

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
BOWLES METROPOLITAN DISTRICT (THE "DISTRICT")
HELD
MARCH 9, 2021

A special meeting of the Board of Directors of the Bowles Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, March 9, 2021, at 4:30 p.m., at The Village Center, 7255 Grant Ranch Blvd., Littleton, Colorado 80123 and via Microsoft Teams. Due to concerns regarding the spread of the Coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, this District Board meeting was held in person and via Microsoft Teams, with only the Board and Management team in attendance in person. All other parties attended via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Thomas Dougherty, President
Donald W. Korte, Treasurer
Leigh C. Chaffee, Secretary
Timothy LaPan, Assistant Secretary
Linda Lutz-Ryan, Assistant Secretary

Also, In Attendance Were:

Anna Jones and Nic Carlson; CliftonLarsonAllen LLP
Paul LeFever, Grant Ranch Master HOA Manager
Derek Fox; Davey Tree
Rob Massengale and Johnny Jimenez; Designsapes
John Whitehall and Karen LeFever; Residents

ADMINISTRATIVE MATTERS

Call to Order & Approve Agenda: Director Dougherty called the meeting to order at 4:30 p.m.

The Board reviewed the Agenda for the meeting. Following discussion, upon motion duly made by Director Dougherty, seconded by Director Chaffee, and upon vote unanimously carried, the Board approved the Agenda, as presented.

Quorum/Confirmation of Meeting Location/Posting of Notice: Ms. Jones confirmed the presence of a quorum.

The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. Following discussion, and upon motion duly made by Director Chaffee, seconded by Director Dougherty, and upon vote unanimously carried, it was determined to conduct the meeting at the above-stated dated, time and location.

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It was further noted that notice of the time, date and location was duly posted and that no objections to the location or any requests that the meeting place be changed by taxpaying electors within the District's boundaries have been received.

Minutes from the February 9, 2021 Special Board Meeting: Following discussion, upon motion duly made by Director Chaffee, seconded by Director Dougherty, and upon vote unanimously carried, the Board approved the February 9, 2021 Special Board Meeting Minutes, as presented.

Public Comment: Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

Ms. LeFever reported that there has been organized practices being held on the basketball courts and noted there has been loud music at the courts. Ms. LeFever discussed the park policies with the Board.

Mr. Whitehall discussed a tree conflict and requested that Davey Tree meet with him on site for further discussion. Director Chaffee indicated that the Board would support Davey Tree's recommendations.

CONSENT AGENDA

Consent Agenda: Other – None.

FINANCIAL MATTERS

Claims in the amount of \$38,510.22: Following discussion, upon motion duly made by Director Dougherty, seconded by Director Korte, and upon vote unanimously carried, the Board approved the claims in the amount of \$38,510.22.

Other – None.

MANAGEMENT MATTERS

Golf Course Drainage/ Maintenance Update: Mr. Carlson reviewed the drainage issue with the Board, reporting that the ownership and maintenance responsibilities are inconclusive following conversations with Jefferson County and review of area maps. Following discussion, and upon motion duly made by Director Chaffee, seconded by Director Dougherty, and upon vote unanimously carried, the Board agreed to maintain the drains twice a year, indicating the reason for doing so was to properly maintain the area, acknowledging the party/ies responsible for that maintenance have not been determined. The Board is undertaking the task solely to resolve the maintenance issue, assuming no overall responsibility for same.

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Operational Updates and Action Items:

Designscapes General Update- Mr. Jimenez provided a general update to the Board, noting that the Lacrosse nets will be cut down and stored behind the fence at the marina.

Work Orders: None.

Davey Tree General Update- Mr. Fox provided a general update to the Board, noting that he had a request from a homeowner to prune and fertilize monument trees. Following discussion, the Board agreed to have the monument trees pruned, but not fertilized and requested that staff notify the homeowner.

Work Orders:

Proposal for 5763 S. Benton Way, Tree Removal and Stump Grinding for 5745 S. Harlan St. for \$655: Mr. Fox reviewed the Tree Pruning Proposal with the Board. Following discussion, upon motion duly made by Director Chaffee, seconded by Director Dougherty, and upon vote unanimously carried, the Board approved the proposal from Davey Tree for 5763 S. Benton Way, tree removal and stump grinding for 5745 S. Harlan Street for \$655.

Homestead Paining General Update- Mr. Carlson provided the Board with a general update for Homestead Painting.

Work Orders:

Proposal for additional work on the Raccoon Creek fence for \$1,730: Following discussion, upon motion duly made by Director Dougherty, seconded by Director Chaffee, and upon vote unanimously carried, the Board approved the proposal from Homestead Painting for additional work on the Raccoon Creek fence for \$1,730.

Proposal for repairs to the wrought iron fence along Mary's Meadow: Following discussion, upon motion duly made by Director Dougherty, seconded by Director LaPan, and upon vote unanimously carried, the Board approved the proposal from Homestead Painting for repairs to the wrought iron fence along Mary's Meadow for \$890 and directed staff to send letters to the property owners informing them of the costs and reminding them that the fences are District property.

Park Update- Mr. Carlson provided the Board with a general update for the Parks.

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Update on Blue Heron Park & Sunset Park Reservations/ Food Truck Policy:

The Board discussed Blue Heron & Sunset Park reservations and determined that moving forward, there would not be organized sports practices and games without Board approval for both parks.

The Board discussed the Food Truck Policy. Director Chaffee noted that waiver and indemnity language needs to be added to the policy. Director Dougherty will work with staff for single use permits.

Easter Egg Hunt: Mr. LeFever reviewed the HOA's request for a permit to hold an Easter Egg Hunt in Blue Heron Park on April 2, 2021. Following discussion, upon motion duly made by Director Chaffee, seconded by Director Dougherty, and upon vote unanimously carried, the Board approved the permit and elected to waive the fee.

Lacrosse Net: This item was discussed previously during the Designsapes update.

Capital Projects- Ms. Jones and Mr. Carlson updated the Board on Capital Projects.

Concrete sidewalk replacements in the amount of \$19,325:

- Panels along pond embankment and trickle channel
- Concrete near roundabout
- Concrete sidewalk at northeast corner of park

Mr. Carlson reviewed the Concrete sidewalk replacement proposals with the Board. Following discussion, upon motion duly made by Director Dougherty, seconded by Director Chaffee, and upon vote unanimously carried, the Board approved the concrete sidewalk replacements in the amount of \$19,325.

Asphalt – Blue Heron Park Parking Lot and Estimate for Asphalt and Curb-Gutter Work in the amount of \$48,840:

Mr. Carlson reviewed the proposal for the south half of the Blue Heron Park parking lot for asphalt and curb-gutter work in the amount of \$48,840 with the Board.

Following discussion, upon motion duly made by Director Dougherty, seconded by Director Chaffee, and upon vote unanimously carried, the Board approved the Blue Heron Park parking lot and estimate for asphalt and curb-gutter work in the amount of \$48,840.

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Turf Restoration Pricing:

Following discussion, upon motion duly made by Director Dougherty, seconded by Director Chaffee, and upon vote unanimously carried, the Board requested that the Turf Restoration work be completed by Designscapes in the amount of \$30,600.00.

Signage Update- Mr. Carlson provided the Board with a signage update.

Isthmus Park Signs:

Mr. Carlson provided the Board with an update, noting that staff will work with Director Lutz-Ryan to develop a plan and approach for design, fabrication and installation and will bring back to the Board as the project progresses.

Informational Signs:

Mr. Carlson provided the Board with an update, noting that staff will update informational signs as park policies are finalized.

Dave Hobart Sign:

Mr. Carlson provided the Board with an update. Following discussion, upon motion duly made by Director Dougherty, seconded by Director LaPan, and upon vote unanimously carried, the Board approved the Dave Hobart sign in the amount of \$1,992.85 to include fabrication and installation.

Trash Can Picture and Diagram Discussion: Mr. Carlson reviewed the trash can rendering and diagram with the Board. The Board confirmed trash can placement and style. The Board requested staff to proceed with ordering the receptacles.

Following discussion, upon motion duly made by Director Dougherty, seconded by Director Korte, and upon vote unanimously carried, the Board directed staff to remove and replace a picnic table at the in Sunset Park in an amount not to exceed \$2,500.

LEGAL MATTERS

Review and Consider Approval of the following contracts:

Chavez Services, LLC Agreement for Cement and Asphalt Services in an amount not to exceed \$8,600:

Construction Done Right, LLC Agreement for General Construction Services:

EcoResource Solutions, Inc. Agreement for Water Quality Testing Services in an amount not to exceed \$10,496:

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Following discussion, upon motion duly made by Director Dougherty, seconded by Director Chaffee, and upon vote unanimously carried, the Board approved the three contracts listed above.

Teledyne Instruments, Inc. Proposal for Water Sample Testing in the amount of \$4,053:

Proposal for install of ISCO Water Sampler from EcoResources in the amount of \$1,174:

Following discussion, upon motion duly made by Director Dougherty, seconded by Director Korte, and upon vote unanimously carried, the Board approved the two proposals listed above.

Intergovernmental Agreement by and between Bowles Metropolitan District and Grant Water and Sanitation District for removal of plantings and use of joint easement: The Board discussed the Intergovernmental Agreement and directed staff to get all the related agreements for review prior to the April Board meeting. Director Dougherty and Mr. Carlson discussed revising some of the language in the agreement. Board Members will review the IGA and submit feedback to Director Dougherty prior to the April meeting. The Board also asked staff to coordinate a spring meeting of the Joint Easement Committee with GWSD.

Other: Director LaPan requested that Designscares lawn mowing length be lowered between one and one and a half inches for both Sunset and Blue Heron Parks. Director LaPan will outline the areas to extend the mowing area and will convey the information to Designscares.

Director LaPan requested Designscares develop a proposal and rendering to illustrate the proposed design for the plantings in the basketball court area. Mr. Massengale agreed to the Board's request and will present a rendering of the proposal at the April Board meeting. Director Dougherty requested that staff upload the proposal to the District website, once reviewed and approved by the Board at the April meeting.

The Board discussed 811 locates, mentioning Hydrosystems KDI as a potential resource to survey the main irrigation lines. Director LaPan will work with Designscares to assemble a map of the irrigation mainlines.

**DIRECTOR
MATTERS**

Confirm Quorum for Next Board Meeting: The Board confirmed quorum for the next Board Meeting – April 13, 2021 at 4:30 p.m.

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ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 6:19 p.m.

Respectfully submitted,

DocuSigned by:
Anna Jones
B A28DABAD1EFD478... _____
Secretary for the Meeting

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Client Number: 011-065171-OS01-2021	
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Document Pages: 7	Signatures: 1
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Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
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Anna Jones
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/22/2021 3:55:19 PM
Certified Delivered	Security Checked	4/22/2021 4:02:22 PM
Signing Complete	Security Checked	4/22/2021 4:02:32 PM
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