

RECORD OF PROCEEDINGS

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**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
BOWLES METROPOLITAN DISTRICT  
HELD  
MAY 10, 2016**

A regular meeting of the Board of Directors of Bowles Metropolitan District ("Board" or "BMD") was duly held Tuesday, May 10, 2016, 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:

Leigh C. Chaffee  
Donald W. Korte  
Timothy LaPan  
David A. Hobart  
Thomas Dougherty

Also in attendance were:

Rod Curry; resident  
Rob Massengale and Mike Bockh; Colorado Designscapes, Inc.  
Lori Huffman; MSI  
Dawn Schilling; Schilling & Associates  
Chuck Reid and Kathy Suazo; CliftonLarsonAllen LLP

Administrative  
Matters

Call to Order / Disclosure of Conflicts of Interest/Declaration of Quorum

Upon a motion duly made by Director Chaffee, the meeting was called to order at 4:30 p.m.

The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors and 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.

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. It was noted that the meeting location is within the District's boundaries and further noted that notices for this meeting were posted pursuant to statute. The Board declared a quorum was present.

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### Approval of Agenda

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.

### Discuss Results of the May 3, 2016 Election

As there were not more candidates for open positions on the Board, the election was cancelled. Directors Chaffee, LaPan and Dougherty were deemed elected by affirmation.

### Administer Oaths of Office

Kathy Suazo administered the Oaths of Office to Directors Chaffee, LaPan and Dougherty.

### Appoint Offices

President:	Thomas Dougherty
Treasurer:	Donald Korte
Secretary:	Chuck Reid
Asst. Secretaries:	David Hobart, Leigh Chaffee and Timothy LaPan

### Review and Consider Approval of the April 12, 2016 Regular Board Meeting Minutes

The Board reviewed the minutes of the April 12, 2016 Regular Board Meeting. Following discussion, upon a motion duly made by Director Dougherty, seconded by Director Korte and, upon vote, unanimously carried, the Board approved the minutes of the April 12, 2016 Regular Board Meeting as presented.

### Other

There were no other administrative matters.

### Community Issues

Lori Hoffman noted the entrance to Orchard Estates needs additional trimming on the west side. Director LaPan will look at with Mr. Curry and will discuss with Designsapes.

There is a branch at or on the south side of Grant Ranch Village west of Jay Circle near the school that needs pruning. Designsapes will address.

### Legal Matters

None.

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### Financial Matters

#### Review and Consider Approval of December 31, 2015 Financial Statements

Dawn Schilling presented to the Board, noting the four journal entries that are required. She noted that the Davey Tree issue has been addressed.

Ms. Schilling will be issuing an “unmodified opinion” meaning that the District’s financial statement, presentation, and processes meet generally accepted accounting standards. Ms. Schilling then highlighted parts of the financial statement, noting the net position is negative and improved by approximately \$665,000 (due to debt and others owning assets). She briefly explained the notes that follow the 12/31/2015 numbers.

Ms. Schilling noted that the continuing disclosure is needed from Simmons & Wheeler. She will be receiving from Denver and Jefferson County and then will be added to the final audit.

After discussion, upon a motion duly made by Director Dougherty, seconded by Director Korte and, upon vote, unanimously carried, the Board approved the December 31, 2016 financial statements subject to legal review and final adjustments needed.

#### Review and Accept Unaudited Financial Statements as of March 31, 2016

After presentation, review and discussion, upon a motion duly made by Director Dougherty, seconded by Director Korte and, upon vote, unanimously carried, the Board accepted the unaudited financial statements.

#### Review and Approval of Claims through April 2016

Following review and discussion, upon a motion duly made by Director Korte, seconded by Director Chaffee and, upon vote unanimously carried, the Board approved claims represented by check numbers 7426 through 7444 totaling \$56,341.70 and an autopay payment to Xcel in the amount of \$849.25 for a grand total of \$57,190.95.

#### Other

None.

### Operations and Maintenance

#### A. Designscapes

##### 1. Update on Landscape Maintenance

Mr. Bockh noted that Designscapes is finished with most of the winter and spring clean-up (which had been challenged by late and significant storms) and that standard summer services are beginning.

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### 2. Review and Consider Approval of Work Orders, If any

#### a. Ratify Mulch and Rabbitbrush Invoice

Upon a motion duly made by Director Dougherty, seconded by Director Korte and, upon vote, unanimously carried, the Board ratified approval of the mulch and Rabbitbrush invoice totaling \$14,446.

#### b. Ratify Additional Mulch Invoice

Upon a motion duly made by Director Dougherty, seconded by Director Korte and, upon vote, unanimously carried, the Board ratified approval of the additional mulch invoice, totaling \$10,601.

#### c. Discuss and Consider a Motion to Approve the Purchase of 12 Rain Gauge Irrigation Controllers

Designscapes noted that the difference in the cost per unit in each year (2015, 2016 and 2017) is different because of the communications costs. Mr. Bockh provided a handout for communications costs which will go to approximately \$2,400 per month in 2016. Additional work on seven irrigation controllers telemetry is still needed.

After discussion, upon a motion duly made by Director Korte, seconded by Director LaPan and, upon vote, unanimously carried, the Board approved the purchase of 12 rain gauge irrigation controllers for an amount not to exceed \$65,702.94.

#### d. Quote for 11 Remaining Irrigation Controllers to be Purchased in 2017

Mr. Bockh noted that DBC Irrigation Supply will “hold the price” for the 11 remaining controllers the District plans on purchasing. Recognizing that the Boards can not commit to this expenditure at this time, the Board intends to budget \$66,000 for the eleven remaining irrigation controllers in the 2017 budget.

### A. Davey Tree

#### 1. Update on Landscape Maintenance –

After a busy storm season, Davey Tree is still cleaning-up in the neighborhood and beginning its traditional seasonal services.

#### 2. Review and Consider approval of Work Orders, If Any

None.

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### C. Asphalt Repair

#### 1. Blue Heron Update

The crack sealant and seal coating are expected to be completed by May 26<sup>th</sup>.

#### 2. Discussion Regarding Sunset Park Parking Lot

Mr. Reid discussed the damage surrounding the storm drain manhole, and requested direction and prioritization on the capital projects facing the District. Beyond the Sunset Park Parking Lot Repairs, fencing and concrete were also discussed.

Mr. Reid has not been successful in his attempt to contact Tom Dey, and he will keep trying to make this connection. A plan for the 2016 capital projects, including asphalt, concrete, and fencing will be brought to the June Board meeting.

### D. Discussion and Direction on 2016 Fence Repair/Painting

#### 1. Iron Fencing – Orchard and Heron Estates were done in 2015.

#### 2. Wood Fencing – A maintenance sequence had been set up and the District moved off of the sequence around 2011. The fence color/stain is a Behr stain available at Home Depot. The Board, Mr. Curry and Ms. Hoffman added to the conversation.

### E. Discussion and Direction on 2016 Concrete Repair/Replacement

The Board discussed a full stone repair and replacement, focusing on the parks first and then the trails.

### F. 2016 Snow Removal – Kudos to Designscapes

Designscapes did a good job removing snow. Three properties contacted Mr. Reid regarding tree damage from the storms.

### G. Other

There were no other items.

### Director

Director LaPan will look at trees in the Orchard detention “open space” area that died over the year and that the homeowners requested not be replaced.

### Other Business

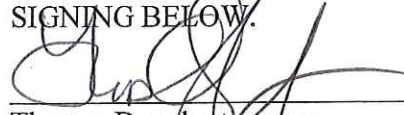
Confirm Quorum for Next Board Meeting – June 14, 2016 at 4:30 p.m.

The Board confirmed a quorum for the next Regular Board Meeting scheduled for Tuesday, June 14, 2016 at 4:30 p.m.

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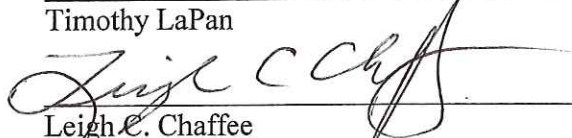
THESE MINUTES APPROVED AS THE OFFICIAL MAY 10, 2016 MINUTES OF THE BOWLES METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW.

  
\_\_\_\_\_  
Thomas Dougherty

  
\_\_\_\_\_  
Donald W. Korte

  
\_\_\_\_\_  
David A. Hobart

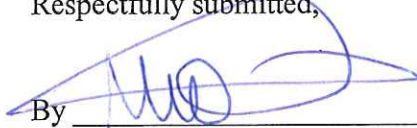
  
\_\_\_\_\_  
Timothy LaPan

  
\_\_\_\_\_  
Leigh C. Chaffee

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Adjournment As there was no further business, the Board adjourned the meeting at 5:30 p.m.

Respectfully submitted,

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned above a horizontal line.

By

Secretary for the Meeting