

**MEETING MINUTES OF THE BOARD OF DIRECTORS OF THE
TOLLGATE CROSSING METROPOLITAN DISTRICT NO. 2
HELD APRIL 23, 2024**

A special meeting of the Board of Directors of the Tollgate Crossing Metropolitan District No. 3 was held on Tuesday, April 23rd, 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 was absent and excused from the meeting.

Shelly Gregory

Doug Webb

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 6:35 p.m.

Approval of Agenda

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

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. Discussions around signage for the great room, a checklist for cleaning items needing to be completed after each rental, and addressing key rules for clubhouse rental was had. The Board approved for the manager to order these signs. The manager will begin working on this task.
- ii. Discussion around having the cleaning supplies in the trash closet in the great room for easier access was had. Director Webb stated that he would install a shelf in the closet and have stocked cleaning supplies moved from the hall closet.
- iii. A constituent discussed that the trees have been severely trimmed. The board did state there was a problem several years ago with a resident who caused this damage

previously. Josh, from LMI, stated he checked with his team and the previous manager and confirmed they did not provide this service. Director Martinez asked LMI to have their arborist look at the trees and provide a bid for options.

- iv. A constituent discussed frustration with the gutters along main roads and the lack of maintenance and functionality. The board confirmed those are the City of Aurora's to maintain and encouraged homeowners to report them to access aurora.
- v. Discussions around the open seat on the board were had. It was announced that Director Matise would be leaving his seat on the board effective May 1st. Director Martinez discussed how much Director Matise has completed for the District. To include funds raised, projects completed, and about how the bond payments being funded and are in line with being paid early.

Vendor Matters

Public Safety

Incident Items: No incidents to report

Flock Camera: Andy is still working on bids for the cameras.

Lighting Discussion: Andy is still working on lighting; he will work with the landscaping team for bids.

Colorado Scapes

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

- a) The board asked LMI to remove the extra cornhole game that was previously installed, and have it stored in the clubhouse.
- b) The board also asked that the telescope be relocated from the large play structure to the little play structure.
- c) Prairie Dog issue – It was discussed that a homeowner asked the District to investigate the prairie dog issue that arises from time to time. Director Martinez asked for the location of the resident who inquired. It was stated that the area is an Xcel easement. The manager will reach out to Xcel to see if they will help with this issue, and LMI will collect a bid from a pest control company.
- d) Director Gregory stated that LMI usually supplies a bid for annual flowers. Josh will work on this and have it presented to the board at the May meeting.
- e) Discussion around the lighting in the flower boxes was had. The board asked LMI to have the lights adjusted.
- f) Discussion was had about the other monuments within Tollgate. The board stated that the plan is to have 1 monument updated each year. The board would like LMI to provide a bid to have the

monument at De Gaulle & Whitaker looked at this year. LMI will supply a bid to have that completed.

- g) Discussion around the Newbridge homes pond needing to be seeded. The board asked LMI to provide a bid to have the area seeded and the excess dirt removed.

Front Range Recreation

Jen Thomas was present from Front Range Recreation. She discussed the plan for the pool opening. Jen stated that the pool cover had been removed and all systems were powered on successfully.

- a) New Pool Furniture Update – Jen discussed that the furniture should arrive any day. Her team will be here to collect and set it up when that time comes.
- b) 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 asked the board for the following items for the clubhouse.

1. (4) Flags sized 5ft x 8ft, robe, and accessories - \$750.00
2. 8 Round tables – approved with a budget of \$3500 for table/chairs.
3. 60 chairs – approved with a budget of \$3500 for table/chairs.
4. Toilet Rental - \$1750
5. Freezer for the great room & refrigerator/freezer combo for snack shack. – Approved with budget of \$2500

After discussion was had by the board, Director Gregory made a motion to approve the social committee wish list items. Seconded by Director Martinez, all in favor motion carried.

Manager's Items

- a) **Clubhouse Updates** – The District Manager discussed that the upper and lower level are nearly complete. The board will need to complete a final punch walk with REconstruction. The board discussed a few items to have REconstruction adjust. The manager will work with Dez and have those items adjusted.
- b) **Mailbox Project:** The District Manager discussed project being nearly complete minus the vogue tops. The vendor needed more time to have those installed on the previous phases. Mailbox keys are being handed out at the clubhouse. Notice has been posted and emailed to all homeowners. The board would like the manager to check on the status of services by USPS. Mail has not been delivered timely.
- c) **Streaming Services:** The manager discussed with the board streaming service options for the new TV in the clubhouse. The board has agreed to set up local comcast channels on the Districts account and approved

to have a Metro District Netflix account created. The manager will begin working on having that completed.

- d) **Lower ADA door Discussion** – The manager stated he is still working on bids to have the lower door converted for ADA compliance and is hopeful to have something at the board for the May meeting.
- e) **Manager Notice:** The District Manager discussed that Brightstar has a training the week of May 6th, and he will have limited availability that week. The office will still be open should homeowners need assistance. The manager also stated that he has a planned vacation in June. Notice will be posted on the District website.

Consent Agenda

Approval of Minutes from meeting held March 26, 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 Martinez, seconded by Director Lawson and, upon vote, unanimously carried, the board approved the financial matters.

Legal Matters

None

Director's Matters

- a) **Project Committee Updates** – No updates currently.
- b) **Key fob system** – District Manager confirmed the board approved this previously if the new system worked with the new door. The manager confirmed, and the board agreed to fully move forward with the new fob system.
- c) **Camera System Bids** – The board has received 2 separate bids for new camera systems. They have asked to table this until the May meeting. When they had a chance to fully review both bids.
- d) **Radiant Lighting agreement** – The district manager stated that the agreement with Radiant lighting had ended. The manager presented the board with another agreement for monthly light checks/maintenance. Director Lawson motioned, Seconded by Director Webb, upon vote, unanimously carried, the board approved the agreement.
- 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) **Electronic Updates** – The board has agreed to move forward with Sound Media bid for the installation of speakers, and a receiver in the clubhouse.

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 8:58 pm. The next meeting will be held on Tuesday, May 28, 2024, at 6:30 pm at the Tollgate Clubhouse.

Respectfully submitted,

Secretary for the Meeting

DRAFT