

**MEETING MINUTES OF THE BOARD OF DIRECTORS OF THE  
TOLLGATE CROSSING METROPOLITAN DISTRICT NO. 2  
HELD MAY 28, 2024**

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A special meeting of the Board of Directors of the Tollgate Crossing Metropolitan District No. 3 was held on Tuesday, May 28th, 2024, at 6:30 p.m. in person at the Tollgate Clubhouse.

Attendance

In attendance were the following Directors:

Richard Martinez  
Denis Lawson  
Shelly Gregory  
Doug Webb

Also, in attendance were:

Beau McMahon, Brightstar District Management.  
Dawn Schilling, District Accountant

Several constituents were also in attendance.

Call to Order

The meeting was called to order at 6:31 p.m.

Approval of Agenda

Manager requested for the following amendments to the agenda. Add --

- District Audit discussion
- Under Managers Items add lines G, H, I.
  - G. District Fencing
  - H. Cleaning agreement.
  - I. Light pole Discussion.
- Under Directors Matters add item F.
  - F. Rekey Project.

After review, upon a motion made by Director Martinez, seconded by Director Webb and, upon vote, unanimously carried, the Board approved the agenda.

Audit Discussion

Dawn discussed the 2023 Financial Audit in detail. Dawn asks the board to consider approving the 2023 engagement letter. With a motion made by Director Lawson, a second by Director Webb, upon vote, unanimously carried and approved.

Declaration of Quorum

Director Qualifications and  
Conflict of Interest

A quorum was declared. Following discussion, upon a motion made by Director Martinez, seconded by Director Gregory and, upon vote, unanimously carried. All directors are qualified to serve and there are no conflicts of interest.

Public Comment

Several constituents were in attendance and the following topics were discussed:

- i. The stone siding on the clubhouse is beginning to fall off. The board has approved the manager to have it looked at, and the missing stone repaired/replaced.
- ii. Loitering in the parking lots. Homeowners have stated they will drive by and see cars/trucks parked in the parking lot overnight. The board would like to see about getting a manual gate to block the clubhouse parking lot. Metro Public Safety will obtain bids for this to be completed.
- iii. Cleanliness of the clubhouse. There were concerns around who inspects the clubhouse after a rental. The manager and board stated that they rely on homeowners to rent to adhere to the agreement. Consideration was given to hiring the cleaning company to inspect the clubhouse after every rental, and it was too costly. Metro Public safety will visually inspect it when on duty each night, free of charge.
- iv. Clubhouse rental rates and deposits were discussed. With a motion from Director Gregory, a Seconded by Director Lawson, upon vote, all in favor the clubhouse will only be rented 1 time a day. The rental fee will be \$100 for the day, and the deposit will remain \$300.

Vendor Matters

LMI

Ben Randall was present from LMI Landscapes. Ben discussed what had been completed over the last month, and the plan for the next month.

- a) The board asked LMI to address the west side of De Gaulle street, looks like it had been missed. Ben will have the crew out later in the week to have this corrected.
- b) The Board asked Ben to have the crew address the leftover dirt in the parking lot. Ben agreed to have it removed right away.
- c) Ben discussed that the native treatments are done on a monthly schedule.
- d) The District Manager discussed that a homeowner was upset that the district only replaced 1 tree after removing 3. The board stated they have replaced all the trees this season and will consider this in the fall.

## Public Safety

### Incident Items:

- a) An item was taken from someone's front yard.
- b) No additional reports.

## Front Range Recreation

Jen Thomas was present from Front Range Recreation. She discussed the following items.

- a) The need for a few additional tables to be purchased. She has put out a few of the old items for this season.
- b) In the coming weeks the team will go through the old items and donate/trash the damaged items.
- c) Discussed the Facebook post about the mouse in the pool. Stated that the lifeguards promptly removed it and cleaned the area.
- d) Jen discussed that the "no alcohol policy" is being strictly enforced. Jen suggested additional signs. The board approved this request.
- e) Jen stated that the Lifeguards are currently manning the snack shack. She ensured that the pool would still be top priority.
- f) Old furniture plan – Jen stated that her team would focus on opening the pool on time and setting up the new equipment. After opening weekend her team will sort through the old furniture and keep the best items and donate the remaining items. The board approved this plan.

## Social Committee

The social committee was updated that all requested items had been addressed/purchased minus the freezer for upstairs, and the fridge/freezer for downstairs. The manager stated he was working on it however, the tax exempt was delaying that item.

## Manager's Items

- a) **Clubhouse Updates** – The District Manager discussed that the upper and lower level are nearly complete. The last item to be completed was the front door, and the fob system.
- b) **Mailbox Project** - The District Manager discussed project being complete. The vendor will still be returning to install the vogue tops and be working back through the community. Mailbox keys are being handed out at the clubhouse.
- c) **Lower ADA door Discussion** – The manager discussed that Director Webb, Director Gregory, and he had a meeting with RE and Charles Taylor to discuss the inconsistencies and missing items. During the meeting it was asked that Charles Taylor confirm with the City if the lower doors needed to be changed out. Once that information is shared with the District Manager, he will forward it to the board. In the meantime, there have only been 2 bids returned for this project. One

from RE, and an additional bid. We are still waiting for another one to come in.

- d) **A/V Installation Discussion** – The District Manager stated that we are still working on having comcast install cable in the great room. We are still waiting for legal draft of the agreement between the audio vendor and the district. Once that is completed and signed, we will have the work completed.
- e) **ADA Ramp for new doors discussion** – **The District manager stated he is working on bids for this. Vendors have been out to take measurements and hopefully will have a bid to the board for the June meeting.**
- f) **Manager Notice:** The District Manager discussed he has a vacation planned from June 18<sup>th</sup> – June 25<sup>th</sup> however, he will have an agent from the Brightstar Office at the clubhouse to cover. The manager told the board that he will be present for the June meeting, however, will not be onsite the day of the meeting as he will technically still be on vacation. Notice will be posted and emailed out to all homeowners.

Consent Agenda

Approval of Minutes from meeting held April 23, 2024.  
After discussion, upon a motion made by Director Martinez, seconded by Director Gregory and, upon vote, unanimously carried, the Board approved the Consent Agenda as presented.

Financial Matters

Review of Funds, Budget, and Expenses from March 2024 Financial Matters.  
Director Martinez reviewed the unaudited financial funds, budget, and expenses. With a motion made by Director Gregory, seconded by Director Webb and, upon vote, unanimously carried, the board approved the financial matters.

Legal Matters

None

Director's Matters

- a) **Open Seat Discussion** – The District Manager confirmed that notice was posted on the website and sent out about the open seat both via email, and in the Tollgate Newsletter. There were only two candidates that submitted to run. The District Manager asked if there were any self-nominations from the floor. No other parties were interested. After introductions from both candidates and a motion by Director Martinez, second from Director Lawson, upon vote of three (3) to one (1) the motion carries. Renee Gordon will fill Director Matisé's old seat.
- b) **Project Committee Updates** - No updates currently.
- c) **Camera System Bids** – The board reviewed both bids presented to them. One from Alarm.com, and the other from Security Central. With a motion by Director Lawson, a second by Director Gregory, upon a

vote of three (3) to one (1) the motion carries. The District manager will

- d) **Light Pole Discussion** – The District manager stated that several homeowners called to complain that the mailbox areas in the community are very dark and subject to vandalism and break ins. The district manager stated that he spoke with Metro Public Safety, and they recommended Solar lights in those areas. The solar lights would match those at the pool, and installation would be \$1400/per light. Director Martinez motions to approve two (2) light poles to be installed, with a second by Director Gregory, upon vote, all in favor. The board would like two try two locations for now and will consider other areas in the future.
- e) **Newbridge HOA turnover** – No movement on this, at this meeting however, the board would like to keep this on the agenda for future meetings.
- f) **Infrared Tube Heating Discussion** – Director Lawson voiced concerns with the exposed pipes in the ground in the lower level of the clubhouse during the winter months. He recommends Infrared tube heating. With a motion from Director Martinez to approve, and a second from Director Gregory, upon vote, all in favor. The infrared tube heating project was approved. Director Lawson will work with the District Manager to have this completed.
- g) **Rekeying Project for Clubhouse** – The District Manager stated that while handing out new pool fobs, several homeowners stated they had hard keys to the pool area. It was determined that the keys were previously handed out to people to gain access to the pool. The district manager asked the board to consider having the clubhouse area rekeyed. With a motion by Director Martinez, and a second by Director Gregory, upon vote, all in favor. The District Manager will work with Metro Public Safety to have the pool and clubhouse rekeyed.

Adjournment

With no further business to discuss, upon a motion made by Director Lawson, seconded by Director Martinez and, upon vote, unanimously carried, the Board adjourned the meeting at 9:45 pm. The next meeting will be held on Tuesday, June 25, 2024, at 6:30 pm at the Tollgate Clubhouse.

Respectfully submitted,

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Secretary for the Meeting