

**NOTICE OF REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
SOUTHSHORE METROPOLITAN DISTRICT**

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Directors (the “**Board**”) of the Southshore Metropolitan District (the “**District**”), City of Aurora, Arapahoe County, Colorado, has been scheduled for 6:00 p.m. on Wednesday, April 9, 2025, via Zoom:

<https://zoom.us/j/83363595443>

Or join by phone:

(719) 359-4580

Meeting ID: 833 6359 5443

One tap mobile: +17193594580,,83363595443#

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Ryan Zent, President	May 2027
Kevin Stadler, Vice President/Secretary/Treasurer	May 2027
Jeffrey Bergeon, Vice President/Assistant Secretary/Treasurer	May 2027
Kevin Chan, Vice President/Assistant Secretary/Treasurer	May 2025
Colette Palmer, Vice President/Assistant Secretary/Treasurer	May 2025

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**AGENDA**

1. Disclosures of any potential conflicts of interest.
2. Consideration of Agenda.
3. Accountant’s Report.
  - (a) Review unaudited financial statements and claims payable (enclosures).
4. District Committees.
  - (a) Approve and/or ratify appointment of Committee members, if necessary.
  - (b) Finance Committee Report and Consent Agenda recommendations.
  - (c) Facilities Committee Report and Consent Agenda recommendations.
  - (d) Landscape Committee Report and Consent Agenda recommendations.
  - (e) Communications Committee Report and Consent Agenda recommendations.
5. Consent Agenda.
  - (a) March 12, 2025 Regular Meeting Minutes (enclosure).
  - (b) Public Alliance Report and Expenditures, Action Items
    - (i) Review and consider proposal for truck branding (to be distributed)

- (ii) Ratify Contact Form from Colorado Special Districts Property and Liability Pool naming AJ Beckman as District contact (to be distributed)
  - (iii) Management Trust Report and Expenditures, Action Items
  - (iv) General Manager Report (enclosure)
  - (v) Lifestyle Director Report (enclosure)
  - (vi) Facilities Manager Report (enclosure)
  - (vii) Consider approval of proposal from Vandre Electric and Refrigeration for light fixture repair, in the amount of \$895 (enclosure).
  - (viii) Ratify approval of proposal from Gettysburg Flag Works for 20 Light Pole Sets, in the amount of \$1,660.41 (enclosure)
  - (ix) Consider approval of proposal from Kerwin Plumbing, Heating, and Cooling to install new faucet, in the amount of \$1,460 (enclosure).
  - (x) Consider approval of proposal from American Mechanical Services for replacement of fan motor in HVAC Rooftop Unit in the amount of \$1,590 (enclosure).
  - (xi) Consider approval of proposal from Data Destruction Inc. for 3 hours of paper shredding services, in the amount of \$1,600 (enclosure).
  - (xii) Consider approval of proposal from Materra Waterscapes to install an Advanced Oxidation Process (“AOP”), for Southshore Sail Water Feature, in the amount of \$6,707.35 per visit (enclosure).
  - (xiii) Consider approval of proposal from Materra Waterscapes for Southshore Sail Water Feature maintenance, in the amount of \$275 per visit (enclosure).
- (c) Cox Landscaping Report and Expenditures, Action Items (enclosure)
- (i) Ratify approval of proposal 43045 from Cox Professional Landscape Services LLC to remove dead plant material, tree stakes and wire, in the amount of \$22,200 (enclosure).
  - (ii) Consider approval of proposal 44500 from Cox Professional Landscape Services LLC for installation of 13 cottonwood trees, in the amount of \$13,500 (enclosure).
  - (iii) Consider approval of proposal 43684 from Cox Professional Landscape Services LLC for drainage improvements at Spinnaker Park, in the amount of \$7,398 (enclosure).
  - (iv) Consider approval of proposal 44512 from Cox Professional Landscape Services LLC for tree replacement at Southshore Parkway and Costilla, in the amount of \$1,450 (enclosure).
  - (v) Ratify approval of proposal 44477 from Cox Professional Landscape Services LLC for emergency tree clean up, in the amount of \$2,640 (enclosure).

- (d) Metropolitan District Public Safety Group Report and Expenditures, Action Items.
6. Updates and decision items:
    - (a) Discuss District force pooling options and consider possible engagement of special counsel.
    - (b) Discuss modifications to insurance coverages
    - (c) Discuss adding mailbox lights
    - (d) JR Engineering Report and Expenditures, Action Items:
      - (i) Underdrain maintenance and construction update.
    - (e) Review proposals for Pond Maintenance from Cox Landscaping, LLC in the amount of \$79,680, Clearwater Property & Resource Management in the amount of \$94,125 and Consolidated Divisions, Inc. d/b/a CDI in the amount of \$79,615 and consider award of contract. (enclosures).
    - (f) Discuss Dog Park improvements.
    - (g) Review and consider approval of Function Overview and the Staffing Model from The Management Trust (enclosures).
  7. Legal Report, Action Items:
  8. Other Contracts for Approval, if necessary.
  9. Public Comment. *Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three minutes per person and the public comment portion of this meeting will not exceed 30 minutes. The Board is not required to respond to or discuss public comments. No action will be taken at this Meeting on public comments unless on this Agenda.*
  10. Executive Session under Section 24-6-402(4)(b), C.R.S., to confer with District Counsel to obtain legal advice regarding District revenues, including transfer fees and system development fees.
  11. Possible action on matters discussed in Executive Session.
  12. Any other matter that may come before the Board.

This meeting is open to the public.

SOUTHSHORE METROPOLITAN DISTRICT

By           /s/ Ryan Zent            
 Ryan Zent, President

I hereby certify that a copy of the foregoing Notice of Special Meeting of Southshore Metropolitan District was, by me personally, posted on the District's website at least 24 hours prior to the meeting.

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I hereby certify that a copy of the foregoing Notice of Special Meeting of Southshore Metropolitan District was, by me personally, posted on the front doors of the Lighthouse and Lakehouse at least 24 hours prior to the meeting.

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I hereby certify that a copy of the foregoing Notice of Special Meeting of Southshore Metropolitan District was, by me personally, sent to the City of Aurora City Clerk for posting on their bulletin board at least three days prior to the meeting.

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**SOUTHSHORE METROPOLITAN DISTRICT**

**FINANCIAL STATEMENTS**

**February 28, 2025**

**Southshore Metropolitan District**  
**Balance Sheet - Governmental Funds**  
**For the Period Ending February 28, 2025**

	General Fund	Debt Service Fund	Total
<b>Assets</b>			
<b>Current Assets</b>			
First Bank Checking	174,512	-	174,512
Colotrust	3,665,410	-	3,665,410
UMB	-	3,258,718	3,258,718
Receivable from County Treasurer	1,442,082	1,395,139	2,837,221
<b>Total Assets</b>	<u>5,282,004</u>	<u>4,653,857</u>	<u>9,935,861</u>
<b>Liabilities</b>			
Accounts Payable	60,573	-	60,573
<b>Total Liabilities</b>	<u>60,573</u>	<u>-</u>	<u>60,573</u>
<b>Fund Balances</b>	5,221,431	4,653,857	9,875,288
<b>Total Liabilities and Fund Balances</b>	<u>5,282,004</u>	<u>4,653,857</u>	<u>9,935,861</u>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures, and changes in fund balance - governmental funds have been omitted.

**Southshore Metropolitan District**  
**General Fund Statement of Revenues, Expenditures, and Changes in**  
**Fund Balances - Budget and Actual**  
**For the Period Ending February 28, 2025**

	Annual Budget	Actual	Variance
<b>Revenues</b>			
Property Taxes	3,193,488	1,442,909	(1,750,579)
Specific Ownership Taxes	380,711	54,659	(326,052)
Facility Rentals	95,000	-	(95,000)
Miscellaneous Income	1,000	-	(1,000)
Interest Income	100,000	23,625	(76,375)
Total Revenues	<u>3,770,199</u>	<u>1,521,193</u>	<u>(2,249,006)</u>
<b>Expenditures</b>			
<b>General and Administrative</b>			
Administrative	189,000	90,818	98,182
Landscaping & Maintenance	860,000	118,018	741,982
Landscaping Maintenance Contract	520,000	53,750	466,250
Repairs and Maintenance/Fencing	101,500	3,921	97,579
Facilities & Pool Operations	1,309,375	66,836	1,242,539
Safety & Security	155,000	10,605	144,395
Utilities	202,000	18,924	183,076
Insurance	140,000	-	140,000
Legal	100,000	6,888	93,112
Accounting	65,000	23,427	41,573
Audit	7,500	-	7,500
Capital Replacements:			-
Lakehouse Interior Enhancements	155,000	-	155,000
Lakehouse Pool Heater	60,000	-	60,000
Ridge Line Trail and Dog Park	100,000	-	100,000
Underdrain Management	250,000	-	250,000
Stormwater Management	-	22,787	(22,787)
Architect & Engineering	50,000	21,129	28,871
Treasurer's Fees	47,902	21,643	26,259
Reserves for Asset Replacement	1,688,107	-	1,688,107
Emergency Reserve (3%)	127,931	-	127,931
Total Expenditures	<u>6,128,315</u>	<u>458,746</u>	<u>5,669,569</u>
Excess (Deficiency) of Revenues over Expenditures	(2,358,116)	1,062,447	3,420,563
Beginning Fund Balance	2,358,116	2,358,116	-
Ending Fund Balance	<u>\$ -</u>	<u>\$ 3,420,563</u>	<u>\$ 3,420,563</u>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures, and changes in fund balance - governmental funds have been omitted.

**Southshore Metropolitan District**  
**Debt Service Fund Statement of Revenues, Expenditures, and Changes in**  
**Fund Balances - Budget and Actual**  
**For the Period Ending February 28, 2025**

	Annual Budget	Actual	Variance
Revenues			
Property Taxes	3,151,699	1,424,155	(1,727,544)
Interest Income	118,991	-	(118,991)
Total Revenues	<u>3,270,690</u>	<u>1,424,155</u>	<u>(1,846,535)</u>
Expenditures			
Bond principal - Series 2020 A-1	1,260,000	-	1,260,000
Bond interest - Series 2020 A-1	533,156	-	533,156
Bond principal - Series 2020 A-2	-	-	-
Bond interest - Series 2020 A-2	511,200	-	511,200
Bond principal - Series 2020 B	405,000	-	405,000
Bond interest - Series 2020 B	769,513	-	769,513
Treasurer's Fees	47,275	21,363	25,912
Trustee / Paying Agent Fees	10,000	-	10,000
Total Expenditures	<u>3,536,144</u>	<u>21,363</u>	<u>3,514,781</u>
Excess (Deficiency) of Revenues over Expenditures	(265,454)	1,402,792	1,668,246
Beginning Fund Balance	3,172,843	3,172,843	-
Ending Fund Balance	<u>\$ 2,907,389</u>	<u>\$ 4,575,635</u>	<u>\$ 1,668,246</u>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures, and changes in fund balance - governmental funds have been omitted.

**Southshore Metropolitan District**  
**Capital Projects Fund Statement of Revenues, Expenditures, and Changes in**  
**Fund Balances - Budget and Actual**  
**For the Period Ending February 28, 2025**

	Annual Budget	Actual	Variance
Revenues			
Reimbursements from Other Governments	180,000	-	(180,000)
Interest Income	10,000	-	(10,000)
Total Revenues	190,000	-	(190,000)
Expenditures			
Capital Outlay	190,000	-	190,000
Transfer to General Fund	-	-	-
Transfer to Debt Service Fund	-	-	-
Total Expenditures	190,000	-	190,000
Excess (Deficiency) of Revenues over Expenditures	-	-	-
Beginning Fund Balance	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures, and changes in fund balance - governmental funds have been omitted.

# Southshore Metropolitan District

## Payment of Claims Report

For the Period Beginning March 8, 2025 and Ending April 7, 2025

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Amount</u>
American Mechanical Svcs of Denver LLC	1425186	3/10/2025	HVAC Preventive Maintenance	\$ 556.00
Buildertrend Solutions dba Custom Decks	5	1/20/2025	Deck Inspection Service	2,000.00
CiNTAS	5259252006	3/14/2025	First Aid Cabinet Organized and Restocked - Lakehouse	264.60
CiNTAS	0D51724984	3/24/2025	Backflow Inspection	380.00
CiNTAS	5249151802	1/15/2025	First Aid Cabinet Organized and Restocked - Lakehouse	419.52
CiNTAS	0D51701409	3/24/2025	Annual Alarm System Inspection	894.00
CiNTAS	0D51701410	3/24/2025	Sprinkler System Inspection	1,408.00
CiNTAS	0D51731542	4/2/2025	Annual Fire Extinguisher, Exit Lighting, and Emergency Lighting Inspection	2,008.55
CMS Environmental Solutions LLC	2032940	1/31/2025	Filing 14 Trail Extension - Monthly Inspections 02.25	265.00
CMS Environmental Solutions LLC	2035730	2/28/2025	Filing 14 Trail Extension - Monthly Inspections 03.25	265.00
Cockrel Ela Glesne Greher & Ruhland PC	8004.001 02.25	2/28/2025	General Legal Services 02.25	6,888.00
Cockrel Ela Glesne Greher & Ruhland PC	8004.001 03.25	3/31/2025	General Legal Services 02.25	12,238.60
Convurt Trends LLC	997 DEP	3/5/2025	Blue and Yellow Fence - Pressure wash, scrape, and stain	16,219.00
Convurt Trends LLC	998 DEP	3/5/2025	Replacements - Yellow Fence and Blue Fence	17,650.00
Cox Professional Landscape Services	44423	3/4/2025	Snow Accumulation Check	75.00
Cox Professional Landscape Services	44441	3/5/2025	Fill Buckets with Ice Melt Product	117.50
Cox Professional Landscape Services	44440	3/5/2025	Repair trash can lid at dog station	140.00
Cox Professional Landscape Services	44438	3/6/2025	Senac Pond Sign Repair	506.00
Cox Professional Landscape Services	43930	12/17/2024	LV Lights Repair	899.00
Cox Professional Landscape Services	44332 DEP	3/23/2025	2025 Perennials	2,027.50
Cox Professional Landscape Services	44477	3/26/2025	Emergency Tree Disposal and Replacement at Pond A - Auto Accident 3/23/25	2,640.00
Cox Professional Landscape Services	44464	3/1/2025	Feb 2025 Waste Station Bags and Maintenance	2,702.00
Cox Professional Landscape Services	44455	2/1/2025	Jan 2025 Waste Station Bags	3,108.00
Cox Professional Landscape Services	44479	3/19/2025	Hand Watering of Trees	3,200.00
Cox Professional Landscape Services	44292 DEP	3/23/2025	2025 Shrubs & Perennials Shady Grove Way & E Costilla Dr	5,295.00
Cox Professional Landscape Services	44214	3/10/2025	Senac Filter Parts	7,187.00
Cox Professional Landscape Services	43766	3/11/2025	2025 Lighthouse Flowers and Planter Boxes	7,340.00
Cox Professional Landscape Services	43763	3/23/2025	2025 Lakehouse and Boathouse Hanging Flower Planters	8,060.00
Cox Professional Landscape Services	44207 DEP	3/23/2025	2025 Rock Area 2 SS Pkwy & S Uriah St	10,272.00
Cox Professional Landscape Services	43764	3/23/2025	2025 Flower Beds for Lakehouse, Boathouse, and Lighthouse	13,780.00
Cox Professional Landscape Services	44211 DEP	3/23/2025	2025 Rock Area 6 E SS Pkwy & E Davies Dr	14,112.50
Cox Professional Landscape Services	44331 DEP	3/23/2025	2025 Shrubs and Perennials	16,430.00
Cox Professional Landscape Services	44210 DEP	3/23/2025	2025 Rock Area 5 E SS Dr & E Indore Dr	17,368.00
Cox Professional Landscape Services	44208 DEP	3/23/2025	2025 Rock Area 3 SS Pkwy & E Costilla Dr	22,187.50
Cox Professional Landscape Services	43045	3/5/2025	Removal of Dead Trees, Plants, and Stakes	22,200.00
Cox Professional Landscape Services	44206 DEP	3/23/2025	2025 Rock Area 1 SS Pkwy & Ottawa Dr	27,442.50
Cox Professional Landscape Services	44209 DEP	3/23/2025	2025 Rock Area 4 SS Pkwy & E Roxbury Pt	29,865.00
Cox Professional Landscape Services	44470	4/1/2025	Commercial Maintenance Contract - Monthly Billing	44,107.00
Custom Flag Company Inc	14183	3/21/2025	Quarterly Service Call to change out flags	89.00
Earnweald Consulting Services, LLC	SSMD-2025-69	3/31/2025	Engineering Services	1,190.00
Front Range Recreation Inc	15206	3/14/2025	AED	2,633.40
Front Range Recreation Inc	15225	3/28/2025	Underground break repair on activity pool skimmer line	9,426.88
Front Range Recreation Inc	15253	4/1/2025	MANAGEMENT CONTRACT (1ST INSTALLMENT)	15,375.00
Hernan Buenfil	31925	3/19/2025	Reimb FedEx Charge for Pool Waivers	181.65
Hernan Buenfil	3/10/2025	3/10/2025	CO2, Gift Cards, Docusign, and Apple TV Plus	593.21
Jason K Cline	142655	2/26/2025	Group Fitness Classes @ Lighthouse and Strength Classes @ Lakehouse	860.00
JR Engineering	86273	2/28/2025	Proj 1000-5730.40 Sports Complex	400.00
JR Engineering	86219	2/28/2025	Proj 1000-5730.20 Contract & Constr Oversight - 2024 Underdrain Maint Progr	6,792.00
Klein Computer Cons dba Oyster Digital LLC	4063	4/1/2025	OEM replacement bulb for Lakehouse projector and labor	562.79
Klein Computer Cons dba Oyster Digital LLC	4044	3/13/2025	Service call for Kramer brain offline and add battery backup	1,635.29
Klein Computer Cons dba Oyster Digital LLC	4062	4/1/2025	Kramer SL-280 32-Port Master/Room Controller, Labor, and Programming	2,500.00
Larry H Miller Ford Lakewood	130497	3/19/2025	2025 Ford Maverick XL AWD VIN: 3FTTW8BA8SRA47117	30,815.00
LAURA FIELDING	32825	3/28/2025	Barre 3/4, 3/18, 3/25 & Pilates 3/5, 3/19, 3/28	360.00
Marina Pool and Spa CO LLC	S020767 DEP	3/5/2025	Deposit for 8 Lounge Chairs and 8 Love Seats	14,416.00
MHTT.co	301927	2/28/2025	Maintenance on fitness equipment at Lighthouse	385.00
MHTT.co	301926	2/28/2025	Maintenance on fitness equipment at Lakehouse	398.48
Mountain Alarm	6118117	3/26/2025	Lakehouse Monitoring 04.01.25 - 06.30.25	199.47
Ni Xiaojian or Zang Yihong	968538	3/27/2025	Settlement Payment for Property Damages due to Sprinkler Malfunction	2,500.00
ProSec Integration, LLC	9168	4/1/2025	Quarterly Fire Monitoring and Quarterly Elevator Monitoring	267.00

# Southshore Metropolitan District

## Payment of Claims Report

For the Period Beginning March 8, 2025 and Ending April 7, 2025

<u>Vendor Name</u>	<u>Invoice #</u>	<u>Invoice Date</u>	<u>Description</u>	<u>Amount</u>
Public Alliance LLC	1066	2/28/2025	District Management Services , Accounting Services, and Reimbursements	22,139.35
Regional Town Centre LLC	SI-0879 DEP	3/4/2025	Job #D-25210-C Replace Lakehouse Deck and Railing	53,844.36
ROCKY MOUNTAIN BOTTLED WATER	935843	2/28/2025	Cook and Cold Cooler Rent at Lighthouse	5.95
ROCKY MOUNTAIN BOTTLED WATER	948877	3/25/2025	Cook and Cold Cooler Rent for Lighthouse	11.90
ROCKY MOUNTAIN BOTTLED WATER	948721	3/25/2025	Cook and Cold Cooler Rent at Lakehouse	17.85
ROCKY MOUNTAIN BOTTLED WATER	937105	3/4/2025	Purified Water for Lakehouse	45.91
ROCKY MOUNTAIN BOTTLED WATER	943387	3/18/2025	Purified Water for Lakehouse	45.91
ROCKY MOUNTAIN BOTTLED WATER	937100	3/4/2025	Purified Water, Deposits, and Delivery for Lighthouse	152.79
ROCKY MOUNTAIN BOTTLED WATER	943385	3/18/2025	Purified Water, Deposits, and Delivery for Lighthouse	152.79
RoseFly Productions LLC	582502	2/28/2025	Trivia and Bingo at the Lighthouse	400.00
RoseFly Productions LLC	582503	3/31/2025	Trivia and Bingo at the Lighthouse	400.00
Security Central, Inc.	988416	3/7/2025	Lakehouse Service Call Trip Charge	70.00
Storm Water Asset Management	PS-INV103093	11/30/2024	Sn. Construction Mgr and Sn. Contract Admin Services	1,550.00
Storm Water Asset Management	PS-INV103087	10/31/2024	Sn. Construction Mgr, Tech Spec, and Sn. Contract Admin Services and Mileage	2,749.07
System4 Of Central Colorado	5398	3/31/2025	March Event Cleaning - Lighthouse	1,194.00
System4 Of Central Colorado	5397	3/31/2025	March Event Cleaning - Lakehouse	1,950.00
System4 Of Central Colorado	5405	4/1/2025	April Cleaning - Lakehouse	2,002.00
System4 Of Central Colorado	5459	4/1/2025	April Cleaning - Lighthouse	3,152.00
The Management Trust	350717	3/1/2025	MSP IT Services and Ring Central	1,351.50
The Management Trust	354631	4/1/2025	MSP IT Services and Ring Central	1,351.50
The Management Trust	27359437	3/1/2025	Management Fees	7,000.00
The Management Trust	28198995	4/1/2025	Management Fees	7,000.00
The Management Trust	352769	2/28/2025	Activity Asst, Maint Tech, Ambassador x 3, & Receipt Payroll Reimb 02.16-02.28.25	9,031.27
The Management Trust	354227	3/15/2025	Activity Asst, Maint Tech, Ambassador x 4, & Receipt x 5 Payroll Reimb 03.01-03.15.25	11,116.11
The Management Trust	350407	3/1/2025	Payroll & Phone Reimb - Mgr, Lifestyle Dir & Asst, and Maint Foreman	35,727.85
Vandre Electric Refrigeration Co	47867	3/12/2025	Invoice to troubleshoot and repair landscape lighting (up-lights) as per bid	480.00
Vandre Electric Refrigeration Co	47903	4/2/2025	Game room outlet - Lighthouse	875.00
Vandre Electric Refrigeration Co	47892	3/31/2025	Invoice for Lakehouse in-ground lights replacement	4,475.00
Waste Management	3080936-0178-6	3/28/2025	3 Yard Dumpster Service x 2	1,541.94
Wonderboy Productions Inc	33125	3/27/2025	Strength and Groove Classes	390.00
World of Windows of Denver	58708	3/24/2025	Final Payment for 3 Windows and Installation	2,304.21
			<b>TOTAL</b>	<b><u>\$ 586,626.20</u></b>

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF SOUTHSHORE METROPOLITAN DISTRICT HELD MARCH 12, 2025

A Regular Meeting of the Board of Directors of the Southshore Metropolitan District was held on March 12, 2025 at 6:30 p.m.<sup>1</sup> by Zoom video/telephone conference. The meeting was open to the public.

### **ATTENDANCE**

#### **Directors Present:**

Ryan Zent, President  
Kevin Stadler, Vice /Secretary/Treasurer  
Jeff Bergeon, Vice President/Assistant Secretary/Treasurer  
Kevin Chan, Vice President/Assistant Secretary/Treasurer

#### **Absent (excused):**

Colette Palmer

#### **Also Present:**

AJ Beckman and Nichole Kirkpatrick; Public Alliance LLC  
David Greher, Esq.; Cockrel Ela Glesne Greher & Ruhland, P.C.  
Hernan Buenfil, Angel Duran, and Jennifer Cornthwaite; The Management Trust  
Randy Cox; Cox Professional Landscape Services, LLC  
Carly Beard; Security Central Inc.  
Andy Carroll; Metropolitan District Public Safety Group  
Angela Kim, Nancy Warzee, Carol Kopecky, Sandy Komu, and Teresa;  
Members of the Public

### **CONFLICTS OF INTEREST**

Attorney Greher noted that none of the Directors have advised of any potential conflict of interest for this meeting.

### **NOTICE**

Mr. Beckman stated that Notice had been properly posted at least 24 hours prior to the meeting on the District's website. Mr. Beckman confirmed that such Notice was also placed at the entrance of the Lakehouse, Lighthouse at least 24 hours in advance and sent to the City of Aurora Clerk at least three days in advance.

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<sup>1</sup> The start of the regular meeting was accidentally posted as 6:30 p.m., rather than 6:00 p.m. The Board opened the electronic meeting to the public at 6:00 p.m. but did not convene to conduct business until 6:30 p.m.

**CONSIDER  
AGENDA**

Following discussion, upon motion duly made by Director Stadler, seconded by Director Zent and, upon vote, unanimously carried, the agenda was approved, as amended.

**ACCOUNTANT'S  
REPORT**

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Ms. Kirkpatrick discussed with the Board the unaudited financial statements, dated January 31, 2025.

Following discussion, upon motion duly made by Director Stadler, seconded by Director Bergeon and, upon vote, unanimously carried, the Board accepted the unaudited financial statements, dated January 31, 2025.

Ms. Kirkpatrick presented for the Board's consideration the payment of claims for the period from February 8, 2025 through March 7, 2025, in the amount of \$351,009.59.

Following review, upon a motion duly made by Director Stadler, seconded by Director Bergeon and, upon vote, unanimously carried, the Board ratified approval of the payment of claims for the period from February 8, 2025 through March 7, 2025, in the amount of \$351,009.59.

**DISTRICT  
COMMITTEES  
UPDATE**

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**Appointments:** There were no appointments of Committee members.

**Finance Committee:** Director Stadler advised the Board the committee plans to hold four separate meetings with the public to review and discuss financial matters.

**Facilities Committee:** Director Bergeon reported that the Facilities Committee met on Tuesday, March 11, 2025. The Committee discussed adding an Automated External Defibrillator ("AED") near the exercise equipment and swimming pool, and the potential addition of a liability waiver for users of the gym. Ms. Cornthwaite noted that waivers are required at all district facilities, including the pool and gym.

Director Bergeon further reported, the Committee discussed key card access, building access hours, and activity tracking. The Committee will work with the staff to get additional early hours usage data. Director Bergeon noted that the Committee also discussed the practicality of requiring residents to log their attendance at the swimming pool.

Additionally, the Committee has reviewed the cost versus benefit of allowing cellular communication towers, and will not recommending that the Board enter into a lease for such due to identified obstacles, unfavorable lease terms and potential safety concerns.

**Landscaping Committee:** It was noted the Landscaping Committee did not meet in March, therefore no report is available.

**Communications Committee:** Director Chan noted that the Committee meets quarterly. There was no meeting in February.

**CONSENT  
AGENDA**

The following items were considered for approval by the Board without discussion on the Consent Agenda:

- (a) February 12, 2025 Regular Meeting Minutes.
- (b) Public Alliance Report and Expenditures, Action Items
  - (i) Engagement of TCW Risk Management as Insurance Agents for the District.
- (c) Management Trust Report and Expenditures, Action Items
  - (i) General Manager Report
  - (ii) Lifestyle Director Report
  - (iii) Facilities Manager Report
  - (iv) Ratification of proposal from Oyster Digital LLC to replace the lighthouse projector bulb, in the amount of \$562.29.
  - (v) Ratification of approval of proposal from Oyster Digital LLC for additional work, in the amount of \$1,635.29.
  - (vi) Ratification of approval of proposal from Colorado Pond and Lake, LLC for pond stocking, in an amount not to exceed \$5,000.

Following discussion and review, upon a motion duly made by Director Stadler, seconded by Director Bergeon and, upon vote unanimously carried, the Board approved the consent agenda. The following items were removed from the Consent Agenda for individual discussion and consideration.

- (a) Management Trust Report and Expenditures, Action Items
  - (i) Purchase of Adirondack chairs: The Board deferred discussion at this time.
- (b) Cox Landscaping Report and Expenditures, Action Items
  - (i) Proposal 43045 from Cox Professional Landscape Services LLC to remove dead plant material, tree stakes and wired, in the amount of \$22,200.
  - (ii) Proposal 44212 from Cox Professional Landscape Services LLC for rock area 7, in the amount of \$17,740.
  - (iii) Proposal 44213 from Cox Professional Landscape Services LLC for rock area 8, in the amount of \$21,430.
  - (iv) Proposal 43675 from Cox Professional Landscape Services LLC for 2025 Annual Pond Maintenance, in the amount of \$79,860.
  - (v) Proposal 44333 from Cox Professional Landscape Services LLC for 2025 Planting – Senac Trail plant, in the amount of \$16,830.

Following discussion, the Board determined to review the Budget prior to approving additional landscaping proposals.

- (c) Metropolitan District Public Safety Group Report and Expenditures, Action Items
  - (i) Lighthouse Mobile Wallet Keycard Proposal from Security Central for two pool gates, front door, and fitness hall center in the amount of \$4,949.77 plus \$200 monthly charge: Ms. Duran and Ms. Beard reviewed the proposal with the Board. No action was taken at this time.
  - (ii) Lighthouse Mobile Wallet Keycard Proposal from Security Central to replace existing readers in the amount of \$6,187.21: Ms. Duran and Ms. Beard reviewed the proposal with the Board. No action was taken at this time.
  - (iii) Lighthouse Camera Additions Proposal from Security Central in the amount of \$3,736.51 plus \$17 monthly charge.

Ms. Duran and Ms. Beard reviewed the proposal with the Board. Following discussion and review, upon a motion duly made by Director Stadler, seconded by Director Bergeon and, upon vote unanimously carried, the Board approved the Lighthouse Camera Additions Proposal from Security Central in the amount of \$3,736.51 plus \$17 monthly charge.

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**UPDATES AND  
DECISION  
ITEMS**

**District Force Pooling Options:** Director Chan reported he is working with Special Counsel on this matter.

**JR Engineering Report and Expenditures, Action Items:**

*Pond Maintenance Update:* The Board discussed pond maintenance. Director Stadler recommended comparing the JR Engineering proposal to a proposal from Cox Professional Landscape Services LLC. Mr. Cox will prepare a proposal for Board consideration.

*Underdrain Maintenance Construction Update:* Director Stadler reported to the Board that several underdrains have been installed in the Senac area. He is working on obtaining another proposal for additional cleaning and modifications to the system.

*Pond Treatments for April 2025:* Following discussion, upon a motion duly made by Director Stadler, seconded by Director Bergeon and, upon vote unanimously carried, the Board approved pond treatments by Cox Professional Landscape Services, LLC for April 2025, for an amount not to exceed \$1,400.00

Mr. Cox advised the Board that his annual service contract has not yet been executed. Mr. Buenfil noted that he will circulate for execution.

**Purchase of 2025 Ford Maverick Pickup Truck:** Mr. Beckman reviewed a proposal with the Board for the purchase of a 2025 Ford Maverick pickup truck. Director Bergeon inquired about mileage tracking, and Ms. Duran confirmed that the on-site team will be responsible for logging and monitoring the vehicle's mileage. The Board discussed adding the District's branding to vehicle. Mr. Beckman advised the Board that he is in support of adding the District's branding to the vehicle. Mr. Beckman then reviewed insurance coverage noting that the cost of coverage

Following discussion and review, upon a motion duly made by Director Stadler, seconded by Director Chan and, upon vote unanimously carried, the Board approved the purchase of the 2025 Ford Maverick pickup truck, in the amount of \$30,150.

Following discussion and review, upon a motion duly made by Director Stadler, seconded by Director Chan and, upon vote unanimously carried, the Board authorized Mr. Beckman to bind insurance on the 2025 Ford Maverick pickup truck to work with staff to obtain pricing to add the District's branding to the truck.

**Proposals for Facilities Space Utilization:** The Board deferred discussion at this time.

**Facilities Assessment Report:** The Board deferred discussion at this time.

**Proposal from Custom Fence & Supply Inc. for the Installation of Ameristar Montage Plus Majestic 3-rail Style Ornamental Steel Fence:** The Board reviewed a proposal from Custom Fence & Supply Inc. for the installation of Ameristar Montage Plus Majestic 3-rail Style Ornamental Steel Fence.

Following discussion and review, upon a motion duly made by Director Stadler, seconded by Director Chan and, upon vote unanimously carried, the Board approved the proposal from Custom Fence & Supply Inc. for the installation of Ameristar Montage Plus Majestic 3-rail Style Ornamental Steel Fence, in the amount of \$1,990.

**Proposal from SmartStop for a 10' x 20' Storage Unit:** The Board reviewed a proposal from SmartStop for a 10' x 20' storage unit.

Following discussion and review, upon a motion duly made by Director Stadler, seconded by Director Chan and, upon vote unanimously carried, the Board approved the proposal from SmartStop for a 10' x 20' storage unit, in the amount of \$196 per month.

**Dog Park Improvements:** Mr. Richter advised the Board that he is working on obtaining additional bids for the concrete work associated with the Dog Park improvements.

**2025 Staffing and Compensation Plan:** The 2025 staffing and compensation plan was discussed during Executive Session.

**Restated Management Retainer Agreement between the District and The Management Trust:** The 2025 staffing and compensation plan was discussed during Executive Session.

**Proposal from Vandre Electric & Refrigeration Co. to Install Outlet for Game Room Projector:** The Board reviewed a proposal from Vandre Electric & Refrigeration Co. to install outlet for game room projector.

Following discussion and review, upon a motion duly made by Director Stadler, seconded by Director Chan and, upon vote unanimously carried, the Board approved the proposal from Vandre Electric & Refrigeration Co. to install outlet for game room projector, in the amount of \$875.

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**LEGAL REPORT**

**May 6, 2025 Regular Election:** Attorney Greher reported to the Board the May 6, 2025 Regular Election will be a mail ballot election.

**District Website Compliance:** The Board entered into discussion regarding the District website compliance. Director Stadler presented the option of hiring Streamline to manage the District’s website. Following discussion, the Board determined that the current website platform, Wix, has the necessary tools to ensure compliance and no changes will be made at this time. The Board directed Public Alliance LLC to act as manage ADA Compliance and make all necessary postings on the District’s website.

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**OTHER  
CONTRACTS**

**1<sup>st</sup> Bank and COLOTRUST:** The Board entered into discussion regarding the authorized signers for the 1st Bank and ColoTrust accounts.

Following discussion and review, upon a motion duly made by Director Chan, seconded by Director Stadler and, upon vote unanimously carried, the Board authorized Director Bergeon as a signer for the 1st Bank and ColoTrust accounts.

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**PUBLIC  
COMMENT**

There were no public comments.

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**EXECUTIVE  
SESSION**

Pursuant to Section 24-6-402(4)(b), C.R.S., upon motion duly made by Director Zent, seconded by Director Stadler and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 8:06 p.m. for the purpose of receiving from the Board's Attorney legal advice regarding items on the agenda and regarding District revenues, including transfer fees and system development fees.

Pursuant to Section 24-6-402(2)(d.5) (II)(B), C.R.S., no record will be kept of the remaining portion of this executive session that, in the opinion of the Board's attorney, constitute privileged attorney-client communication pursuant to Section 24-6-402(4)(b), C.R.S.

The Board reconvened in regular session at 8:47 p.m.

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**ACTION ON  
MATTERS  
DISCUSSED IN  
EXECUTIVE  
SESSION**

**Restated Management Retainer Agreement between the District and The Management Trust:** The Board reviewed a Restated Management and Retainer Agreement between the District and The Management Trust.

Following discussion and review, upon a motion duly made by Director Stadler, seconded by Director Zent and, upon vote unanimously carried, the Board approved the Restated Management and Retainer Agreement between the District and The Management Trust.

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**OTHER  
MATTERS**

There were no other matters to discuss at this time.

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**ADJOURNMENT**

There being no other matters to come before the Board, the meeting was adjourned.

Respectively submitted,

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Kevin Stadler, Secretary

APPROVED

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Ryan Zent

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Kevin Stadler

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Jeff Bergeon

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Kevin Chan



Pursuant to Section 24-6-402(2)(d.5)(I)(B), C.R.S., I hereby attest that I am the attorney of the Southshore Metropolitan District, that I was in attendance during the Executive Session of the meeting of the Board of Directors of the District convened on March 12, 2025, and that the discussion during the Executive Session constituted a privileged attorney-client communication for which no record is required to be kept by law.

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David A. Greher, General Counsel

# SOUTHSHORE METROPOLITAN DISTRICT

## The Management Trust Report - GM

April 9,2025

Executive Summary: **Southshore Monthly Update – April** - Southshore is buzzing with activity as we prepare for the busy pool season. The team has been focused on recruiting and onboarding for summer, filling the gaps left by team members transitioning to school or new jobs. Overall, we're in a strong position heading into the warmer months, and the energy across departments has been both productive and positive.

### 1. Front Desk

The front desk continues to move in the right direction. We've brought in new team members recently, and training has been going well. The team is responding positively to their roles and has been completing all assigned tasks, including spreadsheets and documentation, with consistency. Most importantly, they've started building strong relationships with residents, which is exactly what we want to see as we move into our busiest season.

### 2. Lifestyle Team

The Lifestyle Team has been incredibly active with facility rentals this month. We haven't had a single issue, and the revenue generated is a clear reflection of their hard work and attention to detail. As of now, we've reached approximately \$20,000 in rental income, and if we continue at this pace, we could close the year near \$70,000—excluding deposits. The team is also ramping up for summer social events, and we're in a strong position for a successful season.

### 3. Maintenance

Maintenance has been steadily knocking out both large-scale and smaller projects. Preventative maintenance around the clubhouse has been a priority, and we're also making good progress on overall organization. The arrival of the new truck has made a big difference, and we've already implemented a tracking spreadsheet with all relevant details to ensure everything stays on schedule.

### 4. Front Range

Since Jen T.'s departure, we've been meeting weekly with Front Range to ensure a smooth transition, and the collaboration has been excellent. Emma has stepped into her new role with confidence and a clear understanding of what's needed. We feel well-supported and are working closely with her to prepare for the pool season with clear plans in place.

Overall, Southshore is in a great place, and the work we're all putting in is paying off. Looking forward to continuing this momentum into the busy months ahead!

(i) Recommended Expenditures:

None From GM

Requested Board Actions:

None From GM

## **SOUTHSHORE METROPOLITAN DISTRICT**

### **The Management Trust Report – Lifestyle Director**

#### **Monthly Consultant Summary – March 2025**

**March was a dynamic and productive month, filled with both successful events and diligent preparation for the busy season ahead.**

**We had the pleasure of supporting the Comedy Night event on March 28 and 29, which was a great success. The attendees had a fantastic time, and the positive energy from the event carried throughout the weekend. Our team also dedicated significant time to private rentals, ensuring smooth coordination and high-quality experiences for residents and guests.**

**In collaboration with the Social Committee, we've been working hard at planning several upcoming events. Preparations for the Adult Prom and the Easter Egg Hunt have been in full swing. A particular highlight has been our team's dedication to the egg hunt—filling an impressive 10,000 eggs with candy over the course of the month.**

**Looking ahead, we are actively working on the Freedom Bash, as well as helping clubs grow and thrive by offering strategic support to ensure their ongoing success.**

**Our efforts have also extended to supporting the Facilities Committee. We've been working together to gather valuable data related to fitness class attendance, private rental space usage, and projections for the upcoming pool season. Additionally, we've collaborated closely with Front Range to ensure a seamless experience for the swim team, as well as ongoing coordination for the pool opening party, which we are all very excited about.**

**We have also been working with Oyster Digital to ensure the AV system is fully functional ahead of graduation season. While we are not quite finished, we're headed in the right direction and making steady progress.**

**Weekly clubs continue to be a strong foundation for community engagement. Our toddler programming, trivia nights, and bingo sessions remain popular. We're especially enthusiastic about the launch of the new Music Club, which aims to bring more live and interactive music events to the community.**

**Finally, our Kid Stage program continues to be a standout success, providing a creative and engaging outlet for the community's young performers.**

**We're proud of the progress made this month and look forward to a vibrant and fun-filled spring season!**

Jennifer Cornthwaite



# SOUTHSHORE METROPOLITAN DISTRICT

## [District Management, Landscaping, etc.] Report

April 9, 2025

Executive Summary: Completed jobs: Window installation (x3) at the Lakehouse, Game room outlet installed; Table top fire pit delivered and installed; Banquet room lights installed; In ground (3x)lights at Lakehouse amphitheater installed; 3x thermostat covers installed at Lakehouse; Holiday Lighting delivered to SSMD and stored at the public storage SmartStop 3 pallets; Retrieved Company Vehicle for maintenance use; Annual Sprinkler and Backflow testing at Lakehouse; FR completed the pouring of concrete at the Lighthouse Pool repairs area.

In progress: Custom Fence to schedule fence installation at the Lighthouse where the construction was completed for pool plumbing break; EyeClick game projector to be installed by mid April now that there is power; A/V system is still being worked on after discovering that the “brain” was fried; Facility committee to select deck color at meeting 4/1; Pool furniture in transit; grounds exterior furniture for fire pit and green open space pending quote; 2025 Fence Repairs will begin when weather conditions improve this month; 100 New trees purchased and awaiting delivery and installation; flower bed enhancements have begun; Irrigation activation began 4/1; Senac Pond water feature activated 4/1 and met with new contractor for the Southshore Sail water feature. He will send me a BID for BOD approval as I have not received a response from our previous vendor. Additionally, there was an issue with the Pond C pump; the gasket malfunctioned and they did repairs to stop the leaking, but will send a proposal for what’s need to fix it.

Recommended Expenditures: [These expenditures can be both for ratification or approval]

1. [Vandre Electric] proposal re 90879.1 [uplight water damage] in the amount of \$895.00 for [approval].
2. [Gettysburg Flag Works] proposal re S189183 [flags for grounds] in the amount of \$1660.41 for [approval].
3. [Kerwin] proposal re [faucet repairs] in the amount of \$1460.00 for [ratification].
4. [AMS] proposal re [Replace supply fan motor] in the amount of \$1590.00 for [approval].
5. A. [COX] proposal re 43675 (2) [Pond Maintenance 2025] in the amount of \$79.680.00 for [approval].  
B. [Clearwater Property & Resource Management] proposal re [Pond Maintenance 2025] in the amount of \$94,125.00 for [approval].

C. [CDI] proposal re [Pond Maintenance 2025] in the amount of \$79,615.00 for [approval].



# Vandre Electric & Refrigeration Co.

"Serving the Denver Metro Area Since 1953"

4420 Allison Street, Suite B • Wheat Ridge, CO 80033 • Phone: 303-777-2318 • Fax: 303-484-5441

March 21, 2025

The Management Trust  
3091 South Jamaica Court  
Suite 100  
Aurora, Colorado 80014

Attention: Angel Duran Phone: (303) 750-0994 x2366 Email: angel.duran@managementtrust.com

Estimate Number: 90879.1

Project Location: Green belt at the N. E. Corner of S. Pawhaton Rd. & E. Southshore Pkwy.

Scope of Work: Replace water damaged landscape lighting (up-lights).

Quote amount: **\$895.00**

### **See Terms & Conditions**

Vandre Electric and Refrigeration Company proposes the following work for the above captioned project location:

1. Replace the water damaged 12-volt well light in the green belt at the North East corner of S. Pawhaton Rd. and E. Southshore Pkwy.

### **Terms and conditions of this estimate:**

- 1) This proposal excludes the following:
  - A) Any work not specifically listed above.
  - B) Any repairs to existing deficiencies not listed above.
  - C) Any additional work and/or materials generated by a change in the scope of work. All additional work shall be billed on a Time and Material basis unless arrangements are made to quote the additional work with an Electrical Supervisor.
  - D) Any additional work and/or upgrades generated by the building department, utility company, electrical engineer and/or their representatives, and any permit fees.
  - E) Any additional work in case of hazardous material testing, abatement, and/or removal.
  - F) Any repairs, alternations and/or replacement of private underground utilities that may be damaged as a result of excavating, saw cutting, jack hammering, etcetera.
- 2) This estimate is based on the existing circuitry being in a usable and stable condition.
- 3) This estimate may be invalid if not accepted within 30 days.
- 4) All work shall be performed during normal business hours (Monday through Friday 7 A.M to 5 P.M.).
- 5) Nothing in this agreement shall require Seller (**Vandre Electric and Refrigeration**) to continue performance if timely payments are not made for suitably performed work or stored material. The Buyer (**The Management Trust**) is to prepare all work areas so as to be acceptable for Seller under contract. The seller will start work when sufficient areas are ready to insure continued work.
- 6) This proposal is in accordance with the seller's understanding of the requirements of this project from information received from the buyer, or its agent, and if written plans and specifications are furnished, the seller's interpretation of them.

Continued on next page,



# Vandre Electric & Refrigeration Co.

"Serving the Denver Metro Area Since 1953"

4420 Allison Street, Suite B • Wheat Ridge, CO 80033 • Phone: 303-777-2318 • Fax: 303-484-5441

Quote number 90879.1, continued:

- 7) The seller assumes no responsibility as to the accuracy or suitability of such plans and specifications. It is further understood and agreed that this proposal and contract does not include any labor, or materials not specifically mentioned. Unless otherwise provided in the plans and specifications, the seller shall have the right to select all materials. When specified materials are unavailable, the seller shall have the right to substitute materials of equal or better quality.
- 8) Nothing in this agreement shall serve to void Seller's right to file a lien or claim on its behalf in the event that any payment is not timely made.
- 9) No work shall commence until Vandre Electric has received a signed copy of this quote.
- 10) Payment, 50% down to start and final due upon completion with approved credit, and or card on file.
- 11) All sums not paid when due shall bear interest at the rate of 2% per month (24% per annum) or the maximum legal rate permitted by law, whichever is less. The buyer shall pay all costs of collections, including reasonable attorney fees.
- 12) All workmanship is guaranteed against defect for a period of thirty days from the date of installation. This warranty is in lieu of all other warranties, expressed or implied. The exclusive remedy shall be that the seller will repair or replace any part of its work which is found to be defective. The seller will not be responsible for damage to its work by other parties or for improper use of equipment by others.
- 13) Acceptance of this proposal by the buyer shall be acceptance of all terms and conditions recited herein, which shall supersede any conflicting terms in any other proposal. Any of the buyer's terms and conditions in addition or different to this proposal are objected to and shall have no effect. The buyer's agreement herewith shall be evidence by the buyer's signature hereon or by permitting the seller to commence work for the proposed project.
- 14) Due to market conditions all materials are subject to price increase at any time unless this quote expressly states that pricing for any item is firm or fixed.

If you have any questions, please call me at (303) 777-2318. Thank you for the opportunity to quote this work.

Sincerely,

Daryl Forshey  
Lead Electrician

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agent for The Management Trust/ Lakehouse at Southshore 27151 E Lakeview Dr, Aurora, CO 80016



Gettysburg Flag Works  
 715 Columbia Tpke  
 East Greenbush NY 12061-2212  
 United States

**Invoicing Address:**

The Management Trust  
 2651 Valley View Drive  
 Denver CO 80221  
 United States  
 ☎ 9542683111

The Management Trust  
 2651 Valley View Drive  
 Denver CO 80221  
 United States

**Shipping Address:**

The Management Trust, Hernan Buenfil  
 27301 E Southshore Drive  
 Aurora CO 80016  
 United States

# Quotation # S189183

**In-Hand Date:**

**Quotation Date:** 03/27/2025  
**Salesperson:** Joan Nelson

Product	Description	Attributes	Quantity	Unit		Amount
				Price	Taxes	
[g0446] Light Pole Set 3x5'	[g0446] Light Pole Set 3x5' Pole, Flag, Bracket & Band		20.000	79.00		\$ 1,580.00
Quantity Discounts:						
1 @ \$84/set						
Buy 12 for \$79.00 save 6%						
Buy 24 for \$75.00 save 11%						
Buy 48 for \$72.00 save 14%						
[shipstation_service_code] Shipstation Service Product	UPS GROUND		1.000	80.41		\$ 80.41

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Gettysburg Flag Works  
715 Columbia Tpke  
East Greenbush NY 12061-2212  
United States

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<b>Subtotal</b>	\$ 1,660.41
<b>Total</b>	\$ 1,660.41

**Please Note: All quote pricing is valid for 30 Days from quotation date unless otherwise noted.**



• Design Build • Commercial • Industrial • Remodel • Service •

P.O. Box 1176, Broomfield, CO, 80038-1176

303-466-3581 Fax 303-466-3901

April 4, 2025

Lakehouse at Southshore  
27151 E Lakeview Dr.  
Aurora, CO 80016

Thank you for the opportunity to provide you with the following quote.

The cost to install a new Zurn sensor faucet is \$1460.

Please Note:

- This quote excludes any drywall, ceiling, wall, floor repairs, patchwork, and any electrical work or utility repairs.
- All work to be completed during standard business hours.
- If additional repairs are needed or scope of work changes, it will be billed on a time and materials basis.

Kerwin Plumbing & Heating, Inc. has been an established business since 1978 and we pride ourselves on employing qualified, background checked, licensed plumbers. As a company we are fully insured and hold plumbing licenses in the cities where we perform work. Additionally, KPH is an Accredited Member of the BBB with an A+ rating. When hiring Kerwin Plumbing & Heating, Inc., you can be assured the work completed will be of the highest quality.

This quote will be active for 30 days.

Please feel free to contact me should you have any questions or would like to schedule the work.

Sincerely,

*Jenifer St. Onge*

Service Coordinator



March 27, 2025  
By and Between:

**American Mechanical Services of Denver, LLC.**  
6810 South Tucson Way  
Centennial, Co 80112  
Phone: (303) 806-7300  
Fax: (303) 781-1358

and

**Southshore Master HOA**  
27151 E Lakeview Dr  
Aurora, Co 80016  
**Attn: Angel Duran**  
Phone: (303) 750-0994  
Email: Angel.Duran@managementtrust.com

**American Mechanical Services of Denver, LLC.** Will provide Project services at **Southshore Master HOA** located at **27151 E Lakeview Dr Aurora, CO 80016.**

**SCOPE OF WORK: (RTU-5) Replace supply fan motor, to include:**

1. Provide labor to isolate power to the unit.
2. Provide labor to disconnect and remove the failing motor.
3. Provide and install one (1) new supply fan motor.
4. Provide labor to return power to the unit and test operations.
5. Clean up worksite.

**NOTES:**

1. **Work will be performed during normal business hours.**
2. **Leadtime on the replacement motor is 7-10 business days.**

**EXCLUSIONS:**

- Warranty or repair of any existing equipment and/or controls.
- Premium time, week-ends or holidays.
- Any additional time due to, but not limited to, national emergencies, security issues that cause a work slowdown or stoppage, other issues caused by the nature of this facility beyond our control.
- Any task not specified in the Scope of Work above.
- City or state permits.
- Fire Protection, Temperature Controls, Architectural SM.
- Engineering.

The Project will provide labor and materials to accomplish the scope of work described in the Scope of Work, All for the sum of **One Thousand Five Hundred Ninety Dollars and 00/100's (\$1,590.00)**

If parts or equipment prove defective, The Company will extend to The Client the benefits of any warranty The Company has received from the manufacturer. This proposal is in effect for a period of 30 days after the above proposal date, and can be extended beyond this period only at the option of The Company.

This work shall be provided in accordance with the terms and conditions contained herein including those on page 2 and 3. This Agreement shall constitute the entire agreement between us.

For the Company:  
**American Mechanical Services**

Approved for the Client:  
**Southshore Master HOA**

By: Casey Brown  
Title: Account Executive  
Date: March 27, 2025

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

AMERICAN MECHANICAL SERVICES  
MAINTENANCE / REPAIR / SERVICE – TERMS & CONDITIONS

1. Parties and Scope of Work – American Mechanical Services (“AMS” or the “Company”) shall include the AMS company performing the work. “Customer” refers to the person or business entity ordering the work to be done by AMS. If Customer is acting on behalf of another, Customer represents and warrants that it is the duly authorized agent of said party. “Work” or “Covered Equipment” means the specific service to be performed by AMS as set forth in AMS’ proposal, Customer’s acceptance thereof and these terms & conditions (“T&C”) (collectively, the “Agreement”). Additional work ordered by Customer shall also be subject to these T&C. Customer assumes sole responsibility for determining whether the quantity and the nature of the Work are adequate and sufficient for Customer’s intended purpose. Customer shall communicate these T&C to each third party to whom Customer transmits any part of AMS’ Work. The ordering of work from AMS, or the reliance on any of AMS’ Work, shall constitute acceptance of the terms of AMS’ proposal and these T&C, regardless of the terms of any subsequently issued document.
2. Access - All scheduled maintenance or other service provided under this Agreement shall be performed during the Company’s normal working hours. Customer shall provide reasonable means of access to all Covered Equipment as necessary, including but not limited to appropriate building areas and/or utility or elevator services. Customer shall keep areas adjacent to the Covered Equipment free and clear of any obstructions that may impede performance of the Work contemplated herein. Any failure to provide such access may result in additional charges if a return call is required to perform the Work.
3. Operation of Equipment / Work By Others – Customer agrees that Customer shall (a) operate the Covered Equipment according to the manufacturer’s recommendations, (b) keep accurate logs and information on the Covered Equipment, (c) ensure that all operators of the Covered Equipment are adequately trained, and (d) allow AMS to start and stop or temporarily suspend operation of the Covered Equipment so that AMS can perform the Services. Any subsequent work performed by another shall void any warranty and/or indemnity, if any, provided by AMS. With regard to maintenance work, (a) Customer agrees to have the Company perform all work on the Covered Equipment, (b) this Agreement is immediately terminable by the Company should the equipment be modified, moved or worked upon by anyone other than the Company, and (c) AMS shall have no liability for work performed by another on any Covered Equipment or equipment otherwise worked on or installed by AMS.
4. Maintainability – This Agreement assumes the Covered Equipment to be in maintainable condition. With regard to maintenance work, should repairs or replacements be found necessary upon initial inspection or initial seasonal start-up, repair and/or replacement charges will be submitted to the Customer for approval.
5. Exclusion - Non-Maintainable Components / Misuse of Equipment – Unless expressly included in the Work, equipment replacement and/or repair or replacement of non-maintainable components of the system(s) is not included. This exclusion applies to such items as refrigerant, boiler shell and tubes, ductwork, piping, cabinets, drains, electrical wiring (other than between equipment and its starter), electrical disconnect switches, coils, surfaces exposed to air and water as part of its function, cabinets, refractory materials, piping or tubing, gas lines, domestic water lines, structural supports, and damages resulting from freezing weather, corrosion, electrolysis, and/or drain stoppage, etc. Asbestos removal or related-work is also excluded. AMS has the sole option of eliminating from this Agreement any piece of equipment that it finds to be economically unsound for further servicing or repairs. Unless expressly included in the Work, this Agreement also does not provide for service, repairs or replacements required because of operation, negligence or misuse of the systems or equipment by others, or by reason of any other cause beyond the Company’s control, other than ordinary wear and tear. Unless expressly included in the Work, Company shall have no obligation to dispose of waste oil, refrigerants or other materials associated with the Covered Equipment or generated in the performance of this Agreement. Further, unless expressly included in the Work, any other obligation, work or service is excluded, including but not limited to the cost of temporary heating or cooling.
6. Original Design, Condition or Installation of Equipment or System – The Company shall not be responsible for the system’s original or pre-existing design or installation (including air and/or water balance) or for its performance in maintaining design conditions other than through the failure of Covered Equipment. AMS shall also not be responsible for any damages resulting in whole or in part from any pre-existing condition in the system. Unless expressly included in the Work, AMS is not assessing or making recommendations regarding Customer’s entire HVAC or other mechanical systems.
7. Payment – The Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, the Company may stop all work under this Agreement without notice. A finance charge will be added to past due accounts at the rate of one and one-half percent (1½%) per month, or at the highest legal rate, whichever is less. Failure to make payment when due or impairment of Customer’s credit shall relieve AMS of the obligation of further performance of this Agreement.
8. Warranty – The Company warrants its services to be free from defects in workmanship and materials for a period of thirty (30) days from delivery of such services. AMS’ sole obligation shall be to repair or replace defective materials or to properly re-perform any defective service. Except as expressly provided by this Agreement or as limited by law, AMS hereby expressly disclaims and negates any other representation or warranty, express or implied, relating to the services provided hereunder, including without limitation, any implied or express warranty of merchantability, fitness for a particular purpose, or conformity to models, samples or materials. AMS will transfer the benefit of any applicable manufacturer’s warranty to Customer upon request. Any warranty claim for goods or equipment shall be made against the manufacturer only.
9. Limitation of Liability and Claims – Solely with regard to paragraphs 9 and 10, the term “Company” shall include the above-named Company performing the Work and its particular divisions, subsidiaries, parents, partners, managers, agents, employees, members, attorneys, affiliates, successors and/or assigns. The Company shall not be liable for the operation of the Covered Equipment or for injury or damage to person or property, except those arising or resulting directly from the negligent acts or omissions of its employees, agents, contractors or subcontractors, if any. Should AMS be found to have been negligent in the performance of its work, or to have made and breached any express or implied warranty, representation, or contract term, Customer, all parties claiming through Customer, and all parties claiming to have in any way relied on AMS’ work agree that no action or claim, whether in tort, contract or otherwise, may be brought against AMS more than one (1) year from the date the party knew or should have known of any claim the party may have, and further agree that in no event shall AMS be liable for any special, punitive, exemplary, indirect, consequential or incidental damages or for damages for lost profits, business interruption, revenue, use, or data. AMS shall also not be liable for expense in removing, replacing, or refinishing any part of the building structure. It shall not be liable for any loss or damage due to delays in furnishing labor or materials caused by reason of strikes or labor troubles affecting its employees or the employees of others, delays caused by priority or preference rating, orders or regulations established by any government or other authority having jurisdiction hereunder, by unusual delays in procuring supplies, by acts of God, war or terrorism, or for any other cause beyond its reasonable control.
10. Mutual Indemnification – Company and Customer mutually agree to indemnify, defend and hold the other harmless from and against all claims, damages, losses, and expenses, including but not limited to attorneys’ fees, arising out of, or resulting from the other’s performance under, this Agreement.
11. Regulatory Requirements – The Company shall not be required to furnish any items of equipment or labor or make special tests as are recommended or required by insurance companies, federal, state, or municipal governments, or other authorities, other than those expressly included in the Work.
12. Taxes and Assessments – The Customer shall be responsible for all taxes and assessments applicable to the Work.
13. Pricing, Timing and Scheduling of Work – The services set forth in AMS’ proposal and Customer’s acceptance will be accomplished by AMS personnel at the prices quoted, plus applicable taxes, etc. If, through no fault of its own, AMS is required to delay commencement of the Work or if, upon embarking upon its Work, AMS is required to stop or interrupt the progress of its Work as a result of changes in the Work requested by Customer, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of AMS, any additional charges incurred will be paid by Customer. All Work to be provided under this Agreement shall be performed during Company’s normal working hours. Any work performed after hours, including but not limited to emergency calls, repairs or replacements, regardless of the reason, shall be billed at applicable rates. Work not covered by this Agreement shall be billed at the Company’s then-prevailing rates.

14. **Alternative Dispute Resolution ("ADR")** – If a dispute arises out of or relates to this Agreement, the parties agree that senior management shall attempt in good faith to settle the dispute to the satisfaction of all parties. If the parties are unable to settle the dispute within thirty (30) days from the time it arises, the parties agree to submit the dispute to arbitration. Upon expiration of the thirty-day period, the aggrieved party shall serve a written demand for arbitration upon the opposing party and the American Arbitration Association, and the parties shall select a mutually acceptable arbitrator with knowledge of the commercial construction and/or mechanical services industry. Arbitration shall occur in the metropolitan area in which the Work was performed and shall be in accordance with the Commercial Arbitration Rules of the American Arbitration Association in effect at the time of arbitration. The decision of the arbitrator shall be final, conclusive and binding upon all parties, and judgment may be entered upon the award in the appropriate state or federal court having jurisdiction over the dispute. The arbitrator shall award the prevailing party all costs and expenses of such arbitration, including without limitation, **reasonable attorneys' and experts' fees and/or costs**. Failure to serve a demand for arbitration within one (1) year from the date the party knew or should have known of any claim the party may have shall be deemed a waiver of the party's claim.

15. **Attorneys' and Experts' Fees and Costs** – In the event of a dispute regarding this agreement or the Work contemplated herein and in conjunction with an award of fees contemplated under the ADR provision above, the prevailing party shall be entitled to be paid by the **other party all reasonable attorneys' and experts' fees and costs, however incurred and in whatever forum or proceeding incurred**, including but not limited to judicial, arbitral, and/or administrative.

16. **Insurance Proceeds** – If insurance proceeds are received by the Customer for mechanical failures which are ultimately repaired or replaced by the Company under this Agreement and AMS has not been paid for said Work, the Customer shall pay said insurance proceeds to the Company. The liability of Customer for the payment owed the Company shall not be limited to the insurance proceeds received.

17. **Agreement Changes; Entire Agreement** – Any and all changes to this Agreement must be in writing and signed by authorized representatives of the Customer and Company. The Agreement, as defined above, is the entire agreement between the parties, and supersedes any prior oral or written understandings.

18. **Environmental** – If the Company, in course of performing the Work hereunder, discovers hazardous materials or substances upon, beneath, about, **or inside Customer's equipment or property, the Company immediately shall report its findings** to the Customer; provided, however, that the Customer agrees and acknowledges that the Customer shall be solely responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated, or incurred in connection, with such hazardous materials or substances and the Customer shall be solely responsible for reporting the presence of said hazardous materials or substances to the proper governmental authorities. The Customer further agrees and acknowledges that title to, ownership of, and legal responsibility and liability for any and all such hazardous materials and substances at all times shall remain with the Customer and that the Customer shall be solely responsible for the removal, handling, and disposal of all hazardous materials in accordance with all applicable governmental regulations. To the extent applicable to the Work and they exist, Customer shall provide Company with any reports or Material Safety Data Sheets required by OSHA.

19. **Severability** – If any term, covenant, condition or provision of this agreement, or the application thereof to any circumstance, shall, at any time or to any extent, be determined by a court of competent jurisdiction or an arbitrator to be invalid or unenforceable, the remainder of this agreement, or the application thereof to circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and each term, covenant, condition and provision of this agreement shall be valid and enforceable to the fullest extent permitted by law.

20. **Termination** – Either party may terminate this Agreement on thirty (30) days advance written notice without cause. In the event of termination by Customer, Contractor shall be paid all costs actually incurred to that date plus ten percent (10%) profit and overhead.

21. **Notice** – To be effective, any notice under this Agreement must be in writing and sent via certified mail, return receipt requested or via a third-party courier with a delivery tracking capability.

# ESTIMATE

Data Destruction Inc  
150 Capital Drive, Suite 390  
Golden, CO 80401

Info@data-destruction.com  
+1 (303) 388-3282  
www.Data-Destruction.com



Review Us  
On Google



**Bill to**  
Marina Mayfield  
Southshore Master HOA

## Estimate details

Sales Rep: JN

Estimate no.: 8018  
Estimate date: 03/19/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Tree Hugger - Paper Event</b>	One Paper and One Electronics Truck for three hours of service. \$250 deposit required to hold the date*	1	\$1,600.00	\$1,600.00
2.		<b>Notes</b>	Additional Hours available upon request.  Yes, 6/21/25 is available for your event. Please let us know what time you would like us to be there, and we will get you put on our schedule!	1	\$0.00	\$0.00
					<b>Total</b>	<b>\$1,600.00</b>

## Note to customer

Business Hours: M-Th 8-5 and Fri 8-4

Accepted date

Accepted by



1800 West Oxford Avenue Unit H | Englewood, Colorado 80110  
 303-214-2688 | admin@materraservices.com | www.materraservices.com

**RECIPIENT:**

**Southshore HOA**  
 27301 East Southshore Drive  
 Aurora, Colorado 80016  
 Phone: 720-797-4169

<b>Quote #35265</b>	
Sent on	Apr 02, 2025
<b>Total</b>	<b>\$6,707.35</b>

Product/Service	Description	Qty.	Unit Price	Total
Project Details	Materra to install AOP system with current filtration equipment to assist in maintaining optimum water quality. System to be placed in equipment area and will be calibrated by Materra.			
CCW100 AOP System Kit - Installed in Pump Area	<p>The Clear Comfort CCW100 AOP (Advanced Oxidation Process) System enhances water quality, reduces chemical usage, and minimizes the risk of airborne pathogens, including Legionella bacteria, through the following mechanisms:</p> <ol style="list-style-type: none"> <li><b>1. Hydroxyl-Based Advanced Oxidation Process:</b>            The CCW100 utilizes a patented hydroxyl-based AOP technology that generates hydroxyl radicals. These highly reactive molecules rapidly oxidize and eliminate contaminants, such as bacteria, viruses, and organic matter, resulting in cleaner and clearer water.</li> <li><b>2. Reduction in Chemical Dependency:</b>            By effectively neutralizing harmful microorganisms and organic pollutants, the system significantly decreases the need for traditional chemical disinfectants like chlorine. This leads to a reduction in chemical usage by up to 50%, providing a safer and more comfortable swimming environment with fewer chemical by-products.</li> <li><b>3. Prevention of Airborne Pathogens:</b>            Legionella bacteria, responsible for Legionnaires' disease, thrive in water systems and can become airborne through water droplets. The CCW100's advanced oxidation process targets and destroys these bacteria, thereby reducing the potential for airborne transmission and enhancing overall air quality around the pool area.</li> </ol>	1	\$4,495.00	\$4,495.00
Assorted Fittings/Silicone/Glue & Primer		1	\$245.00	\$245.00
Labor/Installation/Other Equipment		1	\$1,600.00	\$1,600.00*



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Product/Service	Description	Qty.	Unit Price	Total
CCW100 AOP Care Information	<p>Maintaining the Clear Comfort CCW100 AOP (Advanced Oxidation Process) System is straightforward and primarily involves an annual cartridge replacement.</p> <p>Annual Cartridge Replacement:            Frequency: Replace the Cartridge Unit once a year to ensure optimal system performance.</p> <p>Indicators:            Yellow LED Light: Illuminates when the cartridge has reached 80% of its lifespan (approximately 8,000 hours), signaling it's time to order a replacement.</p> <p>Red LED Light: Indicates the cartridge has expired and needs immediate replacement.</p>			

\* Non-taxable

**A deposit of \$3,353.68 will be required to begin.**

<b>Subtotal</b>	\$6,340.00
<b>Tax &amp; Fees (7.75%)</b>	\$367.35
<b>Total</b>	<b>\$6,707.35</b>

**\*\*COMMUNICATION GUIDELINES\*\***

Please do not text workers directly as we would like to keep track of customer communications in the office. Please utilize this number for all text and phone calls: 720-815-3212 or email admin@materraservices.com.

Please review this estimate carefully, as it may differ from any verbal agreements. Due to uncertainties in product availability and pricing, estimates including products are only valid for 30 days from submission, after which pricing may need to be re-evaluated.

Due to high material costs and to secure today's pricing a 50% deposit is required to proceed with projects. Spring Cleanings require full payment for priority scheduling. Recreation Pond Construction requires a 35% deposit to schedule, 35% at project start, and 15% upon water filling, and remaining balance upon substantial completion (unless otherwise specified above). The remaining balance is due upon receipt of the final invoice. Products are ordered, and scheduling is finalized once a deposit is received. Checks are preferred; additional fees may apply for credit card transactions. Checks can be mailed to the address above with the invoice or estimate number. Service dates are subject to change due to weather and other conditions. Accounts over 30 days past due are subject to a 5% late fee per month. Accounts with a card on file will be automatically billed. Estimates assume normal working conditions and may change based on unforeseen conditions. Unexpected costs due to existing or concealed conditions are not included; please notify us in writing if you are aware of such conditions. Estimates do not account for poor site access, traffic management, bedrock, irrigation repair, site restoration, re-grading, groundwater issues, drainage issues, or material removal unless specified. Dimensions are liner dimensions, not post-rock placement, and are not guaranteed to be exact. Materra is not responsible for damaged plants near the construction area; we recommend relocating or potting them before service. Damaged grass will be repaired with overseed. Mark all sprinkler heads, drip lines, surface wiring, and remove yard decor to prevent damage. Customers are responsible for all fill/rinse water and power required for the project. Estimates do not include natural gas or electrical work unless stated. Materra, LLC is not responsible for permits required by local authorities or HOAs but can produce required documents for an additional fee. Homeowners must verify the safety of the installation and add any necessary safety signage/barriers during and after construction. For warranty and safety reasons, only Materra workers should work on the project during construction. Customers must contact



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local utilities to mark underground lines before service. Materra, LLC is not liable for injuries resulting from requested landscape features during or after construction (except for Materra workers).

#### ### Scheduling & Access:

Scheduling is based on estimate approval order and deposit. Projects are done in sequence and may be delayed if previous projects run over schedule—remember, this is an art! Rain, snow, and other conditions can also cause delays. Materra operates from 8 AM to 5 PM. Teams start loading for projects at 8 AM and may leave early to return by 5 PM or earlier for unloading. We are closed on weekends and most federal holidays, including the week between Christmas and New Year's. Locations with gate or security access restrictions must whitelist Materra Waterscapes for the project's duration. Same-day cancellations, being turned away on-site, or restricted access will incur a \$75 return fee.

#### ### Recurring Service:

Monthly service is supplemental; customers should monitor and service the water feature between our visits. Repairs, parts, and labor are NOT included in the recurring service fee. Additional services will be quoted per job. Repairs over \$100 require customer authorization in advance. Fish health issues? We are not Vets. Contact a professional for help such as: <https://www.drqandu.org/services/aquatic-pet-care>.

#### ### Construction:

Deposits on construction projects are generally non-refundable as they secure materials, equipment, and resources. Check with your salesperson regarding refund eligibility if you need to cancel your project. Work may halt if additional payments are not received per the schedule, and other projects may commence, incurring additional equipment transportation and other fees. Pond/Natural Pool dimensions are based on liner (pre-rock) dimensions. \*\*Landscaping, Mulch, Flowers/Plants, Sprinkler Repair and Restoration is not included unless otherwise specified above.

#### ### General:

Customers authorize Materra, LLC to use video and photos of water features and surrounding areas for marketing purposes. Review estimates thoroughly before accepting, as they may differ from verbal discussions. Direct any questions to admin@materraservices.com. Materra, LLC transfers factory warranties if available and offers a limited 1-year warranty starting from the final invoice date for non-maintenance related leaks and repairs. This warranty extends up to 3 years with bi-weekly recurring service, as long as the service remains active. Any lapse in service voids the extended warranty. Customer-provided products are not warrantied. Warranty does not cover negligence or acts of God. Product warranties are subject to manufacturer approval. Pumps, lights, and accessories can be swapped at our office or during a paid service visit if covered by the manufacturer's warranty. Plants and fish are not warrantied. By accepting this estimate verbally or online, you agree to our terms and conditions and accept being added to our mailing list. See all terms and conditions at [www.materraservices.com](http://www.materraservices.com). ### Legal Fees Clause

In the event that any legal action is required to enforce the terms of this contract, including but not limited to collection of unpaid balances, the customer agrees to pay all reasonable attorney fees, court costs, and any other expenses incurred by Materra, LLC in connection with such action.

- This agreement is governed by the laws of the state in which Materra, LLC is located.
- Any disputes arising out of or related to this agreement shall be resolved in the appropriate court in the jurisdiction where Materra, LLC is located.
- The customer acknowledges and agrees that they have read, understood, and accepted all terms and conditions outlined in this contract.

#### ### Communication Guidelines:

Save the number (720) 815-3212 for all phone and text communications. This number is for existing customers only and is prioritized over our office number (303) 214-2688, which receives over 40 calls per day during the season.

Respect Materra workers' cell phone numbers and use them only if necessary within business hours (9 AM-5 PM, Monday-Friday). Communication outside of business hours using worker cell phones may incur emergency fees. Call (720) 815-3212 and leave a message outside business hours if not an emergency, or email admin@materraservices.com.

For emergencies, call (800) 462-3041 and leave a message describing your issue. This number rings all managers simultaneously, and you will receive a callback as soon as possible. Note that this service may incur phone and/or onsite emergency fees.



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**RECIPIENT:**

**Southshore HOA**  
27301 East Southshore Drive  
Aurora, Colorado 80016  
Phone: 720-797-4169

<b>Quote #35266</b>	
Sent on	Apr 02, 2025
<b>Total</b>	<b>\$275.00</b>



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Product/Service	Description	Qty.	Unit Price	Total
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Water Feature Twice Monthly Maintain (Price Per Visit)	Price Per Visit \$275	1	\$275.00	\$275.00*
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Materra's Twice Monthly Water Feature Service offers a number of services to maintain the quality of your water feature throughout the year. Materra watches & adds beneficial bacteria, enzymes and a powerful phosphate binder to maintain optimum water quality resulting in crystal-clear water. Materra additionally treats for waste caused by leaves and debris that fall into the feature. Keeping water features free from organic debris helps optimize water clarity and quality. This service continues though the year and is only paused if the feature is winterized.

Service Includes:  
 Water Treatments (Chlorine Shock, Algaecide, etc).  
 Clean Skimmer (As Needed)  
 Clean Skimmer Filter Pads (As Needed)  
 Clean Bead/Cartridge Filter (As Needed)  
 Clean/Remove Surface Debris  
 Check Pump(s) for Proper Flow  
 Check Automatic Fill Valve (As Needed)  
 Check Filter Accessories (IonGen/UV/AOP) (Refills Sold Separately)  
 Check Underwater Lights (Bulbs Sold separately)  
 Check Water Conditions/Water PH Test  
 Monitor & Apply Necessary Water Treatments (As Needed)  
 Monthly Vacuuming

Required Services (Additional Cost):  
 Spring Clean Out / Start Up and Winter Prep / Shut Down (Winterize)

Other Services (Additional Cost Upon Request):  
 Shutdown/Winterize  
 Replace Gravel/Cover Exposed Liner (River Rock)  
 Bulb/Light Replacement  
 Feature Epoxy Seal  
 Advanced Leak Detection

\*\*AOP System is required for maintenance.

Off-Cycle visits are billed at \$195 per hour. This includes anything outside of regular scheduled maintenance visits such as additional cleaning after storms, repairs, and operating the feature and/or equipment. The \$195 does not include water treatments, equipment, parts, or any other supplies. Our standard first hour rate is \$395 which we waive the \$200 trip fee for regular maintenance customers.



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**A deposit of \$275.00 will be required to begin.**

<b>Subtotal</b>	\$275.00
<b>EXEMPT (0.0%)</b>	\$0.00
<b>Total</b>	<b>\$275.00</b>

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# Landscape Monthly Status Report

Project Name	Reporting Cadence
Southshore Metro District	Monthly (for Board Meetings)
Date	Prepared by:
March 2025	Kevin Cox

**III. Lawn Care** - Provide updates regarding Mowing/Edging, Fertilization, Weed, Disease and Pest Control – all items listed in contract. Update on any changes, overall maintenance, status and any concerns to be shared with the Board.

-Mowing of turf areas to begin in April.

-Leaf removal completed.

**IV. Shrubs/Plants** - Provide update regarding Edging, Pruning, Weed, Disease and Pest Control – all items listed in contract. Update on any changes, overall maintenance, status and any concerns to be shared with the Board.

-Spring cleanup completed.

**V. Tree Care** - Provide update regarding Pruning, Staking, Insect Control, Tree Wells – all items listed in contract. Update on any changes, overall maintenance, status and any concerns to be shared with the Board.

-Plant Health Care – 2025 to be proposed for May meeting.

-Plant audit 2025 to be completed in May/June.

**Misc items as listed in Contract** – Provide update on any changes, overall maintenance, status and any concerns to be shared with the Board.

-Weekly checking and replacement of trash and dog waste bags.

-Weekly poo patrol of the dog park.

-Monthly algae treatments to all three ponds, will beginning weekly in April as temperatures rise.

VI. Wood and Rock Mulched Areas-

Spring cleanup completed.

VII. Native Areas-

-Native mowing completed.

-Trash removed.

VII. Irrigation Systems-

-Winterization completed.

-Pond filter maintenance completed.

IX. Landscape Debris Cleanup-

-Policing of property for trash, signs, and debris.

X. Aeration-

--Completed.

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XI. Winter Services-

-Snow damage: Repairs scheduled for April/May.

-Snow removal 11/5, 11/6, 11/7, 11/8, 11/9, 11/10, 11/27, 12/10, 1/7, 1/9, 1/15, 1/16, 1/18, 1/20, 1/25, 1/30, 1/31, 2/12, 2/16, 2/18, 2/21.

Special Projects (provide an update to any special funding approved by the Board and their status)

- **FOR APPROVAL:**
- **Proposal #43675 (\$79,680.00) – 2025 Pond Maintenance: Increased scope to include weekly trash removal of inlets/outlets, once annual mowing during winter months, regular weed control, annual cleanout of concrete drainage structures, regular monitoring and reporting. Awaiting approval, current chemical treatments to halt after March 2025 treatment. April is a critical month as water temps start to rise, recommend not interrupting service.**
- **Proposal #44212 (17,700.00) – 2025 Rock Conversion Area 7 Quantock Park. Awaiting approval.**
- **Proposal 44213 (\$21,430.00) – 2025 Rock Conversion Area 8 Ridge Trail N of SS Pkwy. Awaiting approval.**
- **Proposal #44333 (\$16,830.00) – 2025 Planting Senac Trail. Awaiting approval.**
- **IN PROCESS:**
- **Proposal #43405 (\$22,200.00) – Dead Plant & Tree Stake Removal Completed 3/18/25.**
- **Proposal #43978 (\$3,200.00) – Winter Tree Watering (2 of 5) Completed 3/17/25. Do not anticipate needing applications 3, 4, & 5.**
- **Proposal #43981 (\$145,000.00) – 100 New Trees for 2025 Deposit received, trees ordered, locations mapped, installation scheduled April/May.**
- **Proposal #s 43763, 43764, 43766 (\$8,060.00, \$13,780.00, \$7,340.00) – Annual Flowers 2025 Approved, request invoice submission April 1<sup>st</sup> to be installed in May.**
- **Proposal # 44206 (\$54,885.00) – Rock Conversion Area 1: SS Pkwy & Ottawa Dr In Process.**
- **Proposal # 44207 (\$20,554.00) – Rock Conversion Area 2: SS Pkwy & Uria In Process.**
- **Proposal # 44208 (\$44,375.00) – Rock Conversion Area 3: SS Pkwy & Costilla In Process.**
- **Proposal # 44209 (\$59,730.00) – Rock Conversion Area 4: SS Pkwy & Roxbury In Process.**
- **Proposal # 44210 (\$34,736.00) – Rock Conversion Area 5: SS Dr & Indore In Process.**
- **Proposal # 44211 (\$28,225.00) – Rock Conversion Area 6: SS Dr & Davies In Process.**
- **Proposal # 44212 (\$17,740.00) – Rock Conversion: Quantock Park Awaiting approval.**
- **Proposal # 44213 (\$21,430.00) – Rock Conversion: Ridge Trail, N side of SS Pkwy In Process.**
- **Proposal # 44214 (\$7,187.00) – Senac Filter Parts: Additional parts needed found defective at recent servicing. Completed 3/10/25.**
- **Proposal #44292 (\$10,590.00) – 2025 Planting Shady Grove & Costilla Scheduled April/May.**
- **Proposal #44331 (\$32,860.00) – 2025 Planting Various Locations Scheduled April/May.**
- **Proposal #44332 (\$4,055.00) – 2025 Perennial Planting SS Dr/Pkwy Scheduled April/May.**



APRIL 2025

LANDSCAPE TIPS

SPRING HAS ARRIVED!  
FLOWERS AND SHOWERS  
UNLOCK NATURE'S POWER AS  
NEW GROWTH SPRINGS  
FORTH!

March lacked it's usual snow, as a result our early spring in April is starting much drier than normal:

- Charge up your irrigation system. Check for leaks, adjust coverage patterns, and feel free to give plants about 25% of the water you would normally give them in the heat of summer.
- Be wary of freezing temperatures overnight. Shut back down and drain out your backflow prevention device if temperatures drop below freezing.
- Spring perennials should be emerging, top dress your mulch for a fresh look for those spring blooms!
- When changing out the old dirt in your flower pots, rake the old dirt into your turf to recycle it. Your grass will thank you!
- Weeds are the pinnacle of fluoric evolution. Addressing them early and often offers the best control.

**Spring Landscape Reminders:**

- **Wait another month to plant annuals outside.**
- **Now is the time to start seedlings indoors for your outdoor vegetable and flower gardens.**
  - **Mulch emerging perennials.**
- **Weeds have emerged. Addressing weeds early and often offers the most cost-effective control.**



**Cox Professional Landscape Services LLC**  
 14051 E Davies Ave Unit A  
 Centennial, CO 80112

**Proposal #43045**  
 Created: 06/28/2024  
 Date: 09/02/2024  
 From: Wesley R Cox

**Proposal For**

**Southshore Metropolitan District**  
 c/o Cockrel Ela Glesne Greher & Ruhland  
 44 Cook Street, Suite 620  
 Denver, CO 80206

[southshoremno.21@bill.com](mailto:southshoremno.21@bill.com); [angel.duran@managementtrust.com](mailto:angel.duran@managementtrust.com); [michele.rittgers@managementtrust.com](mailto:michele.rittgers@managementtrust.com); [Lucinda@simmons-wheeler.com](mailto:Lucinda@simmons-wheeler.com)

**Location**

27151 E Lakeview Dr  
 Aurora, CO 80016

SMD - 2024 DEAD TREES & PLANTS  
 Terms  
 Net 30

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
General Labor:2024 SOUTHSORE General Labor General Landscape Labor	320 Hr	\$ 60.00	\$ 19,200.00
Dump Service Removal of items taken to the dump	1	\$ 3,000.00	\$ 3,000.00

**Client Notes**

Removal and disposal of all dead trees and shrubs throughout the community.

Removal of tree stakes, guy wires, and straps from all trees throughout the community.

Mapping of all dead removed and all missing plant material.

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

Signature

x

Date:

Please sign here to accept the terms and conditions

SUBTOTAL	\$ 22,200.00
<b>TOTAL</b>	<b>\$ 22,200.00</b>
DEPOSIT AMOUNT (50.0%)	\$ 11,100.00
DUE DATE	10/02/2024



Cox Professional Landscape Services LLC  
 14051 E Davies Ave Unit A  
 Centennial, CO 80112

Proposal #44500  
 Created: 03/31/2025  
 Date: 05/01/2025  
 From: Wesley R Cox

Proposal For

Southshore Metropolitan District

c/o Cockrel Ela Glesne Greher & Ruhland  
 44 Cook Street, Suite 620  
 Denver, CO 80206

[southshoremnd@bill.com](mailto:southshoremnd@bill.com); [angel.duran@managementtrust.com](mailto:angel.duran@managementtrust.com); [aj@publicalliancecellc.com](mailto:aj@publicalliancecellc.com); [nichole@publicalliancecellc.com](mailto:nichole@publicalliancecellc.com)

Location

Aurora, CO 80016

SMD - 10 NATIVE COTTONWOODS 2025

Terms  
 Net 30

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Landscape Construction:Tree Planting:Cottonwood 2" 3" Lanceleaf/Narrowleaf installed	10	\$ 1,350.00	\$ 13,500.00

Client Notes

- Install ten (10) new 3" cottonwood trees around the Southshore Park drainage channel and pond (see attached map)
- No warranty offered on any trees that are unirrigated.
  - Does not include any stump removals, replacement trees are to be shadow planted.

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

SUBTOTAL	\$ 13,500.00
<b>TOTAL</b>	<b>\$ 13,500.00</b>
DEPOSIT AMOUNT (50.0%)	\$ 6,750.00
DUE DATE	05/31/2025

Signature

x \_\_\_\_\_ Date:

Please sign here to accept the terms and conditions

Photos

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Cox Professional Landscape Services LLC  
14051 E Davies Ave Unit A  
Centennial, CO 80112

Proposal #44500  
Created: 03/31/2025  
Date: 05/01/2025  
From: Wesley R Cox





Cox Professional Landscape Services LLC  
 14051 E Davies Ave Unit A  
 Centennial, CO 80112

Proposal #43684  
 Created: 10/22/2024  
 Date: 12/02/2024  
 From: Wesley R Cox

Proposal For

Southshore Metropolitan District

c/o Cockrel Ela Glesne Greher & Ruhland  
 44 Cook Street, Suite 620  
 Denver, CO 80206

[southshorem@gmail.com](mailto:southshorem@gmail.com); [angel.duran@managementtrust.com](mailto:angel.duran@managementtrust.com); [aj@publicalliance.com](mailto:aj@publicalliance.com); [nichole@publicalliance.com](mailto:nichole@publicalliance.com)

Location

Aurora, CO 80016

SMD 2025 SPINNAKER PARK DRAIN

Terms  
 Net 30

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Landscape Construction: Mobilization Mobilization, staging, material and equipment delivery.	1	\$ 550.00	\$ 550.00
Dump Service Removal of items taken to the dump	1	\$ 390.00	\$ 390.00
General Labor: 2024 SOUTHSORE General Labor General Landscape Labor	40 Hr	\$ 70.00	\$ 2,800.00
Landscape Construction: Drains: Drains, 4" 4" French Drain per foot	110	\$ 5.50	\$ 605.00
Catch Basin 4" Catch Basin for french drains	2 ea	\$ 170.00	\$ 340.00
Landscape Materials: Granite border: Pea Gravel Pea Gravel	3	\$ 96.00	\$ 288.00
4' x 300' Landscape Fabric 4' x 300' Landscape Fabric	1 ea	\$ 425.00	\$ 425.00
Turf Overseeding Overseeding of turf using a mixture of nutrient dense compost and premium turf grass seed.	1000 Sqft	\$ 2.00	\$ 2,000.00

Client Notes

Addition of lateral leg (red line on map) in Spinnaker Park french drain system (light blue line on map) to drain swampy area forming as a result of runoff from nearby drainage (dark blue area on map). Install 2 additional catch basins along system for air relief and additional drainage capacity. Cover with amended soil and bluegrass seed and straw blanket.



**Cox Professional Landscape Services LLC**  
 14051 E Davies Ave Unit A  
 Centennial, CO 80112

**Proposal #43684**  
 Created: 10/22/2024  
 Date: 12/02/2024  
 From: Wesley R Cox

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

SUBTOTAL	\$ 7,398.00
<b>TOTAL</b>	<b>\$ 7,398.00</b>
DEPOSIT AMOUNT (50.0%)	\$ 3,699.00
DUE DATE	01/01/2025

Signature

x

Date:

\_\_\_\_\_  
 Please sign here to accept the terms and conditions

Photos





Cox Professional Landscape Services LLC  
 14051 E Davies Ave Unit A  
 Centennial, CO 80112

Proposal #44512  
 Created: 04/02/2025  
 Date: 05/01/2025  
 From: Wesley R Cox

Proposal For

Southshore Metropolitan District

c/o Cockrel Ela Glesne Greher & Ruhland  
 44 Cook Street, Suite 620  
 Denver, CO 80206

[southshoremnd@bill.com](mailto:southshoremnd@bill.com); [angel.duran@managementtrust.com](mailto:angel.duran@managementtrust.com); [aj@publicalliancecellc.com](mailto:aj@publicalliancecellc.com); [nichole@publicalliancecellc.com](mailto:nichole@publicalliancecellc.com)

Location

Aurora, CO 80016

SMD - ACCIDENT TREE SS PKWY & COSTILLA 25

Terms  
 Net 30

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Landscape Construction:Tree Planting One (1) 3" Spring Snow Crabapple tree installed	1	\$ 1,450.00	\$ 1,450.00

Client Notes

Install one (1) new 3" crabapple where accident occurred on Southshore Parkway & Costilla Drive (see attached map)

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

SUBTOTAL	\$ 1,450.00
<b>TOTAL</b>	<b>\$ 1,450.00</b>
DEPOSIT AMOUNT (50.0%)	\$ 725.00
DUE DATE	05/31/2025

Signature

x

Date:

Please sign here to accept the terms and conditions

Photos



Cox Professional Landscape Services LLC  
14051 E Davies Ave Unit A  
Centennial, CO 80112

Proposal #44512

Created: 04/02/2025

Date: 05/01/2025

From: Wesley R Cox





**Cox Professional Landscape Services LLC**  
 14051 E Davies Ave Unit A  
 Centennial, CO 80112

**Invoice #44477**  
 Date: 03/26/2025  
 From: Wesley R Cox

**Invoice For**

**Customer Contact**

**Location**

**Southshore Metropolitan District**

c/o Cockrel Ela Glesne Greher & Ruhland  
 44 Cook Street, Suite 620  
 Denver, CO 80206

E Southshore Dr  
 Aurora, CO 80016

[southshoremdbill.com](mailto:southshoremdbill.com); [angel.duran@managementtrust.com](mailto:angel.duran@managementtrust.com); [aj@publicalliancecellc.com](mailto:aj@publicalliancecellc.com); [nichole@publicalliancecellc.com](mailto:nichole@publicalliancecellc.com)

SMD-EMERGENCY TREE CLEAN UP

**Terms**  
 Net 30

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
General Labor:2025 SOUTHSHORE General Labor Skilled Landscape Labor	16	\$ 70.00	\$ 1,120.00
Landscape Construction:Tree Planting:Austrian Pine 10' 10" Austrian Pine	1	\$ 1,170.00	\$ 1,170.00
Dump Service Removal of items taken to the dump	1	\$ 350.00	\$ 350.00

**Client Notes**

AUTO ACCIDENT 3/23/2025: South side of Southshore Drive at Pond A.

- Remove and dispose of 25' Austrian Pine knocked over by vehicle.
- Grind stump for replanting.
- Install new 9' Austrian Pine.

*All balances not paid by the due date are subject to late fees. Please mail checks to the above address. Please use the contact information below for inquiries about this invoice.*

<b>INVOICE TOTAL</b>	<b>\$ 2,640.00</b>
<b>DUE DATE</b>	<b>04/25/2025</b>

**Photos**

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Cox Professional Landscape Services LLC  
14051 E Davies Ave Unit A  
Centennial, CO 80112

Invoice #44477  
Date: 03/26/2025  
From: Wesley R Cox





Cox Professional Landscape Services LLC  
 14051 E Davies Ave Unit A  
 Centennial, CO 80112

Proposal #43675  
 Created: 10/17/2024  
 Start Date: 04/01/2025  
 End Date: 03/31/2026  
 From: Wesley R Cox

Proposal For

Southshore Metropolitan District

c/o Cockrel Ela Glesne Greher & Ruhland  
 44 Cook Street, Suite 620  
 Denver, CO 80206

[southshoremnd@bill.com](mailto:southshoremnd@bill.com); [angel.duran@managementtrust.com](mailto:angel.duran@managementtrust.com); [aj@publicalliancecellc.com](mailto:aj@publicalliancecellc.com); [nichole@publicalliancecellc.com](mailto:nichole@publicalliancecellc.com)

Location

Aurora, CO 80016

SMD - 2025 POND MAINTENANCE

Terms  
 Net 30

ITEM DESCRIPTION	AMOUNT	TIMES / CONTRACT
Pond Maintenance 2025 Monthly Pond Maintenance	\$ 6,640.00	12

Client Notes

Southshore MD Annual Pond Maintenance - 2025

- Weekly trash/debris removal as needed.
- Annual cutting of vegetation in drainage channels: cattails, willows, etc.
- Weekly chemical service to control algae growth and inhibit mosquito development as needed.
- Annual sediment removal from concrete channels, outlets, and forebays.
- Two applications of weed control to broad leaf weeds in adjacent native grass areas.
- Estimation of any additional services needed outside of scope (sudden erosion, acts of God, etc.).

*All work will be completed in accordance with these plans unless subsequent changes are agreed upon in writing. Balances not paid by the due date are subject to late fees.*

<b>TOTAL</b>	<b>\$ 79,680.00</b>
--------------	---------------------

Signature

x

Date:

\_\_\_\_\_  
 Please sign here to accept the terms and conditions

<b>Filing 1 Irrigation Pond:</b>	Remove Trash & Debris	12		<i>Included in mainteneace</i>	
	Inlet/Outlet Screen Clenaing	52	\$50		\$600.00
	Weed Control	3		<i>Included in mainteneace</i>	
	Algae Control	32	\$85		\$2,720.00
	Drainage Structure Cleaning	1			\$500
	Vegetation Mgmt.	1			\$1,000
<b>Senac Creek Channel A:</b>	Remove Trash & Debris	12		<i>Included in mainteneace</i>	
	Inlet/Outlet Screen Clenaing	52	\$50		\$600.00
	Weed Control	3		<i>Included in mainteneace</i>	
	Drainage Structure Cleaning	1			\$6,500
	Vegetation Mgmt.	1			\$7,500
<b>Senac Creek Channel B:</b>	Remove Trash & Debris	12		<i>Included in mainteneace</i>	
	Inlet/Outlet Screen Clenaing	52	\$50		\$600.00
	Weed Control	3		<i>Included in mainteneace</i>	
	Drainage Structure Cleaning	1			\$2,200
	Vegetation Mgmt.	1			\$6,000
<b>Filing 13 Pond:</b>	Remove Trash & Debris	12		<i>Included in mainteneace</i>	
	Inlet/Outlet Screen Clenaing	52	\$50		\$600.00
	Weed Control	3		<i>Included in mainteneace</i>	
	Algae Control	32	\$85		\$2,720
	Drainage Structure Cleaning	1			\$3,600
	Vegetation Mgmt.	1			\$1,200
<b>Filing 13 Low Flow Channel:</b>	Remove Trash & Debris	12		<i>Included in mainteneace</i>	
	Inlet/Outlet Screen Clenaing	52	\$50		\$600.00
	Weed Control	3		<i>Included in mainteneace</i>	
	Drainage Structure Cleaning	1			\$4,000
	Vegetation Mgmt.	1			\$4,500
	Beaver Dam Clearance	1			\$1,800
<b>Dentention Pond D:</b>	Remove Trash & Debris	12		<i>Included in mainteneace</i>	
	Inlet/Outlet Screen Clenaing	52	\$50		\$600.00
	Weed Control	3		<i>Included in mainteneace</i>	
	Drainage Structure Cleaning	1			\$2,300
	Vegetation Mgmt.	1			\$2,500

<b>Filing 14 Pond A:</b>	Remove Trash & Debris	12		<i>Included in mainteneace</i>	
	Inlet/Outlet Screen Clenaing	52	\$50		\$600.00
	Weed Control	3		<i>Included in mainteneace</i>	
	Drainage Structure Cleaning	1			\$4,200
	Vegetation Mgmt.	1			\$7,500
<b>Filing 14 Pond B:</b>	Remove Trash & Debris	12		<i>Included in mainteneace</i>	
	Inlet/Outlet Screen Clenaing	52	\$50		\$600.00
	Weed Control	3		<i>Included in mainteneace</i>	
	Drainage Structure Cleaning	1			\$4,900
	Vegetation Mgmt.	1			\$3,100
<b>Irrigation Pond C:</b>	Remove Trash & Debris	12		<i>Included in mainteneace</i>	
	Inlet/Outlet Screen Clenaing	52	\$50		\$600.00
	Weed Control	3		<i>Included in mainteneace</i>	
	Algae Control	32	\$85		\$2,720
	Drainage Structure Cleaning	1			\$1,120
	Vegetation Mgmt.	1			\$1,700
<b>GRAND TOTAL:</b>					\$79,680.00



March 3, 2025

Board of Directors  
**Southshore Metropolitan District**  
c/o Cockrel Ela Glesne Greher & Ruhland, P.D.  
44 Cook Street, Suite 620  
Denver, CO 80206

**RE: Recommendation/Evaluation of Bids for 2025 Drainage Facility Maintenance**

Dear Board of Directors:

This letter is a Recommendation and Evaluation of Bids received in February 2025 for the Southshore Metropolitan District for 2025 Drainage Facility Maintenance. JR Engineering performed a complete evaluation of the Contractor's bid form pricing and have provided a recommendation based on lowest responsive Bidder.

The project consists of annual 2025 Drainage Facility Maintenance for nine (9) Southshore Metropolitan District water quality/detention ponds and drainage channels. Specific items include debris & trash removal, weed control, and minor repair work to ensure all systems are functioning as intended.

JR Engineering received two bids for the Southshore Metro District 2025 Drainage Facility Maintenance. The Contractor and their respective bid is as follows:

<b>CONTRACTOR</b>	<b>TOTAL BID</b>
Clearwater Property & Resource Mgmt.	\$94,125.00
Consolidated Divisions, Inc.	\$79,615.00

**1. Bid Price**

Based on the information provided within the bid documents an evaluation was done on the Bid Price. JR Engineering prepared a bid tabulation (Attachment #1) of each Contractor's bid to verify the accuracy of the bids. The bid tabulation and the table above both show the correct total cost for each Bid based on the proposed quantities and provided unit prices.



JR Engineering also utilized the OSHA Web Page to check if the Contractor's had any major outstanding OSHA violations on record. No major violations were found within the past three years for either contractor.

**2. Summary**

Based on review of the bid proposals received by JR Engineering, the following is our recommendation of award of the bid schedule based on the above categories for the 2025 Drainage Facility Maintenance located within the Southshore Metropolitan District.

<b>CONTRACTOR</b>	<b>RECOMMENDATION</b>
Consolidated Divisions, Inc.	Award Qualified Bidder

If you have any questions or concerns, please feel free to contact me at (630) 687-0945.

Sincerely,

**JR ENGINEERING, LLC**

A handwritten signature in blue ink, appearing to read "Ryan Garringer", with a long horizontal flourish extending to the right.

Ryan Garringer, PE

SOUTHSHORE METROPOLITAN DISTRICT

2025 DRAINAGE FACILITY MAINTENANCE

BID TABULATION

Clearwater Property & Resource Management

Consolidated Divisions, Inc.

Item#	Facility	Description	Qty	U/M	Unit Price	% Avg	Total	Unit Price	% Avg	Total
	General	Force Account - Incidental Items	1	LS	\$10,000.00	N/A	\$ 10,000.00	\$10,000.00	N/A	\$ 10,000.00
<b>Filing 1 Irrigation Pond</b>										
1	General	Remove all trash & debris (2X Annually)	2	EA	\$705.00	137%	\$ 1,410.00	\$323.50	63%	\$ 647.00
2	General	Weed Control (2X Annually)	2	EA	\$705.00	131%	\$ 1,410.00	\$369.00	69%	\$ 738.00
3	General	Insect Control (One application annually)	1	LS	\$1,380.00	71%	\$ 1,380.00	\$2,513.00	129%	\$ 2,513.00
4	Storm Inflow Points (2)	Remove trash, debris, & excess vegetative growth	1	LS	\$955.00	111%	\$ 955.00	\$765.00	89%	\$ 765.00
5	Pond Outlet	Remove trash, debris, & excess vegetative growth	1	LS	\$480.00	102%	\$ 480.00	\$457.50	98%	\$ 457.50
<b>Senac Creek Channel A</b>										
6	General	Remove all trash & debris (2X Annually)	2	EA	\$705.00	137%	\$ 1,410.00	\$323.50	63%	\$ 647.00
7	General	Weed Control (2X Annually)	2	EA	\$705.00	140%	\$ 1,410.00	\$304.50	60%	\$ 609.00
8	General	Insect Control (One application annually)	1	LS	\$1,380.00	92%	\$ 1,380.00	\$1,614.00	108%	\$ 1,614.00
9	Drop Structures (3)	*Remove vegetation, debris, & sediment	3	EA	\$1,700.00	57%	\$ 5,100.00	\$4,311.00	143%	\$ 12,933.00
10	Channel	*Remove vegetation, debris, & sediment	1	LS	\$7,600.00	166%	\$ 7,600.00	\$1,546.00	34%	\$ 1,546.00
11	Storm Inlets (2)	*Remove vegetation, debris, & sediment from entire structure	2	EA	\$600.00	133%	\$ 1,200.00	\$303.50	67%	\$ 607.00
<b>Senac Creek Channel B</b>										
12	General	Remove all trash & debris (2X Annually)	2	EA	\$705.00	123%	\$ 1,410.00	\$438.00	77%	\$ 876.00
13	General	Weed Control (2X Annually)	2	EA	\$705.00	127%	\$ 1,410.00	\$401.00	73%	\$ 802.00
14	General	Insect Control (One application annually)	1	LS	\$1,380.00	81%	\$ 1,380.00	\$2,039.00	119%	\$ 2,039.00
15	Box Culvert (Includes in and outflow bays)	Remove all sediment, debris, vegetation	1	LS	\$1,400.00	116%	\$ 1,400.00	\$1,010.00	84%	\$ 1,010.00
16	Outlet Structure	Remove vegetation, debris, & sediment from entire structure	1	LS	\$705.00	26%	\$ 705.00	\$4,770.00	174%	\$ 4,770.00
<b>Filing 13 Pond</b>										
17	General	Remove all trash & debris (2X Annually)	2	EA	\$1,180.00	146%	\$ 2,360.00	\$438.00	54%	\$ 876.00
18	General	Weed Control (2X Annually)	2	EA	\$1,180.00	143%	\$ 2,360.00	\$473.50	57%	\$ 947.00
19	General	Insect Control (One application annually)	1	LS	\$1,380.00	67%	\$ 1,380.00	\$2,749.00	133%	\$ 2,749.00
20	Storm Inflow Points (2)	Remove excess vegetation	1	LS	\$955.00	72%	\$ 955.00	\$1,712.00	128%	\$ 1,712.00
21	Outlet Structure	Remove vegetation, debris, & sediment from entire structure	1	LS	\$3,600.00	182%	\$ 3,600.00	\$363.00	18%	\$ 363.00
<b>Filing 13 Low Flow Channel</b>										
22	General	Remove all trash & debris (2X Annually)	2	EA	\$705.00	104%	\$ 1,410.00	\$647.00	96%	\$ 1,294.00
23	General	Weed Control (2X Annually)	2	EA	\$705.00	134%	\$ 1,410.00	\$347.50	66%	\$ 695.00
24	General	Insect Control (One application annually)	1	LS	\$1,380.00	100%	\$ 1,380.00	\$1,387.00	100%	\$ 1,387.00
25	Drop Structures (3)	Remove vegetation, debris, & sediment	3	EA	\$705.00	63%	\$ 2,115.00	\$1,538.00	137%	\$ 4,614.00
26	Beaver Dams	*Drainage of beaver dams	2	EA	\$950.00	123%	\$ 1,900.00	\$591.00	77%	\$ 1,182.00
26.1	Inlet	Remove vegetation, debris, & sediment	1	EA	\$480.00	102%	\$ 480.00	\$457.50	98%	\$ 457.50
<b>Detention Pond D</b>										
27	General	Remove all trash & debris (2X Annually)	2	EA	\$480.00	105%	\$ 960.00	\$438.00	95%	\$ 876.00
28	General	Weed Control (2X Annually)	2	EA	\$705.00	123%	\$ 1,410.00	\$443.50	77%	\$ 887.00
29	General	Insect Control (One application annually)	1	LS	\$1,380.00	94%	\$ 1,380.00	\$1,550.00	106%	\$ 1,550.00
30	Drop Structure/Forebay	Remove vegetation, debris, & sediment	1	LS	\$815.00	138%	\$ 815.00	\$363.00	62%	\$ 363.00
31	Trickle Channel	Remove vegetation, debris, & sediment	1	LS	\$325.00	68%	\$ 325.00	\$630.50	132%	\$ 630.50
32	Outlet Structure	Remove vegetation, debris, & sediment from entire structure	1	LS	\$1,200.00	150%	\$ 1,200.00	\$402.00	50%	\$ 402.00
<b>Filing 14 Pond A</b>										
33	General	Remove all trash & debris (2X Annually)	2	EA	\$705.00	151%	\$ 1,410.00	\$229.00	49%	\$ 458.00
34	General	Weed Control (2X Annually)	2	EA	\$705.00	140%	\$ 1,410.00	\$304.50	60%	\$ 609.00
35	General	Insect Control (One application annually)	1	LS	\$1,380.00	111%	\$ 1,380.00	\$1,110.00	89%	\$ 1,110.00
36	Forebays (2)	Remove vegetation, debris & sediment	2	EA	\$1,465.00	123%	\$ 2,930.00	\$914.50	77%	\$ 1,829.00
37	Trickle Channel	Remove vegetation, debris & sediment	1	LS	\$3,480.00	167%	\$ 3,480.00	\$686.00	33%	\$ 686.00
38	Outlet Structure	Remove vegetation, debris, & sediment (2X Annually)	1	LS	\$4,800.00	165%	\$ 4,800.00	\$1,010.00	35%	\$ 1,010.00
<b>Filing 14 Pond B</b>										
39	General	Remove all trash & debris (2X Annually)	2	EA	\$705.00	123%	\$ 1,410.00	\$438.00	77%	\$ 876.00
40	General	Weed Control (2X Annually)	2	EA	\$955.00	136%	\$ 1,910.00	\$454.00	64%	\$ 908.00
41	General	Insect Control (One application annually)	1	LS	\$1,380.00	85%	\$ 1,380.00	\$1,876.00	115%	\$ 1,876.00
42	Inflow Points (3)	Remove excess vegetation, debris, & sediment	1	LS	\$1,180.00	63%	\$ 1,180.00	\$2,547.00	137%	\$ 2,547.00
43	Forebay	Remove vegetation, debris, & sediment	1	LS	\$815.00	44%	\$ 815.00	\$2,886.00	156%	\$ 2,886.00
44	Trickle Channel	Remove vegetation, debris, & sediment	1	LS	\$1,740.00	139%	\$ 1,740.00	\$765.00	61%	\$ 765.00
45	Outlet Structure	Remove vegetation, debris, & sediment (2X Annually)	1	LS	\$4,800.00	181%	\$ 4,800.00	\$496.50	19%	\$ 496.50

Clearwater Bid Total: \$ 94,125.00

CDI Bid Total: \$ 79,615.00

# SOUTHSHORE METROPOLITAN DISTRICT STAFF OVERVIEW

## OFFICE HOURS AND EVENT MANAGEMENT

Facility Staffing Needs	Staff Coverage Needs
Lakehouse Front Desk Office Hours	1,820 hours annually
Lakehouse Resident Reservations/Events	520 hours annually (after business hours)
Social Committee Events (HOA Driven)	Lifestyle staff 10-18 hours of Ambassador Staff per event 600 hours event support annually (excludes planning)
Lighthouse Front Desk Office Hours	3,640 hours annually
<b>Total</b>	<b>6,580 staff hours</b>

### LAKEHOUSE

**Hours of Operation:** MONDAY – FRIDAY from 10AM-5PM (*35 hours per week or 1,820 annually*)

- After-hours events venue (booked 80% of weekends) from 4pm-10pm – District provides 1 person for coverage and oversight
- Heavy seasonal pool traffic and access management
- Potential modification of hours: December 20-March 10 Thursday-Sunday 10am-5pm (*28 hours per week reduced during winter - 11 weeks about \$2,100 annually in savings*)
- Social Committee events

### LIGHTHOUSE

**Hours of Operation:** 7 DAYS PER WEEK from 10AM-8PM (*70 hours per week or 3,640 annually*)

- Heavy seasonal pool traffic and access management
- No resident events
- Social Committee events

## CURRENT STAFF LEVELS

Team Member(s)	Department	Current Staff Hrs (Annual)	Expected Time Off	Expected Work Hours	Dedicated Event Hours
Hernan	Management	2080	200	1880	
Jen Chris	Lifestyle	4160	400	3760	250-350 hrs non office hrs
Nicolette 8 – Ambassadors (PT)	Front Desk Lifestyle	8170	300	7870	870 hrs non office hrs
Angel Elias	Facilities	4160	400	3760	
<b>Total Office/Lifestyle</b>		<b>10,250*</b>	<b>700</b>	<b>9,750*</b>	<b>1170 est</b>
<b>Total All Teams</b>		<b>18,570</b>	<b>1,300</b>	<b>17,270</b>	

*\*Jen’s role as a Lifestyle Manager is excluded from these figures to illustrate coverage hours needed. Jen does regularly support HOA events*

## RESOURCES NEEDS

Current staffing levels allow for 1.7 Lifestyle, Ambassador, or Office resources for every hour the facilities have standard operating hours. When resident and HOA event management is considered, that ratio falls to 1.4.

Description of Staff Coverage Needed	Staff Hours Needed	Notes
Resident Event Reservations - Ambassadors	520	After business hour support
HOA Events - Ambassadors	350	Non-business hour support
HOA Events - Lifestyle	250-300	Non-business hour support
<b>Total Event Hours (During Off Hours)</b>	<b>1145</b>	
Facility Office Hours	5740	Supports business hours
<b>Total</b>	<b>6860</b>	<b>Events and office hours only</b>

- 70% of all hourly Ambassador and Lifestyle Assistant support are fully dedicated to working events and facility coverage during business hours. (6860 of 9750 annual hours)
- 40% of all available staff hours are fully dedicated to after-hours events and facility coverage during business hours. (6860 of 17,270 annual hours)
- All Department head staff and the General Manager support HOA community-wide events after business hours (3-4 per year) in addition to hourly staff

## 2025 HOA SOCIAL COMMITTEE EVENT CALENDAR

Event Name	Date	Time	During Business Hours	Location	Alcohol?	Budget
Comedy Night	March 28th/29th	6:30 - 10:30pm	N	Lakehouse	Y	\$ 7,000.00
Easter	April 12th	10 am - 1pm	N	Lakehouse	Y	\$ 6,500.00
Adult Prom	May 3rd	7pm - 11pm	N	Lighthouse	Y	\$ 5,500.00
Summer Kickoff	May 23rd	TBD	Y	Both clubhouses	N	\$ 3,500.00
Ice Cream Social	June 7th	TBD	N	Both clubhouses	N	\$ 700.00
Summer Concert	June 13th	TBD	N	Lakehouse	N	\$ 4,000.00
Ice Cream Social	June 21st	TBD	N	Both clubhouses	N	\$ 700.00
Freedom Bash	July 5th	11am - 1 pm	Y	Lighthouse	Y	\$ 7,500.00
Ice Cream Social	July 19th	TBD	N	Both clubhouses	N	\$ 700.00
Ice Cream Social	July 26th	TBD	N	Both clubhouses	N	\$ 700.00
Adult Pool Party	August 1st	TBD	Y	Lighthouse	N	\$ 1,000.00
Ice Cream Social	August 19th	TBD	N	Both clubhouses	N	\$ 700.00
Oktoberfest	September (TBD)	TBD	N	Lakehouse	Y	\$ 10,000.00
Fall Fest	October 5th	TBD	N	Lighthouse	N	\$ 8,000.00
Santa & More	December 6th/7th	TBD	Y	Lighthouse	N	\$ 11,000.00
Adult Holiday	December 13th	TBD	N	Lighthouse	Y	\$ 11,000.00
Misc/reserves						\$ 6,500.00
<b>Total</b>						<b>\$ 85,000.00</b>

Southshore Metropolitan District supports resident reservations and HOA Social Committee events at a rate of approximately \$30,000-\$50,000 annually in Ambassador staff and Lifestyle staff hourly wages. (1100 hours per year at PT rate of \$20/hour for Ambassador in combination with Lifestyle Assistant hourly wages for non-facility hours). These rates do not include the support provided by department lead exempt staff.

## PROPOSED POSITION

Adding additional administrative support for manager level staff to assist with administrative support functions across departments. This role will assist the General Manager, Lifestyle Director, and Front Office Manager by handling administrative tasks, event logistics, and operational coordination, allowing each department to focus on high-level responsibilities and spend less time on administrative tasks. The Lifestyle Assistant and Front Desk Ambassadors are fully utilized in their current roles as outlined in the Staff Functional Role chart.

### Benefits of the New Position

- **Increased Efficiency:** Allows department heads to focus on strategic initiatives rather than administrative tasks.
- **Improved Resident Experience:** Enhances response time and service quality for resident inquiries, events, and amenities.
- **Stronger Operational Support and Coverage:** Ensures seamless coordination across multiple departments, reducing bottlenecks.
- **Better Event Execution:** Provides additional hands-on support for community events, improving organization and participation.
- **Enhanced Data & Compliance Management:** Ensures accurate reporting and tracking of operational and financial metrics.

OPERATIONS LEAD (PROPOSED NEW)	
<ul style="list-style-type: none"> <li>• <b>General Manager Support:</b> Assist with administrative tasks such as scheduling meetings, preparing reports, and organizing documentation. Support department leads by coordinating communications and tracking key projects. Help manage vendor contracts, invoices, and budget tracking. Facilitate internal team communications and assist with staffing coordination. Assist in the development and implementation of operational policies and procedures.</li> <li>• <b>Lifestyle Director Support:</b> Assist with planning, coordination, and execution of community events and private rentals. Communicate with vendors, sponsors, and community members to enhance event offerings. Handle resident inquiries regarding event bookings, fitness programs, and lifestyle activities. Manage event logistics, including setup, breakdown, and on-site coordination. Track event participation, gather resident feedback, and assist with post-event evaluations. Support marketing efforts by updating newsletters, social media, and promotional materials.</li> <li>• <b>Front Office Manager Support:</b> Help manage front desk operations at both the Lakehouse and Lighthouse, ensuring smooth daily activities. Assist with scheduling front desk staff and managing shift coverage. Maintain spreadsheets, track data accuracy, and ensure compliance with board metrics. Oversee supply inventory, placing orders for office essentials, beverages, and other necessary items. Support technology and system management by troubleshooting issues with reservation systems and access controls. Assist in resident interactions, including amenity reservations and guest check-ins.</li> </ul>	<ul style="list-style-type: none"> <li>• The proposed position will provide essential support across key roles, ensuring smooth operations and enhanced efficiency in Southshore's community management. This role will assist the General Manager, Lifestyle Director, and Front Office Manager by handling administrative tasks, event logistics, and operational coordination, allowing each department to focus on high-level responsibilities.</li> </ul>

# ON-SITE TEAM ROLES AND RESPONSIBILITIES

Functional Position Description	Key Notes
<b>AMBASSADORS</b>	
<ul style="list-style-type: none"> <li>• All resident phone calls through main operator line</li> <li>• Answer resident emails and communications</li> <li>• Support residents with forms</li> <li>• Walk clubhouse and pick up common areas after use (e.g. children’s room)</li> <li>• Mop and sweep common areas of facility to maintain cleanliness throughout the day</li> <li>• Change keys for resident service, troubleshoot iPourit system</li> <li>• Program visitor badges or fobs</li> <li>• Manage sign-in and sign-up sheets</li> <li>• Data entry for all community logs</li> <li>• Manage online portal access</li> <li>• Maintain inventory of supplies needed for common areas</li> <li>• Support event registrations for residents</li> <li>• Support oversight of resident access to pool including waivers and keycard access process</li> <li>• Collects reservation fees and ensures event information collected in accordance with policies</li> <li>• Event setup and tear down of District equipment</li> <li>• Support of HOA events and functions by supporting setup, clean-up, and resident questions and engagement</li> </ul>	<ul style="list-style-type: none"> <li>• 4,160 hours for open facility</li> <li>• At least 500 hours for event coverage and reservations for resident managed events</li> <li>• Phone volume – 30 calls per day (varies seasonally)</li> <li>• Hours of Ambassador team varies seasonally for the pool functions, event schedules and other factors</li> </ul>
<b>OFFICE MANAGER – LIGHTHOUSE (NICOLETTE)</b>	
<ul style="list-style-type: none"> <li>• <b>Staff Scheduling &amp; Management:</b> Creates and maintains work schedules for all front desk employees, ensuring proper coverage and efficiency.</li> <li>• <b>Recruitment &amp; Training:</b> Assists with hiring new team members and ensures proper onboarding and training for front desk staff.</li> <li>• <b>Supply &amp; Inventory Management:</b> Handles ordering supplies, including beer, office essentials, and other necessary items to keep operations running smoothly.</li> <li>• <b>Spreadsheet &amp; Data Oversight:</b> Manages the spreadsheets and tracking logs created by Hernan and ensures employees are properly trained on entering data according to the board’s metric requirements.</li> <li>• <b>Event Support:</b> Helps coordinate both community-wide events and smaller resident-led gatherings, assisting with setup, logistics, and execution.</li> <li>• <b>Vendor Coordination:</b> Works closely with vendors that impact front desk operations, such as iPourit, Applejack’s, and other service providers.</li> <li>• <b>Resident &amp; Guest Assistance:</b> Ensures front desk staff provide excellent customer service, handling resident inquiries, amenity reservations, and visitor check-ins.</li> <li>• <b>Process Improvement:</b> Continuously evaluates front desk procedures, implementing improvements to enhance efficiency and streamline operations.</li> <li>• <b>Compliance &amp; Policy Enforcement:</b> Ensures that front desk operations align with community policies, maintaining proper documentation and adherence to guidelines.</li> <li>• <b>Collaboration with Other Departments:</b> Works closely with other managers and departments to align front desk operations with overall community goals.</li> <li>• <b>Technology &amp; System Management:</b> Helps oversee front desk software, ensuring that reservation systems, access controls, and reporting tools are functioning properly.</li> <li>• <b>Financial Oversight:</b> Tracks front desk-related expenses and ensures cost-effective ordering and resource management.</li> <li>• <b>Board &amp; Management Communication:</b> Provides updates on front desk operations, staffing, and relevant data to keep leadership informed and engaged.</li> </ul>	<ul style="list-style-type: none"> <li>• Primarily oversees all front-desk activities and operations for both the Lakehouse and Lighthouse. Answers questions and trains on procedural logs and process changes.</li> </ul>

Functional Position Description	Key Notes
<b>LIFESTYLE DIRECTOR (JEN)</b>	
<ul style="list-style-type: none"> <li>• <b>Coordination with HOA &amp; Social Committee:</b> Works closely with the HOA and social committee to ensure events are well-planned, organized, and aligned with community expectations.</li> <li>• <b>Meeting Attendance:</b> Actively participates in all planning meetings to stay updated on upcoming events and ensure smooth execution.</li> <li>• <b>Event Execution &amp; On-Site Management:</b> Present at events to oversee logistics, address any issues, and assist with setup and breakdown.</li> <li>• <b>Resident Event Management:</b> Handles all resident event bookings at the Lakehouse, responding to calls and emails to ensure residents' needs are met.</li> <li>• <b>Lighthouse Event Oversight:</b> Manages and hosts smaller community events at the Lighthouse, such as Chess Club, Lego Club, and other resident-led activities.</li> <li>• <b>Fitness Program Coordination:</b> Oversees all fitness instructors, ensuring classes run on time and align with what residents want. Manages schedules and instructor availability.</li> <li>• <b>Vendor &amp; Sponsorship Coordination:</b> Builds relationships with vendors and sponsors to enhance event offerings and community programs.</li> <li>• <b>Board Meeting Participation:</b> Attends all board meetings, providing updates on lifestyle programming and assisting the board in making informed decisions.</li> <li>• <b>Resident Engagement:</b> Works to increase resident participation by promoting events, gathering feedback, and making improvements based on community input.</li> <li>• <b>Budget &amp; Resource Management:</b> Ensures events and programs stay within budget while maximizing resources for the best community experience.</li> </ul> <p><b>Marketing &amp; Communication:</b> Collaborates with the team to promote events through newsletters, social media, and other channels to keep residents informed and engaged</p>	<ul style="list-style-type: none"> <li>• Jen, as the Lifestyle Director, is responsible for planning and executing all community events.</li> <li>• Lifestyle Assistant Chris Wild supports facility front desk hours at the Lakehouse clubhouse location and in-person presence and support at all HOA Social Committee functions.</li> </ul>
<b>FACILITIES MANAGER (ANGEL)</b>	
<ul style="list-style-type: none"> <li>• <b>Facilities Management &amp; Oversight:</b> Manages renovations and upgrades for key community areas, including the Lakehouse, Lighthouse, parks, pools, and other common spaces. Works with multiple vendors and contractors, coordinating maintenance, repairs, and improvement projects across the community.</li> <li>• <b>Maintenance Team Supervision:</b> Directly manages the on-site maintenance technician, ensuring all repairs, preventative maintenance, and facility upkeep tasks are completed efficiently. Prioritizes and delegates work orders, ensuring all requests are handled in a timely manner. Oversees routine inspections of facilities, identifying areas that need attention before issues arise.</li> <li>• <b>Project &amp; Renovation Coordination:</b> Works with vendors and contractors to plan and execute renovation projects, ensuring they align with community needs and budget guidelines. Manages budgeting and timelines for facility improvements, keeping projects on track. Coordinates with the Board and management team to ensure transparency and alignment on all facility-related decisions.</li> <li>• <b>Common Area &amp; Amenity Management:</b> Ensures that all common areas, including clubhouses, pools, and parks, are clean, safe, and well-maintained. Oversees seasonal maintenance needs, such as pool preparation, landscaping, and winterization of facilities. Manages vendor contracts for cleaning, landscaping, and facility maintenance, ensuring high-quality service.</li> <li>• <b>Board &amp; Community Engagement:</b> Attends Board meetings to provide updates on maintenance projects, upcoming renovations, and facility concerns. Acts as the main point of contact for facility-related inquiries, ensuring transparency with residents and leadership. Communicates with the HOA and community management team, ensuring facilities meet Southshore's long-term goals.</li> <li>• <b>Preventative Maintenance &amp; Safety:</b> Develops and implements preventative maintenance plans to extend the lifespan of community assets. Ensures that safety and</li> </ul>	<ul style="list-style-type: none"> <li>• Angel, as the Facilities Manager, oversees all common areas at Southshore, ensuring they are well-maintained and functioning properly.</li> </ul>

Functional Position Description	Key Notes
<p>compliance standards are met across all common areas. Addresses emergency repairs and facility concerns promptly to maintain resident satisfaction.</p>	
GENERAL MANAGER (HERNAN)	
<ul style="list-style-type: none"> <li>• <b>Operational Oversight:</b> Directly manage and support department leads, including Facilities, Lifestyle, Resident Services, and Maintenance. Ensure alignment between department goals and Board directives. Act as the main liaison between the Board, staff, and key vendors.</li> <li>• <b>Staffing &amp; Team Leadership:</b> Ensure proper staffing levels for seasonal and year-round operations. Assist in hiring, training, and developing staff across all functions. Mediate internal team issues and provide leadership guidance. Partner with department leads on policies and procedures, performance oversight and goals.</li> <li>• <b>Financial &amp; Administrative Oversight:</b> Oversee budgeting, cost control, and financial planning. Approve large purchases, vendor contracts, and facility upgrades. Work with accounting to ensure proper invoice processing and financial compliance.</li> <li>• <b>Facility &amp; Maintenance Coordination:</b> Work closely with the Facilities Manager to ensure maintenance projects stay on track. Ensure timely execution of large-scale facility improvements and repairs. Oversee the development of preventative maintenance plans to extend facility lifespan.</li> <li>• <b>Resident Engagement &amp; Event Management:</b> Oversee private rentals, social committee events, and large-scale community events in partnership with Lifestyle Team. Ensure smooth execution of lifestyle programs and seasonal activities in accordance with District and Association expectations. Handle resident concerns and escalations to maintain positive community relations.</li> <li>• <b>Process Improvement &amp; Policy Implementation:</b> Continuously evaluate operational processes to improve efficiency. Implement new systems for tracking work orders, event registrations, and staff productivity. Work with IT and vendors to enhance system capabilities and digital resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Role encompasses overseeing all operational aspects of Southshore, ensuring each department functions effectively and meets community expectations. I provide strategic direction, coordinate with the Board, and ensure that projects, staffing, and resident services align with Southshore’s long-term goals.</li> </ul>

## **The Management Trust**

**Position Title:** Operations Support Lead

**Location:** Southshore Metropolitan District, Colorado Division

**Reporting To:** General Manager

**Status:** Non-Exempt, Full-Time

**Salary:** DOE

### **COMPANY PROFILE:**

The Management Trust is a Community Association management, District Management, and Property Management company. We believe that building and maintaining a community takes more than just hammers and nails. It takes integrity, trust, experience, and support. Our success is based on the belief that effective management anticipates our clients' needs, not merely reacts to them. We are a company of creative and committed individuals driven by grand aspirations and are proud to be the only 100% employee-owned community management firm in the nation. Our Employee Owners are encouraged to actively participate in growing our business by helping define best practices every day. It is in this spirit that we encourage you to explore this opportunity to join The Management Trust team.

### **EMPLOYEE OWNER POSITION PURPOSE:**

The Operations Support Lead provides essential support across key roles, ensuring smooth operations and enhanced efficiency in District operations management. This role primarily assists the General Manager, Lifestyle Director, and Front Office Manager by handling administrative tasks, event logistics, and operational coordination.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Assist with administrative tasks such as scheduling meetings, preparing reports, and organizing documentation.
- Support department leads by coordinating communications and tracking key projects.
- Help manage organization of vendor contracts, invoices, and budget tracking.
- Facilitate internal team communications and assist with staffing coordination.
- Assist in the implementation of operational policies and procedures.
- Assist with planning and execution of community events and private rentals.
- Communicate with vendors, sponsors, and community members to enhance event offerings.
- Support resident inquiries regarding event bookings, fitness programs, and lifestyle activities.
- Manage event logistics, including setup, breakdown, and on-site coordination.
- Track event participation, gather resident feedback, and assist with post-event evaluations.
- Support marketing efforts by updating newsletters, social media, and promotional materials.
- Assist with scheduling front desk staff and managing shift coverage.
- Maintain spreadsheets, track data accuracy, and ensure compliance with board metrics.
- Oversee supply inventory, placing orders for office essentials, beverages, and other necessary items.

- Support technology and system management by troubleshooting issues with reservation systems and access controls.
- Assist in resident interactions, including amenity reservations and guest check-ins.

#### **QUALIFICATIONS:**

- Minimum of 2 years of work experience.
- Ability to meet deadlines and address time-sensitive issues.
- Excellent written and verbal communication.
- Ability to provide high-level customer service with attention to detail and organization.
- Must be a team player.
- Ability to self-manage time in order to complete assigned tasks during work hours.
- Willing to learn Company process and procedures, and learn/use proprietary software.
- Must be able to manage workflow on a smartphone or tablet and complete dictation, take and describe photos, and document findings in an electronic system.
- Adaptable and dependable with a solid attendance record.
- Professional and respectful demeanor with all staff and guests at all times.

#### **SPECIAL POSITION REQUIREMENTS:**

- Must have reliable transportation.
- Must be able to drive in the dark if required.
- Must have and maintain a valid driver's license, vehicle insurance, and driving record in compliance with Company policy.

#### **ESSENTIAL FUNCTIONS:**

- Use standard office equipment, including: computer, phone, etc.
- Ability to stand and walk properties, for up to 4 hours at a time as needed to support clients and events.
- Be stationary for periods of time.
- Ability to drive for up to 3 hours at a time.
- Relocate up to 25 pounds.
- Travel to and from offsite client locations.

#### **SUPERVISES OTHERS? IF SO, LIST:**

None

#### **SCHEDULE & TRAVEL:**

- Monday-Friday from approx. 9:00 am-6:00 pm
- This position may require occasional long hours to meet business needs

*The Management Trust is an Equal Opportunity employer. We celebrate and support diversity.*

*TMT reserves the right to modify this job description at any time based on business needs.*

**Message Details:**

Full Name: David Fairclough

Address: 7020 S White Crow Way

Email: [djfairclo@gmail.com](mailto:djfairclo@gmail.com)

Phone: 17203552708

**Why are you interested in joining the Landscape Committee?:** We are committed to Southshore having purchased our forever home in this neighborhood. Ensuring that the appearance and operation of our neighborhood is maintained and enhanced is personally satisfying, but also supports our home values.

**Can you describe any previous experience you have had with landscaping projects or outdoor beautification initiatives?:** We have participated in corporate landscaping efforts while working at Anthem BCBS and also Uplift (an organization that supports at-risk students). These efforts included hands-on planting of vegetable beds, tree plantings, irrigation, flower pots, and much more.

**How would you approach balancing the aesthetic preferences of residents with the need for practical and sustainable landscaping solutions?:** I would use an incremental approach that applied solutions that had the broadest appeal, and the greatest value to as many residents at the same time. While I appreciate that each resident may have a great desire for a specific solution, that may also require significant funding and only satisfy the concerns of a small number of residents. Education becomes a key component in ensuring residents understand the complexity of landscape solutions and the funding that is required to apply them.

**Do you have any specific ideas or proposals for improving the community's landscaping?:** I am new and learning. There are many items that the committee addresses that are not visible to neighborhood members, My number one focus is a fire mitigation plan, that documents and communicates who (departments) does what, how it is communicated, and what our responsibilities are. The Boulder Marshall Fire in 2021 is top of mind (especially with fracking sites potentially being constructed east of our neighborhood), as an example of what damage an out of control fire can do. That doesn't mean a mitigation plan can fully protect a neighborhood, but we should never be blamed for not trying.

**How do you envision contributing to the success of the Landscape Committee if selected?:** As a retired community member I have bandwidth that other members do not.

Many of the neighborhood friends we have made still work, have k-12 kids and really only have available time on weekends. I also have a personal motivation to ensure my home and the landscape around me look the best possible (my neighbors can attest to the regular garbage pickup I do). I have a green thumb, and look forward to a neighborhood of mature trees.



882 S. Holly St.  
 Denver CO 80246  
 (303) 648-8875,  
 Info@mhtt.co

# Estimate

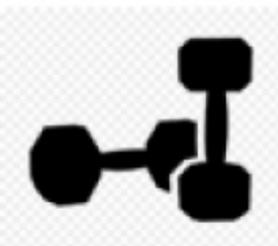
<b>ESTIMATE #</b>	250017
<b>DATE</b>	
<b>PO #</b>	

<b>CUSTOMER</b>
Lighthouse at South Shore Angel Duran 27301 E Southshore Dr Aurora, Colorado, 80016 (720) 880-0276 (720) 797-4169 angel.duran@managementtrust.com

<b>SERVICE LOCATION</b>
Lighthouse at South Shore 27301 E Southshore Dr Aurora, Colorado, 80016 (720) 880-0276 (720) 797-4169 angel.duran@managementtrust.com

<b>DESCRIPTION</b>	
Found during PM Open up and dig into 5 machines for special maintenance, they are very, very dirty. Treadmill 1: checked over the machine everything seems to work lube the deck. They need a deep clean rollers feel gunk on them. Treadmill2: checked over the machine everything seems to be working. Needs deep clean rollers seem to have gunk on them. Treadmill 3: looked over the machine everything seems to work. Needs deep clean feels like gunk on the rollers. Bike 4: looked over the machine works good. Belt needs to be looked at probably out of alignment. Row 2: Needs chained looked at or reposition	

## Estimate

Description	Qty	Rate	Tax	Total
 <b>Service - Fitness</b>				\$615.00
Merchant Fees 3.5%		3.50%		\$21.53

**CUSTOMER MESSAGE**

**Estimate Total: \$636.53**

ESTIMATE OF WORK TO BE PERFORMED. This estimate is for known work to be performed, any additional work will be billed at \$115.00/hr.

This estimate is based on our knowledge and experience in the industry and is not a guaranteed price.

Work to be performed is listed above.

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Items not included but not limited to coordinating delivery, condition of equipment (ie: shipping damage or improper packaging) offloading equipment, building access, connections to power, minor building repairs and touch-up, etc

ADDITIONAL RELATED POTENTIAL CHARGES and/or time may include but are not limited to issues connected to - stairs, weather, provided labor, injury, room size, door size, hall size, elevator size and operation, electrical readiness, multiple locations, distance from parking to final location, delivery punctuality, additional travel and lodging, etc.

## Southshore Dog Park Comps

### Alpine Construction

Concrete Improvements				
3' Wide V Pan With Sugrade Prep	820	LF	\$50.00	\$41,000.00
Chase Drains	4	EA	\$5,000.00	\$20,000.00
Concrete Walk With Subgrade Prep	1,649.00	SF	\$12.00	\$19,788.00
Concrete Seat Wall With Subgrade Prep	46	LF	\$250.00	\$11,500.00
Mobilization	1	LS	\$5,000.00	\$5,000.00
			<b>Total Bid</b>	<b>\$97,288.00</b>

### Loya Construciton

6" Concrete V-Pan (w/fibermesh)	1,550	SF	\$ 12.06	\$ 18,700.00
6" Concrete Paving (sidewalk/trail)	1,662	SF	\$ 10.89	\$ 18,100.00
Concrete Seatwall (2' wide X 2.5' deep)	47	LF	\$ 342.55	\$ 16,100.00
			<b>Total Bid</b>	<b>\$ 52,900.00</b>

### Thoult Bros

Mobilization & Administration	1	LS	\$ 2,000.00	\$ 2,000.00
Seat Wall 2'0"x2'6" (5000 psi) w/ (6) #6 cont and #4 ties @ 24" oc (Detail 8/LP-501)	47	Ln Ft	\$ 265.00	\$ 12,455.00
Sidewalk 4'0"x6" w/ Fibermesh (Detail 6/LP-501)	416	Ln Ft	\$ 34.00	\$ 14,144.00
Sidewalk Chase 1'0"x4" w/ Plate w/ 6"x12" vertical curbs (Aurora detail S3.3)	27	Ln Ft	\$ 435.00	\$ 11,745.00
V-Shaped Trickle Channel 3'0"x6" w/ Fibermesh (Detail 5/LP-501)	818	Ln Ft	\$ 24.00	\$ 19,632.00
Concrete Pump	1	LS	\$ 2,000.00	\$ 2,000.00
Environmental Impact Fee	92	CY	\$ 2.50	\$ 230.00
			Subtotal: Sitework	\$ 62,206.00
			<b>Total Bid</b>	<b>\$ 62,206.00</b>
E5 Internal Cure - Sitework	92	CY	12	1104

**Attached Proposals**



Alpine Dog Park Proposal .pdf

 SouthShore at Aurora (3.14.25) dog park concrete - Loya Construction.pdf



Southshore Dog Park Bid Proposal - Thoult.pdf

\$ 59,976.00 Sub total matching Loya Scope Bid

**MDPS LLC**  
**Metropolitan District Public Safety Group**  
**PROPOSAL FOR FENCE INSTALLATION**

**Prepared For;**  
**SOUTH SHORE METROPOLITAN DISTRICT**

**SERVICE OVERVIEW**

MDPS LLC, through its third party vendor, MKH Metal Works, proposes to provide custom fabrication and installation services for the client at the pump station.

**SOLUTION**

Through its third party vendors, MKH Metal Works, we propose that fencing be installed around the pump station located adjacent to the reservoir on the north east side of the community for the purpose of restricting access, protecting the equipment and reducing the risk of injury of unauthorized persons accessing said equipment. Specifications are as follows: 120 Feet of custom fabricated steel fence triple reinforced, 7 feet tall and curved out at the top and a double gate at the sidewalk end with a deadbolt locking system. Support posts set in concrete and painted black.

**COST**

The 3<sup>rd</sup> party vendor, MKH Metal Works quoted a cost of 18,500.00 for the project and stated it could be completed within a week.

**MDPS LLC**  
**Metropolitan District Public Safety Group**  
**PROPOSAL MAILBOX CLUSTER LIGHTING**  
**Prepared For;**  
**SOUTH SHORE METROPOLITAN DISTRICT**

**SERVICE OVERVIEW**

MDPS LLC, proposes to provide custom fabrication and installation services for the client at the mailbox clusters.

**SOLUTION**

We propose a continuation of the installation of solar lighting for the remaining mailbox clusters in the community.

**COST**

The cost has not changed from previous years. The cost per light installed inclusive of Light, Pole, Prep work and Install is 1350.00 per unit. Staying within the budget of 10,000 this would allow for 9 lights for a total of 9100.00