

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING
 OF THE BOARD OF DIRECTORS OF THE
 ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
 HELD
 Tuesday, February 20, 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, February 20, 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
 Debra Prysby

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
 Randy Morrow and Bill Barr, Metco Landscaping
 Scott Barnett; Mulhern Engineering
 Josh Nelson; Bailey Tree, LLC
 Cynthia Beyer, Anna Jones and Patrick Shannon;
 CliftonLarsonAllen LLP
 Jessica and Scott Hoffman, 7927 Elmwood Street
 Cheryl and Chad Lorenz, 7025 Pine Hills Way
 Lena Brown, 7760 Verandah Court
 Tony Delphia, 7760 Verandah Court
 Ed Wagner, 10552 Stable Lane
 Robert Venn, 4874 Canvasback Circle
 Steve Sherman, 10585 Cross Country Lane

**CALL TO ORDER AND
 APPROVE**

**AG
 AENDA**

The meeting was called to order at 6:31 p.m. by Director Brown.

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

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**PUBLIC
COMMENT and/or
GUESTS**

A. Other

Tony Delphia, on behalf of the Verandah Court HOA (and a Metco employee) discussed the sidewalks not being plowed along Rampart Range Road inside of the berm. He asked if the District owns the sidewalks and to consider including a plan for snow removal in that area.

Steve Sherman presented plans for dugouts at the softball field, noting that volunteer time and materials have been donated. He noted that Pioneer Gravel has offered to donate boulders for memorials as well as additional time and material. Ms. James indicated a general contractor will need to enter into a contract with the District and any volunteer will need to be under contractor's liability. The contract likely will need to be a design-build contract with the typical provisions required of a District Contract (insurance, etc.). It was noted a contractor has been identified. Ms. James also indicated the District will assume maintenance of the dugout once it is constructed. Mr. Sherman also noted that he plans to run for a seat on the Board at the May election.

**LANDSCAPE
MAINTENANCE**

A. Metco Landscape Report for January

Randy Morrow and Bill Barr presented the landscape report, noting that they have pruned back the Dogwoods, have scheduled trash for Mondays and Thursday, and removed piles of soil on the ball field, Spring clean-up will be completed by the middle of February.

Director Clinard asked about Metco returning to clean snow that had been blown back on the sidewalk due to the high wind. Discussion ensued regarding the pros and cons of doing so.

Mr. Barr noted that a resident complained about a smell at the pond, but was unable to classify what caused the smell. Mr. Sherman suggested it may be due to inversion. Cem-Lake to address?

B. Other:

There were no further landscape items.

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**ADMINISTRATIVE
MATTERS**

- A. Consider Approval of the November 14, 2017 and January 16, 2018 Regular Meeting Minutes

Following discussion, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board approved the November 14, 2017 and January 16, 2018 regular meeting minutes, as presented.

- B. Other - None

**FINANCIAL
MATTERS**

- A. Review and Accept Cash Position as of December 31, 2017 updated as of February 13, 2018

Ms. Beyer reviewed the Cash Position with the Board. After discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board accepted the updated Cash Position updated as of February 13, 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 Clinard, seconded by Director Goodrich, and upon a vote unanimously carried, the Board approved and/or ratified claims (as appropriate) in the total amount of \$42,896.43.

- C. Other - None.

DIRECTOR ITEMS

- A. Fireworks Update

Director Brown noted the fireworks display in on track for June 9, 2018. Metco is going to contact a company representative about the launch area and the fireworks contractor will sign a contract with the Arrowhead Shores HOA next month (verbally approved). Mr. Delphia noted that Verandah HOA would be interested in contributing to the fireworks display. Ms. James will review and revise the contractor/HOA contract as necessary and will prepare a License Agreement for the HOA's use of District property

LEGAL MATTERS

- B. Other – None.

- A. Update Regarding Final Water Due Diligence Filing and

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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 2018-02-01, Resolution Approving Services Agreement with Metco Landscaping, Inc. for Landscape Services

Director Clinard noted that Section 3.2.b. includes pruning shrubs. There was a work order received for pruning Dogwoods and Director Clinard is inquiring whether the pruning should be covered by the contract and not a work order. Director Clinard also asked how the tree pruning section is affected by the proposal being considered for Bailey Tree Services. Ms. James noted that it was included to allow for the use of Metco for tree work, if needed. Josh Nelson, of Bailey Tree, noted that it is more effective if Bailey does the trimming of the entire tree rather having the landscaper do just the lower portion. The Board agreed to remove all tree trimming from the Metco agreement, except in the event of a special request.

Discussion ensued regarding Section 3.7.k, with the Board requesting to strike the entire sentence regarding ordering water. Instead, the Board requested to add monthly coordination with the District Engineer who will relay the monthly consumption. After review and discussion, upon a motion duly made by Director Prysby, seconded by Director Clinard, and upon vote unanimously carried, the Board approved Resolution 2018-02-01, Resolution Approving Services Agreement with Metco Landscaping, Inc. for landscape services subject to Director Clinard's requested changes, finalization by Mr. Barnett and final legal review.

C. Review and Consider Approval of Resolution 2018-02-02, Resolution Approving Services Agreement with Metco Landscaping, Inc., for Snow Removal Services

Discussion ensued regarding the plowing routes. After discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved Resolution 2018-02-02, Resolution Approving Services Agreement with Metco Landscaping, Inc. for Snow Removal Services.

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D. Review and Consider Approval of Resolution 2018-02-03, Resolution Approving Services Agreement with Bailey Tree, LLC (maintenance)

Mr. Nelson presented the proposals for the tree maintenance program. The Board clarified that they would like the Emerald Ash Borer spray done for all trees. Ms. James updated the contract price accordingly. After discussion, upon a motion duly made by Director Goodrich, seconded by Director Prysby, and upon vote unanimously carried, the Board approved Resolution 2018-02-03, Resolution Approving Services Agreement with Bailey Tree, LLC as amended.

E. Review and Consider Approval of Resolution 2018-02-04, Resolution Approving Services Agreement with Bailey Tree, LLC (dead tree removal)

After review, upon a motion duly made by Director Prysby, seconded by Director Clinard, and upon a vote unanimously carried, the Board approved Resolution 2018-03-04, Resolution Approving Services Agreement with Bailey Tree, LLC (dead tree removal).

F. Review and Consider Approval of Resolution 2018-02-05, Resolution Approving Services Agreement with Ark Ecological for Open Space Management and Weed and Native Plant Management (maintenance)

After review, upon a motion duly made by Director Goodrich, seconded by Director Bendall, and upon vote unanimously carried, the Board approved Resolution 2018-02-05, Resolution Approving Services Agreement with Ark Ecological for Open Space Management and Weed and Native Plant Management.

G. Review and Consider Approval of Resolution 2018-02-06, Resolution approving Services Agreement with Ark Ecological for 7 Acre Pond Project

After review, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution 2018-02-06, Resolution Approving Services Agreement with Ark Ecological for 7 Acre Pond Project subject to review by Mr. Barnett of the scope of services provided and subject to final legal review.

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- H. Review and Consider Approval of Resolution 2018-02-07, Resolution Approving the Services Agreement with Peterson Enterprises, Inc. /b/a/ Cem-Lake Management for 2018 Lake Treatment Program

Ms. James noted that this was previously approved. Only signatures were required by the Board.

- I. Review and Consider Approval of Amended Resolution and Amended Services Agreement for Browns Hill Engineering & Controls, LLC

After review, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board approved the Amended Resolution and Amended Services Agreement for Browns Hill Engineering & Controls, LLC.

- J. Review and Discuss Courtesy Notification of Application in Progress for Sterling Ranch Preliminary Plan No. 3

Ms. James reported to the Board, noting that she will reply asking that the landscaping match that of the District.

- K. Scott Maynard Update

Ms. James reported that she sent Mr. Maynard's letter and reported on his response.

**ENGINEERING
MATTERS**

- A. 7 Acre Pond Update

Mr. Barnett noted that everything is in process.

- B. Pump Station Irrigation Controls Systems Update

Mr. Barnett gave an update on the pump station irrigation controls system, noting that parts have been ordered and are expected in about two weeks. Metco asked that they be include in a training of the system. Mr. Barnett noted that electrical work may be needed and he will keep the Board apprised.

- C. Water Rights Discussion

Mr. Barnett noted he has spoken with Greg Rousch and he is ready to put together models and documentation protocol as soon

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as information is received from the mission unit. A topographical survey of the ponds is needed, with an estimated cost of \$6,500 for both. Mr. Barnett will obtain final pricing for the topographical survey of the ponds.

D. Other – None

MANAGER MATTERS

A. Playground Equipment Update

1. Review and Consider Approval of Quotation from Star Playgrounds for Playground Equipment (2 Baby Swings and 2 Regular Swings) - \$1,132

After review, upon a motion duly made by Director Clinard, seconded by Director Prysby, and upon vote unanimously carried, the Board approved the quotation from Star Playgrounds for playground equipment in the amount of \$1,132.00.

2. Review and Consider 4 Options for Soccer field Playground Equipment and Sunshades for Soccer Field Playground Equipment

Ms. Beyer reported that the slide at the soccer field park is broken, and just the slide cannot be replaced. Ms. Beyer presented the costs for play structures that will fit in the park, noting that they are on sale through June 30, 2018. No action was taken at this time.

B. Website Update and Webmaster - None

C. Other

Ms. Beyer introduced Anna Jones as the new District Manager.

The Board declined to move forward with renting the tennis courts to the tennis pro for lessons. The Board directed the District Manager to notify the tennis pro of the Board's decision.

Ms. Beyer provided an update on graffiti removal and sign replacement in the District.

OTHER BUSINESS

Director Clinard noted he will not be attending the March meeting.

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ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Clinard, and upon vote unanimously carried, the Board adjourned the meeting at 8:38 p.m.

Respectfully submitted,

By: Paulos Beal, Secretary

Attest: Calvin Brown, Vice President

Attest:

By: _____