

RECORD OF PROCEEDINGS

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

HELD

Tuesday, April 18, 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, April 18, 2017 at 6:30 p.m., at the 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:

Judi Holden  
Calvin Brown  
Ron Bendall  
Linda Goodrich  
Bob Clinard

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Steve Smith; BrightView Landscape  
Scott Barnett; Mulhern Engineering  
Cynthia Beyer and Patrick Shannon; CliftonLarsonAllen LLP  
Chad Lorenz, resident-7025 Pine Hills Way, Littleton, CO 80125  
Josh Dulbey, resident-10088 Silvercliff Lane, Littleton, CO 80125  
Amanda Dulbey, resident-10088 Silvercliff Lane, Littleton, CO 80125

**CALL TO ORDER  
AND APPROVE  
AGENDA**

The meeting was called to order at 6:33 p.m. by Director Holden.

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

**PUBLIC  
COMMENT and/or  
GUESTS**

A. ARK Ecological Progress Update – Ray Sperger

Mr. Sperger was not present during the meeting, but Scott Barnett provided an update. 100% of the work has been completed by Mr. Sperger. Mr. Barnett recommended the Board approve the Temporary Irrigation proposal. This would ensure that the new plants receive

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adequate irrigation should the District not receive it naturally. The irrigation system is expected to be turned on this Friday, April 21, 2017.

B. Consider Proposal by Ark Ecological for Temporary Irrigation at the East End of the 7 Acre Pond

Following discussion, upon a motion duly made by Director Goodrich, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the recommendation from Ray Sperger of Ark Ecological for Brightview to provide temporary irrigation at the east end of the 7 Acre Pond at the estimated cost of \$652.92, which includes labor and materials.

C. Scott Maynard – Infield Maintenance Proposal for Ballfields

This item was tabled until next meeting. The Board directed the District Manager to contact Mr. Maynard and see if he would be able to attend the May Board meeting.

D. Direction Regarding Rental of Softball Fields

The Board directed the District Manager to postpone action on the rental until it was determined what the variance is between field maintenance costs and the rates charged for field rental. The District Manager will research the frequency of field rentals in previous years, what is received in fees and do a complete comparison and analysis for the Board, which will include a breakdown of the cost of the current maintenance at the soccer fields and the baseball fields, from BrightView. The Board also requested the District Manager to search for the proposal providing costs for the leveling of right field of the baseball field, believed to have been submitted during the fall of 2016.

Chad Lorenz addressed the Board about how much insurance the District would require. Last year, Mr. Lorenz obtained insurance out of his own pocket and had waivers signed by the players.

The Board directed the District Manager to look into the amounts of insurance required in the past and also requested that legal research the need for insurance versus waivers signed by participants and the best practice for Districts who have sports facilities.

E. Other

Ms. Beyer presented a request from a homeowner for a dog park down by the baseball fields. The Board declined the request to have a dog park at

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this location. This request had come before the Board previously and the Board declined to take action on similar requests.

### ADMINISTRATIVE MATTERS

A. Consider Approval of the March 21, 2017 Regular Meeting Minutes

Following discussion, upon a motion duly made by Director Goodrich, seconded by Director Holden, and upon vote unanimously carried, the Board approved the March 21, 2017 Regular Meeting Minutes.

B. Ratify Approval of Quote from Children's Playstructures & Recreation for Replacement and Installation of Glide Slide - \$1,997.00

Director Clinard expressed dismay at the price proposed by BrightView for the slide installation and wanted to know why the cost was so high. Steve Smith from BrightView advised the Board this is not a service typically provided by BrightView so it does not have vendors to use for this type of work. Director Clinard suggested next time if BrightView is asked to provide a quote and it is not in their typical services they advise the Board of that and provide additional vendors for such services if that is known.

Upon a motion duly made by Director Clinard, seconded by Director Bendall, and upon vote unanimously carried, the Board ratified approval of the quote from Children's Playstructures and Recreation in the amount of \$1,997.00.

C. Other

None

### FINANCIAL MATTERS

A. Review and Accept Updated Current Cash Position

Ms. Beyer discussed the updated Current Cash Position with the Board. Following review, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board accepted the Updated Current Cash Position.

B. Review and Consider Approval of Current Claims, Approve Transfer of Funds, and Ratify Payment of Autopay Claims

Ms. Beyer reviewed the Current Claims, Transfer of Funds and asked the Board to Ratify the Payment of the Autopay Claims. Following review,

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upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board approved the Current Claims, approved the Transfer of Funds, and ratified Payment of Autopay Claims.

C. Other

None.

### DIRECTOR ITEMS

A. Snow Removal by BrightView

Director Clinard asked BrightView for an explanation about the last snow removal. Steve Smith from BrightView explained that a resident from Arrowhead Shores requested the sidewalks by the school be plowed. Mr. Smith called the District Manager who approved for BrightView to go plow and so they moved forward with plowing the areas discussed.

B. Other

Director Holden asked about the sidewalk repairs occurring near Village Circle East and the East side of the Lake. The Board requested that the District Manager investigate and report back.

### 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.

An Executive Session was not needed. Ms. James updated the Board on the Water Decree, noting that she is still waiting to receive the Decree.

B. Review and Consider Approval of Resolution and Services Agreement for Restroom Cleaning

- i. For Consideration of Tonette Romero Proposal
- ii. For Consideration of Moore Preferred Cleaning Proposal

Ms. Beyer discussed the two options with the Board. Upon a motion duly made by Director Holden, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the proposal of Moore Preferred Cleaning to perform twice a week cleanings on Tuesdays and Fridays, and pay for open and close until the District has automatic locking doors on the bathrooms in a not to exceed amount of \$10,000.

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Upon a motion duly made by Director Holden, seconded by Director Clinard, and upon vote unanimously carried, the Board approved authorizing the District Manager to obtain an automatic locking system for the bathroom doors in an amount not to exceed \$3,000.

- C. Review and Consider Approval of Resolution and Services Agreement Infield Maintenance by Scott Maynard

The Board tabled this discussion until the next meeting.

- D. Update Regarding Letter to Arrowhead Shores Regarding Encroaching Fence.

Scott Barnett told the Board the fence has been fixed. The only remaining issue was landscaping that is in the area that the District currently maintains pursuant to a license agreement. The Board directed BrightView to walk the area and advise if there was an issue with the maintenance of the open space.

- E. Review and Consider Approval of Easement Agreement with Roxborough Water and Sanitation for Waterline Extension

Ms. James reviewed the Easement Agreement and advised the Board that she had discussed her proposed changes with a representative for Roxborough Water and Sanitation and that he had no issues, but would have to get final approval from their attorney. Upon a motion duly made by Director Goodrich, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the Easement Agreement with Roxborough Water and Sanitation for Waterline Extension subject to legal changes.

- F. Other

None.

### LANDSCAPE MAINTENANCE

- A. BrightView Landscape Report for April - Steve Smith

Mr. Smith presented the April Landscape Report.

- B. BrightView Evaluation on Adding Mulch to Playground

Mr. Smith advised that the playgrounds do not need extra mulch at this time.

- C. Other

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Director Holden discussed the need to do some improvements in the Crystal Lake area. BrightView had a proposal but did not bring copies. The proposal was believed to be in the amount of \$4,600. Following discussion, upon a motion duly made by Director Holden, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved BrightView's proposal for Crystal Lake in a not-to-exceed amount of \$4,600.00.

### ENGINEERING MATTERS

A. 7 Acre Pond Update

Mr. Barnett provided an update on the pond earlier in the meeting.

B. Irrigation Pump Station Update

Mr. Barnett noted that the irrigation system will be turned on this Friday, April 21, 2017.

C. New Meter at Restroom for Restroom

Mr. Barnett noted that a new meter was installed at the restroom. District Manager is to check to see if the District will be charged for it.

D. Other

None.

### MANAGER MATTERS

A. Update on the Dead Trees on Sterling Property

Ms. Beyer informed the Board that the trees have been removed.

B. Update on \$504.00 on the IREA Bill

Ms. Beyer informed the Board that the amount is for 16 lights at the location of Ellison and Village Circle. The District is charged \$31.50 per light for a total of \$504.00.

C. Update on Letter to Filing 14B Regarding Ownership

Ms. Beyer informed the Board that the letter was sent to the attorney for the HOA, advising of the decision of the Board to decline the conveyance at this time.

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D. Request for Solar Lights at Mail Box Kiosks, Chatfield Farms West (C1B) & Chatfield Farms West 1A

Ms. Beyer informed the Board that a review of the minutes was done. The April 10, 2007 meeting minutes, the Board considered a request from residents of the Chatfield Farms HOA for installation of an enclosed cover for their mailbox station, located in Chatfield Park. District Counsel advised the Board that the District only had an easement for the mailboxes and it had no authority to approve or disapprove the placement of a structure that was being proposed. The Board at that time suggested the HOA seek Postal Service approval before they could proceed with a structure around the mailbox. The Board told the HOA that once they had a final proposal with the requisite approvals from the Postal Service and any other government entity having jurisdiction, the topic could then be revisited. The District Manger requested the same response be given.

E. Research on Outfields of Ballfields for Proposal

The Board tabled discussion to the next meeting.

F. Discuss Playground Inspections

Ms. Beyer proposed two options for playground inspections. One option is a free one by the SDA and another one is one where the contractor does the inspections but then has the ability to complete the repairs. The Board directed the District Manager to use the free SDA playground inspector. G.

Other

None.


OTHER  
BUSINESS

None.

ADJOURNMENT

Upon a motion duly made by Director Goodrich, seconded by Director Holden, and upon vote unanimously carried, the Board adjourned the meeting at 8:49 p.m.

Respectfully submitted,

By:   
Ronald E. Bendall/Secretary for the Meeting