

RECORD OF PROCEEDINGS

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
BOWLES METROPOLITAN DISTRICT
HELD
OCTOBER 11, 2016**

A regular meeting of the Board of Directors of Bowles Metropolitan District ("Board" or "BMD") was held Tuesday, October 11, 2016, 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:

Donald W. Korte
Timothy LaPan
David A. Hobart
Thomas Dougherty
Leigh C. Chaffee

Also in attendance were:

Stella Madrid, Provence HOA
Rob Curry; Orchard HOA
Paul Lefever, Grant Ranch Master HOA
Rob Massengale and Mike Bockh; Colorado Designscapes, Inc.
Lori Huffman; MSI
Chuck Reid and Patrick Shannon; CliftonLarsonAllen LLP

Administrative
Matters

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

President 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.

RECORD OF PROCEEDINGS

Approval of Agenda

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

Review and Consider Approval of the September 13, 2016 Regular Board Meeting Minutes

The Board reviewed the minutes of the August 9, 2016 Regular Board Meeting. Following discussion, Director Dougherty moved and Director Chaffee seconded approval of the minutes of the September 13, 2016 Regular Board Meeting as presented. The motion passed unanimously.

Other

There were no other items.

Community Issues

The Board discussed a complaint brought forth by a resident regarding ivy growing on a neighbor's fence. Mr. Reid will work with Ms. Hoffman to resolve the issue.

Ms. Madrid requested that the District coordinate the fence staining project with the Provence HOA and possibly accelerate the timing of the fence along Provence. The Board noted the outside of the fence is in good shape, but is willing to coordinate with the HOA so that both sides of the fence can be stained on the same schedule.

Legal Matters

None.

Financial Matters

A. Review and Accept Unaudited Financial Statements as of August 31, 2016

Mr. Reid presented the unaudited financial statements as of August 31, 2016. After review and discussion, Director Korte moved and Director Chaffee seconded the acceptance of the unaudited financial statements. The motion passed unanimously.

B. Review and Approval of Claims through September 2016

Following review and discussion, Director Dougherty moved, and Director Chaffee seconded the approval of the claims represented by check numbers 7516 through 7530 totaling \$53,433.98, along with an autopay payment to Xcel in the amount of \$2,261.98 for a grand total of \$55,695.91. The motion passed unanimously.

C. Review and Discuss 2017 Draft Budget

Mr. Reid reviewed the 2017 Draft Budget. Highlights from the discussion included:

- The Board discussed how best to document and track the District expenses on behalf of the HOA. Expenses are not currently being broken down in sufficient detail in the invoices. There was consensus that the best metric for tracking this is ratio of land owned by the District and/or the HOA.
- Mr. Lefever requested that the Board allocate \$3,000 for community events.

RECORD OF PROCEEDINGS

- The Board debated whether to continue the contract with United Site Services in 2017 and was willing to give USS one additional month to improve services.
- Use of Foothill Park and Recreation District Amenities: the Board wants to continue providing this benefit for Bowles residents.
- Designscares 2017 contract will be expanded to include maintenance (including weed management) of all natural areas.
- The Board requested review of the grant received by Bowles for improvements in the Isthmus Park to identify any constraints as the Board considers rehabilitating the Park.

The Budget will be brought back to the November meeting for final action.

D. Other - None.

Operations and
Maintenance

A. Designscapes

1. Update on Landscape Maintenance

Mr. Massengale noted that the concrete drain pans on the detention pond at Prentice Circle have been cleaned. The design is to hold installed water gravel to keep weep holes clear. Mr. Massengale noted that debris will spread when the irrigation is shut off.

2. Review and Consider Approval of Work Orders, If any

The Board discussed the 2017 contract for native area maintenance. The Board discussed the required frequency of treatment and spot spraying.

Mr. Bockh noted there is a \$15.00 per month service fee charged per controller. He reported that irrigation will be shut-off will be by the end of November and that RainMaster's billing cycle is the 23rd of each month. The Board determined to shut the system off on October 21st.

Discussion ensued regarding the eleven controllers needed to complete the controller upgrades. Mr. Massengale noted that if the Board approves the purchase of the controllers, three additional years of monthly service fees will be given as an incentive to purchase the controllers this year. After discussion, Director Korte moved and Director Chaffee seconded a motion to approve the purchase order of \$65,000 for the controllers, which is sufficient for RainMaster. The motion passed unanimously and the District will pay the invoice in January 2017.

B. Davey Tree

1. Update on Landscape Maintenance - None

2. Review and Consider Approval of Work Orders, If Any - None

3. Mr. Curry noted there is blue tape on trees. Mr. Reid will check with Mr. Tabbe to find out who placed the tape.

RECORD OF PROCEEDINGS

- C. ARK Ecological
 - 1. Update on Natural Area Maintenance - None
 - 2. Other – None

Management
Items

- A. 2016 Capital Projects

- 1. Discussion of 2017 HOA Water Rates

Mr. Shannon presented a proposal for increasing the water rate paid by the sub-HOAs. Mr. Shannon noted the current rate paid by the HOA is \$1.74/1,000 gallons of water, and is based from Denver Water’s wholesale rate from 2000 (which is when the existing agreements were approved). There have been no rate increases since that time and if the same rate was used, the cost would increase to over \$4.00/1,000 gallons.

Discussion ensued regarding water rights expenses and the possible estimated increase for the sub-HOAs’ rate to \$2.25/1,000 gallons in 2017 and \$3.00/1,000 gallons in 2018. Director Dougherty suggested new agreements should be created to implement the increased fees.

- B. Jack Antonoff Park, Request of Easement for Mailbox and Library

Carol Clark, a resident in the Regatta Neighborhood, has requested that the BMD provide an easement for a “Little Free Library” (see sample below) at Jack Antonoff Park as well as space for a community mail box structure as there have been several incidents of stolen mail reported in this neighborhood. After discussion, the Board directed Mr. Reid to work with Ms. Clark on the location for the small free Library. No decision was taken regarding the request for mail box structure space.



- C. 2016 Capital Projects

- 1. Blue Heron Park parking Lot – Rose Paving Proposal

After discussion, Director Dougherty moved and Director Korte seconded a motion to approve the proposal from Rose Paving. The motion passed unanimously.

RECORD OF PROCEEDINGS

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 11, 2016
MINUTES OF THE BOWLES METROPOLITAN DISTRICT BY THE BOARD OF
DIRECTORS SIGNING BELOW.



Thomas Dougherty

Donald W. Korte

David A. Hobart



Timothy LaPan

Leigh C. Chaffee