

RECORD OF PROCEEDINGS

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

Tuesday, June 20, 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, June 20, 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
Linda Goodrich
Bob Clinard
Ronald Bendall (Excused)

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
Steve Smith and Eric Keesen; BrightView Landscape
Scott Barnett; Mulhern Engineering
Cynthia Beyer and Patrick Shannon; CliftonLarsonAllen LLP
Scott Maynard; resident
Jeffrey Huthenson; resident
Kellie Blue; resident
Cheryl Lorenz; resident
Amanda Dalbey; resident

**CALL TO ORDER
AND APPROVE
AGENDA**

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

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

**PUBLIC
COMMENT and/or
GUESTS**

Jeffrey Hutcheson addressed the Board. He is a member of the 14B HOA. The 14B HOA was seeking to be dissolved. As part of the process, the 14B HOA requested the District accept responsibility for future maintenance of the HOA Tracts, which the District previously declined. Mr. Hutcheson inquired as to the District's reason for declining. Mr. Barnett stated that because the tracts had drainage pipes underneath, the District did not want to take on that responsibility and that a letter had been sent to the attorney for the

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HOA, regarding this matter. Mr. Barnett and Ms. James suggested that another alternative would be for the HOA to transfer ownership to Douglas County and have the District continue maintenance on the tracts, or for Douglas County to accept drainage responsibility on the tracts and the District accept ownership.

Ms. Kelli Blue addressed the Board and wanted to know why the District did not allow fishing in the storm drainage ponds. Ms. Blue would support no bait fishing, but felt that allowing fishing would be an opportunity to bring the community together. Ms. Beyer informed the Board that in 2005 the Board enacted rules that did not allow fishing. Ms. James stated she would review and provide a list of pros/cons for fishing in the storm water ponds.

Ms. Cheryl Lorenz addressed the Board. Ms. Lorenz wanted to know if the District was going to repair the right field area of the softball field. Ms. Lorenz told the District they had 12 teams for the league. The first games would occur on July 16, 2017, between 10:00 a.m. to 7:00 p.m. The softball tournament will be on September 16-17, 2017. Ms. Lorenz was told the field repairs would probably not occur until after the softball season had concluded.

ADMINISTRATIVE MATTERS

A. Consider Approval of the May 16, 2017 Regular Meeting Minutes

Following discussion, upon a motion duly made by Director Clinard, seconded by Director Brown, with Director Goodrich abstaining as she did not attend the May 16th meeting, the Board approved the May 16, 2017 Regular Meeting Minutes.

B. Other

The Board excused the absence of Director Bendall.

FINANCIAL MATTERS

A. Review and Accept Updated Current Cash Position

Ms. Beyer explained the current Cash Position. After review, upon a motion duly made by Director Goodrich, seconded by Director Holden, and upon vote unanimously carried, the Board accepted the current Cash Position.

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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. After discussion, 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. Chatfield Farms Annual Report

Ms. Beyer explained the Chatfield Farms Annual Report. Mr. Maynard asked that the date of the Annual Report be changed from 2015 to 2016.

D. Other

The Board requested BrightView provide a more clearly defined breakout of the irrigation hours and other labor charged to the District. Additionally, the Board would like the reports to provide the information/format used in 2016.

DIRECTOR ITEMS

A. Other

Director Brown addressed the Board regarding the fees for Wells Fargo Bank. After discussion, upon a motion duly made by Director Goodrich, seconded by director Clinard, and upon vote unanimously carried, the Board approved the transfer of the Wells Fargo Bank accounts to 1st Bank.

Director Brown asked about the drainage issues at the first base side of the softball field. The Board directed Mr. Barnett and Mr. Smith to investigate the area in question.

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

Ms. James provided her legal report to the Board. Ms. James presented a copy of the final Water Court Decree to the Board, noting

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the consultants meeting scheduled for June 22, 2017 to discuss the Water Court Decree.

B. Update on Ball Field Insurance/Sports Fields Permits Discussion

Ms. James stated that the sports field permits/waivers were updated and ready.

C. Review and Consider Approval of Resolution Authorizing the District President to Approve Expenditure of District Funds

Ms. James presented the resolution and options to the Board. After review, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board approved the Resolution Authorizing the District President to Approve Expenditure of District Funds in the amount of \$3,000 for emergency services and up to \$1,000 for non-emergency expenses.

D. Other

The Board also signed the Amendment to the Roxborough Village Metropolitan District Landscape Maintenance Service Agreement between the District and BrightView, dated June 20, 2017. The Amendment was previously approved by the Board.

LANDSCAPE MAINTENANCE

A. BrightView Landscape Report for June

Mr. Smith presented the June Landscape Report.

B. Proposed Work Orders

1. Remove and Replace Edging West of Crystal Lake Park - \$229.49

Upon a motion duly made by Director Holden, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved the work order to remove and replace the edging west of Crystal Lake Park in the amount of \$229.49.

2. Restore Landscape Along Crystal Lake - \$1,934.28

After discussion, the Board declined to take action on this matter.

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3. Top Dress Granite Around Crystal Lake - \$5,479.43

Upon a motion duly made by Director Holden, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the top dress granite around Crystal Lake in the amount of \$5,479.43.

Mr. Smith presented an invoice for additional snow removal that had not been charged to the District and requested that it be submitted for payment. The Board agreed to pay this invoice.

ENGINEERING MATTERS

A. 7 Acre Pond Update

Mr. Barnett reported that the weed/seed and landscaping has been completed by Ark Ecological. Mr. Barnett will contact Ark Ecological regarding the low water levels in the 7 Acre Pond so the extra plantings can be performed.

B. Irrigation Pump Station Update

Mr. Barnett provided an update on the irrigation pump station.

C. Other

There were no other engineering matters.

MANAGER MATTERS

A. Discuss Outfield Refurbishing Services Proposal from Scott Maynard

The Board discussed the proposal. Director Clinard questioned whether the proposal should be only for the right infield. The Board directed Ms. Beyer to research and get a revised proposal for this. Any refurbishing needs to be done after September 18, 2017 which is the end of the softball season.

B. Field Fee Analysis

Mr. Shannon presented the field fee analysis to the Board. After review, upon a motion duly made by Director Brown, seconded by Director Holden, and upon vote unanimously carried, the Board approved the fees as listed by Mr. Shannon. The Board requested

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Mr. Shannon and Brightview remove the existing locks on the box that stores the bases and replace them with new locks. Anyone registering for the ball field use will be given a copy of the new key, which must be returned to allow full refund of their damage deposit.

C. Playground Inspections Reports

Ms. Beyer presented the playground inspection reports. After review, the Board directed Ms. Beyer to obtain quotes for repairs.

D. Planet Scuba Inspection Report of Arrowhead Lake

Ms. Beyer presented the report.

E. Consider Approval of Proposal of B & B Builders to Install Ceramic Tiles in Community Park Restroom

After review, upon a motion duly made by Director Holden, seconded by Director Clinard, and upon vote unanimously carried, the Board approved the proposal of B & B Builders to install ceramic tiles in the Community Park restroom.

F. Other

Mr. Shannon noted that the water fountain at the bathrooms needed to be repaired. The Board directed Mr. Shannon to get quotes for the repairs.

OTHER BUSINESS

There was no further business.

ADJOURNMENT

Upon a motion duly made by Director Goodrich, seconded by Director Holden, and upon vote unanimously carried, the Board adjourned the meeting at 9:05 p.m.

Respectfully submitted,

By: 
Bob Clinard/Assistant Secretary for the Meeting