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MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
NOVEMBER 14, 2017

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as "Board") was convened on Tuesday, November 14, 2017 at 6:30 p.m., at the Roxborough Library (Roxborough Market Place), 8357 N. Rampart Range Road, Suite 200, Littleton, CO 80125. The meeting was open to the public.

**ATTENDANCE**

In Attendance were Directors:

Judi Holden  
Calvin Brown  
Bob Clinard  
Linda Goodrich

Also in Attendance were:

Cynthia Beyer and Patrick Shannon; CliftonLarsonAllen LLP  
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Eric Keesen; BrightView  
Scott Barnett; Mulhern MRE  
Josh Nelson; Bailey Tree, LLC

**CALL TO ORDER  
AND APPROVE  
AGENDA**

The meeting was called to order at 6:30 p.m. Upon a motion duly made by Director Clinard, seconded by Director Brown and, upon vote, unanimously carried, the Board approved the agenda as amended moving the BrightView items after Public Comment and the addition of the Bailey Tree proposal. The Board also excused the absence of Director Bendall.

**PUBLIC  
COMMENT**

None.

**LANDSCAPE  
MAINTENANCE**

- A. Review Landscape Maintenance Monthly Report – November 2017

Mr. Keesen presented the BrightView Landscape report to the Board.

- B. Proposed Work Orders

1. Remove Tree Deadwood Along Elmwood - \$4,909.09

After discussion, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon a vote of 3 for and 0 against (Director Holden abstained), the Board approved the work order to remove tree deadwood along Elmwood in the amount of \$4,909.09.

C. Proposal for November Watering - \$7,255

After discussion, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board approved the proposal for November watering in the amount of \$7,255.

D. Proposal from Bailey Tree, LLC for Tree Removal

Josh Nelson presented the proposal from Bailey Tree, LLC. After discussion, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board approved the proposal from Bailey Tree, LLC for general services. The Board requested Bailey Tree, LLC provide a quote to remove the trees along Elmwood.

Upon a motion duly made by Director Clinard, seconded by director Brown, and upon vote unanimously carried, the Board approved rescinding the approval of the BrightView tree removal proposal in the amount of \$4,909.09 and directed the District Manager to contact BrightView to obtain confirmation of cancellation of the work order in writing. The Board also directed the District Manager to compare pricing between Bailey Tree and Metco for future tree work for the District.

**ADMINISTRATIVE  
MATTERS**

A. Consider Approval of Minutes of the October 17, 2017 Regular Meeting and October 23, 2017 Special Meeting Minutes

Following review and discussion, upon a motion duly made by Director Clinard, seconded by Director Holden, and upon a vote of 3 for and 0 against (with Director Goodrich abstaining), the Board approved the October 17, 2017 Regular Meeting Minutes and October 23, 2017 Special Meeting Minutes.

B. Review and Consider Approval of Resolution No. 2017-11-01, 2018 Administrative Matters Resolution

Upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved Resolution No. 2017-11-01, 2018 Annual Administrative Matters Resolution.

## RECORD OF PROCEEDINGS

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C. Consider Approval of Resolution No. 2017-11-02, Calling the May 2018 Regular Election

After review, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution No. 2017-11-02, Calling the May 2018 Regular Election.

D. Other

None.

### FINANCIAL MATTERS

A. Review Updated Current Cash Position and Property Taxes Reconciliation

Ms. Beyer reviewed the updated 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 reviewed the claims, transfer of funds and payment of autopay claims with the Board. After review, upon a motion duly made by Director Goodrich, seconded by Director Brown and upon vote unanimously carried, the Board approved the current claims, transfer of funds and ratified payment of autopay claims in the amount of \$63,960.18.

C. Conduct Public Hearing to Consider Adoption of 2018 Budget; Appropriate Sums of Money and Set Mill Levy; Consider Approval of Resolution No. 2017-11-03, Resolution to Adopt 2017 Budget; Resolution No. 2017-11-04, Resolution to Appropriate Sums of Money; and Resolution No. 2017-11-05, Resolution to Set Mill Levy

Upon a motion duly made by Director Goodrich, seconded by Director Holden, and upon vote unanimously carried, the Board opened the public hearing at 8:36 p.m.

There being no public present, upon a motion duly made by Director Goodrich, seconded by Director Holden, and upon vote unanimously carried, the Board closed the public hearing at 8:37 p.m.

Ms. Beyer reviewed the 2018 budget. Following discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board adopted the 2018 budget and approved Resolution No. 2017-11-03 adopting the 2018 budget, Resolution No. 2017-11-04 appropriating sums of money and Resolution No. 2017-11-05 setting the mill levy subject to final legal and accountant review.

## RECORD OF PROCEEDINGS

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- D. Review and Consider Approval of Resolution No. 2017-11-06, 2017 Audit Engagement Letter with L. Paul Goedecke P.C.

Upon a motion duly made by Director Holden, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution No. 2017-11-06, engagement letter with L. Paul Goedecke for 2017 auditing services.

- E. Other

None.

### DIRECTOR ITEMS

- A. Fireworks Show Update

Director Brown provided an update. The HOA would like to do the show on August 4, 2018 after the concert in the park that evening. Ms. James will provide a license agreement for signature by the Homeowners Association and research what, if any Special District Association insurance requirements are in place for this type of event.

- 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

Not needed.

- B. Review and Consider Approval of Resolution No. 2017-11-08 Engagement Letter with Folkestad Fazekas Barrick & Patoile, P.C. for 2018 Legal Services

Ms. James reviewed the engagement letter with the Board. Upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved Resolution No. 2017-11-08, Engagement Letter with Folkestad Fazekas Barrick & Patoile, P.C. for 2018 Legal Services.

- C. Review and Consider Approval of Resolution No. 2017-11-09, Approving Renewal of Foothills Intergovernmental Agreement for Roxborough Village Metropolitan District Resident Use of Foothills Recreation Amenities for 2018

## RECORD OF PROCEEDINGS

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Ms. James explained the IGA with the Board. After discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved Resolution No. 2017-11-09, approving renewal of Foothills Intergovernmental Agreement for Roxborough Village Metropolitan District Resident Use of Foothills Recreation Amenities for 2018.

### D. Update on Outfield Refurbishing

Ms. James gave an update on the outfield refurbishing. Director Clinard directed management to inform Mr. Maynard to fix the lip of the field at his expense. Ms. James is requesting an itemized bill of everything completed and the pricing for it.

Upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved paying Green Valley Turf directly for their costs, once signed lien waiver is received, paying Scott Maynard Productions, LLC 50% of the \$30,000 but wants an itemized bill to make additional payment. The Board decided to withhold 10% until spring when the lip is correctly finished.

### E. Review and Consider , Resolution Approving Amendment To District Policy for Requesting Public Records for Colorado Open Records Act and Policy

Ms. James reviewed the Resolution with the Board. After discussion, upon a motion duly made by Director Holden, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved Resolution Approving Amendment To District Policy for Requesting Public Records for Colorado Open Records Act and Policy.

### F. Review and Consider Approval of Resolution and Services Agreement with Game-Set-Match

After discussion, upon a motion duly made by Director Holden, seconded by Director Clinard, and upon vote unanimously carried, the Board approved Review and Consider Approval of Resolution and Services Agreement with Game-Set-Match, pending confirmation of when work is completed at site in the agreement.

### G. Other

None.

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### ENGINEERING MATTERS

A. 7 Acre Pond Update

Mr. Barnett gave his report. He will ask Ray Sperger to come to the January 2018 meeting to discuss his proposal for the 7 Acre Pond in 2018.

B. Pump Station Irrigation Controls System Update

Mr. Barnett has a meeting scheduled with Mr. Roush on November 29, 2017 regarding the pump station and the concepts, SCADA system and modeling the inflows and outflows. The pricing on the electronics will be contingent upon obtaining the electronics from the previous vendor.

C. Water Rights Discussion

None.

D. Other

None.

### MANAGER MATTERS

A. Review and Consider Approval of Green Valley Turf Invoice - \$16,833.60

Discussed earlier.

B. Property Tour Dates

Deferred until later in the Spring of 2018.

C. Open Space Signs

After discussion, upon a motion duly made by Director Holden, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the Fast Signs Bid in the amount of \$995.76, with the addition of "No Admittance Dusk to Dawn" to the sign.

D. Review Proposal for Repair of the Gazebo and Portalet Roof - \$2,334.53

Ms. Beyer discussed with the Board. Upon a motion duly made by Director Clinard, seconded by Director Holden, and upon vote unanimously carried, the Board approved the proposal for repair of the Gazebo and Porta-let roof in the amount of \$2,234.53.

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E. Tree Maintenance and Removal Service RFP

Discussed earlier.

F. Other

The Board advised the District Manager to make sure the snow trigger depth is 2"[and that no snow removal is needed on the parking lots by the Community Park and by the Skate Park. The Board also asked the District Manager to make sure Metco cleans out the drain by the tennis courts.

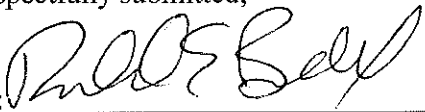
**OTHER  
BUSINESS**

Director Holden resigned from the board. Ms. James was directed to check on the term limits for Debbie Prysby.

**ADJOURNMENT**

Upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board adjourned the meeting at 8:55 p.m.

Respectfully submitted,

By:   
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 14, 2017 MINUTES OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW: