

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
BOWLES METROPOLITAN DISTRICT
HELD JUNE 11, 2019**

A regular meeting of the Board of Directors of Bowles Metropolitan District (“Board” or “BMD”) was held Tuesday, June 11, 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 (for a portion of the meeting)
Lori Huffman; MSI (for a portion of the meeting)
Rob Massengale; Colorado Designscapes, Inc.
Dawn Schilling; Schilling & Company, Inc. (for a portion of the meeting)
Rod & Serena Curry; Residents
Pat Shannon and Trina Hartman; CliftonLarsonAllen LLP

Administrative
Matters

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

Director Dougherty 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 Korte moved and Director Chaffee seconded approval of the agenda as amended. The motion passed unanimously.

Review and Approval of the May 14, 2019 Regular Board Meeting Minutes

Following discussion, Director Dougherty moved and Director Hobart seconded approval of the May 14, 2019 Regular Board Meeting Minutes as presented. The motion passed unanimously.

Review and Approve Current Claims

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

RECORD OF PROCEEDINGS

Community Matters

Other

Mr. LeFever noted that the school district has not been mowing a strip of grass on their property along Grant Ranch Blvd. Following discussion, Director Korte moved and Director LaPan seconded approval of the maintenance of the strip of grass by the school to be maintained by Designscares, as instructed by the HOA.

Mr. LeFever noted that he has received calls from residents regarding the length of native grasses in the District. The Board directed DesignScapes to maintain native grass between 6-10 inches in length and authorized an additional two native mowings per year.

Operations Updates and Action Items

A. Designscapes

1. General Update

Mr. Massengale provided the Board with an update, informing them that the Lakewood bus bench has been installed.

Director LaPan instructed Designscares to visit all the grills, cleaning out the coals and scrubbing the grills once a month.

Director Chaffee inquired about the Pump House. Director LaPan mentions he met with Arapahoe Pump regarding the panel and that it will need to be replaced. It was noted that a rain sensor will be installed at the Pump House for communication to monitor rain fall amounts.

a. Work Orders

1. Ratify Plants & Ramp at Isthmus Park Gazebo

Following discussion, Director Dougherty moved and Director LaPan seconded approval to ratify approval of the Work Order for use of boulders to support sides of ramp.

2. Review & Approve Isthmus Park Pathway

Following discussion, Director Korte moved and Director LaPan seconded approval of the Work Order to reestablish sides of the pathway and install two inches of grey breeze to all paths.

3. Review & Approve Blue Heron plantings outside of easement

Following discussion, Director Korte moved and Director LaPan seconded approval of the Work Order for Blue Heron plantings outside of the easement, after re-work of the plans for plants and final review from the Board. The Board wants to ensure the plans do not interfere with the irrigation pipes.

4. Review & Approve Tract K

Following discussion, Director Korte moved and Director LaPan seconded approval of the Work Order for Tract K, following a change in quantity from five pounds to one pound.

3. Review & Approve Pump House Mulch

Following discussion, Director Chaffee moved and Director LaPan seconded approval of the Work Order to add gorilla hair mulch in the beds at the Pump House.

b. 2019 Work Order Summary

The Board directed Mr. Massengale to prepare a one page summary of the Designscares Work Orders with a running Total/ Estimated Completion Dates and actual Completion Dates going forward.

RECORD OF PROCEEDINGS

c. Miscellaneous Matters

1. Discuss Lolly Park

The Board discussed several options for cleaning up Lolly Park. Director Chaffee discussed removing two tables, leaving three picnic benches for the area. Director LaPan suggested replacing the decaying wood on the three remaining picnic tables with colored recycled materials. Director LaPan notes that installing three sail shades would improve the area. Mr. Shannon will look into securing quotes for recycled materials and sun sails.

d. Other – None

B. Davey Tree

1. Other

Mr. LeFever requested the Davey Tree contracts for 2019 from CliftonLarsonAllen.

C. Fence Projects

1. Other

No update at this time.

D. Concrete Projects

1. Bus Pad Installation Update

Mr. Shannon reported that TGA has completed the Bus Pad in Lakewood and informed the Board that they will be installing the Denver pads this week. Mr. Shannon noted that they have not been able to obtain a permit for the final pad in Jefferson County due to the county's requirement that bus benches be installed by their contractor. These benches contain advertisements. The Board directed Mr. Shannon to inform TGA that they are no longer interested in Bus Pad Installation in Jefferson County.

2. Other - None

E. Stormwater Monitoring

1. Other

Director Korte noted that the Board should determine if water testing is still necessary.

F. Other - None

Management Matters

A. Discuss Landscaping Contract and Provide Direction for 2020

Mr. Shannon presented a cost comparison sheet to the Board. Following review and discussion, Director LaPan moved and Director Korte seconded approval to renew the Designscaapes contract.

B. Discuss Vehicle Use in Open Spaces

The Board discussed Vehicle Use in Open Spaces. Mr. LeFever noted that the HOA has a form for residents to complete in order to drive vehicles in the open space to access their backyards. This includes a deposit to be paid to the District. Mr. LeFever will distribute this form to the Board to revise as desired.

RECORD OF PROCEEDINGS

C. Discuss Resident Request for Gate

Mr. Shannon reported that a resident has asked to install a gate in his back fence. The Board discussed the need to create a design policy. Director Hobart volunteered to create gate specs to provide to residents that would like to install a gate.

D. Other - None

Legal
Matters

A. Other - None.

Financial
Matters

A. Discuss and Approve DRAFT BOD Communication Letter

B. Discuss and Approve DRAFT Independent Auditor's Report

C. Discuss and Approve DRAFT Audit – Financial Statements Year End 12-31-18

Ms. Schilling presented the Draft BOD Communication Letter, the Draft Independent Auditors Report and the Draft Audit – Financial Statements Year Ending 12/31/18 to the Board. Following discussion, Director Dougherty moved and Director Hobart seconded approval of the Draft BOD Communication Letter, the Draft Independent Auditors Report and the Draft Audit – Financial Statements Year Ending 12/31/18, following legal review.

Directors
Matters

A. Discuss Update on the GIS Software's and Cost Comparison

Mr. Shannon provided the Board with an update on the GIS Software and Cost Comparison. Director Chaffee noted that ESRI appears to be the better fit for the District and that it is less expensive. The Board directed CLA to determine subscription and implementation costs.

B. Confirm Quorum for Next Regular Board Meeting July 8, 2019 at 4:30 p.m.

The Board confirmed a quorum for the Next Regular Board Meeting scheduled for Tuesday, July 8, 2019 at 4:30 p.m. Director Chaffee noted he would be absent for both the July and August Board Meetings.

Adjournment

As there was no further business, the Board adjourned the meeting at 5:38 p.m.

Respectfully submitted,

By 
Secretary for the Meeting