

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
BOWLES METROPOLITAN DISTRICT
HELD
DECEMBER 13, 2016**

A special meeting of the Board of Directors of Bowles Metropolitan District ("Board" or "BMD") was held Tuesday, December 13, 2016, at 3:30 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
Thomas Dougherty
Leigh C. Chaffee
David A. Hobart

Also in attendance were:

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 3:30 p.m. and declared a quorum present. Director Chaffee moved and Director LaPan seconded excusing the absence of Director Hobart.

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

RECORD OF PROCEEDINGS

Review and Consider Approval of the November 8, 2016 Regular Board Meeting Minutes

The Board reviewed the minutes of the November 8, 2016 Regular Board Meeting. Following discussion, Director Chaffee moved and Director Dougherty seconded approval of the minutes of the November 8, 2016 Regular Board Meeting as presented. The motion passed unanimously.

Mr. Reid noted that the Bowles Metro District Board practice of having all Board Members sign the minutes is not required by Statute and asked if the Board wanted to continue this practice. Following discussion the Board decided to stop this practice.

Review and Accept October 31, 2016 Draft Financial Statements

The Board reviewed the October 31, 2016 Draft Financial Statements. Following discussion, Director Chaffee moved and Director Dougherty seconded the acceptance of the October 31, 2016 Draft Financial Statements as presented.

Review and Approve Claims through November 2016

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

Other

The Board discussed the need for all Board members to sign the minutes. This practice will now be discontinued.

Community

Issues

Mr. Lefever asked the Board if the next newsletter can include information regarding the Bowles Metropolitan District snow removal policy. Director Chaffee noted that there was no snow removal with the recent snowfall. Director Chaffee noted that if there is more than 2 inches of snow and the temperature is to remain cold, the snow is to be removed.

Legal Matters

None.

Action Items

A. Discuss and Consider Approval of Designsapes 2017 Contract

After review, Director Chaffee moved and Director Dougherty seconded approval of the Designsapes 2017 contract. The motion passed unanimously.

B. Discuss and Consider Approval for Norris Design to Update the Grant Ranch Maintenance Tract Map

The Board deferred action until an estimate is received from Norris Design.

C. Other - None.

RECORD OF PROCEEDINGS

Operations and
Maintenance

A. Designscapes

1. Update on Landscape Maintenance

Mr. Bockh is working with Rain Master on the delivery of the Rain Master controllers which he is expecting in January.

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

B. Davey Tree

1. Update on Landscape Maintenance - None

2. Review And Consider Approval of Work Orders

a. Tree Removal, Pruning and Stump Grinding, Year 3 - \$25,420

After review, Director Chaffee moved and Director LaPan seconded approval of this work order. The motion passed unanimously.

b. Custom Pruning in Jay Circle - \$1,600

After review Director Chaffee moved and Director LaPan seconded approval of this work order. The motion passed unanimously.

3. Other – None.

Management
Items

A. Other – None.


Director
Matters

Confirm Quorum for Next Board Meeting – January 10, 2017 at 4:30 p.m.

The Board confirmed a quorum for the next Regular Board Meeting scheduled for Tuesday, January 10, 2017 at 4:30 p.m.

Adjournment As there was no further business, the Board adjourned the meeting at 4:10 p.m.

Respectfully submitted,

By 
Secretary for the Meeting