

RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ROXBOROUGH VILLAGE METROPOLITAN DISTRICT  
HELD  
Tuesday, July 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, July 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  
Linda Goodrich  
Bob Clinard  
Ronald Bendall (Excused)

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.  
Eric Keesen; BrightView Landscape  
Scott Barnett; Mulhern Engineering  
Cynthia Beyer and Patrick Shannon; CliftonLarsonAllen LLP

**CALL TO ORDER  
AND APPROVE  
AGENDA**

The meeting was called to order at 6:34 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 amended with the addition of the authorization for check signers under Financial Matters.

**PUBLIC  
COMMENT and/or  
GUESTS**

There were no public comments.

**ADMINISTRATIVE  
MATTERS**

- A. Consider Approval of the June 20, 2017 Regular Meeting Minutes

Following discussion, upon a motion duly made by Director Clinard, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved the June 20, 2017 Regular Meeting Minutes.

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### FINANCIAL MATTERS

#### A. Review and Accept Updated Current Cash Position

Ms. Beyer reviewed the updated current Cash Position. After review, upon a motion duly made by Director Clinard, seconded by Director Brown, and upon vote unanimously carried, the Board accepted the 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. Director Clinard requested that the backup documentation and proposal accompany all claims, along with a purchase order number for each BrightView entry, for the Board's review and that they be included in the meeting packets. Ms. Beyer stated she would have the documentation attached to the claims and included for future meetings.

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 and Approve Payment

This was tabled pending additional information from legal and CLA accounting representative.

#### D. Review and Consider Signers for District's 1<sup>st</sup> Bank Account

After discussion, upon a motion duly made by Director Goodrich, seconded by Director Holden, and upon vote unanimously carried, the Board authorized all Board members as authorized signers on the 1<sup>st</sup> Bank account.

### DIRECTOR ITEMS

#### A. Other

Director Holden stated she would address the landscape maintenance items during the landscape report.

### 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

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Ms. James reported that the District's consultants had a meeting with the water attorney, John Cyran and the water engineer Greg Roush. They would like a special meeting with the Board to explain the next steps in the Water Due Diligence action. The Board requested the consultants set a special meeting date of July 26, 2017 at 7:00 p.m. at either the Library or the West Metro Fire Station to further discuss what is required in the coming months.

B. Discussion Regarding Potential Approval of Fishing in Drainage Ponds

Ms. James discussed her research with the Board. Additional questions were raised that Ms. James agreed to research regarding restrictions on bait used in the ponds. The Board tabled further discussion until the water attorney presented his information.

C. Review and Consider Approval of Resolution and Services Agreement with B & B Builders, LLC for Ceramic Tile Installation in the Community Park Restrooms

Ms. James presented the resolution and agreement to the Board. After review, upon a motion duly made by Director Clinard, seconded by Director Holden, and upon vote unanimously carried, the Board approved the Resolution and Services Agreement with B & B Builders, LLC for Ceramic Tile Installation in the Community Park Restrooms.

D. Other

None.

LANDSCAPE  
MAINTENANCE

A. BrightView Landscape Report for June

Mr. Keesen presented the June Landscape Report, noting that the turf is looking stressed in some areas.

B. Over-seeding /Reseeding on Soccer Field

Mr. Keesen noted Mr. Smith inspected the area with the contractor. Additional seeding will be done in the fall. They will mark off the areas that are reseeded, at that time, in an effort to ensure better growth.

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C. Discuss Crystal Lake and Arrowhead Shores Maintenance Issues

Director Holden expressed her dismay with the landscaping around Crystal Lake, especially regarding the repairs and safety issues she saw with the mainline break. She requested adjusting the water times for irrigation and the Board requested proposals for tree replacement.

D. Proposed Work Orders

None.

**ENGINEERING  
MATTERS**

A. 7 Acre Pond Update

Mr. Barnett provided his update to the Board. He requested authorization from the Board to hire an electrical engineer for two hours of work to do an assessment of the SCADA system. After discussion, upon a motion duly made by Director Holden, seconded by Director Brown, and upon vote unanimously carried, the Board approved the authorization to hire an electrical engineer.

B. Irrigation Pump Station Update

Mr. Barnett reported on the irrigation pump station, noting that Mr. Smith has researched the meter locations and is checking on the 2005 and 2006 records. Ms. James will determine what is needed to maintain legally under the various agreements.

C. Other

There were no other engineering matters.

**MANAGER  
MATTERS**

A. 14B HOA Property Acceptance Discussion

No action taken at this time as this is not moving forward.

B. Discuss Outfield Refurbishing Services Proposal from Scott Maynard

Mr. Keesen will check with Mr. Smith regarding the location of the irrigation system in the outfield. After discussion, upon a motion duly made by Director Clinard, seconded by Director Holden, and upon vote unanimously carried, the Board approved the Outfield Refurbishing Services Proposal from Scott Maynard provided that

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Mr. Maynard can begin on September 18, 2017 and provide an acceptable end date for completion.

### C. Playgrounds Updates

Ms. Beyer provided the pricing on the various playground options. After discussion, upon a motion duly made by Director Holden, seconded by Director Brown, and upon vote unanimously carried, the Board approved the removal of the outdated play structure at Imperial Park, provided that the new yellow slide be salvaged.

Upon a motion duly made by Director Holden, seconded by Director Brown, and upon vote unanimously carried, the Board approved the repairs to the Community park, the soccer fields, and Imperial Park, and requested a quote for moving the East Rampart Park structure and relocating the sand.

### D. Update on B & B Builders to Install Ceramic Tiles in Community Park Restroom

Mr. Shannon provided an update.

### E. Motion to Ratify the Approval of the Repair of the Water Fountain

After review, upon a motion duly made by Director Goodrich, seconded by Director Brown, and upon vote unanimously carried, the Board approved the repair of the water fountain.

### F. Parking Lot Issues

No action was taken.

### G. Other

None.

**OTHER BUSINESS**      There was no further business.

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ADJOURNMENT

Upon a motion duly made by Director Holden, seconded by Director Brown, and upon vote unanimously carried, the Board adjourned the meeting at 9:43 p.m.

Respectfully submitted,

By: R. E. Cloward  
8/19/17, Assistant Secretary