

## RECORD OF PROCEEDINGS

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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.

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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.

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### 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.

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**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.

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### 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.

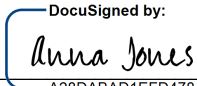
### ADJOURNMENT

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.

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Respectfully submitted,

By  DocuSigned by:  
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Secretary for the Meeting

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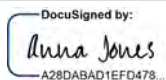
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Anna Jones

anna.jones@claconnect.com

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