

TOLLGATE CROSSING HOMEOWNERS ASSOCIATION

Board of Directors Meeting Minutes

1. **Call to Order** - The meeting of the Board of Directors of the Tollgate Crossing HOA was held on March 21, 2018 at the Tollgate Crossing Community Center, located at 24625 East Bellewood Drive, Aurora, CO 80016. Board Members quorum was met with: Brian Matisse, Shelly Gregory and Tom Gillette were present in person. Jeff Wells was absent. Community Manager Katie Christopher, CMCA, AMS, PCAM, CAM represented AMI, the managing agent. The meeting called to order at 7:00 p.m. by Brian Matisse.
2. **Approval of Agenda** – Upon motion duly made and seconded the agenda was approved with two additions. Motion carried unanimously.
3. **Open Forum** – There were six homeowners present.
 - a. Owner mentioned there are many issues with sections of the community including missing shutters. The Board advised to report specific addresses to management for follow up. Wanted to know if Social committee had approached the neighboring community if they would be participating financially in the Easter event. The Board didn't have an answer since its Social Committee Chair was absent.
 - b. 5031 S Flat Rock Way – Info provided to the board about managing agent meeting with owner. Manager helped owner complete a new form and pictures was provided. The pictures will be mailed back to the owner.
 - c. Underdrain Issue update – All the drains that divert underground water from all the homes and connect into the middle of the street and divert it into two of the creeks. DR Horton didn't put in the required clean outs. In 2013 the owners started noticing sump pumps running excessively and had reported several backups. The HOA filed a notice of claim and DR Horton agreed to fix these. The work is currently being completed.
 - d. Brian Matisse announced he would not be running again to serve on the Board for another term.
4. **Committee Reports**
 - a. Social Committee – Troy could not attend. Board requested accounting for the end of year 2017 and current year to date 2018. Troy will request a copy of the flyer to be sent to all the owners. The Easter Event is set for Saturday, March 24th at 2:30PM.
 - b. DRC Committee – None.
5. **Approval of Prior Meeting Minutes**
 - a. January 17, 2018 –The Board reviewed the minutes provided in Board package prior to the meeting. Upon motion duly made and seconded the minutes were approved with a minor correction. There was no Board meeting held in February. Motion carried unanimously.
6. **Financials Acceptance** – Managing agent provided an overview of the HOA financials ending February 28, 2018. Total in operating account assets \$177,489, Working Capital funds were \$56,112, \$65,075.37 in Underdrain Settlement Funds, \$100,350 in CDs and \$12,021 in the Social Petty Cash account. Accounts receivable showed \$59,158. Total expenses were \$12,667 under

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budget year to date. Upon motion duly made and seconded the February 28, 2018 financials were accepted as presented. Motion carried unanimously.

7. **Manager's Report** – Managing agent provided a summary of the Associations operations. Reporting 30 new violations issued and 23 were resolved. There were 89 calls and 7 DRC requests in the last month. There were 650 owners signed up online.
 - a. **Painting Covenant Violations** - The Board discussed current covenant violations for painting. The Board provided direction to the manager to conduct painting focused review of homes and note that owners must comply by May 31, 2018. The letters to provide a contractor option that may have a discount for the community but are not endorsed by the HOA.
 - b. **Covenant Matters to Attorney** – The Board of Directors reviewed three homes that have reached the final notice status for covenant enforcement. Upon motion duly made and seconded the following were turned over to attorney for legal action for compliance: 4851 S Elk Ct, 5013 S Gold Bug Way and 5203 S Haleyville St. Motion carried unanimously.
 - c. **Unanimous Complaint** – The Board discussed an anonymous complaint about a neighbor's alleged violation. The complaint was made in an aggressive manner and the Board agreed that managing agent is not required to communicate with anyone that is disrespectful or aggressive. Owners should follow the covenant enforcement policy when reporting violations for review.

8. **Delinquency Report/Attorney Status Report** - Legal Matters – The Board reviewed the legal status report and attorney recommendation presented for approval. Upon motion duly made and seconded the following action was taken:
 - a. Account #44191 Board approved to proceed with a demand letter and offer for a payment plan as recommended.
 - b. Account #44176 Covenant violation matter regarding storage of items on the exterior was approved to be pursued through the attorney for compliance.
 - c. Account #44238 Approval to extend compliance date for painting to May 15, 2018 and pursue demand letter and lawsuit if not complied with following deadline.Motion carried unanimously.

9. **Review and Approval of Invoices/Checks** – The Board of Directors reviewed and signed the invoices totaling \$28,501.56.

10. **Old Business/Action Items List**
 - a. Underdrain System Update - The Board reviewed a report dated March 8, 2018 from SBSA regarding Damaged Underdrain at the East Whitaker Cir and repair recommendations.
 - b. Board Vacancy – Upon motion duly made and seconded the Board moved to appoint David Kinney to the Board if he is still interested to finish the vacant term for 2019. Manager will notify Mr. Kinney to see if he accepts the appointment. Motion carried unanimously.

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- c. Insurance Claim – The Board discussed the claim that was denied by the HOA insurance carrier for 5424 S Haleyville Way water back up; the Board authorized Brian Matise to speak to insurance carrier to see if it can be a liability claim.

11. New Business

- a. Insurance Renewal – Upon motion duly made and seconded the insurance quote at \$3,353 was approved for Commercial Package and Directors and Officers Liability policies as presented by USI Agency. Motion carried unanimously.
- b. Trash Removal Renewal – The Board reviewed the renewal proposal from Waste Management. Upon motion duly made and seconded the 60-month contract effective July 1, 2018 at \$11.21 per home per month. Motion carried unanimously.
- c. Audit and Tax Proposal- The Board reviewed a proposal from Griffin Group for 2017 audit and tax proposal at \$1,600. Motion carried unanimously.
- d. Annual Meeting – Annual meeting, for Board elections, is scheduled to be held on April 18, 2018 at 6PM. The notice will be mailed to all homeowners.

12. Adjournment

- a. There was no further business for the Board to consider. The meeting was adjourned at 7:54pm.