

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
BOWLES METROPOLITAN DISTRICT  
HELD JANUARY 12, 2021**

A special meeting of the Board of Directors of Bowles Metropolitan District (“Board” or “BMD”) was held Tuesday, January 12, 2021, at 4:30 p.m. This meeting was held in person and via Conference Call. The meeting was held at The Village Center – 7255 W. Grant Blvd., Littleton, CO 80123 and via Microsoft Teams. The meeting was open to the public.

In attendance were Directors:

Thomas Dougherty  
Don Korte  
Leigh Chaffee  
Timothy LaPan  
Linda Lutz-Ryan

Also in attendance were:

Paul LeFever; Grant Ranch Master HOA  
Andrew Williams and Lisa Johnson; CliftonLarsonAllen LLP  
Derek Fox; The Davey Tree Expert Co.  
Rob Massengale and Justin Ketner; Designsapes  
Diane Wheeler; Simmons & Wheeler, P.C.  
Resident; Diane Rundell and Karen LeFever

Administrative  
Matters

A. Call to Order / Disclosure of Conflicts of Interest:

Director Dougherty called the meeting 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 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 in person and via Conference Call due to concerns of spreading the Corona Virus (COVID-19) and that notices for this meeting were posted pursuant to statute.

B. Confirm Quorum, Location of Meeting, and Posting of Notice and Approval of  
Agenda:

Director Dougherty confirmed a quorum was present. 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

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The Board determined that due to concerns regarding the spread of COVID-19 and the benefit to the control of the spread of the virus by limiting in-person contact, this meeting was conducted in person and via Microsoft Teams and encouraged public participation via Microsoft Teams. The Board further noted that notice providing the time, date and video link information was duly posted and that no objections, or any requests that the means of hosting the meeting be changed by taxpaying electors within the District's boundaries.

Following review and discussion, Director Chaffee moved, and Director Korte seconded approval of the agenda as amended to include discussion regarding the Sunset Park Policies. The motion passed unanimously.

### Public

#### Comment:

#### C. 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 thanked the Board and staff for uploading the Board Packets on the District website for public viewing.

Ms. LeFever noted that the November 17, 2020 Minutes were missing a few resident names who attended the meeting. Mr. Williams was asked to review the meeting attendance and add the missing resident's names. Directory Dougherty will review before approving.

### Financial Matters

#### A. Discuss Bill.com:

Ms. Wheeler reviewed the information regarding Bill.com with the Board. Director Korte asked about how the timeline for review and acceptance worked, noting that two Board members and approving payments before the entire Board had an opportunity to review may be problematic. The Board would like the invoices for be approved at the meeting, adding that two members would enter Bill.com after the meetings to do final approval. The Board requested that the entire Board be able to review, with two Board members appointed to approve.

Following review and discussion, Director Dougherty moved and Director Chaffee seconded approval of implementing Bill.com to approve invoices for the District. The motion passed unanimously.

#### B. Review and Approve Current Claims:

Following review and discussion, Director Dougherty moved and Director Chaffee seconded approval of current claims. The motion passed unanimously.

#### C. Acceptance of Financial Statements – November 30, 2020:

Following review and discussion, Director Korte moved and Director Chaffee seconded approval of November 30, 2020 Financial Statements. The motion passed unanimously.

## RECORD OF PROCEEDINGS

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C. Other – None.

### Management Matters

A. Minutes from the November 17, 2020 and December 8, 2020 Special Board Meetings:

Following review and discussion, Director Korte moved and Director Chaffee seconded approval of December 8, 2020 Special Board Meeting. The motion passed unanimously. The Board deferred approval on the November 17, 2020 Special Meeting Minutes, noting the attendee list would need to be updated.

### Operations Updates and Action Items

A. Operational Updates and Action Items:

A. Designscapes

1. General Update:

Mr. Massengale provided the Board with an update, noting that Designscapes has been focused on routine maintenance.

Director LaPan has been reviewing sprinkler system with Designscapes and working with the HOA to look at irrigation schedules for the lawn and tress, noting they are looking to modify schedules to account for solar exposure. The Board asked Designscapes to clean out the grate at sunset park and reinstall the erosion control sock.

2. 2020 work order summary

a. Work Order to aerate GRB, Jay Circle, Dorado and Bowles for \$16,231.00:

Mr. Massengale reviewed the Work Order with the Board. The Board determined the defer this item.

B. Davey Tree

1. 2021 Contract for Annual Tree Maintenance Agreement:

Mr. Fox reviewed the 2021 contract with Davey Tree.

Director LaPan asked if Davey Tree was maintaining the same number of trees each year. Mr. Fox responded that there were some adjustments made to the tree counts in the bid, adding that there was not a financial change.

Following review and discussion, Director LaPan moved and Director Chaffee seconded approval of the Davey Tree 2021 Contract for Annual Tree Maintenance Agreement. The motion passed unanimously.

## RECORD OF PROCEEDINGS

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### 2. 2021 Tree Pruning Contract with Davey Tree:

Following review and discussion, Director LaPan moved and Director Chaffee seconded approval of the Davey Tree 2021 Tree Pruning Contract with Davey Tree. The motion passed unanimously.

### 3. Stump Removal and Grinding Proposal:

The Board discussed, noting there were quite a few dead trees needing to be removed. No action was taken.

### B. Discuss District Insurance Renewals for 2021

Mr. Williams reviewed the District insurance with the Board. Following review and discussion, Director Dougherty moved and Director Chaffee seconded approval of the Board District Insurance renewal with 25% coverage for \$7,477. The motion passed unanimously.

### C. January Manager's Memo:

Mr. LeFever discussed the September automobile accident with the Lakewood City attorney investigator, noting that the HOA had no out-of-pocket expenses and that the City policy does not provide much assistance in recouping costs. Mr. Williams will continue working to recoup those costs.

The Board noted that signage and a progress report is needed for the Lolly Park sign, Isthmus Park sign, and the Dave Hobart Sign.

Mr. Williams and Director Lutz-Ryan will work with Audubon Society, noting that it would be beneficial to change orientation of signage to reduce sun exposure and reduce fading. Mr. LeFever stated that he would like to help as well, noting that this would be a great opportunity for engagement with the community.

It was noted that a bigger sign next to basketball courts would be needed. The Board directed Mr. Williams to work with Director Lutz-Ryan and come to the next meeting with information.

Ms. LeFever noted that the signs by the port-a-potty needed to be replaced with the current contact information for CLA.

### Legal Matters

#### A. Other:

Director Chafee discussed the need to coordinate Park Policies to ensure all the policies are outlined in the reservation process, noting it might be good to add a procedure for food trucks. Once the policy has been updated, the Board asked for the website to be updated with the correct language.

RECORD OF PROCEEDINGS

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Director  
Matters

A. Discuss Pond Restoration and Planting Program:

The Board discussed the Pond Restoration and Planting program. Director LaPan reviewed some of the work that he had done to create a comprehensive replanting program in the District that exceed the proposed work from AFAB. Mr. Massengale confirmed that he is working to create a proposal to install the items detailed in Director LaPan's drawing.

It was noted that there is potential to add education signage for pollinator gardens.

Director LaPan also noted that there is a need to install an erosion control blanket to prevent seed migration when replanting.


B. Confirm Quorum for Next Board Meeting – February 9, 2021 at 4:30 p.m.

The Board confirmed a quorum for the next Board meeting, scheduled for February 9, 2021 at 4:30 p.m.

Adjournment

As there was no further business, upon a motion duly made by Director Chaffee, seconded by Director Dougherty, the Board adjourned the meeting at 5:53 p.m.

Respectfully submitted,

DocuSigned by:  
  
By \_\_\_\_\_  
A28DABAD1EFD478...  
Secretary for the Meeting

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Client Number: 011-065171-OS01-2021	
Source Envelope:	
Document Pages: 5	Signatures: 1
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Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
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	Minneapolis, MN 55402
	Kathy.Suazo@claconnect.com
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/24/2021 5:40:09 PM
Certified Delivered	Security Checked	5/24/2021 6:14:21 PM
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