

RECORD OF PROCEEDINGS

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

HELD

Tuesday, October 17, 2017

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, October 17, 2017 at 6:30 p.m., Roxborough Library, Roxborough Market Place, Meeting Room, 8357 N. Rampart Range Road, Littleton, CO 80125. The meeting was open to the public.

**ATTENDANCE**

In Attendance were Directors:

Judi Holden  
Calvin Brown  
Bob Clinard

Ronald E. Bendall; excused  
Linda Goodrich; excused

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Steve Smith and Eric Keesen; BrightView Landscape  
Cynthia Beyer; CliftonLarsonAllen LLP  
Scott Barnett; Mulhern Engineering

Scott Maynard; Resident  
Steve Sherman; Resident  
Christine Stahl and husband; Resident

**CALL TO ORDER AND  
APPROVE  
AGENDA**

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

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

**PUBLIC  
COMMENT and/or  
GUESTS**

A. Request for Signs at Ponds

Ms. Christine Stahl addressed the board regarding her concerns about fishing in the ponds in the District. Persons outside of the District are coming to fish and residents are leaving a mess after fishing. She has found trash, lures and fishing lines surrounding the

## RECORD OF PROCEEDINGS

---

ponds. People are using an app called FishBrain. They are requesting assistance from the District to solve the fishing issue. They are willing to install signs if the District would provide the signs.

Ms. James stated this same issue came up a few months ago and the District does not do oversight of the fishing in the ponds. There is no enforcement body for the District other than using the Douglas County Sheriff's Department.

The Board requested the District Manager research the cost of 3 "no fishing" signs to be placed at the ponds and to contact FishBrain to discontinue listing the District as a location for fishing.

### B. Update on Fundraising for Softball Fields

Mr. Steve Sherman addressed the Board regarding fundraising for the softball fields. The fund raising is almost complete. Mr. Sherman presented a drawing with the requested improvements. Mr. Sherman will continue with the plan for a timber post dugout roof structure and bring back the final plans when completed.

### C. Update on Maintenance for Softball Fields

Mr. Scott Maynard addressed the Board regarding his progress on the softball field. Mr. Maynard's concern was with the sprinklers and the check valves. He has been delayed by the weather and his miscalculation of what is needed to complete the field.

Mr. Steve Smith told Mr. Maynard to contact him when he was ready to have the water turned on for the fields. Mr. Smith wants to have BrightView complete the repairs rather than Mr. Maynard.

Mr. Eric Keesen warned Mr. Maynard that the sewer line in the right field was at a shallow depth and he needed to be careful when he was doing his grading.

Mr. Maynard stated that he has a large hump in right field to fix and the compost and laser grade need to be completed. He expects to lay the turf on Saturday, October 21, 2017. He was uncertain when he will complete the field, as it is weather dependent.

The Board told Mr. Maynard to leave the thatch mound for the time being and in the spring, the District will work out a solution for removal of the thatch mound.

RECORD OF PROCEEDINGS

---

Mr. Maynard agreed to provide his receipts and final contract price revisions to the District.

ADMINISTRATIVE  
MATTERS

- A. Consider Approval of the September 19, 2017 Regular Meeting Minutes

Following discussion, upon a motion duly made by Director Holden, seconded by Director Brown, and upon vote unanimously carried, the Board approved the September 19, 2017 regular meeting minutes, as presented.

- B. Other – None.

FINANCIAL  
MATTERS

- A. Review Updated Current Cash Position and Property Taxes Reconciliation

Ms. Beyer reviewed the Current Cash Position and Property Taxes Reconciliation with the Board.

- 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 Holden, seconded by Director Clinard, and upon a vote, unanimously carried, the Board approved the current claims in the amount of \$86,250.00 and ratified the payment of autopay claims in the amount of \$35,429.17 and the transfer of the funds.

Director Clinard asked Mr. Barnett and Ms. Beyer to review the Dave Zucker report to see what can be done with regard to upgrading the irrigation system as an approach to reducing future irrigation maintenance costs.

- C. Other - None.

DIRECTOR ITEMS

- A. Other

Director Brown addressed the Board regarding a request by the Arrowhead Shores HOA to put on a fireworks display. Ms. Beyer will check to see if there are any recommendations for insurance amounts for fireworks for the District and verify what other sources of funding may be available to use for the fireworks display, i.e.

RECORD OF PROCEEDINGS

---

GOCO or Safety Funds. Mr. James will research by what method the District should allow the use of the District's property for a fireworks display.

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

Not Needed.

B. Update and Discussion of Change Order for Scott Maynard Productions, LLC

This matter was discussed during "Public Comment and/or Guests."

C. Clarification of Chatfield Farms Meters

Ms. James stated that the District should be charging for the water usage. Mr. Smith will take a final meter reading and verify if additional meters are required for this. Mr. Smith and Ms. Beyer will work out a plan for billing in 2018. Ms. James will send a letter to the HOA notifying them that they will be billed for entryway landscape water costs in the future, and their first bill will be submitted in 2018.

Following discussion, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon a vote unanimously carried, the Board approved installing a meter and sending a letter to the HOA notifying them of the payment for next year's water.

D. Review and Consider Resolution Approving Services Agreement for Children's Play Structures & Recreation

After review, upon a motion duly made by Director Clinard, seconded by Director Holden, and upon vote unanimously carried, the Board approved a Resolution for an Agreement for Children's Play Structures and Recreation.

E. Review and Consider Resolution Approving Services Agreement for Turf Solution Pros

After review, upon a motion duly made by Director Clinard, seconded by Director Holden, and upon a vote unanimously

RECORD OF PROCEEDINGS

---

carried, the Board approved a Resolution for an Agreement for Turf Solution Pros.

- F. Review and Consider Resolution Approving Amendment To District Policy for Requesting Public Records for Colorado Open Records Act and Policy

Tabled to November meeting.

- G. Review of Service Plan regarding the General Obligation Debt and Potential Impact of the Gallagher Amendment Update

Ms. James stated that the District does not have the ability to use the Gallagher Amendment for their mil levy.

- H. Emergency Response Plan Update

Ms. James updated the Board on the emergency response plan. The District is not required by the county to have an emergency response plan. Ms. James stated that this is typically done if it provides essential services, such as water but it is usually a good idea to have one.

- I. Potential limit regarding usage of Debt Service funds update

Ms. Beyer informed the Board that Ms. Soendker will add a note to the financial files of the District to make sure the District would not have extra funds in the Debt Service Fund when the bond payoff occurs.

- J. Other – None.

- A. BrightView Landscape Report for October

Mr. Smith presented the October Landscape Report to the Board.

**LANDSCAPE  
MAINTENANCE**

- B. Proposed Work Orders:

1. Convert and Repurpose Rampart Playground - \$6,457.78

Tabled until November.

## RECORD OF PROCEEDINGS

---

2. Revised Blue Grass Sod Replacement Crystal Lake - \$950.86

After discussion, upon a motion duly made by Director Holden, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the revised Blue Grass Sod Replacement at Crystal Lake for the amount of \$950.86.

3. ET Water Controllers for Soccer Fields Proposal - \$4,907.50

Tabled until spring.

C. Update on Over-seeding/Reseeding on Soccer Field

Mr. Smith provided an update to the Board. He stated that the turf is looking good and getting irrigated.

D. Irrigation Management End of Month Plan

Mr. Smith presented the end of the season report to the Board. Director Clinard asked Mr. Smith to look at the Imperial Park tree distribution to determine if the two new trees allocated to the park are best placed in another area. Mr. Smith will look at the tree spacing and use his best judgement to place the two additional trees in areas needing it most. Mr. Keesen suggested that the Board may want to look at other controllers for the soccer fields rather than ET controllers.

### ENGINEERING MATTERS

A. 7 Acre Pond Update

Mr. Barnett asked the Board if they want to meet with Ray from Ark to see where the next area should be for rehab.

B. Irrigation Pump Station Update

Mr. Barnett is having problems obtaining the information regarding the PLC. He will work with BrightView to see what information they can get from the vendor. Otherwise the District will need to pay an additional amount of \$3,000 for a new PLC. The Board decided to defer repair of the controller until next spring since the water is shutdown for the winter.

RECORD OF PROCEEDINGS

---

C. Water Rights Discussion

Mr. Barnett stated he is waiting to have this meeting with Greg Roush until after the District resolves the PLC issue.

D. Other – None.

**MANAGER MATTERS**

- A. Plumber Proposals
- B. Landscape Contractor RFP's
- C. Property Tour Dates
- D. Open Space Signs
- E. HOA Discussion Issues
- F. Other

Tabled until next meeting.

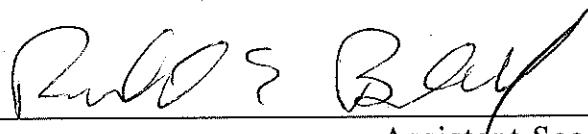
**OTHER BUSINESS**

None.

**ADJOURNMENT**

Upon a motion duly made by Director Holden, seconded by Director Clinard, and upon vote unanimously carried, the Board adjourned the meeting at 9:04 p.m.

Respectfully submitted,

By:   
\_\_\_\_\_, Assistant Secretary