

# RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
November 18, 2014

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as "Board") was convened on Tuesday, November 18, 2014 at 6:30 p.m., at the Roxborough Library, Roxborough Market Place (Safeway Shopping Plaza), Meeting Room, 8357 N. Rampart Range Road, Suite 200, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Linda Goodrich  
Judi Holden  
Steven Sherman  
Ronald Bendall  
Debra Prysby

Also in Attendance were:

David Peak and Janece Soendker; CliftonLarsonAllen LLP.  
Ernie Fazekas, Esq. and Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Marcia Pryor; Brickman Group  
Scott Barnett; Mulhern MRE, Inc.  
Bob Clinard; Resident

CALL TO ORDER

The meeting was called to order by Director Goodrich. Upon a motion duly made by Director Holden, seconded by Director Sherman and, upon vote, unanimously carried, the Board approved the agenda as amended.

PUBLIC COMMENT

None.

ADMINISTRATIVE  
MATTERS

A. Approval of Minutes of the October 14, 2014 Special Meeting and October 21, 2014 Regular Meeting

Following review and discussion, upon a motion duly made by Director Sherman, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the minutes of the October 14, 2014 and October 21, 2014 meetings.

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B. Review and Consider Adoption of 2015 Annual Administrative Matters Resolution

Following review and discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman and, upon vote, unanimously carried, the Board adopted the 2015 Annual Administrative Matters Resolution.

C. Other

None

### FINANCIAL ITEMS

A. Review and Consider Approval of Claims through October, 2014

Following review, upon a motion duly made by Director Prysby, seconded by Director Holden and, upon vote, unanimously carried, the Board approved claims totaling \$51,439.99 and the transfer of funds to pay the claims.

B. Review and Consider Approval of September 30, 2014 Financial Statement and Cash Position Updated as of November 18, 2014, Updated as of October 21, 2014

Mr. Peak presented the Financial Statement and Cash Position and the Board accepted.

C. Conduct Public Hearing to Consider Amending 2014 Budget; Consider Adoption of Resolution to Amend 2014 Budget

Ms. Soendker reviewed the budget amendment with the Board. Following review and discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman and, upon vote, unanimously carried, the Board opened the public hearing at 6:42pm.

Upon a motion duly made by Director Prysby, seconded by Director Sherman and, upon vote, unanimously carried, the Board closed the public hearing at 6:43pm.

Upon a motion duly made by Director Bendall, seconded by Director Sherman and, upon vote, unanimously carried, the Board amended the 2014 debt service from \$2,213,928 to \$9,397,261.

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D. Conduct Public Hearing to Consider Adoption of 2015 Budget; Consider Adoption of Resolution to Adopt 2015 Budget, Resolution to Appropriate Expenditures, and Resolution to Set Mill Levy

Ms. Soendker presented the draft 2015 budget. Following review and discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman and, upon vote, unanimously carried, the Board opened the public hearing at 6:47pm.

Upon a motion duly made by Director Prysby, seconded by Director Sherman and, upon vote, unanimously carried, the Board closed the public hearing at 6:48pm.

Upon a motion duly made by Director Prysby, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved the Resolution to Adopt the 2015 Budget.

Upon a motion duly made by Director Sherman, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved the Resolution to Appropriate Expenditures.

Upon a motion duly made by Director Sherman seconded by Director Bendall and, upon vote, unanimously carried, the Board approved the Resolution to Set Mill Levy.

E. Review and Consider Approval of 2014 Audit Engagement Letter with L. Paul Goedecke P.C.

Following review and discussion, upon a motion duly made by Director Prysby, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the 2014 Audit Engagement Letter from L. Paul Goedecke.

F. Review and Consider Approval of Engagement Letter with CliftonLarsonAllen, LLP for 2015 Accounting Services

Tabled until January's meeting.

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G. Other

None.

DIRECTOR  
ITEMS

None.

LEGAL  
MATTERS

A. Discussion Regarding Amended Service Plan

Ms. James reviewed the County's letter with their staff's review and comments. Ms. James believes that they will be able to address and meet all of the County's concerns with the amended service plan.

B. Discussion Regarding Whether District Wants to Maintain Tracts B, C, E, Roxborough Village Filing No. 16B, and Report by Scott Barnett as to Whether these Tracts Meet District Standards

Mr. Fazekas handed out a map of Filing 16B, a tract maintenance chart, and an aerial map. Roxborough Filing No. 16B Homeowners Association owns and maintains Tracts B, C, D, and E. Following discussion, it was the general opinion of the Board that the District should accept only Tract E for maintenance. Mr. Barnett will verify that Tract E has been brought to District standards. No formal action was taken, and a final decision was tabled to a future meeting. Mr. Fazekas and Ms. James were directed to complete an unsigned License Agreement between the HOA and the District to cover Tract E only.

C. Discussion Regarding Exhibits for Filing 14B, Tracts B, C, and D

Mr. Barnett will continue working on exhibits to the Bicycle Trail Maintenance Easement over Tracts B, C, and D, Filing No. 14B.

D. Recording of Special District Disclosure Document and Map – New Statutory Requirement

Mr. Fazekas passed out copies to the Board of a Special District Disclosure Document and Map Filing which his office prepared to meet a new statutory requirement, and advised them that his office will record the document with the Douglas County Clerk and Recorder on or before December 31st. The Board acknowledged receipt of The Disclosure Document and Map Filing.

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- E. Review and Consider Approval of Engagement Letter with Folkestad Fazekas Barrick & Patoile, P.C. for 2015 Legal Services

Upon a motion duly made by Director Prysby, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the Engagement Letter from Folkestad Fazekas Barrick & Patoile, P.C.

- F. Other

None.

### LANDSCAPE MAINTENANCE

- A. Review Landscape Maintenance Monthly Report – November 12, 2014

Ms. Pryor reviewed the monthly report with the Board.

- B. Review and Consider Approval of Work Orders from The Brickman Group, if any

Upon a motion duly made by Director Bendall, seconded by Director Sherman and, upon vote, unanimously carried, the Board approved the installation of Christmas lights for \$7,990, and approved that they be taken down by January 12, 2014.

- C. Review Preliminary Plan for the Path Area at the Roxborough Skate Park

Tabled.

### ENGINEERING MATTERS

- A. Engineering Report

1. Chatfield Park Drainage Project - Update

Tabled due to time constraints.

### MANAGER ITEMS

- A. Review and Discuss the 2 Bids Received for Landscape Maintenance in 2015

Upon a motion duly made by Director Holden, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved Brickman's bid to do landscape maintenance in 2015. Mr. Fazekas and Ms. James will prepare an Agreement for consideration by the Board.

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- B. Review and Consider Approval of Monument Signage Proposal in the Amount of \$19,950 – Design Concepts

Tabled until next meeting.

OTHER BUSINESS

- A. Confirm Donation to Roxborough Library for Use of Meeting Room in 2015/ \$300 (\$25 per Month) / Meeting Room Reservation Confirmed for 2015

Tabled until next meeting.

- B. Quorum for Next Meeting – December 16, 2014 at 6:30 p.m. at the Roxborough Library

A quorum was confirmed.

ADJOURNMENT

The Board adjourned the meeting at 8:50 p.m.

Respectfully submitted,

By: David Park

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 18, 2014 MINUTES OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Debra Prysby  
Debra Prysby

Linda Goodrich  
Linda Goodrich

Judi Holden  
Judi Holden

Steven Sherman  
Steven Sherman

Ronald Bendall  
Ronald Bendall