

**BOWLES METROPOLITAN DISTRICT**  
**SPECIAL BOARD MEETING AGENDA**

**Board of Directors:**

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Thomas Dougherty, President	Term Expires May 2020
Donald W. Korte, Treasurer	Term Expires May 2022
Leigh C. Chaffee, Assistant Secretary	Term Expires May 2020
Timothy LaPan, Assistant Secretary	Term Expires May 2020
David A. Hobart, Assistant Secretary	Term Expires May 2022

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**Date: Tuesday, April 14, 2020**

**Time: 4:30 p.m.**

**Place: Conference Call**

**DUE TO CONCERNS REGARDING THE SPREAD OF THE CORONA VIRUS (COVID-19) AND THE BENEFITS TO THE CONTROL OF THE SPREAD OF THE VIRUS BY LIMITING IN-PERSON CONTACT, THIS DISTRICT BOARD MEETING WILL BE HELD BY CONFERENCE CALL WITHOUT ANY INDIVIDUALS (NEITHER DISTRICT REPRESENTATIVES NOR THE GENERAL PUBLIC) ATTENDING IN PERSON. IF YOU WOULD LIKE TO ATTEND THIS MEETING PLEASE CALL IN TO THE CONFERENCE CALL AT 1-844-286-0635 AND WHEN PROMPTED, DIAL IN THE PARTICPANT CODE OF 696 115 957 #.**

1. Administrative & Financial Matters
  - A. Call to Order / Disclosure of Conflicts of Interest / Declaration of Quorum
  - B. Approval of Agenda
  - C. Review and Approve March 10, 2020 Regular Board Meeting Minutes (enclosed)
  - D. Review and Approve Current Claims and Ratify Previous Claims (enclosed)
  - E. Review and Approve February 29, 2020 Financial Statements (enclosed)
  - F. Other

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2. Community Matters
  - A. Other

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3. Operational Updates and Action Items
  - A. **Designscapes**
    1. General Update
    2. Work Orders
      - a. 2020 Work Order Summary (to be provided by Designscapes)
      - b. Discuss landscape proposal for Tract C2 and N1 (enclosed)
      - c. Other

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- B. **Davey Tree**
  1. 2020 Tree Pruning Work Update (enclosed)
  2. Other

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C. **Other**

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4. Management Matters

- A. Manager’s Memo (enclosed)
    - 1. Other
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- B. Discuss and Consider Appointment of Andrew Williams as Secretary
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- C. Discuss Isthmus Park Tree Replacement Program
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5. Legal Matters

- A. Other
- 

6. Director Matters

- A. Confirm Quorum for Next Board Meeting – May 12, 2020 at 4:30 p.m.
  - B. Other
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7. Adjournment

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**NEXT SCHEDULED BOARD MEETING**  
**Tuesday, May 12, 2020 at 4:30 p.m.**  
**The Village Center**  
**7255 Grant Ranch Boulevard**  
**Littleton, CO 80123**

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
BOWLES METROPOLITAN DISTRICT  
HELD MARCH 10, 2020**

A regular meeting of the Board of Directors of Bowles Metropolitan District (“Board” or “BMD”) was held Tuesday, March 10, 2020, 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  
Don Korte  
Leigh Chaffee  
Timothy LaPan  
David Hobart

Also in attendance were:

Marlin Hadley, Norm Goodan, John Whitehill; Residents  
Paul Lefever; Grant Ranch Master HOA  
Taylor Goertz; IMEG  
Derek Fox; Davey Tree  
Rob Massengale and Justin Ketner; Colorado Designscapes, Inc.  
Lori Huffman; MSI  
Nicki Simonson; Grant Water & Sanitation District (GWSD)  
Pat Shannon, Lisa Johnson and Andrew Williams; 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.

Approval of Agenda

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

Review and Approval of the February 11, 2020 Regular Board Meeting Minutes and the February 24, 2020 Special Meeting Minutes

Following review and discussion, Director LaPan moved and Director Dougherty seconded approval of the February 11, 2020 Regular Board Meeting Minutes and the February 24, 2020 Special Meeting Minutes as presented. The motion passed unanimously.

## RECORD OF PROCEEDINGS

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### Review and Approve Current Claims and Ratify Previous Claims

Mr. Williams reviewed the claims with the Board. Following review and discussion, Director Korte moved and Director Dougherty seconded approval of the current claims and ratification of previous claims. The motion passed unanimously.

### Review and Approve January 31, 2019 Financial Statements

Mr. Williams reviewed the January 31, 2019 financial statements. Following review and discussion, Director Korte moved and Director LaPan seconded acceptance of the January 31, 2019 Financial Statements. The motion passed unanimously.

### Other

Director LaPan asked that the Board and Management team research long-term solutions for Isthmus Park, including a tree replacement program to replace aging cottonwoods to protect wildlife habitats in the area. The Board moved to explore this option and begin working to create a tree replacement program. DK/TD

Director Chaffee asked that the Board moved to officially close the Bird Sanctuary at Isthmus Park to the public based off public input received at the 02/24 community meeting. DK/TD

The Board asked Management team about missing payments to the Board. The Management team will follow up on this item and have checks prepared before next Board meeting.

## Community Matters

### Other

Mr. Hadley discussed ongoing maintenance of the Districts wall along Bowles. He asked for permission from the Board to continue maintaining the areas. Mr. Hadley also discussed creating a comprehensive planting plan for all of the districts white walls and fences. Mr. Hadley introduced Norm Gooden, the new Poppy Hills Plantings, Buildings, and Grounds Committee Chairman.

Mr. Gooden introduced himself and informed the Board of his work with Mr. Hadley on creating a comprehensive planting plan for the districts white walls and fences. The Board asked that Mr. Gooden coordinate with Director LaPan for the project. The Board moved to approve the ongoing maintenance of the fence until rescinded. Director Dougherty moved and Director Chaffee seconded the approval of the ongoing maintenance of the fence. The motion passed unanimously.

Mr. Whitehill discussed a recent event where a police cruiser drove through the green space in Blue Heron Park and asked an update regarding the Blue Heron Park Fence Rail project.

Ms. Huffman discussed the broken fence near Isthmus Park with the Board. The Board noted that the broken fence would be discussed later in the meeting.

## Operations Updates and Action Items

### **A. Designscapes**

#### **1. General Update**

Mr. Massengale provided a maintenance schedule to the Board detailing their upcoming work in the District. Designscapes will address the broken doggie bag dispenser in Blue Heron Park.

RECORD OF PROCEEDINGS

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2. Work Orders

- a. 2020 work order summary (to be provided by Designsapes)  
Mr. Massengale provided an overview of the upcoming 2020 work order summaries.
- b. Update planting beds in Tracts N1 & C2 from mulch to rock(enclosed)  
Director LaPan and Mr. Massengale discussed a proposal to change the mulched areas to rock in Tract C2 and N1. Designsapes will redo proposal and break out work to be done along Ingalls to West Prentice. Director LaPan moved, Director Chaffee seconded the approval of changing out the mulch to rock in in the landscape in tracts N1 & C2, not to exceed the amount of \$40,000.00.
- c. Other  
The Board asked Designsapes to cut the baseball field as low as possible and extend the outfield. Designsapes was also asked to put extra bags of sand in the batters boxes to help reduce muddiness in the area.

**B. Davey Tree**

1. Other

Mr. Fox provided an update on Davey Trees work in the District. Mr. Fox accepted responsibility for the damaged sod due to work in the district. Davey Tree has agreed to reduce their contract amount by the total cost of the sod replacement. Designsapes will repair the sod and bill the district for the work.

Davey Tree has completed the 2020 deep root fertilization, Ips Beetle and Emerald Ash Borer treatments, and is now pruning cottonwoods in the district. The Board instructed Davey tree to evaluate the health of a cottonwood in the districts greenbelt.

**C. Other - None.**

Management Matters

A. Manager's Memo

1. Lolly Park Improvements (enclosed)  
Director LaPan asked that the shade sails be reconfigured to reduce visibility for the eastern and western neighbors of the park.
2. Blue Heron Park Railing Replacement  
Homestead has currently finished their fence-painting project and will then move to replace the fence railing in Blue Heron Park.
3. Blue Heron Park Dredging Project  
Mr. Williams discussed the upcoming project and the estimated costs for the Pond Dredging. Based on estimates provided by Mile High Flood District.

Following review and discussion Director Dougherty moved to approve IMGs proposal for Project Management for the Blue Heron Park Dredging project. Director Korte seconded the motion, the motion passed unanimously approved.

RECORD OF PROCEEDINGS

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4. 2020 Fence Project  
Mr. Williams provided an update for the 2020 Fence project, which is expected to be completed in late March.
5. Esri Mapping Project  
Mr. Williams updated the Board on the Esri mapping project and gave an overview of the link provided to the Board in an earlier email. The Board asked the management team to set up the HOA boundaries for the district.
6. GWSD Easement Document (to be distributed)  
Mr. Williams provided an overview of the document. Ms. Simonson asked for a copy to be sent to GWSD to discuss at upcoming Board meeting.
7. Water Rights Monitoring (enclosed)  
Mr. Williams updated that the Management team has filed statements of opposition for the Water Rights applications and will be working with Mr. Forman of Brownstein Hyatt Farber Schreck though the water court opposition process.

B. Review and Consider Approval of CliftonLarsonAllen's 2020 Management Engagement Letter (enclosed)

Mr. Shannon reviewed the Management Engagement letter with CliftonLarsonAllen LLP with the Board. Following review and discussion, Director Korte moved and Director Dougherty seconded. The motion passed unanimously.

Legal Matters

- A. Other - None

Directors Matters

- A. Confirm Quorum for Next Regular Board Meeting April 14, 2020 at 4:30 p.m.  
The Board confirmed a quorum for the Next Regular Board Meeting scheduled for Tuesday, April 14, 2020 at 4:30 p.m.

Adjournment

As there was no further business, the Board adjourned the meeting at 5:48 p.m.

Respectfully submitted,

By \_\_\_\_\_  
Secretary for the Meeting

Account	PO/Cont	Check #	Invoice	Date	Date Paid	Description	Amount
01-000-06450	0	1659	388W	02/29/2020	04/10/2020	February legal	545.00
**** TOTAL ****							545.00
McGeady Becher P.C.							
01-000-06590	0	1660	679033688	04/01/2020	04/10/2020	53-1965863-8	74.29
01-000-06590	0	1660	679036965	04/01/2020	04/10/2020	53-1889394-8	19.78
**** TOTAL ****							94.07
Xcel Energy							
01-000-06250	0	1661	04/14/2020	04/14/2020	04/10/2020	Director fees 04/14/2020	100.00
01-000-02010	0	1661	04/14/2020	04/14/2020	04/10/2020	Director fees 04/14/2020	( 7.65)
**** TOTAL ****							92.35
Leigh C. Chaffee							
01-000-06250	0	1662	04/14/2020	04/14/2020	04/10/2020	Director fees 04/14/2020	100.00
01-000-02010	0	1662	04/14/2020	04/14/2020	04/10/2020	Director fees 04/14/2020	( 7.65)
**** TOTAL ****							92.35
David A. Hobart							
01-000-06250	0	1663	04/14/2020	04/14/2020	04/10/2020	Director fees 04/14/2020	100.00
01-000-02010	0	1663	04/14/2020	04/14/2020	04/10/2020	Director fees 04/14/2020	( 7.65)
**** TOTAL ****							92.35
Donald W. Korte							
01-000-06565	0	1664	52571	03/19/2020	04/10/2020	Cancel election	19.16
**** TOTAL ****							19.16
Colorado Community Media							
01-000-06100	0	1665	26002	02/29/2020	04/10/2020	February accounting	943.75
**** TOTAL ****							943.75
Simmons & Wheeler P.C.							
01-000-06569	0	1666	04/01/2020	04/01/2020	04/10/2020	04/1-03/31 hosting	375.00
**** TOTAL ****							375.00
Eonupdate Web Strategy							
01-000-06250	0	1667	04/14/2020	04/14/2020	04/10/2020	Director fees 04/14/2020	100.00
01-000-02010	0	1667	04/14/2020	04/14/2020	04/10/2020	Director fees 04/14/2020	( 7.65)
**** TOTAL ****							92.35
Timothy LaPan							
01-000-06500	0	1668	3039481469	03/16/2020	04/10/2020	303-948-1469 426B	72.33
01-000-06500	0	1668	7202836976	03/01/2020	04/10/2020	720-283-6976 479B	197.13
**** TOTAL ****							269.46
CenturyLink							
01-000-06300	0	1669	2400260	03/10/2020	04/10/2020	February services	7,261.34
**** TOTAL ****							7,261.34
Clifton, Larson, Allen LLP							
01-000-06250	0	1670	04/14/2020	04/14/2020	04/10/2020	Director fees 04/14/2020	100.00
01-000-02010	0	1670	04/14/2020	04/14/2020	04/10/2020	Director fees 04/14/2020	( 7.65)
**** TOTAL ****							92.35
Thomas Dougherty							
01-000-06570	0	1671	99626	03/01/2020	04/10/2020	March maintenance	21,233.33
01-000-06600	0	1671	99670	02/28/2020	04/10/2020	Snow removal	134.00
01-000-06575	0	1671	99675	03/09/2020	04/10/2020	Lacrosse Goal	275.00
01-000-06575	0	1671	99676	03/11/2020	04/10/2020	Prune	405.00
**** TOTAL ****							22,047.33
Designscapes Colorado							
01-000-06577	0	1672	914347565	02/26/2020	04/10/2020	Soil App	2,315.00

Account	PO/Cont	Check #	Invoice	Date	Date Paid	Description	Amount
01-000-06577	0	1672	914364474	03/03/2020	04/10/2020	Beelte Treatment	1,001.00
01-000-06577	0	1672	914365783	03/04/2020	04/10/2020	Beelte Treatment	6,349.00
01-000-06577	0	1672	914409546	03/26/2020	04/10/2020	Deep Root Fert	13,740.00
01-000-06577	0	1672	914438976	03/30/2020	04/10/2020	Tree Pruning	47,565.00
**** TOTAL **** Davey Tree							71,971.00
01-000-06605	0	1673	10034603	03/13/2020	04/10/2020	Portable Restrooms	434.53
01-000-06605	0	1673	10034605	03/13/2020	04/10/2020	Portable Restrooms	450.91
01-000-06605	0	1673	1149876527	02/12/2020	04/10/2020	Portable Restrooms	434.53
01-000-06605	0	1673	1149889940	02/14/2020	04/10/2020	Portable Restrooms	450.91
**** TOTAL **** United Site Services							1,770.88
01-000-06556	0	1674	33274	02/29/2020	04/10/2020	February resident use	661.67
01-000-06556	0	1674	33353	03/31/2020	04/10/2020	March resident use	285.25
**** TOTAL **** Foothills Park & Recreation							946.92
02-000-08021	0	1675	4883	03/12/2020	04/10/2020	Fence staining	11,296.00
**** TOTAL **** Homestead Painting LLC							11,296.00
01-000-06583	0	1676	94354	03/06/2020	04/10/2020	Services through 2/29	397.60
**** TOTAL **** ERO Resources Corp							397.60
01-000-06565	0	1677	21803	02/21/2020	04/10/2020	Notice	160.50
**** TOTAL **** Dodge Data & Analytics							160.50
*** GRAND TOTAL ***							118,559.76



Bowles Metropolitan District  
Financial Statements  
February 29, 2020

ACCOUNTANT'S COMPILATION REPORT

Board of Directors  
Bowles Metropolitan District

Management is responsible for the accompanying financial statements of each major fund of Bowles Metropolitan District, as of and for the period ended February 29, 2020, which are comprised of the Balance Sheet and the related Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Governmental Funds and account groups for the two months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit the Statement of Net Position, Statement of Activities, Management Discussion and Analysis and all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Bowles Metropolitan District because we performed certain accounting services that impaired our independence.

*Simmons & Wheeler P.C.*

March 23, 2020  
Englewood, Colorado

Bowles Metropolitan District  
 Combined Balance Sheet  
 February 29, 2020

See Accountant's Compilation Report

	General Fund	Capital Fund	Debt Service Fund	Account Groups	Total All Funds
<b>Assets</b>					
<b>Current assets</b>					
Cash in Checking	\$ 5,550	\$ -	\$ -	\$ -	\$ 5,550
Cash in COLOTRUST	999,276	938,482	359,352	-	2,297,110
Cash COLOTRUST - Conserv Trust	1	-	-	-	1
Cash in Savings	-	-	-	-	-
Accounts receivable - taxes	452,038	-	573,782	-	1,025,820
Prepaid expenses	-	-	-	-	-
Due from Other Funds	-	-	-	-	-
	<u>1,456,865</u>	<u>938,482</u>	<u>933,134</u>	<u>-</u>	<u>3,328,481</u>
<b>Other assets</b>					
Improvements	-	-	-	7,920,462	7,920,462
Amount available in debt service fund	-	-	-	933,134	933,134
Amount to be provided for retirement of debt	-	-	-	17,761,866	17,761,866
	<u>-</u>	<u>-</u>	<u>-</u>	<u>26,615,462</u>	<u>26,615,462</u>
	<u>\$ 1,456,865</u>	<u>\$ 938,482</u>	<u>\$ 933,134</u>	<u>\$ 26,615,462</u>	<u>\$ 29,943,943</u>
<b>Liabilities and Equity</b>					
<b>Current liabilities</b>					
Accounts payable	\$ 55,809	\$ -	\$ -	\$ -	\$ 55,809
Due to Other Funds	-	-	-	-	-
	<u>55,809</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>55,809</u>
GO Bond Payable	-	-	-	18,695,000	18,695,000
<b>Total liabilities</b>	<u>55,809</u>	<u>-</u>	<u>-</u>	<u>18,695,000</u>	<u>18,750,809</u>
<b>Fund Equity</b>					
Investment in improvements	-	-	-	7,920,462	7,920,462
Fund balance	1,401,056	938,482	933,134	-	3,272,672
	<u>1,401,056</u>	<u>938,482</u>	<u>933,134</u>	<u>7,920,462</u>	<u>11,193,134</u>
	<u>\$ 1,456,865</u>	<u>\$ 938,482</u>	<u>\$ 933,134</u>	<u>\$ 26,615,462</u>	<u>\$ 29,943,943</u>

Bowles Metropolitan District  
Statement of Revenues, Expenditures and Changes in Fund Balance  
For Two months Ended February 29, 2020  
General Fund

See Accountant's Compilation Report

	Annual <u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)	<u>---Prior YTD---</u>
<b>Revenues</b>				
Property taxes-Jeffco	\$ 617,945	\$ 313,789	\$ (304,156)	\$ 298,066
Property taxes-Denver	631,708	274,943	(356,765)	247,718
Specific ownership taxes-Jeffco	98,832	18,996	(79,836)	18,845
Specific ownership taxes-Denver	99,719	15,412	(84,307)	23,637
Conservation Trust fund	20,000	-	(20,000)	-
HOA Contribution /Water/Landscape	30,000	-	(30,000)	-
Sub HOA Contribution/Irrigation	4,000	-	(4,000)	550
Miscellaneous Income	2,000	3,029	1,029	-
Interest income	45,000	6,410	(38,590)	6,593
	<u>1,549,204</u>	<u>632,579</u>	<u>(916,625)</u>	<u>595,409</u>
<b>Expenditures</b>				
Accounting	11,500	1,165	10,335	1,184
Audit	7,000	-	7,000	-
Directors Fees	6,000	900	5,100	900
Election expense	-	-	-	-
Insurance	9,500	8,580	920	7,918
Legal	10,000	1,230	8,770	2,124
Management	85,000	7,445	77,555	12,888
Office supplies/misc expense	7,000	1,702	5,298	30
SDA Dues/Conferences	1,500	-	1,500	-
Payroll Taxes	600	69	531	69
Snow Removal	20,000	3,368	16,632	2,422
General tree maint/replacement	75,000	10,343	64,657	49,588
General landscape maintenance	385,000	42,466	342,534	-
Landscape maintenance -other	50,000	4,848	45,152	-
Foothills Recreation IGA	10,000	1,297	8,703	2,851
Repairs/maintenance/other	60,000	1,150	58,850	42,365
Portable restrooms	10,000	758	9,242	1,406
Special events	13,000	-	13,000	-
Treasurer's fees	18,749	7,457	11,292	6,948
Telephone	3,000	334	2,666	491
Utilities	24,000	400	23,600	1,005
Storm Water Monitoring	32,000	-	32,000	-
Storm Drainage Services	20,000	-	20,000	-
Water operations	3,000	162	2,838	-
Water pump service (operations)	10,000	-	10,000	-
Water annual assessment	55,000	47,560	7,440	47,560
Engineering / water samples	12,000	-	12,000	-
Contingency	819,658	-	819,658	-
Operating transfers out	450,000	-	450,000	-
Emergency reserve (3%)	28,165	-	28,165	-
	<u>2,236,672</u>	<u>141,234</u>	<u>2,095,438</u>	<u>179,749</u>
Excess (deficiency) of revenues over expenditures	(687,468)	491,345	1,178,813	
Fund balance - beginning	<u>687,468</u>	<u>909,711</u>	<u>222,243</u>	
Fund balance - ending	\$ <u>-</u>	\$ <u>1,401,056</u>	\$ <u>1,401,056</u>	

Bowles Metropolitan District  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual  
For Two months Ended February 29, 2020  
Capital Fund

See Accountant's Compilation Report

	Annual <u>Budget</u>	<u>Actual</u>	Variance Favorable <u>(Unfavorable)</u>	<u>---Prior YTD---</u>
<b>Revenues</b>				
Other Income	\$ -	\$ -	\$ -	\$ -
Transfer from debt service fund	-	-	-	-
Transfer from general fund	400,000	-	(400,000)	-
	<u>400,000</u>	<u>-</u>	<u>(400,000)</u>	<u>-</u>
<b>Expenditures</b>				
Water Shares	-	-	-	-
Legal	-	-	-	-
District Management	-	-	-	-
Capital Expense-Parks & Trails	125,000	-	125,000	-
Capital Expense-Landscape improvements	75,000	-	75,000	-
Capital Expense-Trees	50,000	-	50,000	-
Capital Expense-Stormwater	75,000	-	75,000	-
Capital Expense-Fence	150,000	5,648	144,352	-
Isthmus Park Design	105,000	-	105,000	-
Sunset Park	55,000	5,908	49,092	-
Blue Heron	75,000	-	75,000	-
Lolly Park	60,000	12,750	47,250	-
Capital expense-irrigation improvements	100,000	-	100,000	-
Contingency	55,000	-	55,000	-
	<u>925,000</u>	<u>24,306</u>	<u>900,694</u>	<u>-</u>
Excess (deficiency) of revenues over expenditures	(525,000)	(24,306)	500,694	
Fund balance - beginning	<u>903,279</u>	<u>962,788</u>	<u>59,509</u>	
Fund balance (deficit) - ending	\$ <u><u>378,279</u></u>	\$ <u><u>938,482</u></u>	\$ <u><u>560,203</u></u>	

Bowles Metropolitan District  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Budget and Actual  
For Two months Ended February 29, 2020  
Debt Fund

See Accountant's Compilation Report

	<u>Annual Budget</u>	<u>Actual</u>	Variance Favorable <u>(Unfavorable)</u>	<u>---Prior YTD---</u>
<b>Revenues</b>				
Property taxes-Jeffco	\$ 814,220	413,457	\$ (400,763)	\$ 392,739
Property taxes-Denver	832,354	362,273	(470,081)	326,399
Transfer from General Fund	50,000	-	(50,000)	-
Interest income	1,500	96	(1,404)	(10)
	<u>1,698,074</u>	<u>775,826</u>	<u>(922,248)</u>	<u>719,128</u>
<b>Expenditures</b>				
2013 Bonds-Principal	825,000	-	825,000	-
2013 Bonds-Interest	821,663	-	821,663	-
Treasurer fees	24,710	9,826	14,884	9,155
Trustee/paying agent fees	3,000	-	3,000	-
	<u>1,674,373</u>	<u>9,826</u>	<u>1,664,547</u>	<u>9,155</u>
Excess (deficiency) of revenues over expenditures	23,701	766,000	742,299	
Fund balance - beginning	<u>164,349</u>	<u>167,134</u>	<u>2,785</u>	
Fund balance (deficit) - ending	\$ <u><u>188,050</u></u>	\$ <u><u>933,134</u></u>	\$ <u><u>745,084</u></u>	



**Project:** Bowles Metro District  
 Re: Tract C2 & N1

**Prepare by:** Rob Massengale : 303-912-6975

**Date Issued:** 3/5/2020

**ESTIMATE**

Remove mulch in planting beds and replace with Wyoming Red rock

QTY	UNIT	DESCRIPTION	COST	AMOUNT
<b>Tract C2 (from Ingalls to Harland)</b>				
80	CY	Remove mulch	\$155.00	\$12,400.00
80	TONS	Wyoming Red rock installed	\$175.00	\$14,000.00
8000	SF	Typar installed	\$0.50	\$4,000.00
6	DF	Delivery fees	\$135.00	\$810.00
<b>TRACT N1 (from Harland to Prentice)</b>				
70	CY	Remove mulch	\$155.00	\$10,850.00
70	TONS	Wyoming Red rock installed	\$175.00	\$12,250.00
7000	SF	Typar installed	\$0.50	\$3,500.00
5	DF	Delivery fees	\$135.00	\$675.00
		<b>Total</b>		<b>\$58,485.00</b>

Bid is valid for 30 calendar days from the date of issue. Cash or check only. No credit card payments.

This proposal is based solely on the usual cost elements such as labor, material and normal mark-ups and does not include any amount for changes in the sequence of work, delay, disruptions, rescheduling, extended overhead, acceleration and/or impact costs, and the right is expressly reserved to make claim for any and all of these and related items of cost prior to any final settlement of this contract

**CONTRACTOR** Rob Messengale **Date** 3/5/2020

**OWNER** \_\_\_\_\_ **Date** \_\_\_\_\_

**From:** [Fox, Derek](#)  
**To:** [Williams, Andrew](#); [Hartman, Trina](#); [Johnson, Lisa](#)  
**Subject:** RE: [External] Re: Bowles - Outstanding items for packet  
**Date:** Tuesday, April 7, 2020 1:22:52 PM

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Think Security! This email originated from an external source.



Here is pruning and grinding update. I removed some of the cc's. Hopefully that is Ok.

Jan-March 2020 pruning contract has been completed and billed. We also included the removal of the large leaning/hazardous Cottonwood on the same invoice and reduced the overall price by \$300 to compensate for Designsapes turf repair work. So  $\$45,475 + \$2390 - \$300 = \$47,565$ . You should have this invoice. We also completed the stump grinding (1 stump work order each from the work we did in December and the contract we completed here more recently). They were  $\$160 + \$320$  respectively and that invoice will reflect \$480 total for the stump grinding. Both of these grinding work orders were approved on the contracts. We do complete and bill them separately and that invoice should arrive shortly.

We have completed several of the spring Plant Health Care (PHC) services and you will/have received invoices for those services. There are a few left to be scheduled and completed. I can outline further if needed.

Towards Late Aug/Sept is when I will put together the pruning proposal for Jan-March of 2021. Andrew is correct on that account as there is no new proposal from us for now. I am planning to attend the 4/14 meeting to discuss the Isthmus project. I can of course address anything else as the need arises.

I think that's about it but let me know if I missed something.

Thank You,

**Derek Fox** | District Manager  
ISA Certified Arborist® RM-2302A  
The Davey Tree Expert Company | West Denver Office  
P: 303.761.3052 ext. 5430 | F: 303.761.3089



<http://www.davey.com/contact-us/refer-a-friend/>

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**From:** Williams, Andrew [mailto:Andrew.Williams@claconnect.com]  
**Sent:** Tuesday, April 07, 2020 12:54 PM



**To:** Hartman, Trina; Rob Massengale; Johnson, Lisa  
**Cc:** Fox, Derek; SBruha  
**Subject:** RE: [External] Re: Bowles - Outstanding items for packet

Trina,

As far as I know there wasn't a proposal from Davey. I was just asking them to give an update on the project. My reasoning was that Derek was going to include separate invoices for the stump removal work. Derek, will you be able to just update us on that and give us an idea of what to expect and what will be included in those invoices. I also just want an update on overall progress and status.

We will also be discussing under manager matters the Tree Replacement program. My goal is to set aside some time to discuss the project and who will take what role in creating this plan. We will want to talk through planning, phasing, and expectations for the project.

-Andrew

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**Andrew M. Williams, MURP, ENV SP**

Assistant Public Manager, Business Operations (BizOps)

**Direct 303-793-1442** | Mobile 863-521-3629 | Main 303-779-5710 x31442 | Fax 303-779-0348  
 CLA (CliftonLarsonAllen LLP) | 8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111  
[andrew.williams@CLAconnect.com](mailto:andrew.williams@CLAconnect.com) | [CLAconnect.com](http://CLAconnect.com)

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 Wealth Advisors, LLC, an SEC-registered investment advisor.

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**From:** Hartman, Trina <Trina.Hartman@claconnect.com>  
**Sent:** Tuesday, April 7, 2020 12:27 PM  
**To:** Rob Massengale <rmasengale@designscapes.org>; Williams, Andrew  
 <Andrew.Williams@claconnect.com>; Johnson, Lisa <Lisa.Johnson@claconnect.com>  
**Cc:** Derek.Fox@davey.com; SBruha <susan@simmons-wheeler.com>  
**Subject:** RE: [External] Re: Bowles - Outstanding items for packet

Got it! Thank you Rob

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**From:** Rob Massengale <[rmasengale@designscapes.org](mailto:rmasengale@designscapes.org)>  
**Sent:** Tuesday, April 7, 2020 12:26 PM  
**To:** Hartman, Trina <[Trina.Hartman@claconnect.com](mailto:Trina.Hartman@claconnect.com)>; Williams, Andrew  
 <[Andrew.Williams@claconnect.com](mailto:Andrew.Williams@claconnect.com)>; Johnson, Lisa <[Lisa.Johnson@claconnect.com](mailto:Lisa.Johnson@claconnect.com)>

## Memorandum

**Date:** 4/6/2020

**To:** Bowles Metropolitan District Board of Directors

**From:** Andrew Williams, District Manager

**RE:** District Manager's Report for April 14, 2020

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1. Lolly Park Improvements –
  - a. Bench Replacement – The bench replacement parts were scheduled for installation on 04/09.
  - b. Shade Sails – The Shade Sails are scheduled to be completed week of 04/06.
2. Blue Heron Park Railing Replacement – Railing replacement work is expected to begin week of 04/06.
3. Blue Heron Park Dredging – Mr. Goertz has received the signed contract. No updates as of now.
4. 2020 Fence Staining Project – Work was completed week of 03/30.
5. Interactive Public Mapping Project – After approval of the web tool at the previous Board meeting, the link to the map was distributed to the Grant Ranch HOA and has been hosted on Bowles website.
6. Tree Replacement Program Project – Both Davey Tree and Designsapes are available to help with the project.
7. Cleaning and disinfecting of district playgrounds – Prestige presented a contract to perform pressure washing and cleaning on district equipment and began service the week on 04/05.
8. Pump House updates – Pump skids are being repainted week of 04/06. Arapahoe Pump has installed pump house filter and is will install control cabinets as soon as they receive delivery. Delivery of the control cabinet is expected in the coming weeks.