
MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT
HELD
APRIL 19, 2016

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as "Board") was convened on Tuesday, April 19, 2016 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:

Linda Goodrich
Judi Holden
Ronald E. Bendall
Debra Prysby
Bob Clinard

Also in Attendance were:

Mathew Mendisco, Kim Herman; CliftonLarsonAllen LLP.
Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Robin Price; Brickman Group
Scott Barnett; Mulhern MRE
Calvin Brown; Resident

**CALL TO ORDER
AND APPROVE
AGENDA**

The meeting was called to order at 6:32 p.m. 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 presented.

PUBLIC COMMENT

None.

**ADMINISTRATIVE
MATTERS**

- A. Approval of Minutes of the March 8, 2016 Special Meeting, March 11, 2016 Special Meeting and March 15, 2016 Regular Meeting

Following review and discussion, upon a motion duly made by Director Holden, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved the minutes of the March 8, 2016 Special Meeting as presented, the minutes of the March 11, 2016 Special Meeting with the addition of Scott Maynard as an attendee, and the minutes of the March 15, 2016 Regular Meeting minutes with the following corrections:

RECORD OF PROCEEDINGS

- Update: Legal Matters, A. Review Foothills IGA to read Roxborough Village Metropolitan District when the District is referenced.
- Update: Landscape Maintenance, C. Review of the March 11, 2016 Site Walk final paragraph to read the Board approved the proposal from Scott Maynard to repair the baseball infield including installing a removable home plate and two pitchers pipes to allow for two locations to place the pitching mound, subject to Legal review and approval of the contract, and authorized Director Goodrich to sign the agreement.
- Update: Engineering Matters, A. Engineer Report to add a period after \$12,000.00.

B. Other

None.

FINANCIAL MATTERS

A. Review and Ratify Previous Claims

Following review, upon a motion duly made by Director Prysby, seconded by Director Bendall and, upon vote, unanimously carried, the Board ratified the previous claim of \$5,350 represented by check number 5742.

B. Review and Consider Approval of Claims through April 2016 and Review and Ratify Auto-Pay Claims through April 2016 and Authorize Transfer of Funds

Following review, upon a motion duly made by Director Prysby, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved claims totaling \$55,788.40 represented by checks 5743-5754 and approved the transfer of funds as well as approval of the Auto-pay claims.

C. Review and Consider Approval of Schedule of Cash Position Updated as of April 19, 2016

Mr. Mendisco reviewed the cash position with the Board. Upon a motion duly made by Director Bendall, seconded by Director Clinard and, upon vote, unanimously carried, the Board approved the Cash Position Updated as of April 19, 2016.

D. Other

None.

RECORD OF PROCEEDINGS

DIRECTOR ITEMS

None.

LEGAL MATTERS

A. Review and Consider Approval of Engagement Letter with CliftonLarsonAllen LLP for 2016 Management Services

Ms. James stated that she had reviewed the engagement letter and did not see any areas of concern, however, she will be working with Mr. Mendisco to update the Illegal Alien section to cover all statutory requirements.

Following review, upon a motion duly made by Director Clinard, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved the Engagement Letter with CliftonLarsonAllen LLP for 2016 Management Services.

B. Review and Consider Ratification of Resolution Approving Services Agreement with Scott Maynard Productions, LLC for Softball Infield Refurbish

Following review, upon a motion duly made by Director Prysby, seconded by Director Bendall and, upon vote, unanimously carried, the Board ratified the Resolution Approving the Service Agreement with Scott Maynard Productions, LLC to refurbish the baseball infield.

C. Other

Ms. James reported receiving notice from the Special Districts Property and Liability Pool stating the Board had approximately \$1,200 available to them for reimbursement of safety improvements. She stated the Board would need to make an improvement or submit a past improvement costing \$2,400 or more and after review, the District would receive the rebate. Mr. Mendisco stated he would review past and upcoming expenses to determine eligibility for the rebate.

Following review, upon a motion duly made by Director Clinard, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved Mr. Mendisco submitting invoices for reimbursement if they meet the criteria.

LANDSCAPE MAINTENANCE

A. Review Landscape Maintenance Monthly Report – April 2016

Ms. Price reviewed the landscape report with the Board. She indicated that Brickman completed the first aeration and mowing before the snow

RECORD OF PROCEEDINGS

storms last week. She stated there is an increase in weeds due to the increase in moisture and she is finding sod damage that will be repaired once the irrigation system is running.

B. Review and consider Approval of Work Orders from the Brickman Group

Ms. Price presented the following proposals:

1. refresh the breeze path by the skate park - \$996
2. replace 16 6' timbers at the playground- \$2,709
3. level the breeze under the two sets of bleachers- \$2,191
4. add grey breeze behind the bench on the east dug out area- \$4,437
5. remove turf and asphalt in the first phase- \$9,209
6. remove turf and asphalt in the second phase- \$5,343

The Board discussed whether to do both sides of the sidewalk in mitigating the horseshoe section of just one side. After discussion the Board decided that only the northern portion and leave the southern portion the way it is now.

Following review, upon a motion duly made by Director Holden, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved proposals one and four to refresh the breeze path by the skate park and replace 16 6' timbers at the playground totaling \$3,705.00.

C. Review and Consider Approval of Concrete Proposal from Chavez Services LLC

Following review, upon a motion duly made by Director Prysby, seconded by Director Clinard and, upon vote, unanimously carried, the Board approved the proposal from Chavez Services LLC totaling \$19,969.69, pending agreement to a 5% discount from Chavez Services, subject to Legal Review of the contract.

D. Other

Director Prysby asked if the soccer fields could be closed due to weather as they have been used since the recent snow storm and are damaged. Mr. Mendisco stated he would work with Ms. James to determine the best plan to discontinue use of the fields when wet and withhold deposits if the fields are used and damaged.

RECORD OF PROCEEDINGS

ENGINEERING MATTERS

A. Engineer Report

1. Discussion on Gazebo Design Cost Estimates

Ms. Herman presented proposals to replace the roof, repaint and make minor repairs to the gazebo.

Following review, upon a motion duly made by Director Prysby, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the proposal from 5280 Restoration at a cost not to exceed \$5,500, to include removal of all electrical as it is not active, subject to Legal review of the contract.

2. Discussion on Sidewalk Repairs

Mr. Barnett stated that this item was covered during review of the concrete proposal from Chavez Services LLC.

3. Discussion on Skate Park Repairs

Mr. Barnett reported that he has contacted Team Pain and not heard back since, but would contact them again this week.

B. Update on Excell Pump Service Agreement

Following review, upon a motion duly made by Director Holden, seconded by Director Prysby and, upon vote, unanimously carried, the Board approved Ms. Price selecting a new vendor to complete the repairs at a cost not to exceed \$12,000.00, subject to Legal review of the contract.

MANAGER MATTERS

A. Election Update

Mr. Mendisco reported that the Election has been cancelled and the new Board members will be given the oaths of office at the May 17, 2016 Regular Board meeting.

B. Review Request from Chatfield Farms HOA Tract E

Mr. Mendisco reported that the HOA has been notified of the Board's decision and he will provide an update to the Board when he hears back.

RECORD OF PROCEEDINGS

C. Update on Baseball Field and Grant Information

Mr. Mendisco stated that he has researched grant options and the options he has found are related to installing a new field, not to repair/refurbish an existing field. Mr. Mendisco will be contacting the Douglas County manager to see if Douglas County would be interested in helping to improve the baseball field in some sort of cost sharing.

D. Other

Mr. Mendisco reported receiving notice from Xcel Energy regarding trees in their easement. He stated Xcel will be removing the trees at their cost.

**OTHER
BUSINESS**

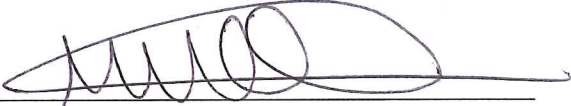
A. Quorum for Next Meeting – May 17, 2016 at 6:30 p.m. at the Roxborough Library

A quorum was confirmed.


ADJOURNMENT


The Board adjourned the meeting at 8:55 p.m.

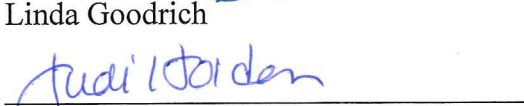
Respectfully submitted,


By: 
Secretary for the Meeting

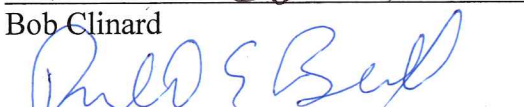
THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 19, 2016 MINUTES OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:


Debra Prysby


Linda Goodrich


Judi Holden


Bob Clinard


Ronald E. Bendall