

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

HELD

Tuesday, November 13, 2018

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, November 13, 2018 at 6:30 p.m., at CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Calvin Brown
Debra Prysby
Steve Sherman
Edward Wagner
Ron Bendall

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Scott Barnett; Mulhern MRE Inc.
Bill Barr and Justin Ball; Metco Landscaping
Anna Jones, Janece Soendker and Kathy Suazo;
CliftonLarsonAllen LLP

CALL TO ORDER

The meeting was called to order at 6:32 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 Brown, and upon vote unanimously carried, the Board approved the agenda, as presented.

**PUBLIC COMMENT and/or
GUESTS**

There was no public present.

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CONSENT AGENDA

A. Consider Approval of the October 16, 2018 Regular Meeting Minutes

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

DISCUSSION AGENDA

DIRECTOR ITEMS

A. Discuss Reassignment of Newsletter Responsibilities

Discussion ensued. After discussion, Director Sherman volunteered to take over this duty.

B. Other

Director Brown discussed next year's fireworks display.

Discussion ensued regarding obtaining a handyman generally for the District, to handle items such as changing lightbulbs. Director Wagner will contact Scott Venn to see if he would be interested.

MANAGER MATTERS

A. Discuss and Consider Approval of Master Plan RFP

Ms. Jones reviewed the Master Plan RFP with the Board. Discussion ensued. After discussion, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Master Plan RFP subject to integration of comments as suggested during the discussion.

B. Discuss and Consider Approval of Contract for Logo Design

After discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved the contract for logo design.

C. Update on Geolens

There was no update.

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D. Other

There were no other manager matters.

FINANCIAL MATTERS

A. Review and Accept Financial Statements, Cash Position and Property Tax Schedule

Ms. Soendker presented the June Financial Statements, Cash Position and Property Tax Schedule to the Board. After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board accepted the Financial Statements, Cash Position and Property Tax Schedule.

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

Ms. Soendker reviewed the claims with the Board. Discussion ensued regarding the Lord and Reisner invoice. After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon a vote unanimously carried, the Board approved the current claims with the exception of the Lord and Reisner bill pending research of possible prior payment.

C. Conduct Public Hearing to Consider Adoption of 2019 Budget; Appropriate Sums of Money and Set Mill Levy; Consider Approval of Resolution No. 2018-11-02, Resolution to Adopt 2019 Budget; Resolution No. 2018-11-03, Resolution to Appropriate Sums of Money; and Resolution No. 2018-11-04, Resolution to Set Mill Levy

Upon a motion duly made by Director Brown, seconded by Director Bendall, and upon vote unanimously carried, the Board opened the public hearing at 7:38 p.m.

There was no public present. Upon a motion duly made by Director Brown, seconded by Director Bendall, and upon vote unanimously carried, the Board closed the public hearing at 7:39 p.m.

Ms. Soendker reviewed the 2019 budget with the Board. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board adopted the 2018 budget and

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approved Resolution No. 2018-11-02 adopting the 2019 budget, Resolution No. 2018-11-03 appropriating sums of money and Resolution No. 2018-11-04 setting the mill levy subject to final updates to appropriation and legal and accountant review.

D. Review and Consider Approval of Resolution No. 2018-11-05, 2018 Audit Engagement Letter with Stratagem

After review, upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-05, 2018 Audit Engagement Letter with Stratagem.

E. Other

There were no other financial matters.

**LANDSCAPE
MAINTENANCE**

A. Metco Landscape Report

Mr. Barr reviewed the monthly Landscape Report with the Board.

B. Review and Consider Approval of Proposals:

1. Proposal for Replacement Trash Cans at Doggie Stations - \$3,710.00. Approved at \$4,710.00.

Mr. Barr presented the proposal to order and install new doggie stations. Discussion ensued regarding adding an additional doggie station at Chatfield Farms West. Mr. Barr noted the cost would be around \$950. After discussion, upon a motion duly made by Director Sherman, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the proposal for replacement of trash cans at doggie stations as well as the addition of a doggie station at Chatfield Farms West in an amount not to exceed \$4,710.

C. Other

Mr. Barr noted that per the conversation at the October meeting, Metco will perform additional snow removal along the east side of Verandah Court as needed.

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LEGAL MATTERSA. Review and Consider Approval of Resolution No. 2018-11-01, 2019 Annual Administrative Matters Resolution

Ms. James reviewed the resolution with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-01, 2019 Annual Administrative Matters Resolution.

B. Review and Consider Approval of Resolution No. 2018-11-06, Engagement Letter with Folkestad Fazekas Barrick & Patoile, P.C. for 2019 Legal Services

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-06, Engagement Letter with Folkestad Fazekas Barrick & Patoile, P.C. for 2019 legal services.

C. Review and Consider Approval of Resolution No. 2018-11-07, Approving Renewal of Foothills Intergovernmental Agreement for Roxborough Village Metropolitan District Resident Use of Foothills Recreation Amenities for 2019

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-07, Approving of Foothills Intergovernmental Agreement for Roxborough Village Metropolitan District Resident Use of Foothills Recreation Amenities for 2019.

D. Review and Consider Approval of Resolution No. 2018-11-08 Approving Renewal of Management Services with CliftonLarsonAllen LLP

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-08 Approving Renewal of Management Services with CliftonLarsonAllen LLP subject to revisions to the Engagement Letter.

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E. Review and Consider Approval of Resolution No. 2018-11-09 Approving Renewal of Accounting Services with CliftonLarsonAllen LLP

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-09 Approving Renewal of Accounting Services with CliftonLarsonAllen LLP.

F. Review and Consider Approval of Resolution No. 2018-11-10 Approving Board Member Attendance Policy

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Bendall, seconded by Director Prysby, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-10 Approving Board Member Attendance Policy.

G. Review and Consider Resolution No. 2018-11-11 Approving the 2019 Landscape Maintenance Services Agreement with Metco Landscape, LLC

Ms. James reviewed with the Board. After review, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-11 Approving the 2019 Landscape Maintenance Services Agreement with Metco Landscape, LLC.

H. Review and Consider Resolution No. 2018-11-12 Approving the 2019 Snow Removal Services Agreement with Metco Landscape, LLC

Ms. James reviewed with the Board. After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution No. 2018-11-12 Approving the 2019 Snow Removal Services Agreement with Metco Landscape, LLC with the updates discussed.

I. Update on Denver Water Release into Little Willow Creek

Mr. Barnett reported that the water release will continue for a bit. Denver water has been cooperative and a good partner to work with.

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Mr. Barnett suggested that the path adjacent to The Creek might benefit from a railing. Mr. Barnett will look into hiring a firm to come and bid the work.

- J. Update Regarding Final Water Due Diligence Filing and Executive Session pursuant to C.R.S., Section 24-6-402(4)(B) and for the Purposes of Receiving Legal Advice on Specific Legal Questions, if requested or if needed

There was no update needed.

- K. Update on Mulhern MRE Services

Ms. James discussed this with the Board. After discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved continuing to engage Mulhern MRE and Ms. James will work with Mr. Barnett on creating a Services Agreement.

- L. Update on 14B Parcel Ownership

There was no update.

- M. Update on Chatfield Farms Meters and Billing

Ms. James will work with Mr. Barnett and report at a future meeting.

- N. Update on Sterling Ranch Referral

Ms. James noted she has still not heard from Randy Pye, community liaison for Sterling Ranch.

There was no update needed.

- O. Other

There were no other legal matters.

ENGINEERING MATTERS

- A. 7 Acres Pond Update

Mr. Barnett reported there was no new update from Ray Sperger.

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B. Discuss Aquatic Management at the Pond

Mr. Barnett noted he is waiting on a report for recommendations.

C. Discuss 6" Main Line Repair

Mr. Barnett reported that this repair has been completed.

D. Discuss Status of Striping

Mr. Barnett noted that this will be completed dependent on weather conditions.

E. Other

Mr. Barnett distributed a map regarding RWSD irrigations. He will work on a higher level irrigation map with Mr. Barr.

OTHER BUSINESS

Discuss Possible Cancellation of December 18th Regular Board meeting

After discussion, the Board decided not to cancel the December 18th meeting.

ADJOURNMENT

Upon a motion duly made by Director Brown, seconded by Director Prysby, and upon vote unanimously carried, the Board adjourned the meeting at 9:10 p.m.

Respectfully submitted,

By: Debra Prysby
~~Calvin Brown, President~~
Debra Prysby
Vice President

Attest:
By: Ronald Bendall
Ronald Bendall, Secretary