

**MEETING MINUTES OF THE BOARD OF DIRECTORS OF THE  
TOLLGATE CROSSING METROPOLITAN DISTRICT NO. 2  
HELD FEBRUARY 27, 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, February 27th, 2024, at 6:30 p.m. in person at the Tollgate Clubhouse.

Attendance

In attendance were the following Directors:

Richard Martinez  
Denis Lawson  
Brian Matise  
Doug Webb  
Shelly Gregory

Also, in attendance were:

Beau McMahon, Brightstar District Management.

Several constituents were also in attendance.

Call to Order

The meeting was called to order at 6:33 p.m.

Approval of Agenda

After review, upon a motion made by Director Matise, seconded by Director Lawson and, upon vote, unanimously carried, the Board approved the agenda as presented.

Declaration of Quorum

Director Qualifications and  
Conflict of Interest

A quorum was declared. Director Lawson stated that he will be working for Metropolitan District Public Safety Group. Following discussion, upon a motion made by Director Webb, seconded by Director Martinez and, upon vote, unanimously carried. All directors are qualified to serve and there are now no conflicts of interest.

Public Comment

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

- i. Discussions for the consideration of the clubhouse rental to outside communities and people. The constituents present and board agreed, they would like to limit the usage to residents within the Tollgate Community only.
- ii. Discussions about trees being damaged by a Beaver within the neighborhood. After discussions on the locations, and options for treatment. The Board stated the main area of concern is going to be on the City of Aurora's land. The District has no legal authority over it and isn't able to help. Furthermore, the Board stated they would consider asking

LMI to help save trees within the Districts boundaries by having them wrapped.

## Vendor Matters

### Public Safety

**Incident Items:** Andy discussed that only one incident was reported within the community. He stated it was 4 perpetrators searching vehicles for items. He stated that only 1 owner had filed a police report.  
**Flock Camera / Aurora Police Access:** Discussions were had about giving Aurora Police Department access to the Flock camera system for items such as stolen vehicles, and amber alerts. The board agreed that they would like for Andy to work with Aurora Police to give them access. Additionally, Andy discussed getting a bid from Flock for cameras on the exterior of the clubhouse. He will work with Flock and present that bid at the next meeting.

**Lighting Discussion:** Andy discussed with the board the amount budgeted for lighting this year. He would like to see additional lighting in several areas within the community to help deter future crime. The board stated they budgeted nearly \$45,000 for lighting. Andy will work with LMI to create a bid to present to the board.

### Colorado Scapes

Carlos with Colorado Scapes discussed that Colorado Scapes and LMI Landscapes, and we will see the name change on trucks and invoices.

**Maintenance Duties:** Carlos explained that his team plans to start gutting the grasses along Gun Club as soon as the weather permits.

**Xcel Project:** Carlos also stated that the Xcel project is in the final approval stages.

**Tree Replacement:** Carlos said that he was able to offer a 2-year warranty on new trees. The Board has reviewed the bid for trees and would like to adjust the number of trees down to 50 trees instead of the proposed amount. The board would also like to see the trees listed on the map for ease of reference in the future. Director Gregory motioned to approve the CoScapes/LMI bid with those adjustments, Director Webb Seconded upon vote, unanimously carried, board approved.

**Weed Control:** Director Webb asked about weed spraying within the neighborhood, Carlos stated that the rock beds will be completed within the coming weeks, weather permitting. Director Webb asked for Carlos and his team to stay on the Thistle as it has been an issue previously.

### Front Range Recreation

The board has been present with a bid from Front Range Recreation and Jennifer Thomas, with Front Range Recreation, was present at the meeting and stated that she would need to have the order no later than March 12<sup>th</sup> to be on time for the season. Director Gregory discussed not wanting the vinyl strapped chairs. Ms. Thomas stated that the proposed product is double strapped and more durable. Director Webb motions

to accept Front Range Recreations bid for new tables and chairs, Director Martinez seconds upon vote, unanimously carried, board approved. Director Gregory will work with Ms. Thomas to pick the color choices. Ms. Thomas also stated they will patch the pool cover after it has been removed when opening the pool.

### Manager's Items

**Clubhouse Updates** – Director Webb discussed the final inspection was completed 2/27/2024. Life and Safety inspection is scheduled for 2/28/2024 for the approval of Temporary Certificate of Occupancy. (TCO) Director Webb also explains that the lower level is about two weeks behind the upper level in completion. Windows and doors are scheduled to be removed and installed the 3<sup>rd</sup> week of March. The Board would like Brightstar to check on the Change Order for the lower door.

**Rental Fees:** The board would like to go back to the following rental fee schedule.

\$50.00 for a 6-hour rental

\$100.00 for an all-day rental

The deposit amount will remain at \$300.00

Director Gregory would like to be sure that the rental agreement is updated to state “All decorations must be free standing” nothing can be stapled, taped, glued. Etc. to the walls.

Snack Shack Operations: Director Webb states that it needs to be posted in the next newsletter that. Director Matise stated that priority needs to be given to local people and organizations. The board has also stated the people or organizations will need to supply and staff the shack accordingly.

### Consent Agenda

a) Approval of Minutes from meeting held January 23, 2024.

After discussion, upon a motion made by Director Webb, seconded by Director Gregory and, upon vote, unanimously carried, the Board approved the Consent Agenda as presented.

### Financial Matters

a) Review of Funds, Budget, and Expenses from January 2024 Financial Matters.

Director Matise reviewed the unaudited financial funds, budget, and expenses. With a motion made by Director Webb, seconded by Director Gregory and, upon vote, unanimously carried, the board approved the financial matters.

Legal Matters

- a) Adoption of Amended and Restated 2024 Annual Administrative Matters Resolution – Director Martinez motioned, Director Lawson Seconded upon vote, unanimously carried, board approved.
- b) Adoption of Amended and Restated Public Records Request Policy = Director Webb motioned, Director Gregory Seconded. All in favor.
- c) Review and Consider Approval of Meeting Notice Posting Location – Director Gregory motions, Director Lawson Seconds upon vote, unanimously carried, board approved.

Director’s Matters

**Clubhouse Roofing** – Brightstar stated that 2 of the vendors have agreed that if the board wanted to wait 2 to 3 years to replace the roof, they did not foresee any issues. The board has stated they will table to replacement of the roof until that time, or the addition to the clubhouse is underway. Whichever comes first.

**Project Committee Updates** – No updates currently.

**Bids from Front Range Recreation for tables and chairs approved. \$39,919.71**

**Bid from CoScapes/LMI for new trees approved. \$73,000.00**

**Meeting Minute Postings** – The board would like to have the draft copy of the meeting minutes posted at the same time the agenda is posted to the website.

**Mailbox Phase 3** – The board has discussed that they would like to move forward with Phase 3 of the mailbox replacement project. Director Webb motions to approve the bid from Page Specialties for Phase 3, as well as the bid for vogue toppers for all phases. Director Martinez seconds upon vote, unanimously carried, board approved. 3 Bids totaling \$70,885.00.

**Audio Visual Updates** – The board has been presented with 2 bids to have the new big screen TV mounted, a new sounds system installed, and the purchase of the “OWL” cameras/microphones. After discussions Director Webb motions to approve the bid from Linx \$15,208.48. Director Matise Seconds upon vote, unanimously carried, board approved.

Adjournment

With no further business to discuss, upon a motion made by Director Webb, seconded by Director Martinez and, upon vote, unanimously carried, the Board adjourned the meeting at 8:52 pm. The next meeting will be held on Tuesday, March 26, 2024, at 6:30 pm at the Tollgate Clubhouse.

Respectfully submitted,

Richard Martinez

\_ Metro District President

Signature: 