

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
BOWLES METROPOLITAN DISTRICT (THE "DISTRICT")
HELD
FEBRUARY 9, 2021

A special meeting of the Board of Directors of the Bowles Metropolitan District (referred to hereafter as the "Board") was convened on Tuesday, February 9, 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, Lisa Johnson and Nicole Gile; CliftonLarsonAllen LLP
Nicki Simonson and Mike Cowen; Grant Water & Sanitation District
Paul LeFever, Grant Ranch Master HOA Manager
Derek Fox; Davey Tree
Jeff Coufal; AFAB
Taylor Goertz; IMEG
Rob Massengale and Justin Ketner; Designscapes
Rodney Eaton; DaVinci Sign Systems, Inc.
John Spence, Lynne Spence and Karen LeFever; Residents

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

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 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. It was noted by Ms. Jones that disclosures of potential conflicts of interest were filed with the Secretary of State for all directors, and no additional conflicts were disclosed at the meeting.

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ADMINISTRATIVE MATTERS

Quorum/Confirmation of Meeting Location/Posting of Notice/ Agenda:
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. Following discussion, and upon motion duly made by Director Dougherty, seconded by Director Dougherty, and upon vote unanimously carried, it was determined to conduct the meeting at the above-stated dated, 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.

The Board reviewed the Agenda for the meeting. Financial matters were removed from the Consent Agenda, and the EcoResource Solutions, Inc. contract was added to Manager Matters. Following discussion, upon motion duly made by Director Korte, seconded by Director Chaffee, and upon vote unanimously carried, the Board approved the Agenda, as amended.

Director Dougherty introduced Anna Jones and Nic Carlson as the new Management Team serving the District.

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 welcomed the new managers. She noted there were some girls continuing to practice basketball while others seemed to have stopped. She added that the Lacrosse net needs to be removed.

Ms. LeFever informed the Board that there is a great deal of goose poop on the basketball courts.

Ms. LeFever reported that the bathroom is in much better shape.

Ms. Simonson informed the Board that she sent an Intergovernmental Agreement but will need to resend it. She proposed a committee to collaborate on the Sunset Park easement in 2021.

Mr. Spence requested that the Board introduce themselves. He inquired about the status of the San Marino ditch maintenance issue.

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Mr. LeFever notified the Board that the HOA would like to hold an Easter Egg Hunt in Blue Heron Park. Director Dougherty requested that he fill out the permit for the request. Director Dougherty requested that Designscares remove the goose poop, Designscares indicated they had already removed it.

Consent Agenda:

Ratify the Minutes from the November 17,2020 Special Board Meeting and Review and Approve Minutes from January 12, 2021 Special Board Meeting:
Following discussion, upon motion duly made by Director Chaffee, seconded by Director LaPan, and upon vote unanimously carried, the Board ratified approval of the November 17, 2020 Special Board Meeting Minutes and approved the January 12, 2021 Special Board Meeting, as presented.

FINANCIAL MATTERS

Discuss Board Members who will be Designated Approvers for Bill.com:
Following discussion, the Board determined that the two primary signers on Bill.com will be Director Korte and Director Dougherty, the other Directors will also be designated approvers if/as needed if Directors Korte and Dougherty are not available to do so. It was noted the Board will continue to approve payments at the Board Meetings. Ms. Gile informed the Board to “skip” invoices they either weren’t sure about or had questions about, rather than “deny”.

Approve the Claims in the amount of \$187,322.05:

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 \$187,322.05.

MANAGEMENT MATTERS

Operational Updates and Action Items:

Designscapes

1. General Update-
2. 2021 Work Order Summary

The Board discussed the Basketball Planting Proposal in the amount of \$6,720.00. Director LaPan and Mr. Massengale reviewed the proposed design with the Board. Mr. Massengale and Director LaPan will work with neighboring residents to ensure the changes are acceptable.

Davey Tree

1. General Update –
2. Tree Pruning Proposal 6193 W. Gould - \$405.00

Mr. Fox reviewed the Tree Pruning Proposal with the Board. Following discussion, upon motion duly made by Director Chaffee, seconded by Director Dougherty, and upon vote unanimously carried, the Board approved the Tree Pruning Proposal for 6193 W. Gould in the amount of \$405.00.

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Blue Heron Park:

1. Dredging Project Status

Mr. Coufal presented a powerpoint presentation to the Board and provided an update on the Dredging Project.

2. Payments made in the amount of \$158,949.00:

Director LaPan reported that he approved of the sweeping for \$3,500 as well as the tracking pad in the amount of \$2,500, noting this should take place in the next check run. Following discussion, upon motion duly made by Director LaPan, seconded by Director Korte, and upon vote unanimously carried, the Board approved the payments made in the amount of \$158,949.00.

3. Pond Restoration – Designscares Proposal for \$38,684.00:

The Board discussed the Designscares Pond Restoration Proposal. The Board also discussed turf restoration pricing, requesting that AFAB and Designscares bring pricing back to the Board in March.

Following discussion, upon motion duly made by Director Chaffee, seconded by Director Korte, and upon vote unanimously carried, the Board approved the Designscares proposal restoration specifically for seed, blankets and willows for the Pond Restoration Project.

Capital Projects:

1. Concrete sidewalk replacements-

Panels along pond embankment and trickle channel

Concrete near roundabout

Concrete sidewalk at northeast corner of park

Mr. Carlson reviewed the proposals from Chavez Construction with the Board. Director LaPan asked about the outfall pipe repairs. Mr. Goertz reported that it was damaged previously. Following discussion, upon motion duly made by Director LaPan, seconded by Director Dougherty, and upon vote unanimously carried, the Board approved the Chavez concrete repairs and the trickle channel panels along the pond embankment. Mr. LeFever indicated that the HOA may be interested in working with the District on other concrete repairs. The Management Team will coordinate with Mr. LeFever.

2. Concrete Prioritization and Implementation Plan-

The Board did not discuss this item.

3. Asphalt – Blue Heron Park Parking Lot-

The Board directed Mr. Carlson to solicit a proposal from Chavez for asphalt repair.

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Discuss Trash Cans:

1. Map & Proposal

The Board discussed trash cans in Vista Park, noting that one larger can instead of two cans would be preferred, with a total of six trash cans. Following discussion, upon motion duly made by Director LaPan, seconded by Director Chaffee, and upon vote unanimously carried, the Board approved the trash can proposal.

Signage Update:

1. District Entry Way
2. Dave Hobart Trail
3. Isthmus Park

Mr. Eaton reviewed the proposals with the Board, noting that completion of the signs will take approximately 4-6 weeks, once approved. The Board requested the Dave Hobart Trail sign be smaller in scale. Following discussion, upon motion duly made by Director Korte, seconded by Director Chaffee, and upon vote unanimously carried, the Board approved the signs and payment in full to DaVinci Sign to move the project forward, subject to Director LaPan's review and changes.

Update on Blue Heron Park & Sunset Park Reservations/ Food Truck Policy:

Director Chaffee requested that this item remain on the next agenda, in order to give staff time to research and get up-to-speed. Staff will report back at the March meeting.

Homestead Fence Painting and Repairs Proposal/ Resident Outreach:

The Board discussed the Homestead Fence Painting and Repairs Proposal. The Board directed staff to reach out to Bowmar for water sampling and request an agreement for consideration. Following discussion, upon motion duly made by Director Chaffee, seconded by Director Dougherty, and upon vote unanimously carried, the Board approved the Proposal for \$865.00, noting they wish to defer the Proposal for \$890.00.

Gazebo Repair at Isthmus Park:

The Board requested that staff obtain a Master Service Agreement with Construction Done Right, LLC. The Board approved the \$175.00 invoice to be paid for the gazebo repair work done at Isthmus Park.

EcoResources:

Mr. Carlson reviewed the proposal from Ecosystem Resources for water quality testing and explained that this contract would only cover basic testing. Further expenses should be expected for routine equipment maintenance and replacement.

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The Board reviewed and approved the proposal and requested that staff research communication costs and potential alternatives.

LEGAL MATTERS

McGeady Becher P.C. Document Retention Policy:

Following discussion, upon motion duly made by Director Chaffee, seconded by Director Dougherty, and upon vote unanimously carried, the Board approved the McGeady Becher P.C. Document Retention Policy.

DIRECTOR MATTERS

Confirm Quorum for Next Board Meeting:

The Board confirmed quorum for the next Board Meeting – March 12, 2021 at 4:30 p.m.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 6:24 p.m.

Respectfully submitted,

By _____
Secretary for the Meeting