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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
June 21, 2016

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as "Board") was convened on Tuesday, June 21, 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:

Judi Holden  
Calvin Brown  
Ronald E. Bendall  
Linda Goodrich  
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  
Debra Prysby; resident  
Heidi Laughlin; resident

**CALL TO ORDER  
AND APPROVE  
AGENDA**

The meeting was called to order at 6:30 p.m. by Director Holden. Upon a motion duly made by Director Brown, seconded by Director Holden and, upon vote, unanimously carried, the Board approved the agenda approved as amended to include a discussion under engineering on Chatfield Farms 1B Sidewalk issues.

**PUBLIC COMMENT**

Heidi Laughlin, resident, approached the Board and requested that the Board consider allowing her and her husband to extend their lawn boundary into a wedge next to their house that borders their house now. The Board discussed the issue and staff stated that they would have to research several items with regard to the plat, ownership, easements, and landscaping issues. Right now the District mows the strip once per year as part of the open space mowing.

After further discussion the Board deferred the request and counseled Ms. Laughlin that there were legal issues and maintenance issues that required investigation before the Board could approve here request. Legal is going to investigate a license agreement between the District and the

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homeowner, and Brickman will assess taking responsibility for the landscape maintenance of the improvements.

### ADMINISTRATIVE MATTERS

A. Consider Approval of Minutes of the May 17, 2016 Regular Meeting

Following review and discussion, upon a motion duly made by Director Goodrich, seconded by Director Clinard and, upon vote, unanimously carried, the Board approved the minutes as amended.

B. Other

None.

### FINANCIAL MATTERS

A. Review and Ratify Previous Claims

Mr. Mendisco explained that there was an emergency check cut for the second set of ET controllers. Following review, upon a motion duly made by Director Clinard, seconded by Director Holden and, upon vote, unanimously carried, the Board ratified the previous claim of \$1,583.00 represented by check number 5778.

B. Review and Consider Approval of Claims through June, 2016, Approve Transfer of Funds, and Ratify payment of Autopay Claims

Mr. Mendisco presented the claims. Director Clinard asked when his March and April checks would be cut. Mr. Mendisco stated that they would be cut for the next meeting.

Following review, upon a motion duly made by Director Bendall, seconded by Director Goodrich and, upon vote, unanimously carried, the Board approved claims totaling \$69,868.73 represented by check 5779 - 5795 and approved the transfer of funds as well as approval of the Autopay claims.

C. Review and Consider Approval of Schedule of Cash Position Updated as of June 21, 2016

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

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### DIRECTOR ITEMS

Director Clinard reported that the homeowner at 6905 Blue Mesa Way bordering on the open space had complained that Brickman had mowed his newly planted landscape improvements on the south side of his property when they mowed the beauty band. Mr. Clinard told the homeowner that if indeed the landscape improvements were on his property it would be rectified. The homeowner had not made any further attempt to provide evidence that the property where the landscaping occurred was his. Ms. Price said she would confirm the mowing was in District open space.

### LEGAL MATTERS

A. Review and Consider Approval of Resolution to Reinstate License Agreement for Maintenance of Tract E with Chatfield Farms HOA 1B

Ms. James presented this item to the Board stating that everything was now in compliance and that the District could now continue to maintain this area.

Following review, upon a motion duly made by Director Goodrich, seconded by Director Brown and, upon vote, unanimously carried, the Board approved the resolution to reinstate License Agreement for Maintenance of Tract E with Chatfield Farms HOA 1B.

### LANDSCAPE MAINTENANCE

A. Review Landscape Maintenance Monthly Report – June 2016

Ms. Price reviewed the report with the Board stating that the pump system was back online with the two pumps. The Board discussed the pump warranty issue at length and, because Brickman had the pump installed last year and the District paid Brickman for the work, the warranty would be with Brickman. Ms. Price said that she would follow up and try to have the contractor increase the speed of installing the replacement pump. Ms. Price also noted that the speed of the motors had been adjusted so that it would avoid some of these issues in the future.

B. Review and Consider Approval of Irrigation Proposal to Separate Zones in the amount of \$1,854.00(enclosed)

Ms. Price presented this work order to the board stating that this zone was a mix of rotors and pop ups and this would separate the zones into two zones, making them all pop ups. Following review, upon a motion duly made by Director Holden, seconded by Director Clinard and, upon vote, unanimously carried, the Board approved the irrigation proposal to separate zones in the amount of \$1,854.00.

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C. Review and Consider Approval of Pump Work Order for Pump Two in the amount of \$8,712 (enclosed)

Mr. Mendisco advised that this is actually a ratification item due to the pump already being ordered and installed because it constituted an emergency situation. Management made a judgment call to have it ordered and installed because no water over the weekend would have a potential risk of losing a large amount of landscaping.

Following review, upon a motion duly made by Director Holden, seconded by Director Brown and, upon vote, unanimously carried, the Board approved the pump work order for Pump Two in the amount of \$8,712.

D. Review and Consider Approval of Work Orders from The Brickman Group, LTD

1. Refresh Playground Chips – \$8,140.00
2. Tree Removal and Replacement – \$30,213.00
3. Tree Removal and No Replacement – \$9,139.00
4. Remove Sod and Add Cobble Band – \$13,454.00
5. Pull Western River Rock – \$2,175.65
6. Add Plants at Crystal Lake – \$1,639.75
7. Remove Turf and Add Mulch to Crystal Lake – \$2,839.15
8. Repair Edger at the Two Chatfield Monument Signs – \$3,105.00

After the Board discussed items 1-5, upon a motion duly made by Director Holden, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved items 1 and 3, and approximately half of the recommended tree replacements and removals from item 2

Item 4 was tabled until the next meeting.

Upon a motion duly made by Director Goodrich, seconded by Director Bendall and, upon vote, unanimously carried, the Board approved item 5.

Items 6-8 were tabled until the next meeting.

E. Discussion about Exercise Equipment along Trails and Paths

Discussion about exercise equipment along trails and paths was tabled until the next meeting.

### ENGINEERING MATTERS

A. Engineer Report

1. Update on Sidewalk Repairs due to vandalism

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Mr. Barnett noted that there was some vandalism on the sidewalks but it was still in good shape and the repairs went well.

2. Update on Skate Park Repairs

Mr. Barnett reported that Team Pain was still not responding to his calls. Mr. Mendisco asked that Mr. Barnett ask the contractor that recently did the sidewalk repairs for a cost estimate to fix the skate park issues.

3. Tour with State Engineers Office Update Regarding Pump Station

Mr. Barnett reported that the State Engineer had contacted him about the old pump vault at RVMD, so he and Mr. Barnett met onsite and discovered that the old vault is not running. It does, however, have electricity to the unit. The State Engineer recommended that the Board get bids to have the whole vault removed. Mr. Barnett will get those bids for the next meeting.

4. Discussion about sidewalk at Chatfield Farms 1B

Mr. Barnett reported that the sidewalk has buckled due to heavy water damage coming from the sump pump drainage at the same location that was repaired in 1B last year. The Board asked if the homeowners could be held responsible and staff said that they would research it for discussion at the next meeting and asked if Mr. Barnett would get a bid to fix this issue and also get a cost for a permanent solution to the water issue.

**MANAGER  
MATTERS**

A. Review and Consider Approval of Reserve Study Proposals

This item was tabled until the next meeting.

B. Update on Gazebo

Mr. Mendisco noted that the roof was completed and painting and repairs should be done by the next meeting.

C. Update on Baseball Field Maintenance

This item was tabled until the next meeting.

D. Update on Discussion with Xcel Energy regarding Missing Electrical Meter.

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Mr. Mendisco stated this issue had been resolved and he was working with Brickman to complete the issue.

E. Other

None.

OTHER  
BUSINESS

A. Confirm Quorum for Next Meeting – July 19, 2016 at 6:30 p.m. at the Roxborough Library


A quorum was confirmed. Mr. Mendisco noted that he may not be able to attend, but Ms. Herman would be there in his absence.

ADJOURNMENT

Upon a motion duly made by Director Holden, seconded by Director Brown, the Board adjourned the meeting at 9:00 p.m.

Respectfully submitted,

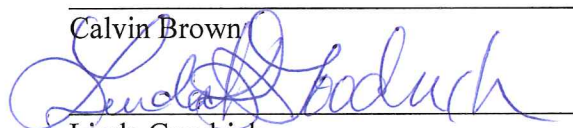
By: \_\_\_\_\_



Secretary for the Meeting

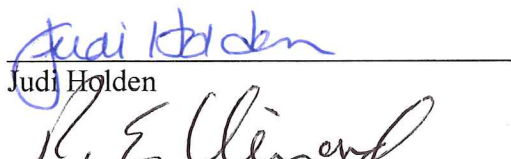
THESE MINUTES ARE APPROVED AS THE OFFICIAL JUNE 21, 2016 MINUTES OF THE ROXBOROUGH VILLAGE METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

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Calvin Brown




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Linda Goodrich

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Judi Holden



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

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



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Ronald E. Bendall