

MINUTES OF A JOINT SPECIAL MEETING OF THE BOARDS OF DIRECTORS

OF

SADDLE ROCK SOUTH AUTHORITY  
SADDLE ROCK SOUTH METROPOLITAN DISTRICT NO. 2,  
SADDLE ROCK SOUTH METROPOLITAN DISTRICT NO. 3, &  
SADDLE ROCK SOUTH METROPOLITAN DISTRICT NO. 4

Held: Thursday, the 14<sup>th</sup> day of May, 2020, at 2:30 P.M. Due to COVID-19, the Joint Special Meeting was conducted via teleconference.

**ATTENDANCE**

The meeting was held in accordance with the laws of the State of Colorado. The following directors were in attendance:

Authority Designees:

James Quarles  
Donald Langley  
Marie B. Hensler

Authority Alternate Designees:

Jason Inzer  
Jan Taylor  
Robert Childs

District No. 2:

Howard Johnson  
Donald Langley  
Jason Inzer

District No. 3:

James Quarles  
Jan Taylor  
Jordan Rigberg

District No. 4:

Rodney Alpert  
Carol Bransfield  
Marie Hensler  
Robert Childs  
Robin Childs

Also present were: Jennifer Gruber Tanaka, Esq. and Allison C. Fogg, Esq., WHITE BEAR ANKELE TANAKA & WALDRON, Authority and District general counsel; Ashley B. Frisbie, WHITE BEAR ANKELE TANAKA & WALDRON, Authority and District Manager; John Simmons, Simmons & Wheeler, PC, Authority and District Accountant (for a portion of the meeting); Andy Carroll, Security Officer; Bradley A. Simons, PE, MMI Water Engineers, LLC, Authority Engineer; Jaylene Cantrell and Jennifer Thomas, Front Range Recreation, Inc. (for a portion of the meeting); and Paula Turachak, resident.

**ADMINISTRATIVE MATTERS**

Call to Order

The meeting was called to order.

Declaration of Quorum and Confirmation of Director Qualifications

Ms. Frisbie noted that a quorum for the Saddle Rock South Authority (“Authority”) and for each of the Saddle Rock South Metropolitan District Nos. 2, 3, and 4 (individually, “District No. 2”, “District No. 3”, and “District No. 4”, and, collectively, the “Districts”) was present and that the directors had confirmed their qualification to serve.

Reaffirmation of Disclosures of Potential or Existing Conflicts of Interest

Ms. Frisbie advised the Boards that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Frisbie reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest, if any, were filed with the Secretary of State’s Office and the Boards at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Boards. Ms. Frisbie inquired into whether members of the Boards had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Boards to act.

Combined Meetings

The Authority and the Districts are meeting in a combined meeting. Unless otherwise noted below, and as applicable, the matters set forth below shall be deemed to be the actions of the Authority and the Districts, collectively.

Approval of Agenda

Ms. Frisbie presented the Boards with the agenda for the meeting. Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously approved the agenda as presented.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA MATTERS**

The Boards were presented with the consent agenda items. Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously took the following actions:

- a. District Nos. 2-4 Matters
  - i. Ratified all Actions Taken at the November 14, 2019 and March 12, 2020 Board Meetings Due to No Quorum, as Reflected in the Board Meeting Minutes (District No. 3)
  - ii. Approved the Board Meeting Minutes from March 12, 2020 Regular Meeting
  - iii. Ratified Resolution No. 2020-04-02; Establishing an Electronic Signature Policy
  - iv. Approved Resolution No. 2020-05-01; Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings

- b. Authority Matters
  - i. Approved the Board Meeting Minutes from March 12, 2020 Regular Meeting
  - ii. Ratified the Payment of Claims as of May 14, 2020 (\$87,140.45)
  - iii. Ratified Resolution No. 2020-04-01; Establishing an Electronic Signature Policy
  - iv. Approved Resolution No. 2020-05-01; Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings
  - v. Ratified Addenda to the Independent Contractor Agreement with Keesen Landscape Management, Inc. (“Keesen”) for the following:
    - (a.) Addendum No. 14 for Removal and Replacement of Tree at Pool (\$1,959.00)
    - (b.) Addendum No. 15 for Tree Limb Removal off of E. Easter Avenue (\$400.00)
  - vi. Ratified Addendum No. 1 to Independent Contractor Agreement with Virtu Designs, LLC for Additional Carpet Costs (\$725.00)

## **ENGINEER’S MATTERS**

### Engineer’s Report

Mr. Simons presented his Engineer’s Report to the Boards.

### Detention Ponds

#### Dredging of Detention Pond I-7

Mr. Simons provided an update on the dredging of Detention Pond I-7, noting that most of the work has been completed. BrightView Landscape Services, Inc. (“BrightView”) damaged a tree and some sod during the work, but they are planning to repair and replace the damage. He reported that there is no benefit to having the tree replaced in that location, and recommended that the Boards request a credit for the damaged tree and plant the tree in another location. Mr. Quarles inquired about the grading of the pond, and Mr. Simons reported that once that pond has mostly dried out, he will assess the grading with BrightView. Mr. Simons reported that the pond is intended to be a dry pond, but it will never be completely dry because of the location and the continuous discharge from the underdrain. He reported that the Authority is the owner of the property, but not of the underdrain that continues to discharge into the pond, and the City of Aurora (the “City”) will require the Authority to work with the owner of the underdrain regarding its daylight into the pond.

Mr. Simons also reported that the Star Pass HOA understands the division of responsibilities for the operations and maintenance of Pond J-4, and he recommended that this pond be a candidate for cleaning.

Ottawa Park Concrete  
Repairs and Maintenance

Mr. Simons reported that the concrete repair work at Ottawa Park has been completed, noting that the basketball contraction joints were caulked and the picnic tables were reinstalled.

Clean Out of Forebay on  
East Side of Pond H-11(E)

Mr. Simons reported that Keesen has cleaned out the cattails from the forebay on the east side of Pond H-11(E). He noted that he is working with the City to address grading and drainage issues, landscaping, and clean out of the pond. Mr. Langley noted that there are access issues to the pond that will need to be addressed.

## **FINANCIAL MATTERS**

Status of 2019 Audits

Mr. Simmons reported that the 2019 Audits have been drafted and will be available for approval at the July meeting.

## **DISTRICT MANAGER MATTERS**

Management Report

Ms. Frisbie presented her Management Report to the Boards.

2020 Pool Season

Ms. Cantrell and Ms. Thomas discussed the 2020 pool season with the Boards, noting that they are waiting on guidance from the Colorado Department of Public Health & Environment and the Tri-County Health Department. They have a tentative operational plan and will let the Boards know as soon as they have further information on health guidelines. The pools have been filled, but the heaters have not yet been turned on and the furniture has not been placed out. Ms. Cantrell confirmed that the pools will not be able to open for the Memorial Day weekend.

Following discussion, upon motion of Mr. Langley, seconded by Ms. Hensler, the Boards unanimously determined to keep the pools closed through at least June 2 and to hold a special meeting on June 2 at 2:30 p.m. via teleconference to evaluate current public health orders and to make a determination regarding the details of the pool openings.

Amenity Closures

Ms. Cantrell and Ms. Thomas discussed a tentative operational plan for opening of the clubhouse.

Following discussion, upon motion of Mr. Langley, seconded by Ms. Hensler, the Boards unanimously determined to keep the clubhouse closed through at least June 2 and to hold a special meeting on June 2 at 2:30 p.m. via teleconference to evaluate current public health orders and to make a determination regarding opening of the clubhouse.

The Boards directed Ms. Frisbie to send an email blast to the community regarding the continued closures.

Proposals for Clubhouse  
Cleaning Services

Ms. Frisbie reported that Tatyana Golyansky retired early due to COVID-19 limitations. Ms. Frisbie presented the Boards with proposals for clubhouse cleaning services from Marvelous Maids, LLC, Home Cleaning Centers of America (“HCCA”), and Velia Mendoza. Ms. Frisbie noted that Front Range Recreation Inc. will be performing the after-event inspections and cleanings, so this item will not be included in the scope of services.

Upon motion of Ms. Hensler, seconded by Mr. Langley, the Boards unanimously approved the proposal from HCCA and the Independent Contractor Agreement with HCCA for Clubhouse Cleaning Services.

Water Feature at E. Easter  
Avenue

Ms. Tanaka reported that the City notified her that the water feature off of E. Easter Avenue will be filled in by Mr. Harvey Alpert per an agreement among the City of Aurora, Harvey Alpert, and Sharon Sweeney.

**SAFETY AND  
SECURITY  
COMMITTEE  
MATTERS**

General Update

Mr. Carroll provided a general security update to the Boards.

Neighborhood Watch  
Update

Mr. Carroll reported that violent crimes have been increasing in the City, but that there has not been any crime reported in the last 60 days within the Authority.

Mr. Carroll noted that Ms. Frisbie had received a few complaints from residents about being ticketed for parking violations. The Boards directed legal counsel to circulate the Uniform Parking Regulations for discussion at the June 2 special meeting.

Neighborhood Watch Signs

There was no update at this time.

Status of Security Camera  
Operations

There was no update at this time.

Installation of Solar Lights  
at Ottawa Park

Mr. Carroll presented the Boards with a proposal from Colorado Scapes for the poles and mounting of the solar lights at Ottawa Park, in the amount of \$200 per pole, noting that the work would be sub-contracted through Metropolitan District Public Safety Group. He noted that it would be an additional \$50 per pole for painting, if needed. Ms. Frisbie reported that she received a proposal from @Yur Service, LLC for the poles and mounting of the solar lights in the amount of \$1,000 per pole.

Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously approved the proposal from Colorado Scapes for the poles and mounting of 4 solar lights at Ottawa Park and directed Mr. Carroll to coordinate the installation and to inform interested Board Members of the planning and installation date.

## **DIRECTORS' MATTERS**

### Clubhouse Committee Report

Clubhouse Renovation Ms. Taylor provided the Boards with an update on the Clubhouse Renovation, noting that the project has been completed. Everyone agreed that the clubhouse looks very nice.

### Water Conservation and Landscape Projects Landscape Rehabilitation Projects

Mr. Langley informed the Boards that Keesen is working through the approved landscape projects.

### Fence Repair and Maintenance Responsibilities

Ms. Fogg provided the Boards with an update on fence repair and maintenance responsibilities throughout the community, noting that the Master Declaration of Covenants, Conditions, and Restrictions of Saddle Rock East and Saddle Rock South, and the Aurora City Code, indicate that fencing is the responsibility of the association if it is not the responsibility of the Authority. She also reported that discussions with the City did not yield any cost-effective alternative options for the Authority to take over the responsibility of the fencing.

Following discussion, the Boards directed legal counsel to provide a letter to the Saddle Rock South Master Association and the Saddle Rock East Master Association advising them of the Authority's position on the fencing responsibility matter.

### Dog Waste Bags

The Boards discussed possibly utilizing biodegradable dog waste bags rather than plastic bags and directed Ms. Frisbie to inquire with Keesen about availability and cost of providing biodegradable dog waste bags.

### Sidewalk at S. Liverpool Street and E. Saddle Rock Lane

The Boards discussed the sidewalk at S. Liverpool Street and E. Saddle Rock Lane. It was noted that the sidewalk is owned by the City and does not extend the full length of S. Liverpool Street, but descends to a tunnel under E. Saddle Rock Lane. It was also noted that residents do not like to use the tunnel due to safety concerns and/or golf cart traffic. Following discussion, the Boards directed Ms. Frisbie to reach out to the City to inquire

about alternative options.

## LEGAL MATTERS

### Collection Matters

Ms. Tanaka provided an update on collection matters, noting that there is currently \$8,044.24 outstanding from 7 collection and foreclosure files. Ms. Tanaka also reported that there are \$133,250 owed in unpaid system development fees (the “fees”), noting that the fees were not collected from the builder at closing. Ms. Tanaka reported that she is following up with the responsible parties to have these fees paid.

## OTHER BUSINESS

### Next Meeting

The next regular meeting of the Authority and the Districts is scheduled for July 9, 2020, at 2:30 P.M.

## ADJOURNMENT

There being no further business to be conducted, the meeting was adjourned.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

*Marie B Hensler*

Marie B Hensler (Jul 24, 2020 12:44 MDT)

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Secretary for the Authority



Jason E. Inzer (Jul 23, 2020 13:05 MDT)

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Secretary for District No. 2

*Jan Taylor*

Jan Taylor (Jul 24, 2020 13:02 MDT)

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Secretary for District No. 3

*Marie B Hensler*

Marie B Hensler (Jul 24, 2020 12:44 MDT)

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Secretary for District No. 4