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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
MAY 17, 2016

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as "Board") was convened on Tuesday, May 17, 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  
Calvin Brown

Also in Attendance were:

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

CALL TO ORDER  
AND APPROVE  
AGENDA

The meeting was called to order at 6:30 p.m. Upon a motion duly made by Director Holden, seconded by Director Goodrich and, upon vote, unanimously carried, the Board approved the agenda as presented.

OATH OF OFFICE

Ms. James administered the oath of office to Directors Brown and Bendall.

APPOINTMENT OF  
BOB CLINARD

Upon a motion duly made by Director Goodrich, seconded by Director Holden and, upon vote, unanimously carried, the Board appointed Mr. Clinard to the Board of Directors.

ELECTION OF  
OFFICERS

Upon a motion duly made by Director Goodrich, seconded by Director Bendall and, upon vote, unanimously carried, the Board elected the following slate of office:

## RECORD OF PROCEEDINGS

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Director Holden – President  
Director Brown – Vice President  
Director Bendal – Secretary/Treasurer  
Director Goodrich – Asst. Secretary  
Director Clinard – Asst. Secretary

**PUBLIC COMMENT** The following comments were made to the Board:

Ms. Prysby stated that there were some Dead trees in the open space that needed to be removed as well as Nesting Owls by the Soccer field.

**ADMINISTRATIVE  
MATTERS**

A. Approval of Minutes of the April 19, 2016 Regular Meeting

Following review and discussion, upon a motion duly made by Director Goodrich, seconded by Director Holden, and upon vote, 4-0-1, the Board approved the minutes of the April 19, 2016 Regular Meeting minutes.

B. Other

None.

**FINANCIAL  
MATTERS**

A. Review and Ratify Previous Claims

Following review, upon a motion duly made by Director Prysby, seconded by Director Holden and, upon vote, unanimously carried, the Board ratified the previous claim of \$1,752.00 represented by check number 5755.

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

Following review, upon a motion duly made by Director Goodrich, seconded by Director Clinard and, upon vote, unanimously carried, the Board approved claims totaling \$45,914.74 represented by checks 5756-5770 and approved the transfer of funds as well as approval of the Auto-pay claims.

## RECORD OF PROCEEDINGS

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C. Review and Consider Approval of March 31, 2016 Financial Statements and Cash Position Updated

Ms. Soendker reviewed the March 31, 2016 Financial Statements and Cash Position with the Board. Upon a motion duly made by Director Clinard, seconded by Director Goodrich and, upon vote, unanimously carried, the Board approved the March 31, 2016 Financial Statements and Cash Position.

D. Review and Consider Approval the Draft 2015 Audit

Ms. Soendker reviewed the Audit with the Board. Following review, upon a motion duly made by Director Clinard, seconded by Director Goodrich and, upon vote, unanimously carried, the Board approved the 2015 Audit as presented.

### DIRECTOR ITEMS

The Board discussed the need to have the current snow removal policy regarding budget levels in place. Mr. Mendisco stated that until the Board made a decision this policy would remain in effect. After discussion the Board asked that the snow removal policy be on the agenda in September for review.

The Board discussed the distribution of meeting packets via Fedex and decided to discontinue the practice.

### LEGAL MATTERS

A. Review and Consider Approval of Resolution Approving Services Agreement with Tonette Romero for Maintenance and Cleaning of the Roxborough Community Park Restrooms in 2016

Following review, upon a motion duly made by Director Goodrich, seconded by Director Brown and, upon vote, unanimously carried, the Board approved the Services Agreement with Tonette Romero for Maintenance and Cleaning of the Roxborough Community Park Restrooms in 2016 subject to pricing being the same as 2015.

The Board agreed if pricing was not the same, they would request other proposals to stay in the same price and scope of service as 2015 and authorized Mr. Mendisco to enter into a contract with a different provider.

## RECORD OF PROCEEDINGS

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- B. Review and Consider Approval of Resolution Approving Services Agreement with Cem-Lake Management for 2016 Lake Treatment Program

Following review, upon a motion duly made by Director Clinard, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved of Resolution Approving Services Agreement with Cem-Lake Management for 2016 Lake Treatment Program.

- C. Review and Consider Approval of Resolution Approving Services Agreement with Planet Scuba, LLC for 2016 Maintenance of Intake Ducts Below Surface of 7 Acre Pond at Arrowhead Shores

Following review, upon a motion duly made by Director Clinard, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved of Resolution Approving Services Agreement with Planet Scuba, LLC for 2016 Maintenance of Intake Ducts Below Surface of 7 Acre Pond at Arrowhead Shores.

- D. Consider Ratification of Resolution Approving Services Agreement with Chavez Services, LLC for 2016 for Concrete Repair, Removal and Replacement

Following review, upon a motion duly made by Director Clinard, seconded by Director Bendall and, upon vote, unanimously carried, the Board ratified the approval of Resolution Approving Services Agreement with Chavez Services, LLC for 2016 for Concrete Repair, Removal and Replacement.

- E. Consider Ratification of Resolution Approving Services Agreement with 5280 Drywall & Repair, LLC for 2016 for Gazebo Repair

Following review, upon a motion duly made by Director Clinard, seconded by Director Bendall and, upon vote, unanimously carried, the Board ratified the approval of Resolution Approving Services Agreement with 5280 Drywall & Repair, LLC for 2016 for Gazebo Repair.

- F. Other

None.

## RECORD OF PROCEEDINGS

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### LANDSCAPE MAINTENANCE

#### A. Review Landscape Maintenance Monthly Report – May 2016

Ms. Price reviewed the landscape report with the Board. There were several comments regarding tree removal and replacement, specifically, about Brightview providing a single proposal that included removal and replacement on the same WO. The Board felt this should provide some economy of scale by doing both at the same time. Mr. Mendisco stated he would walk the property with Brightview to ensure that all trees were accounted for, and that WO's for removal and replacement were on the same WO.

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

Ms. Price presented the following proposals:

1. Clock Replacement Proposal - \$2,416
2. Tree Replacements Proposal - \$6,300
3. Tree Removal Proposal - \$12,375
4. Broom Removal Proposal - \$3,480
5. Pump Station Proposal - \$4,880
6. Drainage Area Cleaning Proposal - \$5,100
7. Water Well Pump Proposal - \$2,826

Following review, upon a motion duly made by Director Bendall, seconded by Director Brown and, upon vote, unanimously carried, the Board approved the Clock Replacement Proposal (#1) in the amount of \$2,416.

Following review, upon a motion duly made by Director Goodrich, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the Broom Removal Proposal (#4) in the amount of \$3,480.

Following review, upon a motion duly made by Director Bendall, seconded by Director Goodrich and, upon vote, unanimously carried, the Board approved the Water Well Pump Proposal (#7) in the amount of \$2,826.

Following review, upon a motion duly made by Director Bendall, seconded by Director Goodrich and, upon vote, unanimously carried, the Board approved Mr. Mendisco to have the trees that were a danger removed.

## RECORD OF PROCEEDINGS

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The Board stated that the Drainage Area Cleaning Proposal (#6) was part of the HOA responsibility for Chatfield Farms 1A. Mr. Mendisco will contact the HOA manager and pass on the issue.

All other WO's were tabled till the next meeting.

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.

D. Other

None

### ENGINEERING MATTERS

A. Engineer Report

1. Update on Sidewalk Repairs – Mr. Barnett stated that Chevez would have the repairs done ASAP.
2. Update on Skate Park Repairs – Mr. Barnett stated he would follow up with Team Pain to get them out for repairs. The authorization limit for the repairs is a not-to-exceed for \$10,000.

### MANAGER MATTERS

A. Update on Gazebo

Mr. Mendisco stated that 5280 had the gazebo on the schedule and he would report to the Board once work had started.

B. Review and Consider Approval of Reserve Study Proposal

Mr. Mendisco stated that he would have proposals for the next meeting.

C. Update on Baseball Field and Grant Information

Mr. Mendisco stated that grants were not available but he would contact the Douglas County manager to see if there was any cost sharing opportunities to enhance the field. Mr. Mendisco stated that he was also going to bid the project for outfield enhancement in the fall to be completed in spring of 2017.

RECORD OF PROCEEDINGS

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D. Other

None.

OTHER  
BUSINESS

A. Quorum for Next Meeting – June 21, 2016 at 6:30 p.m. at the  
Roxborough Library

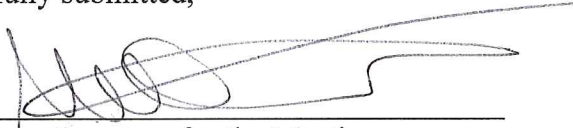
A quorum was confirmed.

ADJOURNMENT

The Board adjourned the meeting at 8:25 p.m.

Respectfully submitted,

By: \_\_\_\_\_

  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 17, 2016 MINUTES OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT BY THE BOARD OF  
DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Calvin Brown

  
\_\_\_\_\_  
Linda Goodrich

  
\_\_\_\_\_  
Judi Holden

  
\_\_\_\_\_  
Bob Clinard

  
\_\_\_\_\_  
Ronald E. Bendall