

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
BOWLES METROPOLITAN DISTRICT (THE "DISTRICT")
HELD
APRIL 13, 2021

A special meeting of the Board of Directors of the Bowles Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, April 13, 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 & Nic Carlson; CliftonLarsonAllen LLP
Paul LeFever, Grant Ranch Master HOA Manager
Rob Massengale, Bill Combs & Johnny Jimenez; Designscapes
Derek Fox; Davey Tree
Nicki Simonson; Grant Water & Sanitation District
Karen LeFever; Resident
Alan & Laura Sweet; Residents
Mike McCreedy; Resident

ADMINISTRATIVE MATTERS

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

The Board reviewed the Agenda for the meeting. Following discussion, upon a motion duly made by Director Chaffee, seconded by Director Korte 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.

RECORD OF PROCEEDINGS

Following discussion, it was determined to conduct the meeting at the above-stated date, time and location.

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 March 9, 2021 Special Board Meeting: Following discussion, upon motion duly made by Director Chaffee, seconded by Director Korte and, upon vote, unanimously carried, the Board approved the March 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 asked when Board meetings will be held in person with the public. She complimented the improvements of park use, noting a lack of organized teams playing.

Mr. LeFever noted a tree is damaging a sidewalk at 5795 W Berry Ave and S Jay Circle. The Board directed Davey Tree to provide a proposal for the removal of these two trees. It was noted that these are District-owned trees. The Board also directed CLA to have a trash can near Village Center fixed.

Mr. McCreedy spoke about the trees behind his house and possibly replanting them. Director LaPan suggested crabapple trees.

CONSENT AGENDA

Other: None.

FINANCIAL MATTERS

January 31, 2021 and February 28, 2021 Financial Statements: Following discussion, upon a motion duly made by Director LaPan, seconded by Director Chaffee and, upon vote, unanimously carried, the Board accepted the January 31, 2021 Financial Statements and February 28, 2021 Financial Statements.

Claims in the amount of \$56,772.78: Following discussion, upon motion duly made by Director Korte, seconded by Director Chaffee, and upon vote unanimously carried, the Board approved the claims in the amount of \$56,772.78.

Other: None.

RECORD OF PROCEEDINGS

MANAGEMENT MATTERS

Operational Updates and Action Items:

Designscapes:

General Update: Mr. Jimenez provided a general update to the Board.

Work Order Update: Mr. Massengale reviewed the work order items contained in the packet.

Turf Restoration Update Mr. Massengale provided an update to the Board regarding turf restoration.

Proposal for Irrigation Gate Valves for \$37,653.80: Director LaPan reported some of the irrigation systems need updated. He noted he is working with Hydrosystems KDI and Designscapes to get the project underway. The Board was in agreement that this project should move ahead this year. The Board deferred approval of the proposal.

Irrigation Main Line Mapping: Mr. Massengale provided a report to the Board regarding the irrigation main line mapping.

Basketball Area Planting Proposal and Rendering: The Board discussed the renderings provided. The residents responded to the renderings. Mr. Massengale will meet with the residents in attendance to develop a plan. This item will be brought back to the Board for further discussion in May.

Sports Field Mowing: Director LaPan will put together a map for Designscapes to work from to mow the sports field grass to 1.5 inches.

Proposed Tree Replacement for 5769 S Depew Circle: This item was discussed earlier in the meeting during the public comment section. The Board directed DesignScapes to provide a proposal to replace this tree for review at the next Board meeting.

Davey Tree:

General Update: Mr. Fox provided a general update to the Board, noting that he is waiting to prune the trees until they leaf out. Mr. LaPan indicated the Cottonwood trees in Tract O are ready for pruning. The Board requested Mr. Fox provide a proposal to remove the two trees near W Berry Ave and S Jay Circle that are causing the buckling of the sidewalk.

5700 S. Benton Circle Update: Mr. Fox reported he will undertake the pruning of the tree in order to provide greater clearance.

RECORD OF PROCEEDINGS

Tree Removal and Stump Grinding Work Order for \$525: Davey Tree updated the Board on previously approved work for snow damage.

Homestead Painting Update:

Wrought Iron Fence Update: Mr. Carlson provided the Board with an update regarding the wrought iron fence repairs.

Park Update:

General Update: Director LaPan recommended the tables and benches in Isthmus Park be power washed, primed and repainted the same color. He noted the fence north of S. Gray St., S. Jay St. and north of Berry needs to be painted. He also noted that a rail is down in Tract E and H – and requested a proposal for fence repair and paint at 5440 S Gray St.

Park Use Policy: This item was deferred until the Legal Matters section of the meeting.

Trash Can and Table Replacement Update: Mr. Carlson provided a report to the Board regarding the trash can and table replacements, indicating he anticipates they will be installed in late May.

Capital Projects:

Concrete and Asphalt Projects Update: Mr. Carlson provided an update to the Board regarding contracts for the concrete and asphalt projects. The Board requested contracts for the north half of the Blue Heron parking lot and for the mill and overlay of the Sunset parking lot.

Signage Update:

Isthmus Park: No update was provided.

Ashley Luke Design Proposal for \$350: Following review, upon a motion duly made by Director Dougherty, seconded by Director Korte and, upon vote unanimously carried, the Board approved the Ashley Luke Design Proposal in the amount of \$350.

Informational Signs: Mr. Carlson indicated the informational signs will be updated once the park policies are finalized and approved by the Board.

Other: None.

RECORD OF PROCEEDINGS

LEGAL MATTERS

Intergovernmental Agreement by and between Bowles Metropolitan District and Grant Water and Sanitation District for removal of plantings and use of joint easement: Director Dougherty indicated he will compile and incorporate the suggested changes to the Intergovernmental Agreement so that it is ready for the May Board meeting. He is hoping to meet with the Committee at the end of April or early May.

Chavez Service Agreement for Blue Heron Park Asphalt Repair and Replacement for \$48,840: Following review, upon a motion duly made by Director Keefe, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved the Chavez Service Agreement for Blue Heron Park asphalt repair and replacement in the amount of \$48,840.

Chavez Service Agreement for Blue Heron Park Sidewalk Trip Hazard Repair: Following discussion, upon motion duly made by Director Keefe, seconded by Director Chaffee and, upon vote, unanimously carried, the Board approved the Chavez Service Agreement for Blue Heron Park sidewalk trip hazard repair in the amount of \$26,325.

2021 Application and Revocable Vehicle Use Permit: Mr. Carlson reviewed the 2021 application and permit with the Board. Upon a motion duly made by Director Chaffee, seconded by Director Dougherty and, upon vote, unanimously carried, the Board approved the 2021 Application and Revocable Vehicle Use Permit.

2021 Policies for Facility Use Permits: Following review, Director Chaffee requested “youth” be stricken from sports practices. The Board requested this be placed on the website and on the discussion agenda for next month. No action was taken.

Other: Director Dougherty noted there is a Bowles Reservoir meeting next week and asked the Board for comments. Director LaPan requested more information regarding water allocation. Director Dougherty indicated that Arapahoe Pump, the software provider has not been paid and requested CLA to follow up. The Board noted the sails need to be put up by the appropriate contractor.

DIRECTOR MATTERS

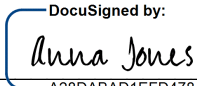
Quorum for Next Board Meeting: The Board confirmed quorum for the next Board Meeting on May 11, 2021 at 4:30 p.m.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Chaffee, seconded by Director Keefe and, upon vote, unanimously carried, the meeting was adjourned at 5:57 p.m.

RECORD OF PROCEEDINGS

Respectfully submitted,

By  _____
Secretary for the Meeting

Certificate Of Completion

Envelope Id: A64DF19757D94288865E54AFD05C1FDE	Status: Completed
Subject: Please DocuSign: BMD - Minutes 04-13-2021.pdf	
Client Name: Bowles Metro District	
Client Number: 011-065171	
Source Envelope:	
Document Pages: 6	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Natalie Herschberg
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Natalie.Herschberg@claconnect.com
	IP Address: 73.153.120.72

Record Tracking

Status: Original	Holder: Natalie Herschberg	Location: DocuSign
6/21/2021 9:31:06 AM	Natalie.Herschberg@claconnect.com	

Signer Events

Anna Jones
anna.jones@claconnect.com
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

A28DABAD1EFD478...

Timestamp

Sent: 6/21/2021 9:32:25 AM
Viewed: 6/21/2021 10:28:15 AM
Signed: 6/21/2021 10:28:25 AM

Signature Adoption: Pre-selected Style
Using IP Address: 165.225.10.175

Electronic Record and Signature Disclosure:
Accepted: 6/21/2021 10:28:15 AM
ID: 5a67cd91-310a-4193-a3d6-fed2be1f35e2

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/21/2021 9:32:25 AM
Certified Delivered	Security Checked	6/21/2021 10:28:15 AM
Signing Complete	Security Checked	6/21/2021 10:28:25 AM
Completed	Security Checked	6/21/2021 10:28:25 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CliftonLarsonAllen LLP:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: BusinessTechnology@CLAconnect.com

To advise CliftonLarsonAllen LLP of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at BusinessTechnology@CLAconnect.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CliftonLarsonAllen LLP

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CliftonLarsonAllen LLP

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.