

RECORD OF PROCEEDINGS

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**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
BOWLES METROPOLITAN DISTRICT  
HELD  
FEBRUARY 13, 2018**

A regular meeting of the Board of Directors of Bowles Metropolitan District ("Board" or "BMD") was held Tuesday, February 13, 2018, 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  
Donald W. Korte  
Leigh C. Chaffee  
Timothy LaPan  
David Hobart

Also in attendance were:

Paul Lefever, Grant Ranch Master HOA  
Rob Massengale; Colorado Designscapes, Inc.  
Lori Huffman; MSI  
Rod Curry; Resident  
Vince Castille and Ray Hill; City of Lakewood  
Chuck Reid; 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.

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### Approval of Agenda

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

### Review and Consider Approval of the January 9, 2018 Regular and January 17, 2018 Special Board Meetings' Minutes

Director Dougherty moved and Director Chaffee seconded approval of the minutes of the January 9, 2018 Regular and January 17, 2018 Special Board Meeting Minutes. The motion passed.

### Review and Approve Current Claims

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

### Review and Accept December 31, 2017 Unaudited Financial Statements

The Board reviewed the December 31, 2017 Unaudited Financial Statements. Following discussion, Director Korte moved and Director Chaffee seconded the acceptance of the December 31, 2017 Unaudited Financial Statements as presented. The motion passed.

### Update on Park Improvement Project

Mr. Reid noted that no action has been taken on park improvements, subject to completion of the Recreation Survey.

### BMD Recreation Survey

After reviewing the BMD Recreation Survey, it was noted that a few questions on the survey could be adjusted for clarity, such as; allowing multiple answers, siting Sunset Park (specifically), re-naming "Workout Stations" instead of generic "equipment", and lastly, it was suggested to provide a comments section. The final draft will be brought to the March meeting.

### Discussion of May 2018 Election Process

Mr. Reid discussed the election process with the Board, noting that notice of the election was in the Columbine Courier and Littleton Independent Newspapers, the District's website and the Grant Ranch Master HOA Newsletter. Self-nomination forms are available on the website and at the Village Center.

### Other

None.

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### Community Issues

#### A. Grant Ranch Blvd. & Crestline Roundabout Planning

Ray Hill, an engineer at the City of Lakewood, introduced the single-lane "Roundabout" (i.e. traffic circle) that Lakewood plans on constructing at W. Crestline Ave. and Grant Ranch Blvd. The roundabout meets traffic warrants, will slow traffic speed and is estimated to cost \$275,000 with completion expected by August, 2018. Concerns about the proposal were discussed and addressed.

Lakewood asked about the District's willingness to provide approximately 15 square feet of land adjacent to the right-of-way, in a 27 foot long narrow swath that, at its widest point, is approximately two (2) feet. The Board is willing to consider this and directed Mr. Reid to follow-up with McGeady Becher and Lakewood regarding this request.

Lakewood will include landscaping in the bid documents as an "optional task" and depending on proposals, the roundabout may or may not be landscaped by Lakewood. Art installation was also discussed as a potential options. Lakewood would like BMD to commit to on-going maintenance and irrigation if the roundabout is landscaped. The Board is willing to consider these requests and will follow-up with Lakewood as appropriate.

#### B. Other

Mr. LaFever:

- Requested an Update on the Bus Bench Project. This project is still planned for this year and Director LaPan is researching right-of-way applications for Lakewood and Denver. .
- Is planning a Community Clean-Up Day on Saturday, April 21, 2018. One idea for this day is the construction of bird houses for placement in Isthmus Park: the Board noted that they would allow the bird houses to be placed in the Isthmus Park.
- Requested Community Event Sponsorship from the District, for events such as Movie Night and Community Clean-Up Day. It was noted that \$13,000 is in the 2018 budget for Community Event Sponsorship. Following discussion which included the Board's concern about spending funds for events held at private property owned by the Grant Ranch Master HOA, Director Chaffee moved and Director Korte seconded a motion approving \$7,500. The motion passed.

The Board discussed planting a tree or improving the triangle at the south end of Sunset Park, where three sidewalks intersect. Staff will work on addressing this concern.

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### Legal Matters

#### A. Other

None.

### Action Items

#### A. Other

None.

### Operations & Maintenance

#### A. Designscapes

##### 1. Gate Valves Work Order

Director Dougherty moved and Director LaPan seconded the motion to approve the Gate Valve Work Order for \$5,526.80, which passed unanimously.

##### 2. Tract K Ditch Cleaning Work Order

Following discussion, the Board held approval of this work order until the area has "leafed-out" later this year, and following a walk of the ditch with Davey Tree and Designscapes.

##### 3. Poppy Hills Trees' Update

At Director Chaffee's request the trees at the Poppy Hills monuments will be pruned by Davey Tree as part of this year's pruning project.

##### 4. BMD Roundabout

The Board discussed and will continue to work with Lakewood on the BMD Roundabout project.

#### B. Davey Tree

The Board discussed the Tree Pruning Project, with specific focus on pruning done at the Heron Shores Monument. The Board determined that going forward, there would be specifications regarding how this would be done. The Board was dissatisfied with the job that was done and look forward to having standards in place prior to future tree pruning. The Board directed Mr. Reid to discuss this issue with Davey Tree and to bring back a draft policy for the monument trees.

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C. JOATA Solutions  
None.

D. Homestead Painting  
1. Discuss and Consider Approval of the 2018 Fence Repairs and Staining Proposal

After review and discussion, a motion was made by Director Dougherty, seconded by Director Korte to approve the 2018 Fence Repairs and Staining Proposal from Homestead Painting. The motion passed.

Legal  
Matters

A. Other  
None

Directors  
Matters

A. Confirm Quorum for Next Board Meeting – March 13, 2018 at 4:30 p.m.

The Board confirmed a quorum for the next Regular Board Meeting scheduled for Tuesday, March 13, 2018 at 4:30 p.m.

Adjournment

As there was no further business, the Board adjourned the meeting at 5:37 p.m.

Respectfully submitted,

By



Secretary for the Meeting