

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: Tuesday, the 2nd day of June, 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
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; Andy Carroll, Security Officer; and Jaylene Cantrell and Jennifer Thomas, Front Range Recreation, Inc. (for a portion of the meeting).

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 amended.

Excusal of Absence

The Boards noted the absence of Ms. Bransfield. Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously excused her absence.

PUBLIC COMMENT

None.

DIRECTOR MATTERS

Recognition of Donald Langley for Years of Service on Board of Directors

The Boards thanked and recognized Donald Langley for his years of service on the Board of Directors. Mr. Langley thanked the Boards and reported that his home in Saddle Rock South is scheduled to be sold mid-June.

Appointment of District No. 2 Authority Board Designee and Alternate Designee

The Boards discussed the need to appoint a District No. 2 Authority Board Designee to fill Mr. Langley’s seat, as he will no longer be qualified to sit on the Board.

Upon motion of Mr. Quarles, seconded by Ms. Hensler, the Boards unanimously appointed Mr. Inzer as the District No. 2 designee on the Board of the Authority and to hold the office of Treasurer, and Mr. Johnson as the alternate designee.

FINANCIAL MATTERS

Approval and Signing Process for Claims Payable

The Boards discussed the approval and signing process for claims payable. With Mr. Langley's departure from the Authority Board, Mr. Inzer will be taking over this role. The Boards directed Mr. Simmons to confirm that Mr. Inzer is a signer on the Authority's bank accounts.

Electronic Payment Processing

Mr. Simmons discussed options for electronic payment processing with the Boards. He reported that he would prefer not to use Bill.com, but has confirmed that FirstBank has a similar system that the Authority can use.

Following discussion, the Boards directed Mr. Simmons to continue to look into the options that FirstBank has available for electronic payment processing and to provide an update to the Boards at the next meeting.

The Boards discussed the current method of payment processing. Ms. Frisbie reported that payments are now being shuttled through the postal service, causing a delay in payment to vendors. Mr. Carroll offered to courier the checks to Mr. Inzer for signature until another process can be implemented.

SWIMMING POOLS & OTHER AMENITIES

2020 Pool Openings, Rental of Clubhouse, and Opening of Playgrounds

Pool Openings

Ms. Cantrell and Ms. Thomas discussed the guidelines that were circulated by the Colorado Department of Public Health & Environment on June 1, with an effective date of June 4. Ms. Cantrell reported that they have updated their operational plan to comply with the guidelines, which will include an online reservation system, routine sanitization in between reservations, social distancing procedures, and limited pool furniture.

A motion was made to open the pool on June 10. Following discussion, the Authority Board determined that more time was needed to provide Front Range Recreation with adequate time to prepare the staff and facilities for opening and for Ms. Frisbie to provide notice to the community.

Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously determined to open the pools on Friday, June 12, and directed Ms. Frisbie to provide notice to the community via mail and an email blast.

The Boards discussed having security onsite to float between the pools for the first few days to address any issues that may arise. Mr. Carroll reported that he had staff available and would be onsite as needed.

Clubhouse Rentals

Ms. Cantrell and Ms. Thomas discussed the guidelines for indoor public spaces under the current Safer at Home Public Health Order, noting that groups of no more than 10 people may gather and social distancing must be enforced. They reported that there are two parties booked through July 1 and all other scheduled events are board meetings.

Upon motion of Ms. Hensler, seconded by Mr. Inzer, the Authority Board unanimously determined to keep the clubhouse closed through at least July 1 to comply with the Safer at Home Public Health Order.

Playgrounds

The Boards discussed the Colorado Department of Public Health & Environment guidelines for opening of playgrounds.

Following discussion, the Boards directed Ms. Frisbie to look into signage requirements to determine if the Authority can safely open the playgrounds while complying with the guidelines.

DISTRICT MANAGER MATTERS

Request for Tennis Court Variance

Ms. Frisbie informed the Boards that she received a request from a volunteer youth lacrosse coach in the community with a request to use the tennis courts for lacrosse practice, only when his permitted field is unavailable due to moisture.

Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously denied the variance request, noting that the tennis courts are intended for tennis only and that they have previously denied similar variance requests.

Basketball Court on E. Costilla Drive

The Boards discussed the basketball court located on E. Costilla Drive. Mr. Inzer inquired about having the backboard and hoop reinstalled. Mr. Langley and Mr. Carroll provided the Boards with background as to why the backboard and hoop were removed, noting that individuals from surrounding neighborhoods

were coming over to use the court as a hang-out, leading to late nights, fights, thefts, littering, etc. In order to reduce the crime, the backboard and hoop were removed, which did eliminate the issues. The backboard and hoop were eventually reinstalled; however, the crime returned rather quickly, so they were again taken down.

Following discussion, the Boards determined to keep the basketball backboard and hoop off of the basketball court located on E. Costilla Drive at this time to preserve the safety of the community. It was noted that there is another basketball court located at Ottawa Park that all residents can use and enjoy.

LEGAL MATTERS

Uniform Parking Regulations Ms. Fogg discussed the current Uniform Parking Regulations with the Boards, recommending updates to clearly define certain parking regulations and to remove any inconsistencies.

Following discussion, the Boards authorized the Authority's consultants to revise the Uniform Parking Regulations, as discussed, and to circulate to the residents so enforcement can begin promptly.

The Boards also discussed installing additional signage throughout the community to better indicate that the parking spots are intended to be used by guests only, and directed Ms. Frisbie and Mr. Carroll to obtain proposals to present to the Boards.


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 (Jul 24, 2020 12:44 MDT)

Secretary for the Authority


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

Secretary for District No. 2

Jan Taylor

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

Secretary for District No. 3

Marie B Hensler

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

Secretary for District No. 4