

RECORD OF PROCEEDINGS

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

HELD

Tuesday, January 16, 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, January 16, 2018 at 6:30 p.m., 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
Bob Clinard
Linda Goodrich
Ronald E. Bendall

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Randy Morrow and Bill Barr, Metco Landscaping
Cynthia Beyer; CliftonLarsonAllen LLP
Scott Barnett; Mulhern Engineering
Debra Prysby, Resident

**CALL TO ORDER AND
APPROVE
AGENDA**

The meeting was called to order at 6:30 p.m. by Director Brown.

Upon a motion duly made by Director Goodrich, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the agenda, as presented.

**PUBLIC
COMMENT and/or
GUESTS**

A. Other

Director Goodrich requested that Debra Prysby be appointed to fill the seat left vacant by Director Holden's resignation. After discussion, upon a motion duly made by Director Goodrich, seconded by Director Clinard, and upon vote unanimously carried, the Board appointed Debra Prysby to the Board. Ms. James administered the Oath of Office.

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Director Brown asked the District Manager to inquire of the Special District Association when nominations may be accepted for awards. Director Brown would like to nominate Director Holden for her years of service.

LANDSCAPE MAINTENANCE

A. Final Report from BrightView

Ms. Beyer briefly reviewed the BrightView Final Report with the Board.

B. Metco Landscape Report for January

Randy Morrow and Bill Barr presented their report to the Board, noting that Metco has been on site for 2 and ½ weeks.

C. Consider Approval of Metco Landscape Proposals:

1. Soil Removal from Ball Field - \$8,190

Mr. Morrow presented Metro's proposal for removal of soil from the ball field. After discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved Metco's proposal for soil removal from the ball field in the amount of \$8,190.

2. Hard Prune Dogwoods Along Village Circle East - \$3,200

Mr. Morrow presented the Metco proposal to hard prune the Dogwoods along Village Circle East. After discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved Metco's proposal to hard prune the Dogwoods along Village Circle East in the amount of \$3,200.

ADMINISTRATIVE MATTERS

A. Consider Approval of the November 14, 2017 and November 2, 2017 Special Meeting Minutes

Ms. Beyer noted that the November 14, 2017 meeting minutes were not ready for approval at this time. Following discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved the November 2, 2017 special meeting minutes, as presented.

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B. Resolution Designating Location for Posting of 24 Hour Notice for Year 2018

After review and discussion, upon a motion duly made by Director Clinard, second by Director Goodrich, and upon vote unanimously carried, the Board approved the Resolution Designating Location for Posting of 24 Hour Notice for Year 2018.

C. Other - None

FINANCIAL MATTERS

A. Review and Accept Updated Cash Position as of January 8, 2018

Director Brown discussed the impact of Gallagherization and noticing of same to the residents. Upon a motion duly made by Director Goodrich, seconded by Director Clinard, and upon vote unanimously carried, the Board accepted the updated Cash Position as of January 8, 2018.

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

Ms. Beyer explained the claims to the Board. Following discussion, upon a motion duly made by Director Goodrich, seconded by Director Clinard, and upon a vote unanimously carried, the Board approved and/or ratified claims (as appropriate) in the amount of \$184,854.70, minus Check No. 1046 in the amount of \$92.50.

C. Other - None.

DIRECTOR ITEMS

A. Fireworks Update

Director Brown provided an update regarding the Fireworks show. The date for the event would be June 9, 2018 since August would be too dry. Director Brown contacted the Douglas County Sheriff's Department regarding security for the event. The District will need to coordinate with Metco regarding the preparation of the site for the fireworks display. Director Brown asked if the District Manager had any success in obtaining additional funding from other HOA's in the District. Ms. Beyer stated the HOA's budgets were finalized prior to the request so they did not have additional funds for the fireworks show.

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Ms. James will contact the HOA's attorney to revise the agreement in the Board packet since the District would not be a party to the agreement between the fireworks vendor and the HOA. Rather, the District would be an additional insured and the District would enter into a license agreement with the HOA for the HOA to use the District's property.

B. Other – None.

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

Ms. James stated this item was not needed.

B. Review and Consider Approval of Resolution Accepting 2018 Accounting Fee Schedule for CliftonLarsonAllen LLP

After review, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board approved the Resolution Accepting 2018 Accounting Fee Schedule for CliftonLarsonAllen LLP with the correction of "Rage" to "Rate".

C. Review and Consider Approval of Resolution 2018-01-01, Resolution Approving Services Agreement with Moore Preferred Cleaning Services, Inc.

Ms. James explained the Service Agreement with the Board, noting the prices remained the same as 2017. After discussion, upon a motion duly made by Director Clinard, seconded by Director Bendall, and upon vote unanimously carried, the Board approved Resolution 2018-01-01, Resolution Approving Services Agreement with Moore Preferred Cleaning Services, Inc.

D. Review and Consider Approval of Resolution 2018-01-02, Resolution Approving Services Agreement with Planet Scuba, LLC

Ms. James explained the Services Agreement with Planet Scuba, LLC. After discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved Resolution 2018-01-02, Resolution Approving Services Agreement with Planet Scuba, LLC.

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E. Review and Consider Approval of Resolution 2018-01-03, Resolution Approving Services Agreement with Patriot Pest Control, LLC

Ms. James explained the Services Agreement with Patriot Pest Control, LLC. After discussion, upon a motion duly made by Director Clinard, seconded by Director Bendall, and upon a vote unanimously carried, the Board approved Resolution 2018-01-03, Resolution Approving Services Agreement with Patriot Pest Control, LLC.

F. Review and Consider Approval of Resolution 2018-01-04, Resolution Approving Services Agreement with All Phase Restoration Denver, LLC

Ms. James explained the Services Agreement with All Phase Restoration, LLC. After discussion, upon a motion duly made by Director Goodrich, seconded by Director Bendall, and upon vote unanimously carried, the Board approved Resolution 2018-01-04, Resolution Approving Services Agreement with All Phase Restoration, LLC noting work is to be completed by June 2, 2018 and within 14 days of when the work begins.

G. Scott Maynard Update

Ms. James provided an update regarding the Scott Maynard project. After discussion, upon a motion duly made by Director Goodrich, seconded by Director Clinard, and upon vote unanimously carried, the Board approved payment to Scott Maynard Productions, LLC in the amount of \$14,455 with 10% retained. The retention is to be released after June 15, 2018 when the lip is inspected and settled on the softball field.

H. Other

Review and Consider Approval of Resolution 2018-01-05, Resolution Approving the Services Agreement with Cem-Lake

Ms. James explained the Services Agreement with the Board. After discussion, upon a motion duly made by Director Bendall, seconded by Director Clinard, and upon vote unanimously carried, the Board approved Resolution 2018-01-05, Resolution Approving the Services Agreement with Cem-Lake.

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Ms. James explained and discussed the status of the Metco Agreements for Landscaping and Snow Removal. The Board asked the District Manager to contact Metco to carve out the price of the tree spraying from their price in the landscape contract. The Board also asked the District Manager to confirm with Bailey Tree the frequency of visiting the District and notification by Bailey Tree to the District Manager of the overall health of the District trees.

ENGINEERING MATTERS

A. 7 Acre Pond Update

Mr. Barnett updated the Board on the 7 Acre Pond.

B. Ark Ecological 2018 Proposal for 7 Acre Pond

Mr. Barnett explained the Ark Ecological 2018 Proposal. After discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved the Ark Ecological 2018 Proposal for 7 Acre Pond in the amount of \$16,000 and authorized payment of up to 1/3 of the amount for the materials.

C. Pump Station Irrigation Controls Systems Update

Mr. Barnett gave an update on the pump station irrigation controls system. After discussion, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board approved an additional amount of \$8,358 to Browns Hill Engineering & Controls. Ms. James will draft an amendment to the current agreement for signature at the February meeting.

D. Water Rights Discussion

Mr. Barnett discussed the proposal of Leonard Rice Engineers, Inc. for establishing the conditional water rights of the District.

E. Other - None

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MANAGER MATTERS

A. Fishing Sign Update

Ms. Beyer presented the Manager Memorandum updates, stating the signs were complete and with the residents who volunteered to install the signs. The resident were waiting until the weather gets better before they installed the signs in the ponds.

B. Playground Equipment Update

1. Review and Consider Approval of Quotation from Star Playgrounds for Playground Equipment - \$1,132

Ms. Beyer discussed the quote from Star Playgrounds. The Board deferred action on this matter until the next meeting.

2. Review and Consider Approval of Quotation from Star Playgrounds for Pipe and Wall Barrier - \$1,449

Ms. Beyer discussed the quotation to clean up the area on Rampart Range Road. The Board declined to take any action on this matter at this time.

C. Other

Ms. Beyer discussed the proposal received from Tennis Academy of Colorado to provide tennis lesson for the District. The Board directed the District Manager to check on the rates for commercial businesses renting courts for lessons. The Board also asked the District Manager to get the cost of tennis net replacement.


OTHER BUSINESS

None.

ADJOURNMENT

Upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board adjourned the meeting at 9:09 p.m.

Respectfully submitted,

By: 
Secretary for the Meeting