

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
THURSDAY, AUGUST 2, 2022

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, August 2, 2022 at 7:30 p.m. via Zoom. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Mat Hart, President
Ephram Glass, Vice President
Mark Rubic, Treasurer
Travis Jensen, Secretary
Calvin Brown, Assistant Secretary

Also in Attendance were:

Katie James, Esq. and Joe Kinlaw; Folkestad Fazekas Barrick & Patoile, P.C.
Debbie Prysby, Resident at 7722 Kyle Way
Ed Wagner, Resident at 10552 Stable Lane
Shelly Stephens, Resident
An Unknown Phone Number

**ADMINISTRATIVE
MATTERS**

Call to Order: The meeting was called to order at 7:32 p.m.

Quorum, Director Qualifications, Disclosure Matters: A quorum was declared present. No new conflicts were disclosed.

Agenda: Attorney James reviewed the Agenda with the Board. Following discussion, upon a motion duly made by Director Glass, seconded by Director Hart and, upon vote, unanimously carried, the Board approved the agenda, as presented.

Public Comment and/or Guests: There was no public comment.

**MANAGEMENT AND
ACCOUNTING FIRM
REPLACEMENT**

Decision on Splitting District Management from Accounting/ Payroll and Website: The Board discussed splitting the services. The RFPs are drafted separately. The Board decided to see what response they get and then decide when splitting or combining services seems more effective.

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The Board discussed the RFP's drafted by Director Rubic and revised by Attorney James. There are three RFPs — management, accounting, and payroll. Katie will proceed with the redline changes and finalize to send to prospective candidates. The Board discussed the list from SDA for possible contractors. The Board determined to send the RFPs to local contractors (303 or 720 area code) and for CLA to send via email and to copy Director Hart on the emails. The responses will be due August 16, 2022. The Board discussed methodology for selecting candidates for interviews. They will use the ranking discussion and possibly discuss at the August 17, 2022 meeting if responses have been reviewed. Upon a motion made by Director Glass, seconded by Director Jensen and, upon vote, unanimously carried, the RFP's were approved.

Delegate Authority to Obtain Bids for Unfinished Metco Work: Director Glass asked for direction to obtain bids from BrightView Landscape and the Board agreed.

Add Sufficient Wood Chips to Playgrounds:

Correct Tree Mulch Applications:

Review and Approve RFPs: See above.

Assign Search for Management, Accounting and Website Maintenance Companies: See above.

Determine Methodology for Identifying Which Companies to Interview: See above.

OTHER BUSINESS

Engineering RFP: The District engineer, Scott Barnett of Mulhern MRE, tendered his resignation effective August 31, 2022. Director Rubic proposed an RFP for engineering services. Attorney James has not reviewed it. Upon a motion duly made by Director Glass, seconded by Director Jensen, and upon vote, unanimously carried, the Board approved the RFP, subject to legal approval.

Graffiti Update: The graffiti has been removed at the skate park and it looks good.

Landscape/District Issues: Director Rubic noted the trash cans are overflowing and Brightview should address quickly. Director Hart said kids may have vandalized the Community Park port-a-potty.

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Action Items for CLA: The Board directed Attorney James to pass on information on action items to CLA.

1. Distribute RFPS
2. Port-A-Potty at Community Park to be checked
3. Find irrigation passcards, keys to pumps/locks, etc., and any other information needed to run the system.
4. Provide contact with BrightView for Attorney James to finalize contract.

Other: Attorney James updated the Board on the status of the BrightView contract. Her office is working on revising the Metco contract to the new terms.

Attorney James discussed being available after her resignation in a special counsel role to finish any projects identified to be more efficient to finish than hand off to new counsel and to advise new counsel as needed for efficiency. She will prepare an engagement letter to that effect. The Board agreed that would be helpful.

Resident Shelly Stephens thanked the Board for their effort to keep the District service level at the standard this community expects, especially during the challenging time. She also thanked Attorney James for the same, and for her professionalism and guidance.

ADJOURNMENT

There being no further business to come before the Board, upon a motion duly made by Director Glass, seconded by Director Jensen and, upon vote, unanimously carried, the Board adjourned the meeting at 8:40 p.m.

Respectfully submitted,

DocuSigned by:
Mathew Hart
 By: _____
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 Mat Hart, President

Attest:

DocuSigned by:
Travis C Jensen
 By: _____
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 Travis Jensen, Secretary