capital Credit Allocation | 1,197.55 | - | - | 1,197.55 |
| 04/10/20 - March PTAX | 42,945.13 | 27,443.98 | - | 70,389.11 |
| 04/20/20 - Transfer to Checking | (46,000.00) | - | (9,000.00) | (55,000.00) |
| 04/23/20 - Douglas County Libraries Refund | 75.00 | - | - | 75.00 |
| 04/30/20 - Interest Income | 1,105.57 | 2,579.67 | - | 3,685.24 |
| *Anticipated PTAX- April* | *86,902.24* | *65,054.19* | - | *151,956.43* |
| *Antcipated D/S Interest Payment* | - | *(23,649.50)* | - | *(23,649.50)* |
| *Anticipated Transfer to UMB* | - | *(238,672.76)* | - | *(238,672.76)* |
| *Anticipated Balance* | 805,951.80 | 1,369,468.55 | 1,767,220.34 | 3,942,640.69 |
| **UMB - 1993 A & B Bond Fund** | | | | |
| Balance as of 03/31/20 | - | 1,195,794.30 | - | 1,195,794.30 |
| Subsequent activities: | | | | |
| 04/30/20 - Interest Income | - | 307.57 | - | 307.57 |
| *Antcipated D/S Interest Payment* | - | *(69,203.50)* | - | *(69,203.50)* |
| *Anticipated Transfer from ColoTrust* | - | *238,672.76* | - | *238,672.76* |
| *Anticipated Balance* | - | 1,365,571.13 | - | 1,365,571.13 |
| ***Anticipated Balances*** | **$ 856,858.15** | **$ 2,735,039.68** | **$ 1,767,220.34** | **$ 5,359,118.17** |

**Yield information (as of 04/30/20):**
First Bank - 0.0%
Colotrust Plus - 1.11%

**ROXBOROUGH VILLAGE METRO DISTRICT**
**Property Taxes Reconciliation**
**2020**

| | 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 Monthly | % of Total Property Taxes Received Y-T-D | Total Cash Received | % of Total Property Taxes Received Monthly | % of Total Property Taxes Received Y-T-D |
| January | $ 36,897.20 | $ - | $ 15,073.46 | $ - | $ (553.44) | $ 51,417.22 | 2.04% | 2.04% | $ 107,497.35 | 2.53% | 2.53% |
| February | 771,470.09 | - | 10,716.77 | - | (11,572.05) | 770,614.81 | 42.57% | 44.61% | 1,366,897.70 | 42.52% | 45.05% |
| March | 60,864.98 | - | 10,431.17 | 6.03 | (913.07) | 70,389.11 | 3.36% | 47.97% | 138,944.83 | 3.52% | 48.57% |
| April | - | - | - | - | - | - | 0.00% | 47.97% | 242,363.71 | 6.87% | 55.44% |
| May | - | - | - | - | - | - | 0.00% | 47.97% | 319,919.86 | 9.23% | 64.67% |
| June | - | - | - | - | - | - | 0.00% | 47.97% | 1,092,289.73 | 33.79% | 98.46% |
| July | - | - | - | - | - | - | 0.00% | 47.97% | 60,808.27 | 0.96% | 99.42% |
| August | - | - | - | - | - | - | 0.00% | 47.97% | 40,946.33 | 0.35% | 99.78% |
| September | - | - | - | - | - | - | 0.00% | 47.97% | 31,451.65 | 0.05% | 99.83% |
| October | - | - | - | - | - | - | 0.00% | 47.97% | 18,662.53 | -0.26% | 99.57% |
| November | - | - | - | - | - | - | 0.00% | 47.97% | 26,396.63 | -0.06% | 99.51% |
| December | - | - | - | - | - | - | 0.00% | 47.97% | 32,171.88 | 0.00% | 99.51% |
| | $ 869,232.27 | $ - | $ 36,221.40 | $ 6.03 | $ (13,038.56) | $ 892,421.14 | 47.97% | 47.97% | $ 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 | $ 982,751 | 54.23% | $ 471,414.23 | 47.97% | $ 261,722.00 |
| Debt Service Fund | 829,326 | 45.77% | 397,818.04 | 47.97% | - |
| | $ 1,812,077 | 100.00% | $ 869,232.27 | 47.97% | $ 261,722.00 |
| **Specific Ownership Tax** | | | | | |
| General Fund | $ 163,087 | 100.00% | $ 36,221.40 | 22.21% | |
| Debt Service Fund | - | 0.00% | - | 0.00% | |
| | $ 163,087 | 100.00% | $ 36,221.40 | 22.21% | |
| **Treasurer's Fees** | | | | | |
| General Fund | $ 14,741 | 54.23% | $ 7,071.25 | 47.97% | $ 2,103.70 |
| Debt Service Fund | 12,440 | 45.77% | 5,967.31 | 47.97% | - |
| | $ 27,181 | 100.00% | $ 13,038.56 | 47.97% | $ 2,103.70 |



No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

## FINANCIAL STATEMENTS

## MARCH 31, 2020

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
## BALANCE SHEET - GOVERNMENTAL FUNDS
## MARCH 31, 2020

| | General | Debt Service | Capital Projects | Total |
|---|---|---|---|---|
| ASSETS | | | | |
| Checking - FirstBank | $ 53,537 | $ - | $ - | $ 53,537 |
| Colotrust | 719,727 | 1,536,713 | 1,776,220 | 4,032,660 |
| Bond Fund 1993 A&B | - | 1,195,794 | - | 1,195,794 |
| Receivable from County Treasurer | 42,945 | 27,444 | - | 70,389 |
| TOTAL ASSETS | $ 816,209 | $ 2,759,951 | $ 1,776,220 | $ 5,352,380 |
| LIABILITIES AND FUND BALANCES | | | | |
| CURRENT LIABILITIES | | | | |
| Accounts payable | $ 50,864 | $ 1,200 | $ 20,034 | $ 72,098 |
| Payroll taxes payable | 214 | - | - | 214 |
| Total Liabilities | 51,078 | 1,200 | 20,034 | 72,312 |
| FUND BALANCES | | | | |
| Total Fund Balances | 765,131 | 2,758,751 | 1,756,186 | 5,280,068 |
| TOTAL LIABILITIES AND FUND BALANCES | $ 816,209 | $ 2,759,951 | $ 1,776,220 | $ 5,352,380 |

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
## FOR THE THREE MONTHS ENDED MARCH 31, 2020

## GENERAL FUND

| | Annual Budget | Year to Date Actual | Variance |
|---|---|---|---|
| REVENUES | | | |
| Interest income | $ 10,000 | $ 4,470 | $ (5,530) |
| Miscellaneous income | 7,000 | - | (7,000) |
| Property taxes | 982,751 | 471,414 | (511,337) |
| Specific ownership tax | 163,087 | 36,221 | (126,866) |
| Sports field fees | 1,000 | - | (1,000) |
| TOTAL REVENUES | 1,163,838 | 512,105 | (651,733) |
| EXPENDITURES | | | |
| Accounting | 45,000 | 11,683 | 33,317 |
| Algae control | 5,000 | - | 5,000 |
| Auditing | 5,200 | - | 5,200 |
| Communications/website | 15,000 | - | 15,000 |
| Community events | 35,000 | 68 | 34,932 |
| Contingency | 30,000 | - | 30,000 |
| County Treasurer's fee | 14,741 | 7,071 | 7,670 |
| Directors' fees | 8,000 | 1,400 | 6,600 |
| District management | 120,750 | 47,447 | 73,303 |
| Dues and licenses | 1,200 | 1,017 | 183 |
| Election expense | 65,000 | 5,252 | 59,748 |
| Engineering | 45,000 | 6,972 | 38,028 |
| Foothills Park and Recreation fees | 20,000 | 4,106 | 15,894 |
| Graffiti removal/ vandalism | 5,000 | 365 | 4,635 |
| Insurance and bonds | 13,000 | 9,953 | 3,047 |
| Landscape contract | 164,800 | 41,391 | 123,409 |
| Landscape improvement | 75,000 | 3,745 | 71,255 |
| Landscape irrigation maintenance | 25,000 | 4,875 | 20,125 |
| Landscape weed control | 20,000 | - | 20,000 |
| Legal services | 70,000 | 23,693 | 46,307 |
| Miscellaneous | 4,000 | 81 | 3,919 |
| Mosquito control | 16,000 | - | 16,000 |
| Newsletter and postage | 3,000 | 1,685 | 1,315 |
| Nonpotable water purchase usage | 70,000 | 3,677 | 66,323 |
| Open space maintenance / fire mitigation | 25,000 | - | 25,000 |
| Payroll taxes | 612 | 107 | 505 |
| Playground repairs and maintenance | 30,000 | - | 30,000 |
| Portable restrooms | 3,000 | 704 | 2,296 |
| Repairs and maintenance | 20,000 | 7,414 | 12,586 |
| Seasonal lights | 14,000 | - | 14,000 |
| Skate Park maintenance | 15,000 | - | 15,000 |
| Snow removal | 40,000 | 17,168 | 22,832 |
| Tree maintenance | 80,000 | - | 80,000 |
| Tree spraying | 40,000 | - | 40,000 |
| Utilities | 15,000 | 2,639 | 12,361 |
| TOTAL EXPENDITURES | 1,158,303 | 202,513 | 955,790 |
| NET CHANGE IN FUND BALANCES | 5,535 | 309,592 | 304,057 |
| FUND BALANCES - BEGINNING | 436,348 | 455,539 | 19,191 |
| FUND BALANCES - ENDING | $ 441,883 | $ 765,131 | $ 323,248 |

# SUPPLEMENTARY INFORMATION

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
## FOR THE THREE MONTHS ENDED MARCH 31, 2020

## DEBT SERVICE FUND

| | Annual Budget | Year to Date Actual | Variance |
|---|---|---|---|
| REVENUES | | | |
| Property taxes | $ 829,326 | $ 397,818 | $ (431,508) |
| Interest income | 55,000 | 13,938 | (41,062) |
| TOTAL REVENUES | 884,326 | 411,756 | (472,570) |
| EXPENDITURES | | | |
| County Treasurer's fee | 12,440 | 5,967 | 6,473 |
| Paying agent fees | 2,700 | 1,200 | 1,500 |
| Bond interest - Series 1993 | 138,407 | - | 138,407 |
| Bond interest - Series 2014 | 47,299 | - | 47,299 |
| Bond principal - Series 2014 | 875,000 | - | 875,000 |
| Bond principal - Series 1993 | 900,000 | - | 900,000 |
| Contingency | 5,000 | - | 5,000 |
| TOTAL EXPENDITURES | 1,980,846 | 7,167 | 1,973,679 |
| NET CHANGE IN FUND BALANCES | (1,096,520) | 404,589 | 1,501,109 |
| FUND BALANCES - BEGINNING | 2,331,025 | 2,354,162 | 23,137 |
| FUND BALANCES - ENDING | $ 1,234,505 | $ 2,758,751 | $ 1,524,246 |

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
## SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - BUDGET AND ACTUAL
## FOR THE THREE MONTHS ENDED MARCH 31, 2020

## CAPITAL PROJECTS FUND

| | Annual Budget | Year to Date Actual | Variance |
|---|---|---|---|
| REVENUES | | | |
| Lottery proceeds | $ 36,000 | $ 8,801 | $ (27,199) |
| TOTAL REVENUES | 36,000 | 8,801 | (27,199) |
| EXPENDITURES | | | |
| Accounting | 3,000 | - | 3,000 |
| Baseball field improvements | 5,000 | - | 5,000 |
| Contingency | 100,000 | - | 100,000 |
| District management | 40,000 | 13,380 | 26,620 |
| Engineering | 20,000 | 1,360 | 18,640 |
| Irrigation upgrades/replacement | 150,000 | - | 150,000 |
| Legal services | 5,000 | - | 5,000 |
| Master plan | 325,000 | 27,273 | 297,727 |
| Parking lot improvements | 3,000 | - | 3,000 |
| Spillway / embankment | 150,000 | 952 | 149,048 |
| Trails/bike path | 25,000 | - | 25,000 |
| Water rights enhancements | 20,000 | 8,250 | 11,750 |
| TOTAL EXPENDITURES | 846,000 | 51,215 | 794,785 |
| NET CHANGE IN FUND BALANCES | (810,000) | (42,414) | 767,586 |
| FUND BALANCES - BEGINNING | 1,553,426 | 1,798,600 | 245,174 |
| FUND BALANCES - ENDING | $ 743,426 | $ 1,756,186 | $ 1,012,760 |

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
## SCHEDULE OF REVENUES AND EXPENDITURES
## FOR THE THREE MONTHS ENDED MARCH 31, 2020

## CHATFIELD FARMS

| | Annual Budget | Year to Date Actual | Variance |
|---|---|---|---|
| REVENUES | | | |
| Property taxes | $ 261,711 | $ 140,246 | $ (121,465) |
| TOTAL REVENUES | 261,711 | 140,246 | (121,465) |
| EXPENDITURES | | | |
| Accounting | 6,750 | 1,787 | 4,963 |
| Algae control | 750 | - | 750 |
| Auditing | 750 | - | 750 |
| Communications/website | 80 | - | 80 |
| Community events | 5,250 | 10 | 5,240 |
| Contingency | 6,000 | - | 6,000 |
| County Treasurer's fee | 3,926 | 2,104 | 1,822 |
| Directors' fees | 1,200 | 211 | 989 |
| District management | 18,112 | 7,165 | 10,947 |
| Dues and licenses | 180 | 154 | 26 |
| Election expense | 9,750 | 793 | 8,957 |
| Engineering | 6,750 | 1,053 | 5,697 |
| Graffiti removal/ vandalism | 750 | 55 | 695 |
| Insurance and bonds | 1,950 | 1,503 | 447 |
| Landscape contract | 40,000 | 10,000 | 30,000 |
| Landscape improvement | 11,250 | 566 | 10,684 |
| Landscape irrigation maintenance | 3,750 | 736 | 3,014 |
| Landscape weed control | 3,000 | - | 3,000 |
| Legal services | 10,500 | 3,578 | 6,922 |
| Miscellaneous | 600 | 12 | 588 |
| Mosquito control | 2,400 | - | 2,400 |
| Newsletter and postage | 450 | - | 450 |
| Nonpotable water purchase usage | 10,500 | 555 | 9,945 |
| Payroll taxes | 92 | - | 92 |
| Portable restrooms | 450 | 352 | 98 |
| Repairs and maintenance | 450 | 1,120 | (670) |
| Snow removal | 3,000 | 2,592 | 408 |
| Tree spraying | 6,000 | - | 6,000 |
| TOTAL EXPENDITURES | 154,640 | 34,346 | 120,294 |
| NET CHANGE IN FUND BALANCES | 107,071 | 105,900 | (1,171) |
| FUND BALANCES - BEGINNING | 658,610 | 533,035 | (125,575) |
| FUND BALANCES - ENDING | $ 765,681 | 638,935 | $ (126,746) |
| INTEREST ON SHORTFALL | | 886 | |
| CAPITAL RESERVE CONTRIBUTION | | | |
| Annual Contribution - Prior Years | | (361,490) | |
| Annual Contribution - Current Year | | (30,114) | |
| | | $ 248,217 | |

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
# 2020 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**
**2020 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 9% of the property taxes collected by both the General Fund and the Debt Service Fund.

**Net Investment Income**

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

**Expenditures**

**Administrative and Operating Expenditures**

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

**County Treasurer's Fees**

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

**Debt Service**

Principal and interest payments in 2020 are provided based on the debt amortization schedule from the Series 1993 Bonds and Series 2014 Loan (discussed under Debt and Leases).

**Capital Projects**

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

# ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
# 2020 BUDGET
# SUMMARY OF SIGNIFICANT ASSUMPTIONS

## Debt and Leases

### Series 1993 Bonds

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

### 1993 Series B Principal Only

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

### Series 2014 Loan

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

## 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**
**December 31, 2019**

| | 1993 Series B (Note A) Principal Only Bonds Interest Rate 10.41% Principal Paid December 31 Interest Paid June 30 and December 31 | | 2014 Series - $6,390,000 General Obligation Refunding Tax-Free Loan October 24, 2014 Interest Rate 2.03% Interest Paid June 1 and December 1 | | Total | | |
|---|---|---|---|---|---|---|---|
| Year | Principal | Interest | Principal | Interest | Principal | Interest | Total |
| 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 |
| | $ 1,329,560 | $ 183,124 | $ 2,330,000 | $ 76,836 | $ 3,659,560 | $ 259,960 | $ 3,919,520 |

# Roxborough Village Metropolitan District
## Cash Requirement Report - Detailed

All Dates

| GL Account | Description | | Gross Open Amount | Discount Available | Net Open Amount | Cash Required |
|---|---|---|---|---|---|---|
| **BAILEY TREE** | **Bailey Tree, LLC** | | | | | |
| Reference: | 7861 | Date: | 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 04/30/20 | | Payment term: | |
| 107597 | Tree maintenance - Bailey Tree, LLC | | 9,950.00 | | | |
| | | Totals | 9,950.00 | 0.00 | 9,950.00 | 9,950.00 |
| Reference: | 7860 | Date: | 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 04/30/20 | | Payment term: | |
| 107597 | Tree maintenance - Bailey Tree, LLC | | 13,225.00 | | | |
| | | Totals | 13,225.00 | 0.00 | 13,225.00 | 13,225.00 |
| | **Totals for Bailey Tree, LLC** | | 23,175.00 | 0.00 | 23,175.00 | 23,175.00 |
| **CLA** | **CliftonLarsonAllen, LLP** | | | | | |
| Reference: | 2485685 | Date: | 04/30/20 | | Discount exp date: | |
| GL AP account: | 302500 | Due date: | 04/30/20 | | Payment term: | |
| 307440 | District management - CliftonLarsonAllen, LLP | | 2,143.75 | | | |
| | | Totals | 2,143.75 | 0.00 | 2,143.75 | 2,143.75 |
| Reference: | 2485685 | Date: | 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 04/30/20 | | Payment term: | |
| 107440 | District management - CliftonLarsonAllen, LLP | | 18,331.25 | | | |
| | | Totals | 18,331.25 | 0.00 | 18,331.25 | 18,331.25 |
| | **Totals for CliftonLarsonAllen, LLP** | | 20,475.00 | 0.00 | 20,475.00 | 20,475.00 |
| **Evolution b** | **Evolution Builders, LLC** | | | | | |
| Reference: | 19178 | Date: | 03/31/20 | | Discount exp date: | |
| GL AP account: | 302500 | Due date: | 03/31/20 | | Payment term: | |
| 307862 | Master plan - Evolution Builders, LLC | | 10,523.28 | | | |
| | | Totals | 10,523.28 | 0.00 | 10,523.28 | 10,523.28 |
| | **Totals for Evolution Builders, LLC** | | 10,523.28 | 0.00 | 10,523.28 | 10,523.28 |
| **FOLKESTAD** | **Folkestad Fazekas Barrick & Patoile** | | | | | |
| Reference: | 33846 | Date: | 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 04/30/20 | | Payment term: | |
| 107460 | Legal services - Folkestad Fazekas Barrick & Patoile | | 12,099.87 | | | |
| | | Totals | 12,099.87 | 0.00 | 12,099.87 | 12,099.87 |
| | **Totals for Folkestad Fazekas Barrick & Patoile** | | 12,099.87 | 0.00 | 12,099.87 | 12,099.87 |
| **IREA** | **IREA** | | | | | |
| Reference: | 21419100 | Date: | 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 03/31/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 48.00 | | | |
| | | Totals | 48.00 | 0.00 | 48.00 | 48.00 |
| Reference: | 23509300 | Date: | 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 03/31/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 18.00 | | | |
| | | Totals | 18.00 | 0.00 | 18.00 | 18.00 |

| GL Account | Description | | Gross Open Amount | Discount Available | Net Open Amount | Cash Required |
|---|---|---|---|---|---|---|
| Reference: | 26129901 | Date: | 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 03/31/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 21.00 | | | |
| | | Totals | 21.00 | 0.00 | 21.00 | 21.00 |
| Reference: | 85311102 | Date: | 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 03/31/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 504.00 | | | |
| | | Totals | 504.00 | 0.00 | 504.00 | 504.00 |
| Reference: | 25782000 | Date: | 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 03/31/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 30.00 | | | |
| | | Totals | 30.00 | 0.00 | 30.00 | 30.00 |
| Reference: | 85350300 | Date: | 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 03/31/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 21.00 | | | |
| | | Totals | 21.00 | 0.00 | 21.00 | 21.00 |
| Reference: | 21367302 | Date: | 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 03/31/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 21.57 | | | |
| | | Totals | 21.57 | 0.00 | 21.57 | 21.57 |
| Reference: | 25968000 | Date: | 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 03/31/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 21.79 | | | |
| | | Totals | 21.79 | 0.00 | 21.79 | 21.79 |
| Reference: | 85210100 | Date: | 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 03/31/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 130.86 | | | |
| | | Totals | 130.86 | 0.00 | 130.86 | 130.86 |
| Reference: | 85311000 | Date: | 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 03/31/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 23.71 | | | |
| | | Totals | 23.71 | 0.00 | 23.71 | 23.71 |
| Reference: | 1396 | Date: | 04/16/20 | | | |
| 102500 | Accounts payable - IREA | | (839.93) | | | |
| | | Totals | (839.93) | 0.00 | (839.93) | 0.00 |
| Reference: | 26129901 | Date: | 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 04/30/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 21.00 | | | |
| | | Totals | 21.00 | 0.00 | 21.00 | 21.00 |
| Reference: | 85311102 | Date: | 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: | 04/30/20 | | Payment term: | |
| 107701 | Utilities - IREA | | 504.00 | | | |
| | | Totals | 504.00 | 0.00 | 504.00 | 504.00 |
| | | **Totals for IREA** | 525.00 | 0.00 | 525.00 | 1,364.93 |

**LIVABLECITI** **Livable Cities Studio, Inc.**

| GL Account | Description | Gross Open Amount | Discount Available | Net Open Amount | Cash Required |
|---|---|---|---|---|---|
| Reference: | 1328 | Date: 05/11/20 | | Discount exp date: | |
| GL AP account: | 302500 | Due date: 05/11/20 | | Payment term: | |
| 307862 | Master plan - Livable Cities Studio, Inc. | 9,290.14 | | | |
| | Totals | 9,290.14 | 0.00 | 9,290.14 | 9,290.14 |
| | **Totals for Livable Cities Studio, Inc.** | 9,290.14 | 0.00 | 9,290.14 | 9,290.14 |
| **METCO** | **METCO LANDSCAPE, INC.** | | | | |
| Reference: | 542121 | Date: 02/18/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 02/18/20 | | Payment term: | |
| 107596 | Snow removal - METCO LANDSCAPE, INC. | 1,240.00 | | | |
| | Totals | 1,240.00 | 0.00 | 1,240.00 | 1,240.00 |
| Reference: | 546953 | Date: 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 03/31/20 | | Payment term: | |
| 107582 | Repairs and maintenance - METCO LANDSCAPE, INC. | 390.00 | | | |
| | Totals | 390.00 | 0.00 | 390.00 | 390.00 |
| Reference: | 547295 | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 04/30/20 | | Payment term: | |
| 107582 | Repairs and maintenance - METCO LANDSCAPE, INC. | 200.00 | | | |
| | Totals | 200.00 | 0.00 | 200.00 | 200.00 |
| Reference: | 547293 | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 04/30/20 | | Payment term: | |
| 107593 | Landscape irrigation maintenance - METCO LANDSCAPE, INC. | 745.20 | | | |
| | Totals | 745.20 | 0.00 | 745.20 | 745.20 |
| Reference: | 547292 | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 04/30/20 | | Payment term: | |
| 107593 | Landscape irrigation maintenance - METCO LANDSCAPE, INC. | 4,061.00 | | | |
| | Totals | 4,061.00 | 0.00 | 4,061.00 | 4,061.00 |
| Reference: | 547294 | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 04/30/20 | | Payment term: | |
| 107593 | Landscape irrigation maintenance - METCO LANDSCAPE, INC. | 945.65 | | | |
| | Totals | 945.65 | 0.00 | 945.65 | 945.65 |
| Reference: | 547296 | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 04/30/20 | | Payment term: | |
| 107582 | Repairs and maintenance - METCO LANDSCAPE, INC. | 455.00 | | | |
| | Totals | 455.00 | 0.00 | 455.00 | 455.00 |
| Reference: | 547529 | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 04/30/20 | | Payment term: | |
| 107596 | Snow removal - METCO LANDSCAPE, INC. | 2,055.00 | | | |
| | Totals | 2,055.00 | 0.00 | 2,055.00 | 2,055.00 |
| Reference: | 547657 | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 04/30/20 | | Payment term: | |
| 107597 | Tree maintenance - METCO LANDSCAPE, INC. | 712.00 | | | |

| GL Account | Description | Gross Open Amount | Discount Available | Net Open Amount | Cash Required |
|---|---|---|---|---|---|
| | Totals | 712.00 | 0.00 | 712.00 | 712.00 |
| Reference: | 547530 | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 04/30/20 | | Payment term: | |
| 107596 | Snow removal - METCO LANDSCAPE, INC. | 775.00 | | | |
| | Totals | 775.00 | 0.00 | 775.00 | 775.00 |
| Reference: | SM183895 | Date: 05/01/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 05/01/20 | | Payment term: | |
| 107595 | Landscape contract - METCO LANDSCAPE, INC. | 13,797.00 | | | |
| | Totals | 13,797.00 | 0.00 | 13,797.00 | 13,797.00 |
| | **Totals for METCO LANDSCAPE, INC.** | 25,375.85 | 0.00 | 25,375.85 | 25,375.85 |
| **MFISH** | **Mfish Graphics** | | | | |
| Reference: | 1162 | Date: 02/29/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 02/29/20 | | Payment term: | |
| 107480 | Miscellaneous - Mfish Graphics | 79.50 | | | |
| | Totals | 79.50 | 0.00 | 79.50 | 79.50 |
| | **Totals for Mfish Graphics** | 79.50 | 0.00 | 79.50 | 79.50 |
| **MULHERN** | **Mulhern MRE Inc.** | | | | |
| Reference: | MMRE6476 | Date: 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 03/31/20 | | Payment term: | |
| 107584 | Engineering - Mulhern MRE Inc. | 816.00 | | | |
| | Totals | 816.00 | 0.00 | 816.00 | 816.00 |
| Reference: | MMRE6477 | Date: 03/31/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 03/31/20 | | Payment term: | |
| 107584 | Engineering - Mulhern MRE Inc. | 1,895.80 | | | |
| | Totals | 1,895.80 | 0.00 | 1,895.80 | 1,895.80 |
| Reference: | MMRE6478 | Date: 03/31/20 | | Discount exp date: | |
| GL AP account: | 302500 | Due date: 03/31/20 | | Payment term: | |
| 307862 | Master plan - Mulhern MRE Inc. | 1,020.00 | | | |
| | Totals | 1,020.00 | 0.00 | 1,020.00 | 1,020.00 |
| Reference: | MMRE6479 | Date: 03/31/20 | | Discount exp date: | |
| GL AP account: | 302500 | Due date: 03/31/20 | | Payment term: | |
| 307858 | Spillway / embankment - Mulhern MRE Inc. | 272.00 | | | |
| | Totals | 272.00 | 0.00 | 272.00 | 272.00 |
| | **Totals for Mulhern MRE Inc.** | 4,003.80 | 0.00 | 4,003.80 | 4,003.80 |
| **PATRIOT** | **Patriot Pest Control, LLC** | | | | |
| Reference: | 964144 | Date: 05/02/20 | | Discount exp date: | |
| GL AP account: | 102500 | Due date: 05/02/20 | | Payment term: | |
| 107589 | Mosquito control - Patriot Pest Control, LLC | 2,000.00 | | | |
| | Totals | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| | **Totals for Patriot Pest Control, LLC** | 2,000.00 | 0.00 | 2,000.00 | 2,000.00 |
| **ROXWATERSAN** | **Roxborough Water & San District** | | | | |

| GL Account | Description | | Gross Open Amount | Discount Available | Net Open Amount | Cash Required |
|---|---|---|---|---|---|---|
| Reference: | 7124611 | | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | | Due date: 04/30/20 | | Payment term: | |
| 107702 | Nonpotable water purchase usage - Roxborough Water & San District | | 101.60 | | | |
| | | Totals | 101.60 | 0.00 | 101.60 | 101.60 |
| Reference: | 7121316 | | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | | Due date: 04/30/20 | | Payment term: | |
| 107702 | Nonpotable water purchase usage - Roxborough Water & San District | | 96.30 | | | |
| | | Totals | 96.30 | 0.00 | 96.30 | 96.30 |
| Reference: | 7122381 | | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | | Due date: 04/30/20 | | Payment term: | |
| 107702 | Nonpotable water purchase usage - Roxborough Water & San District | | 105.60 | | | |
| | | Totals | 105.60 | 0.00 | 105.60 | 105.60 |
| Reference: | 7122027 | | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | | Due date: 04/30/20 | | Payment term: | |
| 107702 | Nonpotable water purchase usage - Roxborough Water & San District | | 197.90 | | | |
| | | Totals | 197.90 | 0.00 | 197.90 | 197.90 |
| Reference: | 7122162 | | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | | Due date: 04/30/20 | | Payment term: | |
| 107702 | Nonpotable water purchase usage - Roxborough Water & San District | | 798.35 | | | |
| | | Totals | 798.35 | 0.00 | 798.35 | 798.35 |
| | **Totals for Roxborough Water & San District** | | 1,299.75 | 0.00 | 1,299.75 | 1,299.75 |
| **UMBBANKNA** | **UMB Bank, NA** | | | | | |
| Reference: | 135312.1 | | Date: 02/10/20 | | Discount exp date: | |
| GL AP account: | 202500 | | Due date: 02/10/20 | | Payment term: | |
| 207591 | Paying agent fees - UMB Bank, NA | | 1,200.00 | | | |
| | | Totals | 1,200.00 | 0.00 | 1,200.00 | 1,200.00 |
| | **Totals for UMB Bank, NA** | | 1,200.00 | 0.00 | 1,200.00 | 1,200.00 |
| **UNITED SITE** | **United Site Services** | | | | | |
| Reference: | 114-10279247 | | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 102500 | | Due date: 04/30/20 | | Payment term: | |
| 107599 | Portable restrooms - United Site Services | | 128.69 | | | |
| | | Totals | 128.69 | 0.00 | 128.69 | 128.69 |
| Reference: | 114-10279249 | | Date: 04/30/20 | | Discount exp date: | |
| GL AP account: | 112500 | | Due date: 04/30/20 | | Payment term: | |
| 117599 | Portable restrooms - United Site Services | | 128.69 | | | |
| | | Totals | 128.69 | 0.00 | 128.69 | 128.69 |
| | **Totals for United Site Services** | | 257.38 | 0.00 | 257.38 | 257.38 |
| | **Company Totals** | | 110,304.57 | 0.00 | 110,304.57 | 111,144.50 |

**Roxborough Village Metropolitan District**
**Master Plan Implementation**
**2020 Work Program Summary**
**5-May-20**

The information below summarizes the activities and status of the 2020 Work Program. The activities and improvements were recommended in the Master Plan and identified as Phase 1 improvements. Periodic updates and refinements will be provided based on feedback from the Board and as new information becomes available.

| Master Plan Implementation Phase | Category | Improvement | Master Plan Description | Project Life Cycle: Development | Design | Construction | Completion | Notes and Summary | Estimated Timeline | Estimated Cost |
|---|---|---|---|---|---|---|---|---|---|---|
| **Pond and Spillway Study** | | | | | | | | | | |
| 1 | Open Space | Seating and shade structures along Little Willow Creek | Provide improved seating and shade along Little Willow Creek so residents have more options to sit, take breaks and enjoy the natural open space scenery. | X | | | | The Pond and Spillway Study is focused on series of improvements as described in the Master Plan. The study is evaluating a phased implementation approach to accomplish some improvements in 2020 and additional improvements in the following years.<br><br>Current thinking is to complete improvements to sidewalk, crossing, culvert/spillway and some access points/seating/shade in 2020 as a quick win. | Study and Technical Drawings - Mach - August<br><br>Phase I Costruction - Potential Fall 2020 | Phase 1 in 2020 - $100,000 to $200,000 |
| 1 | Open Space | Sidewalk improvement between upper and lower ponds | Improvements to the walking path between the two ponds | X | | | | | | |
| 1 | Open Space | Modification of pond embankment | Dredging and reshaping the edge of the pond to support natural ecology and create a less engineered character | X | | | | | | |
| 1 | Open Space | Access to ponds | Constructing new trails and paths to access points along the water | X | | | | | | |
| **Community/Rec Center Feasibility Study** | | | | | | | | | | |
| 1 | Community Center and/or Pool | Community Center and/or Pool | Due to the complexity of the project, the subsequent feasibility study will allow enough time to thoroughly evaluate the feasibility of the project, including exploring financing scenarios and partnerships to assist with operations and programming. | X | | | | The Feasibility Study is currently underway. Phase 1 evaluation and site selection has been completed and Phase 2 feasibility is currently underway. The study is scheduled to be completed by late summer/fall. | February - August | $75,000 - $100,000 |
| **Neighborhood Parks** | | | | | | | | | | |
| 1 | Nighborhood Parks | Park Improvements (Imperial or Crystal Lake) | Add barriers between parks and adjacent roads to prevents kids running off to the road. Replace existing play structure with natural play elements. Provide play opportunities for different age groups. Provide more shade and a gathering area for birthday parties and celebrations. | X | | | | Park and playground improvements are planned to focus on Crystal Lake Park or Imperial Park.<br><br>Crystal Lake Playground repairs are the responsibility of RVMD and a report has been submitted by Star Playgrounds for evaluation and decision.<br><br>Imperial Park improvements can be studied to determine what can be completed in 2020 as a part of a phased approach to long-term improvements. | Study and Evaluation - March - August<br><br>Improvements and Repairs - August - November | Final Cost TBD<br>Estimated cost range of $30,000 to $100,000 |
| **Trails and Connectivity** | | | | | | | | | | |
| 1 | Trails & Connectivity | Improve crossings at Village Circle West | Align pedestrian crossings on both side of the street, and make it clear where pedestrians can cross. Improve overall bike lane and crossings with enhanced signage, striping and painting, and safety improvements. | X | | | | This improvement will evaluate the crossing to determine if additional signage and safety measures can be completed in 2020<br><br>Potential improvements include: additional signage, pavement markings, pedestrian activated lights | Complete Study and Evaluation - July - September | TBD |
| 1 | Trails & Connectivity | Additional of paved sidewalks on paths created by residents | Provide additional paved paths in areas where residents have created informal connections to destinations based on frequency of use. | X | | | | Improving the path from Halleys Drive and Dusk St. to Little Willow Creek Greenway Trail is being evaluated for a 2020 improvement.<br><br>Additional improvements still beign studied. | Evaluation and Study - March - June/July<br><br>Improvementss - August - November | Estimated cost of trail improvements $50,000 to $100,000 |
| **Programming** | | | | | | | | | | |
| 1 | Programming | New Community Events in the Community Park | New community events in the community park can provide seasonal and periodic programs that support the community's desire for more activities for families, youth, and all residents. In addition to the recent Fall Festival, potential programming includes: Summer concerts or outdoor movie series, various festivals based on community input and desires (kite, cultural, arts and crafts, etc.), and potential local farmer's market similar to others throughout the region. | X | | | | Programming activities on hold until further notice due to Covid-19 | | TBD |
| **Recreation** | | | | | | | | | | |
| 1 | Recreation | Softball Field Improvements | Revegetate lawn and regrade outfield to address drainage and ponding issues. Long term improvements should also include improving ADA access to the field and bleachers, and provide consistent site furnishings. | | | | | Recreation on hold for 2020 because of cancellations due to Covid-19 | | TBD |

Rob Bingham
7573 Jared Way
Littleton, CO 80125

April 30, 2020

Anna Jones, District Manager
Roxborough Village Metropolitan District
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111-2814

Dear Ms. Jones,

Most importantly, I hope all is well in these crazy times. I'm reaching out to you in regards to a certified letter I received on April 20, 2020 in regards to encroachment into a District owned open space. I'm currently deployed overseas with the United States Army and am unavailable to take any immediate action. However, I'd like to discuss the situation in why our fence was constructed the way it is.

The parcel of land that the encroachment letter is referring to is a 3 foot area behind a brick half-wall in our backyard (Enclosure 1). The previous owners of our house built the fence 3 feet out into the open space area to avoid numerous wires and pipes that surveyors discovered buried underground (Enclosure 2). The half-wall is a necessary structure to support the drastic rise of terrain in the backyard and cannot be removed. With the location of the half-wall, there is no other available placement for the fence to be located. We deem the fence necessary to ensure that our two dogs do not harass the local wildlife.

My biggest concerns are the time and cost of removing the fence, the half-wall, and excavating the entire backyard to avoid the 3 foot area of open space. My ask to the board is to consider allowing our fence to remain where it is with the explicit understanding that the property belongs to the Roxborough Village Metro District and not us. I'm happy to sign any form of agreement or letter of understanding, if necessary.

If you have any further questions about the information above, I'm happy to respond via email at Robert.L.Bingham.mil@mail.mil. Unfortunately, I am currently unreachable by telephone but am expecting to return from deployment November 2020 – January 2021.

Thank you so much for your consideration in this matter.

Sincerely,

Rob Bingham

2 Encls
Enclosure 1: Picture
Enclosure 2: Survey Results

## Enclosure 1: Picture

Please notice that the fence only extends approximately 3’ beyond that of the neighboring fence and it is due to the surveyed cables and pipes buried underground.

## Enclosure 2: Survey Results

USIC PROTECTING INFRASTRUCTURE

# Ticket Status Notification

To: ROBERT BINGHAM
Email: ROB.L.BINGHAM@GMAIL.COM

Below lists utilities that were statused by USIC. Please note there may be other Utilities which include private facilities that may be present in the work area and are NOT the responsibility of USIC to locate or mark.

You are receiving this notification because your contact information is listed on the above ticket from the One Call System. If you have any questions regarding this notification, please contact USIC at 1-800-762-0592.

| Ticket | Address |
|---|---|
| A011501554-00A | 7573 JARED WAY,CO |

| Utility | Locate Date / Time | Status | Detail |
|---|---|---|---|
| CenturyLink Telephone CO | 04/28/20 12:47 PM | Marked | Paint and Flag |
| Intermountain REA | 04/28/20 12:47 PM | Marked | Paint and Flag |

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Stay Up-to-Date with Real-Time Access to USIC's assigned Tickets through our DigCheck Pro App.
You will have the flexibility to see Open and Closed Tickets, Post Locate Photos, and Street Views!
There is no cost to access our DigCheck Pro App.

Sign up by emaling DigCheck@usicllc.com and provide your
First Name:
Last Name:
Company Name:
Email Address:
State or States:
Phone Number:

You can download DigCheck Pro from Apple App Store or Google Play Store Now!

It's Free!

DigCheck
Powered by USIC

Questions or Comments:

DigCheck@usicllc.com

FOLKESTAD FAZEKAS
FOLKESTAD • FAZEKAS • BARRICK • PATOILE, P.C.
ATTORNEYS AT LAW

Aaron W. Barrick
Marc C. Patoile
Kathryn T. James
Matthew S. Patton
Lindsay J. Miller
Joe D. Kinlaw, II
Lauren O. Patton

Ernest F. Fazekas, II
1947-2016

April 20, 2020

SENT VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Robert and Laura Bingham
7573 Jared Way
Littleton, Colorado 80125

Re: Encroachment into a District owned open space parcel adjacent to Imperial Homes at Roxborough Village Filing 2
By 7573 Jared Way, Littleton, Colorado 80125
Lot 4, Block 1, Imperial Homes at Roxborough Village #2

Dear Mr. and Mrs. Bingham:

As you may recall our firm represents Roxborough Village Metropolitan District ("the District"). This correspondence is a follow up to the prior correspondence from my office, dated October 30, 2019. In that correspondence I addressed your encroachment on a District owned open space parcel adjacent to Imperial Homes at Roxborough Village Filing 2. The encroachments are certain landscaping and a fence which are located outside the boundary of your lot and in our open space.

We have not received any response from you regarding the encroachments, nor does it appear that the encroachments have been removed. Our next step will be to have a survey performed, at your expense, to confirm whether you are in fact encroaching on the District's Property.

We have contacted Bell Surveying and they estimate that a field verified Boundary Survey of your residence will cost between $1,500.00 - $1,800.00.

If you have any information you want to share with the District, or if you want to further address this matter, please contact our office within fourteen (14) days from the date of this letter. If the District does not receive a response from you, we will proceed with the survey and will invoice you accordingly.

Thank you in advance for your cooperation.

Sincerely,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.

Kathryn T. James

cc: Anna Jones, District Manager
Scott Barnett

office. 303.688.3045 • fax. 303.688.3189
18 South Wilcox Street, Suite 200
Castle Rock, Colorado 80104-1909
ffcolorado.com

**RESOLUTION NO. 2020-5-__**

**RESOLUTION OF THE BOARD OF DIRECTORS
OF ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
DOUGLAS COUNTY, COLORADO**

**A RESOLUTION IMPLEMENTING A POLICY AND PROCEDURE FOR RESIDENT AND COMMUNITY REQUESTS TO THE DISTRICT**

The Board of Directors (the "Board") of the Roxborough Village Metropolitan District, a quasi-municipal corporation and political subdivision of the State of Colorado (the "District") has determined that it is in the best interest of the District to implement a policy and procedure for accepting and processing resident and community requests of the District.

WHEREAS, the District serves its residents and sometimes by extension, a larger community as set forth in its service plan.

WHEREAS, the District has developed over time certain policies, procedures, rules and regulations (collectively "regulations") governing activities and uses within the District.

WHEREAS, district residents and other community members at times make requests of the District through its managers, consultants, or Board of Directors for certain resident actions and uses within the District.

WHEREAS, sometimes the requested actions or uses are already covered by a District regulation and sometimes such actions and uses are not so covered.

WHEREAS, the District seeks to develop a policy and procedure whereby it can process resident and community requests in an efficient and uniform manner.

NOW, THEREFORE, be it resolved by the Board of Directors of Roxborough Village Metropolitan District that:

Section 1: The Resident and Community Request Policy attached hereto as Exhibit A is approved. The officers of and consultants to the District are authorized to take any actions which are necessary or appropriate for the implementation of the Policy.

Section 2: The procedure to implement the policy stated herein shall be generally in the form attached hereto as Exhibit B subject to non-material changes by district management as needed for reasonable implementation.

APPROVED AND ADOPTED this ____ day of _____, 2020, by a vote of ___ for and ___ against.

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____
Calvin Brown, President

ATTEST:

By: _____
_____, Secretary

# EXHIBIT A

# Exhibit A

## Roxborough Village Metropolitan District

## Policy for Resident and Community Requests

The Roxborough Village Metropolitan District has implemented a policy and procedure for residents and community requests to the District. The District intends that if the request for action or use within the District be one that is already covered with a separate policy, procedure, rule or regulation (collectively "regulations") that district management process the request and either grant or deny the community resident request based upon such existing regulations in the District. The District management shall use reasonable discretion to determine if the request is subject to existing regulations.

If district management in its reasonable discretion does not believe the request for action or use is already covered by existing District regulations, then management must require the community resident to appear before the Board of Directors at the next regularly scheduled Board meeting in order to present their request in person for evaluation by the Board of Directors.

The Board of Directors will conduct at least initial discussion or evaluation of the request at such meeting where the request is made. If discussion or evaluation must be continued, the Board will make a final determination at the Board meeting following the meeting in which the request was made unless special circumstances are determined and set for in the meeting minutes and the public record.

# EXHIBIT B

# Exhibit B

## Roxborough Village Metropolitan District

## Resident and Community Request Form

1- Resident or community member must submit a one-page request to the District Manager in writing. District management may develop an application or intake form at its discretion and in conjunction with legal counsel to process such requests if needed.

2- District management shall perform an initial review of the request and make a preliminary determination in conjunction with other District consultants on the issue of whether or not such request is already covered by an existing regulation of the District.

2a. If such request is already covered by existing District regulations or programs, management is directed to make a determination at the management level to approve or deny the resident request.

2b. If management does not determine that the request is already covered by existing District regulations or programs, management is directed to alert the requesting resident or community member that they must appear at the next regularly scheduled Board meeting in person (or any Board meeting thereafter). The request will not be evaluated by the Board until such in person presentation is made.

The requesting party shall make a Board presentation at the next regularly scheduled Board meeting and the Board Members will set aside time in the agenda at least initial discussion, depending upon the nature of the request, at such meeting. If the Board determines that any request requires evaluation and discussion beyond the scope of time available in such regularly scheduled

Board meeting, the District shall determine either a Special Meeting or other course of action for further evaluation and determination of the request

3- The Board will issue a final determination on the resident request. At the Board meeting following the meeting in which the request was made, unless special circumstances are noted in the meeting record.

FOLKESTAD FAZEKAS
FOLKESTAD • FAZEKAS • BARRICK • PATOILE, P.C.
ATTORNEYS AT LAW

Aaron W. Barrick
Marc C. Patoile
Kathryn T. James
Matthew S. Patton
Lindsay J. Miller
Joe D. Kinlaw, II
Lauren O. Patton

Ernest F. Fazekas, II
1947-2016

May 6, 2020

Jason Thrun
7752 Rampart Way
Littleton, Colorado 80125

VIA EMAIL: JETHRUN@comcast.net

RE: 7752 Rampart Way, Littleton Co 80125

Dear Mr. Thrun:

Our firm represents Roxborough Village Metropolitan District, a quasi-municipal political subdivision of the State of Colorado ("The District"). I am in receipt of your letter dated March 8, 2020 directed to our District Manager, Anna Jones, with CliftonLarsonAllen. I have reviewed the letter and the related easement document that applies to your property. We discussed your request to fence a portion of the easement area within your own yard, at our last District Board meeting held on April 21, 2020. The Board declined to grant the request and intends to leave the easement area with both the monument sign and the related gravel landscaping intact as it is.

Thank you for your patience while the Board reviewed the request and I prepared a response. If you have other questions let me know.

Thank you,

FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C.

Kathryn T. James

cc: Anna Jones, District Manager

office. 303.688.3045 • fax. 303.688.3189
18 South Wilcox Street, Suite 200
Castle Rock, Colorado 80104-1909
ffcolorado.com

Mulhern
MRE, Inc.
*Managing Resources thru Engineering*

**To:** Roxborough Village Metropolitan District, Board of Directors

**From:** Scott Barnett P.E., District Engineer

**Date:** May 15, 2020

**Re:** RVMD Engineering Report

---

1. **Dugout -** We directed Jay Fells of CDR Contracting to provide us with a detailed proposal to complete the work on the dugout. He has all of the components together for his proposal except the pricing on the fence component, which he is having troubles getting pricing from subs. He is hopeful to have something within about a week. If he is successful prior to the Board meeting, I will provide it at that time.

2. **7 Acre Pond Bank Stabilization project** – Some new information has been provided by Katie since the previous Board meeting that warrants presenting. After her research, she is OK with this project falling under a maintenance project category and thus not being limited by the public bidding threshold of $65,000. First I would like to recommend that the Board pursue this project in meaningful quantity phases. The past 2 years have been only 200 linear feet each year. That does not provide meaningful progress towards the overall completion. I believe the RVMD should target being complete within 4 to 5 years maximum. Our previous project size would have taken more than 20 years to complete. My recommendation is to pursue the project that has a roughly 1,000 linear foot size, and which we will be able to more towards completion in a 4 to 5 year time frame, depending on if some smaller segments would be desired to be left out of the program such as in front of the Park area. I have provided updated budget proposals from Western States Reclamation. **One for the recommended quantity of 1,000 linear feet for approximately $149,000**. The original proposal for 500 linear feet totaling about $75,000; and an additional for 400 linear feet at about $63,000.

3. **Hydrosystems KDI** – The Board approved their proposed aerial photography by drone of the entire District, including the Community Park at the last Board

meeting. They have been authorized to proceed. When we receive them back, the aerials of the Park will be used to begin the design of the irrigation replacement project in that area. We will also be able to use the overall aerial for varying exhibits that the District may be interested in.

4. **Monument Sign along Waterton** – I met with Deb Prysby on site to review a location of a desired monument sign that could be located on Waterton. The site is in Tract A of Chatfield Farms Filing 1B. The Tract was dedicated to the Filing 1B HOA on the Plat. RVMD has a license agreement with that HOA for maintenance of the surface of this Tract. It specifically covers landscaping only. I believe that if RVMD wants to pursue the process of placing a new monument sign in this location, it first must enter into a formal agreement with the HOA. Possibly an additional License agreement that would allow this use. This property is also governed by the Chatfield Farms PD Planning document. That document does not specifically cover the signage requirements. Typically Douglas County requires a Location and Extent plan for monument signs, which we have seen many times in other Districts. I would recommend first gaining formal approval of the HOA to install this sign, then take that documentation to Douglas County and verify their planning process required. Attached is an exhibit from the Douglas County Assessor's Maps showing the location.

5. **Concrete Trail Connections** – The direction at the last meeting was to meet with Deb on site to discuss adding more trail connectors to the proposal hoping to get better economies of scale, and better unit prices. We met and determined that we should do a total of 5 concrete connector trails that are aging, deteriorating asphalt trails that can easily be replaced with concrete. I have provided pricing for all five of these connector trails for an 8 foot wide concrete trail in place of roughly 9 to 10 foot wide asphalt. Additionally METCO is proposing to install a small rock band on the outside of each side of the concrete trail. I have also provided proposals for 4 and 6 inch depths. I recommend doing the 4 inch depth which also includes 4,500 psi concrete with fibermesh reinforcing. This is a detail we have tested over the years and come to believe it is the best value and still provides sufficient structural capability. Originally we included a sixth area on the proposal, but later determined it was not a necessary location to replace. **We recommend the proposal for $44,184 for the 4 inch thickness on the five proposed concrete trail connector locations.**

6. **Sterling Ranch Coordination on Irrigation Line Replacement or Modification** – Katie has provided a DRAFT IGA document to the CAB for review. They have attempted to trim it down for simplicity. We do not like the shortened document and we are continuing to work with them for an acceptable document in order to proceed. We also continue to review their proposed designs.

# WESTERN STATES RECLAMATION, INC.

3756 Imperial Street • Frederick, Colorado 80516
(303) 833-1986 • (303) 833-4447 - Fax


| | | | |
|---|---|---|---|
| **To:** | Mulhern MRE | **Contact:** | Scott Barnett |
| **Address:** | 2 INVERNESS DRIVE EAST, SUITE 200 | **Phone:** | 303.649.9857 |
| | Englewood, CO 80112 | **Fax:** | 303.414.0671 |
| **Project Name:** | Roxborough Village - (1000-LF) | **Bid Number:** | |
| **Project Location:** | Littleton, CO | **Bid Date:** | 5/8/2020 |

| Item # | Item Description | Estimated Quantity | Unit | Unit Price | Total Price |
|---|---|---|---|---|---|
| 01 | Mobilization | 1.00 | EACH | $14,950.00 | $14,950.00 |
| 02 | Bank Preparation: Boulder Adjustments, Remove Fabric & Fill Voids With Aggregate | 1,000.00 | LF | $56.25 | $56,250.00 |
| 03 | Backfill Placement (Bank Cut Soil, Amended Topsoil & Aggregate) | 1,000.00 | LF | $27.00 | $27,000.00 |
| 04 | Wetland Sod Mat #2 (16.2'L X 3.2'W /Mat) | 3,214.00 | SF | $8.00 | $25,712.00 |
| 05 | Plug Plantings (10ci) (3' O.C.) (Bank Plantings) | 620.00 | EACH | $3.80 | $2,356.00 |
| 06 | Willow Cuttings (4' O.C) | 96.00 | EACH | $9.05 | $868.80 |
| 07 | Plug Plantings (10ci) (Water Edge) | 334.00 | EACH | $5.85 | $1,953.90 |
| 08 | Erosion Control Blanket [Bio. Single Net Straw (6" EcoStakes)] | 1,668.00 | SY | $3.20 | $5,337.60 |
| 09 | Riparian Seeding | 0.16 | ACRE | $3,750.00 | $600.00 |
| 10 | Native Seed Restoration (Upper Bank And Staging) [Till] [Fine Grade] [Hydro Mulch (2500#/Acre)] [Richlawn 8-2 -4 (800#/Acre)] | 1.00 | ACRE | $13,765.00 | $13,765.00 |

**Total Bid Price: $148,793.30**

**Notes:**

- This bid is good for thirty (30) days from the bid date set forth above.
- This bid does not include a performance or payment bond. Add 1.5% for bond. Minimum of $250.00 charge.
- WSRI was not provided with any warranty or guarantee information on this project. Therefore, other than generally accepted workmanship standards, none is expressed or implied.
- This bid is based on the attached scope of work; quantities of work beyond estimated contract amounts will be billed at the bid unit price.
- This is a complete bid and shall not be broken apart without contacting WSRI.
- This is a budget estimate for approximately 1,000 LF of bank restoration work. Once a full plan and approach is provided to WSRI will finalize pricing.
- These stipulations, conditions, and clarifications will be considered a part of the contract that is entered into by WSRI.

**Payment Terms:**

Payment net: 30 days. Interest will be charged on delinquent payments at the rate of 1.5% per month.

| | |
|---|---|
| **ACCEPTED:**<br>The above prices, specifications and conditions are satisfactory and are hereby accepted.<br>**Buyer:** _____<br>**Signature:** _____<br>**Date of Acceptance:** _____ | **CONFIRMED:**<br>**Western States Reclamation, Inc.**<br>**Authorized Signature:** _____<br>**Estimator:** Ela Root<br>303-833-8825 eroot@wsreclamation.com |

# WESTERN STATES RECLAMATION, INC.

3756 Imperial Street • Frederick, Colorado 80516
(303) 833-1986 • (303) 833-4447 - Fax


| | | | |
|---|---|---|---|
| **To:** | Mulhern MRE | **Contact:** | Scott Barnett |
| **Address:** | 2 INVERNESS DRIVE EAST, SUITE 200 | **Phone:** | 303.649.9857 |
| | Englewood, CO 80112 | **Fax:** | 303.414.0671 |
| **Project Name:** | Roxborough Village - (400-LF) | **Bid Number:** | |
| **Project Location:** | Littleton, CO | **Bid Date:** | 5/8/2020 |

| Item # | Item Description | Estimated Quantity | Unit | Unit Price | Total Price |
|---|---|---|---|---|---|
| 01 | Mobilization | 1.00 | EACH | $7,395.00 | $7,395.00 |
| 02 | Bank Preparation: Boulder Adjustments, Remove Fabric & Fill Voids With Aggregate | 400.00 | LF | $60.00 | $24,000.00 |
| 03 | Backfill Placement (Bank Cut Soil, Amended Topsoil & Aggregate) | 400.00 | LF | $27.00 | $10,800.00 |
| 04 | Wetland Sod Mat #2 (16.2'L X 3.2'W /Mat) | 1,296.00 | SF | $8.00 | $10,368.00 |
| 05 | Plug Plantings (10ci) (3' O.C.) (Bank Plantings) | 245.00 | EACH | $3.80 | $931.00 |
| 06 | Willow Cuttings (4' O.C) | 23.00 | EACH | $9.05 | $208.15 |
| 07 | Plug Plantings (10ci) (Water Edge) | 134.00 | EACH | $5.85 | $783.90 |
| 08 | Erosion Control Blanket [Bio. Single Net Straw (6" EcoStakes)] | 668.00 | SY | $3.20 | $2,137.60 |
| 09 | Riparian Seeding | 0.06 | ACRE | $4,750.00 | $285.00 |
| 10 | Native Seed Restoration (Upper Bank And Staging) [Till] [Fine Grade] [Hydro Mulch (2500#/Acre)] [Richlawn 8-2 -4 (800#/Acre)] | 0.40 | ACRE | $15,075.00 | $6,030.00 |

**Total Bid Price: $62,938.65**

**Notes:**

- This bid is good for thirty (30) days from the bid date set forth above.
- This bid does not include a performance or payment bond. Add 1.5% for bond. Minimum of $250.00 charge.
- WSRI was not provided with any warranty or guarantee information on this project. Therefore, other than generally accepted workmanship standards, none is expressed or implied.
- This bid is based on the attached scope of work; quantities of work beyond estimated contract amounts will be billed at the bid unit price.
- This is a complete bid and shall not be broken apart without contacting WSRI.
- This is a budget estimate for approximately 400 LF of bank restoration work. Once a full plan and approach is provided to WSRI will finalize pricing.
- These stipulations, conditions, and clarifications will be considered a part of the contract that is entered into by WSRI.

**Payment Terms:**

Payment net: 30 days. Interest will be charged on delinquent payments at the rate of 1.5% per month.

| | |
|---|---|
| **ACCEPTED:**<br>The above prices, specifications and conditions are satisfactory and are hereby accepted.<br>**Buyer:** _____<br>**Signature:** _____<br>**Date of Acceptance:** _____ | **CONFIRMED:**<br>**Western States Reclamation, Inc.**<br>**Authorized Signature:** _____<br>**Estimator:** Ela Root<br>303-833-8825 eroot@wsreclamation.com |

# WESTERN STATES RECLAMATION, INC.

3756 Imperial Street • Frederick, Colorado 80516
(303) 833-1986 • (303) 833-4447 - Fax


| | | | |
|---|---|---|---|
| **To:** | Mulhern MRE | **Contact:** | |
| **Address:** | 2 INVERNESS DRIVE EAST, SUITE 200 | **Phone:** | 303.649.9857 |
| | Englewood, CO 80112 | **Fax:** | 303.414.0671 |
| **Project Name:** | Roxborough Village - Budget Estimate | **Bid Number:** | |
| **Project Location:** | Littleton, CO | **Bid Date:** | 4/17/2020 |

| Item # | Item Description | Estimated Quantity | Unit | Unit Price | Total Price |
|---|---|---|---|---|---|
| 01 | Mobilization | 1.00 | EACH | $8,330.00 | $8,330.00 |
| 02 | Bank Preparation: Boulder Adjustments, Remove Fabric & Fill Voids With Aggregate | 500.00 | LF | $56.25 | $28,125.00 |
| 03 | Backfill Placement (Bank Cut Soil, Amended Topsoil & Aggregate) | 500.00 | LF | $27.00 | $13,500.00 |
| 04 | Wetland Sod Mat #2 (16.2'L X 3.2'W /Mat) | 1,607.00 | SF | $8.00 | $12,856.00 |
| 05 | Plug Plantings (10ci) (3' O.C.) (Bank Plantings) | 310.00 | EACH | $3.80 | $1,178.00 |
| 06 | Willow Cuttings (4' O.C) | 28.00 | EACH | $9.05 | $253.40 |
| 07 | Plug Plantings (10ci) (Water Edge) | 167.00 | EACH | $5.85 | $976.95 |
| 08 | Erosion Control Blanket [Bio. Single Net Straw (6" EcoStakes)] | 834.00 | SY | $3.20 | $2,668.80 |
| 09 | Riparian Seeding | 0.08 | ACRE | $3,750.00 | $300.00 |
| 10 | Native Seed Restoration (Upper Bank And Staging) [Till] [Fine Grade] [Hydro Mulch (2500#/Acre)] [Richlawn 8-2 -4 (800#/Acre)] | 0.50 | ACRE | $13,765.00 | $6,882.50 |
| | | | **Total Base Bid Price:** | | **$75,070.65** |
| **Maintenance** | | | | | |
| Alt-01 | Supplemental Watering + Weed Control | 12.00 | EACH | $2,300.00 | $27,600.00 |

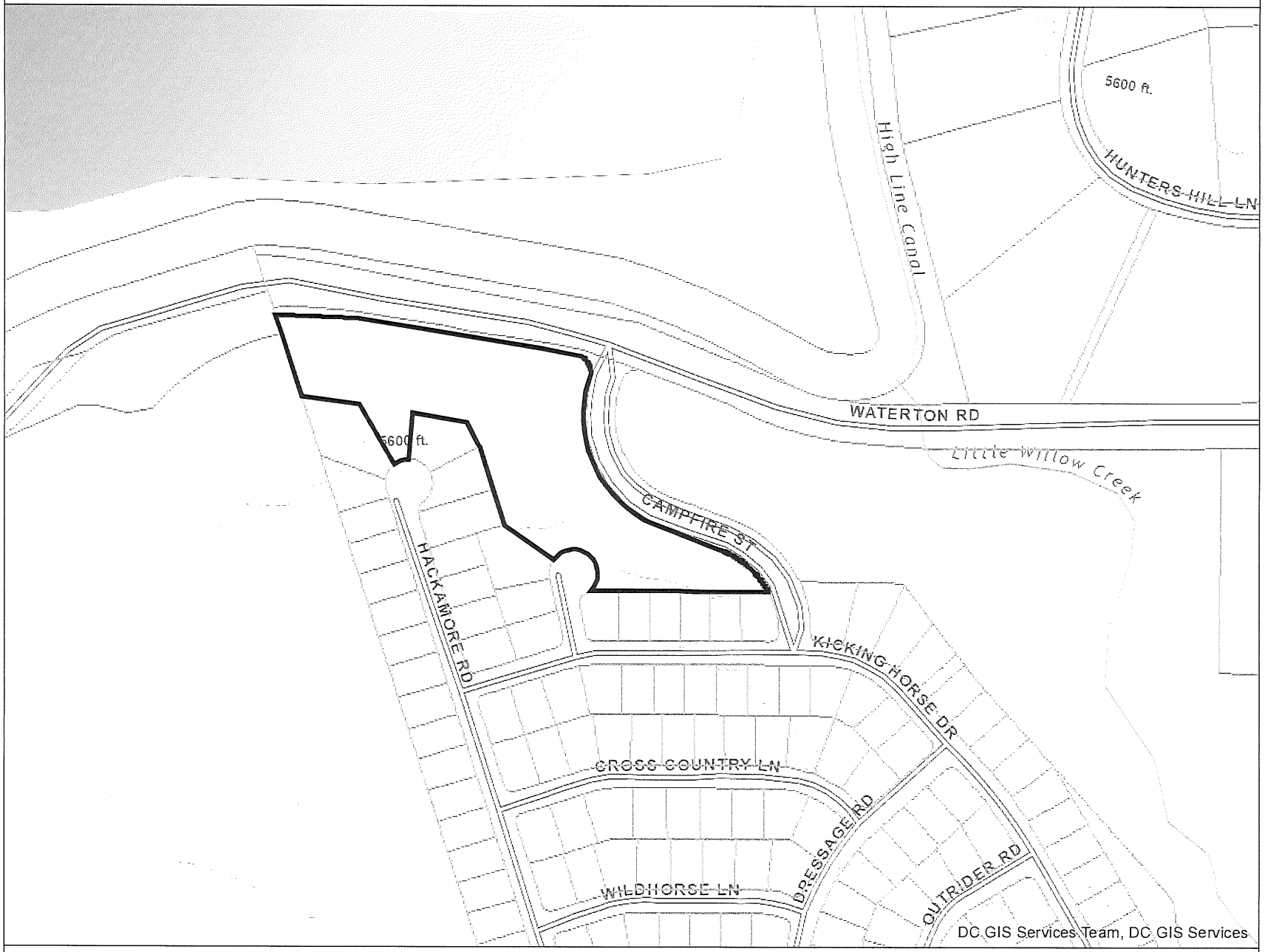
**Notes:**

- This bid is good for thirty (30) days from the bid date set forth above.
- This bid does not include a performance or payment bond. Add 1.5% for bond. Minimum of $250.00 charge.
- WSRI was not provided with any warranty or guarantee information on this project. Therefore, other than generally accepted workmanship standards, none is expressed or implied.
- This bid is based on the attached scope of work; quantities of work beyond estimated contract amounts will be billed at the bid unit price.
- This is a complete bid and shall not be broken apart without contacting WSRI.
- This is a budget estimate for approximately 500 LF of bank restoration work. Once a full plan and approach is provided to WSRI will finalize pricing.
- These stipulations, conditions, and clarifications will be considered a part of the contract that is entered into by WSRI.

**Payment Terms:**

Payment net: 30 days. Interest will be charged on delinquent payments at the rate of 1.5% per month.

| | |
|---|---|
| **ACCEPTED:**<br>The above prices, specifications and conditions are satisfactory and are hereby accepted.<br>**Buyer:** _____<br>**Signature:** _____<br>**Date of Acceptance:** _____ | **CONFIRMED:**<br>**Western States Reclamation, Inc.**<br>**Authorized Signature:** _____<br>**Estimator:** Ela Root<br>303-833-8825 eroot@wsreclamation.com |




**Real Property**

- Parcel

**Public Land Survey System**

- Township
- Section

**General Features**

- School
- Private Road
- Railroad

0 0.04 0.08

**Miles**

DISCLAIMER:

All data and information ("Products") contained herein are for informational purposes only. Although such Products are believed to be accurate at the time of printing, Douglas County does not warrant that such Products are error free. Douglas County provides these Products on an "as is" basis without warranties of any kind, either express or implied, including, but not limited to, warranties of title or implied warranties of merchantability or fitness for a particular purpose. Douglas County shall not be liable for any direct, indirect, incidental, special or consequential damages arising out of the use of such Products, or the inability to use such Products or out of any breach of any warranty. The user acknowledges and agrees that the use of such Products is at the sole risk of the user. General questions about this or any other Douglas County GIS products, including errors, omissions, corrections and/or updates should be directed to the Douglas County GIS Division at (303) 660-7416.

Douglas County GIS Division
Philip S. Miller Bldg., 100 Third St.
Castle Rock, Colorado 80104

CHAVEZ SERVICES LLC

Estimate By: Ermilo Chavez
990 S. Garrison St
Lakewood, CO 80226
Cell No. 720-308-2926

| Client Name / Address | Date: 05/04/2020 | Estimate No. E2020079R2 |
|---|---|---|
| Roxborough Village Metro District<br>Attn: Scott Barnett P.E.<br>8390 E. Crescent Parkway, Suite 500<br>Greenwood Village, CO 80111 | **Project Location:**<br>Roxborough Park<br>Various Trail Connector s<br>Littleton, CO 80125<br>**4" Thick Concrete Option** | |

| *Task Description* | *Qty* | *Rate* | *Amount* |
|---|---|---|---|
| ***#1 Concrete Connector*** *- includes existing asphalt saw cutting, existing asphalt removal, hauling, and disposal fees. Replace asphalt w/ 4" thick concrete x 8 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 800 sq. ft | $ 10.50 | $ 8,400.00 |
| ***#2 Concrete Connector*** *- includes existing asphalt saw cutting, existing asphalt removal, hauling, and disposal fees. Replace asphalt w/ 4" thick concrete x 8 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 816 sq. ft | $ 10.50 | $ 8,568.00 |
| ***#3 Concrete Connector*** *- includes existing asphalt saw cutting, existing asphalt removal, hauling, and disposal fees. Replace asphalt w/ 4" thick concrete x 8 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 864 sq. ft | $ 10.50 | $ 9,072.00 |
| ***#4 Concrete Connector*** *- includes existing asphalt saw cutting, existing asphalt removal, hauling, and disposal fees. Replace asphalt w/ 4" thick concrete x 8 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 880 sq. ft | $ 10.50 | $ 9,240.00 |
| ***#5 Concrete Connector*** *- includes existing asphalt saw cutting, existing asphalt removal, hauling, and disposal fees. Replace asphalt w/ 4" thick concrete x 8 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 848 sq. ft | $ 10.50 | $ 8,904.00 |
| ***#6 Concrete Connector*** *- includes existing concrete saw cutting, existing concrete removal, hauling, and disposal fees. Replace concrete w/ 4" thick concrete x 4 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 488 sq. ft | $ 10.50 | $ 5,124.00 |
| | | ***Total Project Estimate*** | ~~$ 49,308.00~~ $ 44,134 |

Estimate Notes:

1. *Permitting or testing fees of any type are excluded from this estimate.*
2. *All quantities are estimated. Invoicing will be based on actual quantities used or installed.*
3. *Decorative landscape rock along each side of trail by Others.*
4. *Bond is not included in this estimate.*
5. *New base material is not included. CDOT Class 6 base material can be delivered, placed, and compacted at a rate of $55 per ton.*
6. *Over excavation can be provided at a rate of $60/CY, includes removal off site.*

Approval Signature:

Scott Barnett Date of Acceptance

CHAVEZ SERVICES LLC

Estimate By: Ermilo Chavez
990 S. Garrison St
Lakewood, CO 80226
Cell No. 720-308-2926

| Client Name / Address | Date: 05/04/2020 | Estimate No. E2020079R1 |
|---|---|---|
| Roxborough Village Metro District<br>Attn: Scott Barnett P.E.<br>8390 E. Crescent Parkway, Suite 500<br>Greenwood Village, CO 80111 | **Project Location:**<br>Roxborough Park<br>Various Trail Connector s<br>Littleton, CO 80125<br>**6" Thick Concrete Option** | |

| *Task Description* | *Qty* | *Rate* | *Amount* |
|---|---|---|---|
| ***#1 Concrete Connector*** *- includes existing asphalt saw cutting, existing asphalt removal, hauling, and disposal fees. Includes removal of 2" of soil and tree roots. Replace asphalt w/ 6" thick concrete x 8 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 800 sq. ft | $ 12.50 | $ 10,000.00 |
| ***#2 Concrete Connector*** *- includes existing asphalt saw cutting, existing asphalt removal, hauling, and disposal fees. Includes removal of 2" of soil and tree roots. Replace asphalt w/ 6" thick concrete x 8 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 816 sq. ft | $ 12.50 | $ 10,200.00 |
| ***#3 Concrete Connector*** *- includes existing asphalt saw cutting, existing asphalt removal, hauling, and disposal fees. Includes removal of 2" of soil and tree roots. Replace asphalt w/ 6" thick concrete x 8 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 864 sq. ft | $ 12.50 | $ 10,800.00 |
| ***#4 Concrete Connector*** *- includes existing asphalt saw cutting, existing asphalt removal, hauling, and disposal fees. Includes removal of 2" of soil and tree roots. Replace asphalt w/ 6" thick concrete x 8 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 880 sq. ft | $ 12.50 | $ 11,000.00 |
| ***#5 Concrete Connector*** *- includes existing asphalt saw cutting, existing asphalt removal, hauling, and disposal fees. Includes removal of 2" of soil and tree roots. Replace asphalt w/ 6" thick concrete x 8 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 848 sq. ft | $ 12.50 | $ 10,600.00 |
| ***#6 Concrete Connector*** *- includes existing concrete saw cutting, existing concrete removal, hauling, and disposal fees. Replace concrete w/ 6" thick concrete x 4 ft wide trail connector, 4500 psi min. strength, reinforced with fibermesh. Also includes traffic control and mobilization.* | 488 sq. ft | $ 12.50 | $ 6,100.00 |
| | | ***Total Project Estimate*** | **$ 58,700.00** |
| | | | $57,400 |

| Estimate Notes: |
|---|
| *1. Permitting or testing fees of any type are excluded from this estimate.* |
| *2. All quantities are estimated. Invoicing will be based on actual quantities used or installed.* |
| *3. Decorative landscape rock along each side of trail by Others.* |
| *4. Bond is not included in this estimate.* |
| *5. New base material is not included. CDOT Class 6 base material can be delivered, placed, and compacted at a rate of $55 per ton.* |
| *6. Over excavation can be provided at a rate of $60/CY, includes removal off site.* |

Approval Signature:

_____

Scott Barnett Date of Acceptance

METCO LANDSCAPE, INC.

# Monthly Maintenance Report for Roxborough Village Metropolitan District

| Submitted by: | Bill Barr | May-20 | Recipients: | Anna Jones, Public Manager |
|---|---|---|---|---|

## *REVIEW OF GANTTED OPERATIONS*

| | |
|---|---|
| Turf | AS WE GO INTO MAY TURF HAS BEEN FERTILIZED AND HAS COME OUT OF WINTER IN GOOD SHAPE RIGHT FIELD AT THE BALLPARK NEED AGAIN TO BE OVERSEEDED I WILL ENCLOSE PROPOSAL TO GET THAT DONE |
| Shrub Beds | ALL SHRUB BEDS HAVE BEEN SPRAYED WITH PRE EMERGENT AND WE CONTINUE TO SPRAY ANY WEEDS THAT EMERGE |
| Trees | TREES LOOK GOOD WE HAVE HAD THE PROBLEM WITH SOME LATE COLD TEMPS THAT HAVE CAUSED TREES TO LEAF OUT LATER THIS SEASON FROM NORMAL |
| Irrigation | IRRIGATION HAS BEEN FIRED UP AND RUNNING BUT WITH THE COOLER TEMPS WE HAVE BEEN RUNNING WATER LESS SO FAR THIS SEASON |
| Site Policing | WE HAVE PORTER FOR TRASH AND DOG STATIONS TWICE A WEEK IN PROGRESS ALSO KEEP AN EYE ON PARKS LET ME KNOW IF WE NEED TO TAKE DOWN ANY MORE RIBBON AT THE PAKS |
| Overall Site | LOOKS GOOD TO GO WE WILL BE INSTALL ANNUAL FLOWERS AT THE MEDIANS ON RAMPART THE END OF THE MONTH |
| Review of Operatons for Upcoming Month:<br>*Schedule, Gantt, special Needs, Concerns, Areas of Focus* | WE HAVE DONE A LARGE IRRIGATION FIX AT THE PARK AT CRYSTAL LAKE DUE TO SOME TRENCHING FOR ELECTRIC LIGHTS BEING INSTALLED FOR ARROWHEAD SHORES HOA |

METCO LANDSCAPE
"We're there when you need us!"

# Extra Work Proposal

| Proposal By: | |
|---|---|
| Bill Barr | |
| *Metco Landscape Inc.* | |
| Proposal Date | 5/12/2020 |

| Job Location |
|---|
| Roxborough Village Metropolitan District |
| Rampart Range Road & Village CircleWest |

| Submitted To: |
|---|
| Anna Jones |
| Clifton Allen Larson |
| 8390 E. Cresent Parkway suite 500 |
| Greenwood Village, Colo. 80111 |

| Accounting Information | |
|---|---|
| Job # | 19-10-305 |
| AR Cust | ROXBDIST |

| | Extra work proposed as follows for: ROXBOROUGH | *Qty* | *Rate* | *Total* |
|---|---|---|---|---|
| **1** | AERATE AND OVERSEED BALLFIELD IN SEVERAL PATCHY AREAS DUE TO POOR DRAINAGE IN RIGHTFIELD AT THE COMMUNITY PARK APPLY STARTER FERTILIZER | **1** | | $1,125.00 |

*This work does not*

Acceptance of proposal - I have read the terms stated herein, and I hereby accept them.

**Client's Signature** _____ **Total** **$1,125.00**

treet, Aurora, CO, 80011 Tel: (303) 421-3100

**Date**

**Total:** **$1,125.00**

**NS OF** *This proposal is valid for 60 days. After 60 days, pricing may need to be revised*

*CONDITIO*

**Extra Work Proposal** **5/12/2020**

CONTRACT SPECIFICATIONS & LIMITATIONS

All material is guaranteed to be as specified in

Unit Prices – The Base

Alternates / Time &

Scheduling – Landscape enhancement contracts

Watering and Maintenance

Seeding – Re-seeding or re-sodding of

GUARANT

Our guarantee is

All claims for

Plant Material Guarantee – Metco Landscaping guarantees

We will not guarantee plants damaged or

TERMS

Invoices will be sent after the contract work is completed,

CANCELL

This contract may be cancelled by either party with a 30-

DISPUTES

All disputes shall be

PHOTOG
RAPHY

Metco
Landscape,

SIGNAGE

By signing
this contract
you, the
Owner, are

UTILITIES/UNKNOWN OBSTRUCTIONS

reasonable
caution will
be taken to
prevent
damage to
existing
pavement,
septic tanks,
septic fields
and

OWNER’S RESPONSIBILITIES

Harmless -
To the fullest
extent
permitted by

CUIDADO
CUIDADO

CAUTION
CAUTION
CAUTION
CAUTION