

RECORD OF PROCEEDINGS

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

HELD

Tuesday, March 20, 2018

A regular meeting of the Board of Directors of the Roxborough Village Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, March 20, 2018 at 6:30 p.m., 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:

Calvin Brown
Linda Goodrich
Ronald E. Bendall
Debra Prysby

Also in Attendance were:

Katie James, Esq.; Folkestad Fazekas Barrick & Patoile, P.C.
John Bartley and Bill Barr; Metco Landscaping
Scott Barnett; Mulhern Engineering
Ray Sperger; Arc Ecological
Anna Jones and Patrick Shannon; CliftonLarsonAllen LLP

**CALL TO ORDER AND
APPROVE
AGENDA**

The meeting was called to order at 6:35 p.m. by Director Brown. The absence of Director Clinard was noted and excused.

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

**OBPUBLIC
COMMENT and/or
GUESTS**

There were no members of the public present.

**ADMINISTRATIVE
MATTERS**

- A. Consider Approval of the January 20, 2018 Regular Meeting Minutes

Following discussion, upon a motion duly made by Director Prysby, seconded by Director Goodrich, and upon vote

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unanimously carried, the Board approved the February 20, 2018 regular meeting minutes, as presented.

B. Other - None

FINANCIAL MATTERS

A. Review and Accept Updated Financial Statements of December 31, 2017

Ms. Jones reviewed the updated Financial Statements with the Board. After discussion, upon a motion duly made by Director Brown, seconded by Director Prysby, and upon vote unanimously carried, the Board accepted the updated Financial Statements of December 31, 2017.

B. Review and Consider Approval of Current Claims, Approve Transfer of Funds, Ratify Payment of Autopay Claims and Ratify Approval of Previous Claims

Ms. Jones explained the claims to the Board. Director Prysby noted that her director's fee check was missing. Following discussion, upon a motion duly made by Director Bendall, seconded by Director Goodrich, and upon a vote unanimously carried, the Board conditionally approved the claims in the total amount of \$58,901.62. with questions regarding the UMB \$1,200 invoice and Pepperdines \$22 invoice.

C. Other - None.

DIRECTOR ITEMS

A. Fireworks Update

Director Brown noted the fireworks contract with Arrowhead Shores HOA has been signed and the walk-through is to be done in April. Director Brown asked that a representative from Metco attend the walk-through. Ms. James noted she is in the process of completing the license agreement with Arrowhead Shores. Director Brown asked whether the SDA Safety Grant would pay for fireworks expenses. He will follow up with Mr. Shannon.

B. Other

Director Goodrich asked if the Board has agreed to go forward with the dugout project at the softball fields. Ms. James noted that formal approval has not yet been set. Director Goodrich stated that the District's memorial policy has been not to memorialize anything in the Community Park.

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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 or if needed

Ms. James stated this item was not needed.

- B. Discuss Letter from Counsel for Roxborough Village Filing No. 14-B Homeowners Association Regarding Ownership of Certain Tracts of Land

Ms. James provided a review of the history of the HOA's request. She noted there are four tracts of which the HOA is asking the District to take ownership. Douglas County will take over drainage responsibilities for all four tracts. After discussion, upon a motion duly made by Director Prysby, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved the ownership of certain tracts of land with the understanding that Douglas County will accept the drainage responsibilities.

- C. Ratify Approval of Resolution 2018-03-01, Resolution Changing the Designated Election Official

After review, upon a motion duly made by Director Prysby, seconded by Director Brown, and upon vote unanimously carried, the Board approved Resolution No. 2018-03-01, Resolution Changing Designated Election Official to Anna Jones.

- D. Review and Consider Approval of Resolution No. 2018-03-02, Resolution Approving Agreement with Just Be You, LLC d/b/a Star Playgrounds

After review, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved Resolution No. 2018-03-02, Resolution Approving Agreement with Just Be You, LLC, d/b/a Star Playgrounds.

- E. Scott Maynard Update

Ms. James reported that a letter was sent to notify Mr. Maynard that the 10 % of payment will be made after June 15, 2108 when the Board confirms the "lip" is fixed. Mr. Maynard requested

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payment to be made sooner on the basis he said he already fixed the “lip”. Director Clinard inspected the area and recommended approving payment now, through email with Ms. James. Upon a motion duly made by Director Brown, seconded by Director Goodrich, and upon vote unanimously carried, the Board approved payment of the remaining 10% of Mr. Maynard’s fees.

F. Chatfield Farms 1-A License Review

Ms. James reviewed this with the Board, reporting that the District has responsibility for repairing/replacing playground equipment, although the District can choose to remove it as well. The Board discussed replacing the equipment, and requested that options be brought to the next meeting.

G. Other – None.

ENGINEERING MATTERS

A. 7 Acres Pond Updated

Mr. Sperger provided an update on the weed and native plant management program. He noted the project in April is to plant new material around medians, and deep plant materials by August. He will evaluate seeding areas that were put in last year. Mr. Sperger noted that he would like to leave the grass around 7 Acre Pond higher. He will manage Kosha along the trails and roads. There was discussion regarding the issue with Pompous Grass.

B. Pump Station Irrigation Controls Systems Update

Mr. Barnett gave an update on the pump station irrigation controls system, noting that he has been working with Browns Hill to get the system ready.

C. Water Rights Discussion

1. Review and Consider Approval of the Proposal from Bell Survey Company to Topographical Survey of Ponds – NTE \$6,500

Mr. Barnett reported that he has been working with Leonard Rice Engineering to get them information to start building their models.

Mr. Barnett noted that Bell Survey’s proposal is to do a topographical survey at the bottom of two ponds on Village Circle West. Data is needed for Leonard Rice to create models for all three ponds.

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After discussion, upon a motion duly made by Director Prysby, seconded by Director Bendall, and upon vote unanimously carried, the Board approved the Proposal from Bell Survey Company.

D. Other – None

LANDSCAPE MAINTENANCE

A. Metco Landscape Report

Bill Barr noted that John Bartley has taken over for Shane Chisolm. Mr. Bartley introduced himself. Mr. Barr presented the landscape report. The Board inquired about annual planting of flowers. Metco will bring options to consider for May planting.

B. Discuss Placement of Metco Trailer

Mr. Barr asked if they could place a 5 foot trailer on District property. He will bring a proposal for renting a garage instead.

C. Discuss Request for Proposals from Metco and Scott Maynard to Refurbish the Baseball Infield Ensuring that the Base Sleeves are Identifiable and Secure and Home Plate has a Sleeve Allowing the Removal of Home Plate

The Board asked that both Metco and Scott Maynard submit proposals.

D. Discuss Request for Proposals from Metco and Scott Maynard for Weekly Maintenance of the Baseball Infield Including Weekly Dragging and Baseline Striping (July 1st through Labor Day)

The Board asked that both Metco and Scott Maynard submit proposals.

E. Discuss Ark Ecological Weed Control, Wall, Etc.

Previously discussed.

F. Other

The Board inquired at the February meeting about the need for a work order on dogwood pruning, since the contract includes pruning. Metco performed a hard prune on the red twig dogwood,

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which thins and cuts down the plant to rejuvenate. The contract only includes pruning as a shaping twice in the season which was the reason for the work order.

A. Election Update

Ms. Jones noted that there are three open seats, and six candidates to fill those seats. The lot drawing was performed to establish the order in which the names will be displayed on the ballot. The Board discussed whether they would like to send out candidate bios. Ms. Jones will obtain pricing.

MANAGER MATTERS

B. Playground Equipment Update

Mr. Shannon explained that the playground equipment purchased from Star Playgrounds can be replaced individually.

C. Discuss Request for Food Truck Night

Ms. Jones noted that a resident requested a food truck night in the Community Park parking lot. Ms. James will research how best to draft a contract for an event like this.

D. Discuss Graffiti Removal Responsibility

Mr. Barr noted that Metco cleaned up several areas of graffiti. The Board discussed who should clean graffiti in the future. The Board asked for pricing from Metco and Lightning Mobile. The Board approved Metco to clean graffiti outside of Arrowhead Shores for the time being.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Upon a motion duly made by Director Prysby, seconded by Director Goodrich, and upon vote unanimously carried, the Board adjourned the meeting at 9:02 p.m.

Respectfully submitted,

By: _____
Calvin Brown, Vice President

Attest:

By: Ronald Bendall, Secretary