

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
TOLLGATE CROSSING METROPOLITAN DISTRICT NO. 2  
HELD AUGUST 22, 2023**

---

The regular meeting of the Board of Directors of the Tollgate Crossing Metropolitan District No. 3 was held on Tuesday, August 22, 2023, at 6:30 p.m. via Zoom. The meeting was open to the public.

Attendance

In attendance were the following Directors:

Richard Martinez  
Brian Matise  
Shelly Gregory  
Doug Webb  
Dennis Lawson

Also, in attendance were:

Dawn Schilling, Schilling & Company, Inc.  
Steve Dazzio, Dazzio & Associates, PC  
Shannon Torgerson, Goodwin & Company  
Ben Randall and Carlos Esquivel, ColoradoScapes  
Andy Carroll, Metropolitan District Public Safety

Several constituents were also in attendance.

Call to Order

The meeting was called to order at 6:30 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. All directors are qualified to serve and there are no conflicts of interest.

Public Comment

There were no public comments.

Vendor Matters

Dazzio & Associates, PC

Mr. Dazzio and Ms. Schilling reviewed the audit in detail with the Board and noted the opinion is a clean opinion. Discussion ensued regarding a message being input at the beginning of the audit regarding the District and its financial practices. Following discussion, upon a motion made by Director Lawson, seconded by Director Martinez and, upon vote, unanimously carried, the Board approved the audit and the execution of the 2023 audit representation letter.

ColoradoScapes, Inc.

Ben reviewed the monthly landscape report.

Following discussion, upon a motion made by Director Lawson, seconded by Director Martinez and, upon vote, unanimously carried, the Board approved proposal 5416 (shrub replacement at Tollgate Park) at a cost of \$5336.83, noting ColoradoScapes is requested to work with Bob Gemmill regarding the selection of plants native to Colorado.

Following discussion, upon a motion made by Director Webb, seconded by Director Lawson and, upon vote, unanimously carried, the Board approved proposal 5458 (edging replacement) at a cost of \$19,867.96.

Following discussion, upon a motion made by Director Gregory, seconded by Director Martinez and, upon vote, unanimously carried, the Board approved proposal 5464 (tree pruning) at a cost of \$45,803.98. Once this pruning has been completed, the Board would like to get pruning on a cycle of 3 years.

Following discussion, upon a motion made by Director Webb, seconded by Director Lawson and, upon vote, unanimously carried, the Board tabled action on proposal 5666 (tree replacement).

Following discussion, upon a motion made by Director Gregory, seconded by Director Webb and, upon vote, unanimously carried, the Board approved proposal 5924 (clubhouse landscape renovation) at the cost of \$9,058.67 noting the work cannot be done until spring 2024.

Metropolitan District Public Safety Group – Mr. Carroll noted there were a few vehicle break-ins and the bat incident. It was recommended that suspects in any type of crime not be followed for the safety of all involved.

Mr. Carroll provided photos of the tree lights installed at Tollgate Park, noting they light up the area and allow for better visibility at night. He would like to add more throughout the District moving forward.

Front Range Recreation – There was no update.

#### Manager's Items

a) Gold Scout Project – Dog Waste Stations – the Board reviewed the listing of locations for the additional dog waste stations to be installed, noting that Ms. Perkins raised enough funds for 3, ColoradoScapes will donate 2 and the labor to install and the District will pay for 1. Following discussion, upon a motion made by Director Webb, seconded by Director Lawson and, upon vote, unanimously carried, the Board approved 6 dog waste stations to be added on E Progress Dr. between 24508 and 24527 E Belleview Pl., De Gaulle and Belleview on either the northeast or southeast corner, Harvest and Layton, Tollgate Park (close to the amphitheater), S. Haleyville St. and S. Haleyville Way (close to 5363 S Haleyville St.) and S. Haleyville Way and E. Berry Pl close to the mailbox cluster.

b) Clubhouse Renovations – Ms. Torgerson Demolition of the existing space upstairs is scheduled to be complete by August 25. The plumber is scheduled to complete his rough in for the new fixtures the week of August 21. The election is scheduled shortly thereafter. Each week we have a meeting to discuss upcoming task and any needs by RE to keep moving forward. As of right now, they are anticipating being done with the upstairs renovation by the end of September, pending receipt of the doors and other materials.

c) Clubhouse Expansion – The Service Agreement has been forwarded to Charles Taylor for execution.

d) Website Update – Director Martinez is working on the website and hopes to have it up at the end of September.

e) Mailbox Replacement – The mailboxes for Phases 1 and 2 have been ordered. The timeline for replacement will be provided at the September meeting.

f) Park Restroom Update – The Board discussed the City's requirement to run all waste lines to the sewer.

g) Pool Deck Repairs/Concrete Repairs and Additions – The Board reviewed the proposal from AGS and Palms Concrete. Following discussion, upon a motion made by Director Webb, seconded by Director Lawson, the Board approved the proposal from Palms Concrete with the request the port-a-potty pad be removed.

h) Clubhouse Roof Replacement – The Board requested Ms. Torgerson determine the type of shingle used the last time the clubhouse was re-roofed. In addition, a 3<sup>rd</sup> proposal is requested for the re-roof project. The CSD pool is to be asked why the deductible isn't covering the necessary repairs.

i) Safety Grant Funds – Ms. Torgerson notified the Board that there is an available safety grant of \$1632.29 will be requested and can be put toward the camera cost for 2023 or the edging replacement.

j) Workers Compensation Insurance – Following discussion, upon a motion made by Director Matise, seconded by Director Webb and, upon vote, the Board approved the workers compensation insurance premium of \$500.

k) Colorado Special District Pool Annual Meeting/Proxy – Ms. Torgerson will be attending the Special District Pool Annual Meeting via Zoom.

l) Perimeter Fence Request – An owner has requested the District investigate the cost of putting in a masonry wall along Harvest due to increased traffic noise. The City of Aurora has been contacted to determine what they will require for the District to move forward with this type of project.

m) Annual Meeting – The Board determined October 10, 2023 works for the required annual meeting. If possible, it needs to be held at the clubhouse.

#### Consent Agenda

- a) Approval of Minutes from the July 25, 2023 Regular Board Meeting
- b) Cash Position Schedule Report
- c) Tax Collection Schedule
- d) Water Usage Report

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

#### Financial Matters

a) Review and Accept Unaudited Financial Statements as of June 30, 2023 – Ms. Schilling reviewed the financial statements for the period ended July 31, 2023. Following discussion, upon a motion made by Director Webb, seconded by Director Matise and, upon vote, unanimously carried, the Board accepted the financial statements for the period ended July 31, 2023.

b) Review and Ratification of Prior Claims (July 2023) – Following discussion, upon a motion made by Director Webb, seconded by Director Lawson and, upon vote, unanimously carried, the Board ratified approval of the claims presented for July 2023 totaling \$126,996.04.

c) Review and Approval of Claims (August 2023)

The Board will need to review the August claims at the September meeting.

#### Legal Matters

There were no Legal Matters.

#### Director's Matters

There is a neighborhood safety meeting scheduled for 7 pm at the new rec center on August 23, 2023.

#### Adjournment

With no further business to discuss, upon a motion made by Director Webb, seconded by Director Matise and, upon vote, unanimously carried, the Board adjourned the meeting at 9:02 pm. The next meeting will be held on Thursday, September 28, 2023 via Zoom.

Respectfully submitted,



---

Secretary for the Meeting


# tcm\_082223 draft minutes\_092723


Final Audit Report


2023-11-13


Created:	2023-11-13
By:	Shannon Torgerson (Shannon.Torgerson@goodwin-co.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAs2Nsz4clLwbVpfp_a4T99xaTPw5Nv


## "tcm\_082223 draft minutes\_092723" History

 Document created by Shannon Torgerson (Shannon.Torgerson@goodwin-co.com)  
2023-11-13 - 2:57:58 PM GMT

 Document emailed to Brian Matise (brian@bkmatise.com) for signature  
2023-11-13 - 2:58:15 PM GMT

 Email viewed by Brian Matise (brian@bkmatise.com)  
2023-11-13 - 3:00:46 PM GMT

 Document e-signed by Brian Matise (brian@bkmatise.com)  
Signature Date: 2023-11-13 - 3:00:58 PM GMT - Time Source: server

 Agreement completed.  
2023-11-13 - 3:00:58 PM GMT