

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE BOWLES METROPOLITAN DISTRICT HELD APRIL 9, 2019

A regular meeting of the Board of Directors of Bowles Metropolitan District (“Board” or “BMD”) was held Tuesday, April 9, 2019, at 4:30 p.m., at The Village Center, 7255 Grant Ranch Boulevard, Littleton, Colorado. The meeting was open to the public.

In attendance were Directors:

Thomas Dougherty  
Leigh C. Chaffee  
Don Korte  
Timothy LaPan  
David Hobart

Also in attendance were:

Paul LeFever; Grant Ranch Master HOA  
Lori Huffman; MSI  
Melissa Hurich; Colorado Designscapes, Inc.  
Chuck Reid; CliftonLarsonAllen LLP

Administrative

Matters

Call to Order / Disclosure of Conflicts of Interest/Declaration of Quorum

Director Chaffee called the meeting to order at 4:30 p.m. and declared a quorum present.

The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Secretary of State. The Members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board Members prior to this meeting in accordance with Statute. No additional disclosures were made.

It was noted that the meeting is being held within the District’s boundaries and that notices for this meeting were posted pursuant to statute.

Approval of Agenda

Following review, Director Dougherty moved and Director Chaffee seconded approval of the agenda as presented. The motion passed unanimously.

Review and Approval of the March 12, 2019 Regular Board Meeting Minutes

Following discussion, Director Chaffee moved and Director LaPan seconded approval of the March 12, 2019 Regular Board Meeting Minutes as presented. The motion passed unanimously.

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### Review and Approve Current Claims

Following review and discussion, Director Chaffee moved and Director Lapan seconded approval of the current claims. The motion passed unanimously.

### Community Matters

#### ESRI Geographic Information System

The Board heard a presentation from Dave Villancourt and Lisa Ward from ESRI. ESRI believes they set the standard for GIS services and introduced ARC GIS, a cloud-based program, for which there is not a set-up fee. Clients can contract with ESRI or other GIS companies to set up their site. Licenses can be purchased based on the user-type for the software. The software boasts live updates from Denver and Jefferson County, and supports file uploading and Records Management. The Board requested Mr. Reid and Mr. LeFever prepare additional cost information and bring back the issue at a future meeting.

#### Request for Community Event Funding

Mr. LeFever provided the Board with information for three recommended community events for which the HOA is requesting funding assistance from the District: Movie Night, Community Clean-up and Paint Recycling. Mr. LeFever noted that while electronics recycling will not be offered this year due to costs, hazardous waste recycling (paints) will be offered, and the two will alternate each year. It was noted that there are additional funders for these events, such as Alan Smith, resident and realtor. The HOA will staff the events. Following discussion about the District's event funding, Director Chaffee moved and Director Korte seconded approval for the Board to support the community events, not to exceed \$9,750.00. The Board noted they would like the District to be the sole funding partner for the Movie Night.

#### Other

It was noted that a homeowner in Park Place found termites in their fence. The HOA will pursue a solution. The District will also watch for termites.

### Operations Updates and Action Items

#### A. Designscapes

##### 1. General Update

Ms. Hurich provided the Board with a general update, noting that full-time crews will be onsite next week and the irrigation plans to go live the 3<sup>rd</sup> week in May.

Ms. Hurich informed the Board that she had a conversation with Joe from Arapahoe Pumps for a new meter at the Pump House, as the current pump may not calibrate accurately. The cost for the main meter is \$4865. Following review and discussion, Director Chaffee moved and Director Korte seconded approval of Arapahoe Pumps replacing the main meter at the Pump House.

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### 2. Designscapes Work Orders

#### a. Work Order – 7 Meter Replacements 2019

No Board action was taken on this proposal to upgrade the meters located at the sub-districts and Village Center who obtain non-potable water from the District.

#### b. Work Order – Blue Heron Park & Parking Lot Mulch 2019

The Board discuss where to use rock and where to use mulch. The Board is interested in seeing a 5-year plan. Director Dougherty noted that the mowers travel through the mulch beds. Mr. LeFever added that the HOA is removing mulch & replacing it with turf. Following discussion, Director Korte moved and Director Dougherty seconded approval of the Work Order – Blue Heron Park & Parking Lot Mulch 2019, subject to Director LaPan's review.

#### c. Work Order – Tract K Island & Beds at Park Bench 2019

Following review and discussion, Director Dougherty moved and Director Chaffee seconded approval of the work order.

#### d. 2019 Work Order summary

The Board discussed the 2019 Work Order Summary. Director Dougherty requested that Tract C2 get cleaned up. He would like additional mulch and plantings in the area.

### B. Updates

#### 1. Davey Tree

No Board action was taken.

#### 2. Fence Projects

Mr. Reid reported that the project is in process.

#### 3. Concrete Projects

Mr. Reid reported that TGA Masonry & Concrete is going through the permit process with the City of Lakewood.

#### 4. Stormwater Monitoring

No Board action was taken.

#### 5. Other – None.

### Management Matters

#### A. Discuss Potential Agreement with Grant Ranch Master Homeowner Association for As-Needed Maintenance Services, excluding landscaping & snow removal

Following review and discussion, Director Chaffee moved and Director Korte seconded approval of the Agreement with Grant Ranch Master Homeowner Association (GRMHOA) for as-needed maintenance services, excluding landscaping & snow removal.

#### B. Discuss and Consider Approval of Homestead Painting 2019 Contract

Following review and discussion, Director Korte moved and Director Chaffee seconded approval of the Homestead Painting 2019 Contract.

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C. Other

Mr. Reid introduced the video done by DRC of the Sunset Park stormwater facilities and which appears to show an undersized pipe from the parking lot's stormwater inlet to the main stormwater line. The Board directed Mr. Reid to contact Jefferson County to discuss options.

Legal  
Matters

A. Other - None.

Directors  
Matters

A. Discuss Isthmus Park Gazebo Entry

Director Dougherty directed Designsapes to draft a proposal to repair the Isthmus Park Gazebo step.

B. Confirm Quorum for Next Regular Board Meeting May 14, 2019  
at 4:30 p.m.

The Board confirmed a quorum for the Next Regular Board Meeting scheduled for Tuesday, May 14, 2019 at 4:30 p.m.

C. Other- none

Adjournment

As there was no further business, the Board adjourned the meeting at 5:59 p.m.

Respectfully submitted,

By



Secretary for the Meeting