
MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
November 30, 2015

A special meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as "Board") was convened on Monday, November 30, 2016 at 6:30 p.m., at the West Metro Fire & Rescue, 6220 N. Roxborough Park Road, Littleton, CO 80125. The meeting was open to the public.

ATTENDANCE

In Attendance were Directors:

Linda Goodrich
Judi Holden
Steven Sherman
Ronald E. Bendall
Debra Prysby

Also in Attendance were:

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

CALL TO ORDER AND
APPROVE AGENDA

The meeting was called to order by Director Goodrich. Upon a motion duly made by Director Prysby, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the agenda as amended to include the October 31, 2015 Financial Statements under financial items.

PUBLIC COMMENT

None.

ADMINISTRATIVE
MATTERS

A. Approval of Minutes of the October 20, 2015 Regular Meeting

Following review and discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman and, upon vote, unanimously carried, the Board approved the minutes of the October 20, 2015 Regular Meeting.

RECORD OF PROCEEDINGS

- B. Update on Moving Memorial Playground Equipment to Primary School

This item was tabled to the next meeting.

- C. Review and Consider Adoption of Resolution No. 2015-11-01, 2016 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 Resolution No. 2015-11-01, the 2016 Annual Administrative Matters Resolution.

- D. Review and Consider Approval of Resolution No. 2015-11-02, Resolution Calling May 3, 2016 Directors' Election

After review and discussion, upon a motion duly made by Director Sherman, seconded by Director Holden and, upon vote, unanimously carried, the Board approved Resolution No. 2015-11-02, Resolution Calling May 3, 2016 Directors' Election.

FINANCIAL MATTERS

- A. Review and Consider Approval of Claims through October 2015

Following review, upon a motion duly made by Director Prysby, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved claims totaling \$39,954.49 and the transfer of funds to pay the claims.

- B. Review and Consider Approval of Schedule of Cash Position Updated as of November 17, 2015

Ms. Soendker reviewed the October 31, 2015 Financial Statements and Schedule of Cash Position with the Board. After review and discussion, upon a motion duly made by Director Bendall, seconded by Director Prysby and, upon vote, unanimously carried, the Board accepted the October 31st, 2015 Financial Statements and Schedule of Cash Position as presented.

- C. No Public Hearing needed to Consider Amending 2015 Budget

Ms. Soendker stated that an amendment to the 2015 budget was not needed. Ms. James therefore stated, no public hearing was needed.

RECORD OF PROCEEDINGS

- D. Conduct Public Hearing to Consider Adoption of 2016 Budget; Appropriate Sums of Money and Set Mill Levy; Consider Approval of Resolution No. 2015-11-03, Resolution to Adopt 2016 Budget, Resolution No. 2015-11-04, Resolution to Appropriate Sums of Money, and Resolution no. 2015-11-05, Resolution to Set Mill Levy

Upon a motion duly made by Director Goodrich, seconded by Director Prysby and, upon vote, unanimously carried, the Board opened the public hearing at 7:15 p.m.

Upon a motion duly made by Director Prysby, seconded by Director Bendall and, upon vote, unanimously carried, the Board closed the public hearing at 7:18 p.m.

Ms. Soendker presented the draft 2016 budget to the Board. The Board discussed a few items that needed revisions such as landscape maintenance, some capital updates. Mr. Mendisco noted that he was working with staff on an update for a capital RFP for a new reserve study.

Upon a motion duly made by Director Bendall, seconded by Director Sherman and, upon vote, unanimously carried, the Board adopted the 2016 budget, subject to any revisions discussed with Ms. Soendker and including the final staff review of the Assessed Value, and approved Resolution No. 2015-11-03, Resolution to Adopt the 2016 Budget subject to the foregoing revisions.

Upon a motion duly made by Director Bendall, seconded by Director Sherman and, upon vote, unanimously carried, the Board approved Resolution No. 2015-11-04, Resolution to Appropriate Sums of Money.

Upon a motion duly made by Director Bendall seconded by Director Sherman and, upon vote, unanimously carried, the Board approved Resolution No. 2015-11-05, Resolution to Set Mill Levy as presented in the 2016 draft budget.

- E. Review and Consider Approval of 2015 Audit Engagement Letter with L. Paul Goedecke P.C.

Following review and discussion, upon a motion duly made by Director Prysby, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved the 2015 Audit Engagement Letter from L. Paul Goedecke.

RECORD OF PROCEEDINGS

- F. Review and Consider Approval of Engagement Letter with CliftonLarsonAllen, LLP for 2016 Accounting Services

Tabled until December meeting.

DIRECTOR ITEMS

Discussion ensued regarding the upcoming 2016 May election and the process. Mr. Mendisco noted the costs based on a full election process and a canceled election process.

LEGAL MATTERS

- A. Review and Consider Approval of Engagement Letter with Folkestad Fazekas Barrick & Patoile , P.C. for 2016 Legal Services

After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Sherman and, upon vote, unanimously carried, the Board approved the Engagement Letter with Folkestad Fazekas Barrick and Patoile, P.C. for 2016 legal services.

LANDSCAPE MAINTENANCE

- A. Review Landscape Maintenance Monthly Report – November 2015

Mr. Keesen reviewed the report with the Board. Discussion ensued regarding the timeliness of snow removal. Director Prysby noted that the lights are out on the southeast tree for the Holiday Lights. Director Holden requested more color on the holiday lights and better placement of the lights and some of the trees. Mr. Keesen will follow up on some additional placement.

- B. Review and consider Approval of Work Orders from the Brickman Group, if any

This was tabled until the next meeting.

- C. Other

Mr. Mendisco discussed Tract E with the Board. It was noted that there were now more trees that had been planted in the tract. Director Sherman volunteered to speak with the HOA and meet with them to finalize what would need to be removed so the District would again consider maintenance of the area.

RECORD OF PROCEEDINGS

ENGINEERING MATTERS

A. Discussion on Future Capital Improvement Planning – Reserve Study

Mr. Mendisco stated that he and engineering were working on an updated RFP for a reserve study. Mr. Barnett noted that the existing reserve study that was done in 2000 was only done on the assets in Chatfield Farms. Mr. Barnett also noted that the costs that were allocated in the budget would need to be updated once the reserve study was completed.

MANAGER MATTERS

A. Discussion of Possible Foothills Parks and Recreation Partnership.

Mr. Mendisco is going to invite the Executive Director to the Roxborough Meeting in December to speak with the Board. There are several items that can be considered and those will be presented by the Executive Director at the December meeting.

B. Other

1. Brickman Contract - Revised Scope

Mr Mendisco went over the negotiated terms of the revised Brickman contract with the Board. Those included:

1. Receiving the 10,000 credit as stated by Brickman in 2016 for the months of May-September (2,000 per month).
2. Receiving an addition credit in 2015 which has already been received.
3. A statement in the contract that this will be a probationary period.
4. 30 day cancellation notice.
5. Robin Price will become the new account manager and that her workload will be free enough to handle Roxborough.

After review and discussion, upon a motion duly made by director Goodrich, seconded by Director Sherman and, upon a vote of 3 for and 2 against, the Board approved the Brickman contract with the stated provisions, and subject to final Board and legal review of the contract document.

OTHER BUSINESS

A. Quorum for Next Meeting – December 15, 2015 at 6:30 p.m. at the Roxborough Library

A quorum was confirmed.

RECORD OF PROCEEDINGS

ADJOURNMENT

The Board adjourned the meeting at 8:35 p.m.


Respectfully submitted,


By: 

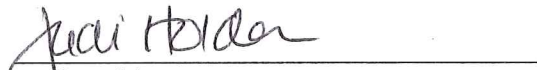
Secretary for the Meeting

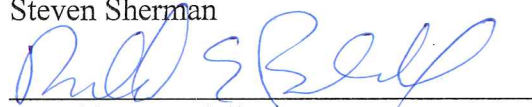
RECORD OF PROCEEDINGS

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 30, 2015 MINUTES OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:


Debra Prysby


Linda Goodrich


Judi Holden

Steven Sherman

Ronald E. Bendall