

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
BOWLES METROPOLITAN DISTRICT
HELD
NOVEMBER 10, 2015**

A special meeting of the Board of Directors of the Bowles Metropolitan District ("Board") was duly held Tuesday, November 10, 2015, 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
Thomas Dougherty
Timothy LaPan
Leigh C. Chaffee

Also in attendance were:

David Peak and Chuck Reid; CliftonLarsonAllen LLP
Rob Massengale and Mike Bockh; Colorado Designscapes, Inc.
Ray Sperger; Ark Ecological
Jesse Tabb; Davey Tree
Mike and Kathie Kelly, Poppy Hills
Joan Hazen, Belmont Shores
A. Clark, Grant Ranch Village Center
Randy Litton, Belvedere
Carolyn Acosta, Orchards
Lori Hoffman, MSI

Administrative

Matters Call to Order/Disclosure of Conflicts of Interest

Director Chaffee called the meeting to order.

The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors and 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. Disclosures of potential conflicts of interest were filed with the Secretary of State for Director Dougherty.

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Declaration of Quorum / Approve Agenda

Following discussion, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board declared a quorum and approved the agenda as presented. The Board excused the absence of Director Hobart.

Review and Consider Approval of the October 13, 2015 Regular Board Meeting Minutes

The Board reviewed minutes of the October 13, 2015 regular board meeting. Following discussion, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board approved the minutes of the October 13, 2015 regular meeting as presented.

Review and Consider 2015 Audit Engagement Letter with Schilling & Company, Inc.

After review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved the 2015 Audit Engagement Letter with Schilling & Company, Inc., in the amount of \$6,400.

Review and Consider Approval of Resolution No. 2015-11-01, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices

After review, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board approved Resolution No. 2015-11-01, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of 72-Hour and 24-hour Notices.

Review and Consider Approval of Resolution No. 2015-11-02, Resolution Calling a Regular Election for Directors on May 3, 2016

After review, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board Approved Resolution No. 2015-11-02, Resolution Calling a Regular Election of Directors on May 3, 2016

Review and Approval of Resolution No. 2015-11-03, Resolution Regarding the Retention and Disposal of Public Record and Adopting a Public Records Retention Schedule

After review, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved Resolution No. 2015-11-03, Resolution Regarding the Retention and Disposal of Public Records and Adopting a Public Records Retention Schedule.

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Review and Consider Approval of 2016 Service Agreement with Colorado Designscapes, Inc. For Landscape Maintenance and Snow Removal

After review, upon a motion duly made by Director Korte, seconded by Director Dougherty and, upon vote, unanimously carried, the Board approved the 2016 Service Agreement with Colorado Designscapes Inc. for Landscape Maintenance and Snow Removal.

Other

None.

Community Issues

Mr. Tabb presented the tree pruning proposal. After discussion, up a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board approved the 2016 tree pruning proposal.

Ray Sperger presented the weed management program to the Board. After review, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board approved the proposal for weed maintenance as amended.

Legal Matters

Review and Consider Approval of Intergovernmental Agreement for Bowles Metropolitan District Resident Use of the Foothills' Recreation Amenities.

After review, upon a motion duly made by Director Chaffee, seconded by Director Dougherty and, upon vote, unanimously carried, the Board approved the Intergovernmental Agreement for the Use of the Foothills' Recreation Amenities.

Financial Matters

Review and Approve of Claims through October 2015

Following discussion, upon a motion duly made by Director Korte, seconded by Director LaPan and, upon vote, unanimously carried, the Board ratified approval of claims totaling \$39,089.29, represented by check numbers 7323 through 7339.

Review and Accept Unaudited Financial Statements as of September 30, 2015

Mr. Peak reviewed the Unaudited Financial Statements as of September 30, 2015 with the Board. Following review and discussion, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote, unanimously carried, the Board accepted the Unaudited Financial Statements as presented.

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Conduct Public Hearing to Consider Amending the 2015 Budget and Consider Adoption of Resolution to Amend 2015 Budget, If Necessary

It was determined that a 2015 Budget Amendment was not necessary.

Conduct Public Hearing to Consider Adoption of 2016 Budget, Appropriate Expenditures and Certify Mill Levies; Consider Adoption of Resolution No. 2015-11-04 to Adopt 2016 Budget, Resolution No. 2015-11-05 to Appropriate Expenditures and Resolution No. 2015-11-06 to Certify Mill Levies

Following discussion, upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board opened the public hearing. Mr. Peak indicated that the public hearing notice had been published in the local newspaper for the 2016 budget. No written objections were received prior to this public hearing. There were no comments from the public in attendance. Upon a motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board closed the public hearing.

Mr. Peak reviewed the proposed 2016 budget with the Board. Following discussion, the Board considered adoption of Resolutions to Adopt the 2016 Budget, Appropriate Sums of Money and Levy Property Taxes for fiscal year 2015, for collection in 2016.

Upon a motion duly made by Director Chaffee, seconded by Director Korte and upon vote, unanimously carried, the Board adopted Resolution No. 2015-11-04 Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for 2016, Resolution No. 2015-11-05 Appropriating Sums of Money to the Various Funds, and Resolution No. 2015-11-06 to Set Mill Levy on Property Taxes for Year 2015 for Collection in 2016. The Board authorized execution of the Certification of Budget, subject to final assessed valuation. Mr. Peak was authorized to file the Mill Levy Certification with the County no later than December 15, 2015 and transmit the Certification of Budget to the Division of Local Government no later than January 30, 2016.

Other

None.

Operations and Maintenance Update on Landscape Maintenance

Mr. Massengale reported the five control panels are ready to be installed.

Review and Consider Approval of Work Orders

No work orders were presented for approval.

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Discuss Status of Irrigation Control Panels

Mr. Bockh will start next week to install the irrigation panels.

Discuss Urinal Issue in Portable Restrooms at Sunset Park and Blue Heron

Mr. Peak reported that the contractor does not have the ability to install urinals in handicapped portable restrooms per code.

Other

None.

Director
Matters

Director Chaffee requested that Mr. Reid coordinate a celebration retirement dinner for Mr. Peak and the Board.


Other
Business

Confirm Quorum for Next Board Meeting – December 8, 2015 at 4:30 p.m.

The Board confirmed a quorum for the next regular board meeting scheduled for Tuesday, December 8, 2015 at 4:30 p.m.

Adjournment Upon a motion duly made by Director Chaffee seconded by Director Korte and, upon vote, unanimously carried, the Board adjourned the meeting at 6:00 p.m.

Respectfully submitted,


By 
Secretary for the Meeting

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THESE MINUTES APPROVED AS THE OFFICIAL NOVEMBER 10, 2015
MINUTES OF THE BOWLES METROPOLITAN DISTRICT BY THE BOARD
OF DIRECTORS SIGNING BELOW.



Thomas Dougherty



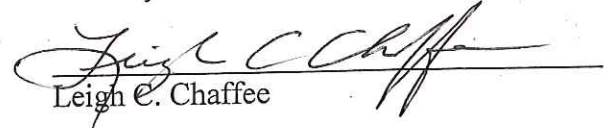
Donald W. Korte



David A. Hobart



Timothy LaPan



Leigh E. Chaffee