

RECORD OF PROCEEDINGS

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

HELD

Tuesday, August 21, 2018

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, August 21, 2018 at 6:30 p.m., at West Metro Fire Station 15, 6220 N. Roxborough Park Road, Littleton, CO 80125. The meeting was open to the public.

**ATTENDANCE**

In Attendance were Directors:

Calvin Brown  
Debra Prysby  
Steve Sherman (arrived late)  
Edward Wagner

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Bill Barr and Justin Ball; Metco Landscaping  
Anna Jones, Patrick Shannon and Jerel Sangster;  
CliftonLarsonAllen LLP  
Bob Clinard, 7218 Red Mesa Court  
Cheryl Lorenz, 7025 Pine Hills Way  
Carlene Harris, 7129 Eagle Rock Drive

**CALL TO ORDER AND  
APPROVE  
AGENDA**

The meeting was called to order at 6:33 p.m. by Director Brown.

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the agenda, as amended, moving Director Items to No. 11, move No. 10.A. to Director Items No. 11.B.1.

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

Director Brown declared a quorum was present, all directors are qualified. The absence of Director Bendall was excused; and Director Sherman's anticipated late arrival was noted and excused.

## RECORD OF PROCEEDINGS

### PUBLIC COMMENT and/or GUESTS

Ms. Lorenz reported that she has the dugout plans. She noted that her insurance will not cover ATV passengers. She asked if residents could continue using one car to shuttle spectators to the field.

Ms. Harris asked the Board to work to develop solutions to allow residents with disabilities to access the field.

Mr. Clinard stated that the field and vehicle use issue isn't with permitted users, it is the violators who are abusing and damaging the park with their vehicles.

Mr. Clinard reported issues with watering the hillside and mowing. Mr. Barr will discuss with the irrigation tech.

Mr. Clinard reported a branch hanging on Village Circle West between Buckeye and Eagle View.

Mr. Clinard provided Ms. Jones with minute revisions.

### CONSENT AGENDA

- A. Consider Approval of the July 17, 2018 Special Meeting Minutes and August 8, 2018 Special Meeting Minutes
- B. Review and Accept Updated Cash Position and Property Tax Schedule
- C. Update on Foothills Park and Recreation use Numbers Break Out

Upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved the Consent Agenda with the revisions from Mr. Clinard to the August 8, 2018 meeting minutes.

### DISCUSSION AGENDA

#### FINANCIAL MATTERS

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

Ms. Jones reviewed the claims with the Board. Following discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon a vote unanimously carried, the Board approved the current claims including ACH payments in the total amount of \$87,550.11, the transfer of funds and approved Director fees.

RECORD OF PROCEEDINGS

LANDSCAPE  
MAINTENANCE

A. Review and Consider Approval of Bailey Tree Proposals:

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

The Board deferred this until the September meeting when Bailey Tree is present.

B. Metco Landscape Report

Bill Barr reviewed the monthly Landscape Report with the Board. He noted that they are applying Revive on bald spots on the baseball field. The native grasses have been completed and they are calibrated for controlling shrubs and weeds. Director Prysby requested that more detail be included on the bills.

C. Review and Consider Approval of Proposals:

Mr. Barr reviewed the proposals with the Board. Ms. Jones requested more that information be included in the proposals. Director Prysby asked Metco to look into hardy annuals for next planting season that will survive with little water.

1. Village Circle East Rock - \$4,200

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the proposal for Village Circle East Rock in the amount of \$4,200.

2. Mule Deer Park Mulch Tree Rings - \$175

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Mule Deer Park mulch tree rings in the amount of \$175.

3. Airplane Park Mulch Topdress Playground and Tree Rings - \$800

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Airplane Park mulch topdress playground and tree rings in the amount of \$800.

## RECORD OF PROCEEDINGS

---

4. Edging removal and Replacement - \$14,950  
The Board discussed looking into design options. Metco will get design options to the Board. After discussion, upon a motion duly made by Director Brown, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the option of limited edging removal and replacement in the amount of \$1,075.
  
5. Village Circle East Mulch Trees - \$1,100  
Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the Village Circle East mulch trees in the amount of \$1,100
  
6. Marmot Ridge Park Mulch Topdress Playground and Tree Rings - \$1,550  
Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board approved Marmot Ridge Park mulch topdress playground and tree rings in the amount of \$1,550

### D. Update on Irrigation Leaks

Mr. Barr reported there are several leaks on the hillside of the Community Park. He will follow up with Mr. Maynard to check the PSI in the pump house. He noted this is not necessarily attributed to vehicle use.

### E. Landscape Tour Recap and Follow Up Tasks

Ms. Jones asked if the Board would like another landscape tour. Director Prysby stated she would like to have one and other Directors agreed. Mr. Sangster will work on setting up a second tour for the west side of the community. The Board also extended an invitation to Mr. Clinard to attend the tour.

### F. Other

Director Brown requested Metco to mow on September 21<sup>st</sup>, the day before the fireworks display on September 22<sup>nd</sup>.

## LEGAL MATTERS

- A. 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

RECORD OF PROCEEDINGS

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There was no update needed.

B. Update on 14B Parcel Ownership

There was no update.

C. Update on Chatfield Farms Meters and Billing

Ms. James needs to discuss this with Mr. Barnett and report back at the September meeting.

D. Update on Sterling Ranch Referral

Ms. James reported that Randy Pye sent a section of the Plan Development Submittal from 2009 and committed providing the Rec Center to Roxborough Village residents. Ms. James has requested the entire document and will circulate with the Board when she receives it. She provided an overview of the County approval process. Director Prysby discussed maintaining the Foothills relationship as an alternative or in addition to any use of Sterling Ranch facilities. Discussion ensued regarding the potential of contributing funding to such Sterling Ranch facility and how the Board might get resident input on the matter.

E. Research on Board Attendance Requirements

Ms. James noted that four unexcused meetings in a row by a director make the director ineligible to serve on the Board. However, there is a lack of specific information in the statutes or the case law to explain what may be unexcused or excused or whether being late (and by how much) constitutes an absence. Ms. James clarified that directors are allowed to attend Board meetings electronically. She suggested she create a draft policy for the Board to discuss and vote on at a regular meeting. The Board directed her to do so.

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board excused the absences of Directors Sherman and Bendall.

F. Review and Consider Approval of Resolution with Arrowhead Shores Amending Agreement for Fireworks Display September 22, 2018

Upon a motion duly by Director Prysby, seconded by Director

## RECORD OF PROCEEDINGS

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Wagner, and upon vote unanimously carried, the Board approved the Resolution with Arrowhead Shores amending the agreement for fireworks display on September 22, 2018.

- G. Review and consider Approval of Resolution Approving Services Agreement with Just Be You, Inc. d/b/a Star Playgrounds for Removal and Replacement of Play Structures Located within District Parks

Upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the Resolution Approving Services Agreement with Just Be You, Inc. d/b/a/ Star Playgrounds for removal and replacement of play structures located within the District parks.

H. Other

None.

### ENGINEERING MATTERS

- A. 7 Acre Pond Update
- B. Pump Station Irrigation Controls Systems Update
- C. Water Rights Discussion/Discuss Water Accounting Inventory
- D. Discuss Review of Dugout Drawings and Plans from GMR
- E. Other

Ms. Jones provided a written engineering overview from Mr. Barnett, noting 7 Acre Pond is planted and the pump station is functioning well. There were no updates from Leonard Rice Engineers.

Mr. Barnett also provided written suggestions to remove the damaged stucco wall at Village Center East and Rampart Range Road ROW.

After discussion, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved removal of the damaged stucco wall in an amount not to exceed \$2,500.

RECORD OF PROCEEDINGS

MANAGER MATTERS

- A. Discuss Addition of Handicap Spaces to Parking Lot and Other Approaches, i.e. Bollards, ADA Access Permits

Ms. Jones noted that the management/engineering team will provide pricing at the September meeting.

- B. Discuss and Consider Approval of Website Redesign Proposal

After discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman, and upon vote unanimously carried, the Board approved the website redesign proposal from RHS Communications.

- C. Discuss Sprinklers Running on Native Grasses on the Hill Above the Fall Field in Community Park

Ms. Jones noted that this was discussed earlier in the meeting and Mr. Barr acknowledged not to mow or water that area.

- D. Discuss Playground Inspection on August 29th with CSD Pool

Ms. Jones discussed this with the Board.

- E. Approve Invoice for Community Park Bathroom Repairs

Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the invoice for the Community Park bathroom repairs in the amount of \$1,475.

- F. Update on Pond Treatment

Ms. Jones reviewed the update that was included in the meeting packet.

- G. Update on Director Fees Being Paid for Special Meetings

Ms. Jones noted that all directors that have attended the special meetings will be paid by week's end.

- H. Other

None.

RECORD OF PROCEEDINGS

**DIRECTOR ITEMS**

- A. Discuss SDA Annual Conference on September 12 – 14, 2018 in Keystone

The Board discussed the SDA Annual Conference. Director Brown will attend.

- B. Discuss Vehicle on Softball Field

Director Prysby suggested a workshop to discuss further. Upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved a permit for Ms. Lorenz to drive down the field for pickups/drop-offs during softball games and tournament. Ms. James will amend the ATV permit to reflect vehicle usage instead.

- C. Other

Director Sherman presented a proposal for Chatfield Farms striping in the amount of \$225. Upon a motion duly made by Director Sherman, seconded by Director Wagner, and upon vote unanimously carried, the Board approved the proposal for Chatfield Farms striping in the amount of \$225.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

Upon a motion duly made by Director Prysby, seconded by Director Wagner, and upon vote unanimously carried, the Board adjourned the meeting at 9:26 p.m.

Respectfully submitted,

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

Attest:

Ronald Bendall

By: Ronald Bendall, Secretary