

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 12<sup>th</sup> day of November, 2020, at 2:30 P.M.

*Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the threat posed by the COVID-19 coronavirus, the meeting was held via teleconferencing.*

**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  
Jason Inzer  
Marie B. Hensler

Authority Alternate Designees:

Howard Johnson  
Jan Taylor  
Robert Childs

District No. 2:

Howard Johnson  
Jason Inzer

District No. 3:

James Quarles  
Jan Taylor  
Jordan Rigberg

District No. 4:

Carol Bransfield  
Marie Hensler  
Robert Childs  
Robin Childs

Also present were: Jennifer Gruber Tanaka, Esq., WHITE BEAR ANKELE TANAKA & WALDRON, Authority and District general counsel; Ashley B. Frisbie, WHITE BEAR ANKELE TANAKA & WALDRON, Authority and District Manager; Bill Flynn, Simmons & Wheeler, PC, Authority and District Accountant; Bradley A. Simons, PE, MMI Water Engineers, LLC, Authority Engineer; Jaylene Cantrell, Front Range Recreation, Inc. (for a portion of the meeting); Matt Small, GeoLens (for a portion of the meeting); Timothy McCarthy, My Asset Map (for a portion of the meeting); and Paula Turachak, resident (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 Mr. Quarles, seconded by Ms. Hensler, the Boards unanimously approved the agenda as presented.

Excusal of Absence

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

**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. Approved Board Meeting Minutes from September 10, 2020 Special Meeting
  - ii. Accepted Unaudited Financial Statements as of September

- 30, 2020
- iii. Adopted Resolution No. 2020-11-01: 2021 Joint Annual Administrative Matters
- iv. Approved Engagement Letter with Wipfli LLP for 2020 Audit (District No. 4)
- b. Authority Matters
  - i. Approved Board Meeting Minutes from September 10, 2020 Special Meeting
  - ii. Ratified Payment of Claims as of November 12, 2020 (\$150,715.70)
  - iii. Accepted Unaudited Financial Statements as of September 30, 2020
  - iv. Adopted Resolution No. 2020-11-01: 2021 Joint Annual Administrative Matters
  - v. Approved Engagement Letter with Wipfli LLP for 2020 Audit
  - vi. Approved and Renewed Consultant and Contractor Agreements for 2021 Services:
    - 1. WHITE BEAR ANKELE TANAKA & WALDRON, Attorneys at Law, for General Counsel and Management Services
    - 2. SpencerFane, LLP, for Special Counsel Services
    - 3. Metropolitan District Public Safety Group, LLC for Security Services
    - 4. Simmons & Wheeler, P.C. for Accounting Services
    - 5. MMI Water Engineers, LLC for Engineering Services (updated fees for 2021)
    - 6. Keesen Landscape Management, Inc., for Landscape Maintenance Services (updated scope and fee for 2021)
    - 7. Front Range Recreation, Inc. for Pool and Clubhouse Management Services
    - 8. @ Yur Service, LLC for Handyman Services (updated fees for 2021)
    - 9. Home Service Group, Inc. for Clubhouse Cleaning Services
    - 10. Key-Rite Security Lock & Safe, Inc. for Security System and Monitoring Services
    - 11. Horticultural Specialists, Inc. for Tree Maintenance, Mosquito Control, and Winter Watering Services (updated scope and fee for 2021)
    - 12. Verizon Wireless for Security Monitoring Services
    - 13. The Electrician, Inc., for Outdoor Lighting Repair and Installation Services
    - 14. Diversified Underground, Inc. for Utility Locating Services
    - 15. Water Services Company d/b/a Backflow Tech, Inc. for Backflow Testing and Repair Services

16. Gotcha Recovery Services LLC for Towing Services
- vii. Ratified Cost Allocation and Reimbursement Agreement by and between the Authority and DRM Construction, LLC d/b/a Montano Homes for Pond H-11(E) Cleanup

## **ENGINEER'S MATTERS**

### Engineer's Report

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

### Detention Ponds

#### Pond I-7 Underdrain Discharge Relocation

Mr. Simons reported that he presented an alternate underdrain discharge option for Pond I-7 to the City of Aurora (the "City") to simplify the design plan. The alternate option would allow discharge on a seasonal basis using temporary piping, with water flows captured beginning in spring and then disconnected before winter. The pipe would still need to connect to the current underdrain system, but this appears to be the most cost effective approach to keeping the pond dry and allowing discharge. Mr. Simons noted that he has not yet received a response from the City, but he will keep the Boards updated.

#### Pond H-11(E) Clean Out and Maintenance

Mr. Simons reported that Pond H-11(E) was previously modified by Montano Homes during construction and there is still an open permit with the City. Montano Homes has performed the required clean out and weed mitigation of the pond. Going forward, the Authority will be performing annual maintenance of the pond. Mr. Simons noted that his is working to obtain a proposal for future inspections and ongoing maintenance.

### Presentations by My Asset Map and GeoLens on GIS Based Mapping Concept

Mr. Small with GeoLens provided the Boards with a presentation on GIS based mapping concepts. Mr. McCarthy with My Asset Map also provided the Boards with a presentation on GIS based mapping concepts.

Following discussion, the Boards directed Mr. Simons to obtain further information from GeoLens and My Asset Map related to the GIS based mapping platforms and associated costs. No action was taken by the Boards.

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

Mr. Simons reported that the City is still in the process of reviewing the request he submitted to have a gravel path with pavers installed through the landscaped area along S. Liverpool Street to reduce pedestrian traffic in the street.

## **FINANCIAL MATTERS**

### Set Up and Use of Bill.com to Process Invoices

Mr. Flynn discussed the process for the set up and use of Bill.com to electronically process invoices.

Following discussion, the Boards determined to defer this matter and discuss at the next meeting.

## 2020 Budget Amendment Hearings

Public Hearing on 2020 Budget Amendment and Adoption of Resolution No. 2020-11-02: 2020 Budget Amendment (District No. 2)

Mr. Johnson opened the public hearing on the 2020 budget Amendment. Ms. Frisbie reported that notice of the hearing was provided in accordance with Colorado law and no objections were received prior to the hearing. Mr. Flynn reviewed the 2020 budget amendment with the Board. There being no public comment, Mr. Johnson closed the public hearing.

Upon motion of Mr. Johnson, seconded by Mr. Inzer, the Board unanimously adopted Resolution No. 2020-11-02: 2020 Budget Amendment.

Public Hearing on 2020 Budget Amendment and Adoption of Resolution No. 2020-11-03: 2020 Budget Amendment (District No. 3)

Mr. Quarles opened the public hearing on the 2020 budget Amendment. Ms. Frisbie reported that notice of the hearing was provided in accordance with Colorado law and no objections were received prior to the hearing. Mr. Flynn reviewed the 2020 budget amendment with the Board. There being no public comment, Mr. Quarles closed the public hearing.

Upon motion of Mr. Quarles, seconded by Mr. Rigberg, the Board unanimously adopted Resolution No. 2020-11-03: 2020 Budget Amendment.

Public Hearing on 2020 Budget Amendment and Adoption of Resolution No. 2020-11-04: 2020 Budget Amendment (District No. 4)

Ms. Bransfield opened the public hearing on the 2020 budget Amendment. Ms. Frisbie reported that notice of the hearing was provided in accordance with Colorado law and no objections were received prior to the hearing. Mr. Flynn reviewed the 2020 budget amendment with the Board. There being no public comment, Ms. Bransfield closed the public hearing.

Upon motion of Ms. Hensler, seconded by Ms. Bransfield, the Board unanimously adopted Resolution No. 2020-11-04: 2020 Budget Amendment.

## 2021 Budget Hearings

Public Hearing on 2021 Budget and Adoption of Resolution No. 2020-11-05: Adopting Budget and Appropriating Funds (Authority)

Mr. Quarles opened the public hearing on the 2021 budget. Ms. Frisbie reported that notice of the hearing was provided in accordance with Colorado law and no objections were received prior to the hearing. Mr. Flynn reviewed the 2021 budget with the Board. There being no public comment, Mr. Quarles closed the public hearing.

Upon motion of Mr. Quarles, seconded by Ms. Hensler, the Board unanimously adopted Resolution No. 2020-11-05: Adopting

## Budget and Appropriating Funds.

Proposals from Front Range Recreation, Inc. for Pool Re-Plastering and Pool Lighting

Ms. Cantrell presented the Boards with proposals from Front Range Recreation, Inc. for Pool Re-Plastering and Pool Lighting.

Following discussion, upon motion of Ms. Hensler, seconded by Mr. Inzer, the Boards unanimously approved the proposals and Independent Contractor Agreement with Front Range Recreation, Inc. for re-plastering both pools and installation of LED lighting at the east pool.

Public Hearing on 2021 Budget and Adoption of Resolution No. 2020-11-06: Adopting Budget, Imposing Mill Levy and Appropriating Funds (District No. 2)

Mr. Johnson opened the public hearing on the 2021 budget. Ms. Frisbie reported that notice of the hearing was provided in accordance with Colorado law and no objections were received prior to the hearing. Mr. Flynn reviewed the 2021 budget with the Board. There being no public comment, Mr. Johnson closed the public hearing.

Upon motion of Mr. Johnson, seconded by Mr. Inzer, the Board unanimously adopted Resolution No. 2020-11-06: Adopting Budget, Imposing Mill Levy and Appropriating Funds.

Public Hearing on 2021 Budget and Adoption of Resolution No. 2020-11-07: Adopting Budget, Imposing Mill Levy and Appropriating Funds (District No. 3)

Mr. Quarles opened the public hearing on the 2021 budget. Ms. Frisbie reported that notice of the hearing was provided in accordance with Colorado law and no objections were received prior to the hearing. Mr. Flynn reviewed the 2021 budget with the Board. There being no public comment, Mr. Quarles closed the public hearing.

Upon motion of Ms. Taylor, seconded by Mr. Quarles, the Board unanimously adopted Resolution No. 2020-11-07: Adopting Budget, Imposing Mill Levy and Appropriating Funds.

Public Hearing on 2021 Budget and Adoption of Resolution No. 2020-11-08: Adopting Budget, Imposing Mill Levy and Appropriating Funds (District No. 4)

Ms. Bransfield opened the public hearing on the 2021 budget. Ms. Frisbie reported that notice of the hearing was provided in accordance with Colorado law and no objections were received prior to the hearing. Mr. Flynn reviewed the 2021 budget with the Board. There being no public comment, Ms. Bransfield closed the public hearing.

Upon motion of Ms. Hensler, seconded by Ms. Childs, the Board unanimously adopted Resolution No. 2020-11-08: Adopting Budget, Imposing Mill Levy and Appropriating Funds.

## **DISTRICT MANAGER MATTERS**

Management Report

Ms. Frisbie presented her Management Report to the Boards.

Clubhouse Closure Ms. Cantrell and Ms. Frisbie discussed the Tri-County Health Department and Colorado Department of Public Health and Environment indoor public space guidelines currently in place, and recommended that the clubhouse remain closed. Following discussion, the Boards determined to extend the clubhouse closure and will assess reopening at the next meeting.

Clubhouse Rental Fees for Conservatory Metropolitan District (“Conservatory”) Ms. Frisbie reported that Conservatory prepaid \$800 to reserve the clubhouse for its 2020 board meetings. Conservatory only met in January of 2020, as the clubhouse was subsequently closed due to COVID-19. Conservatory has requested a similar rental schedule for 2021 and to apply the \$700 credit to the 2021 fees, contingent upon opening of the clubhouse.

Following discussion, upon motion of Mr. Inzer, seconded by Mr. Quarles, the Boards unanimously approved the requested rental and fee schedule for Conservatory.

Independent Contractor Agreement with Playground Safety Solutions, LLC for Routine Playground Inspections Ms. Frisbie presented the Boards with the Independent Contractor Agreement with Playground Safety Solutions, LLC for Routine Playground Inspections, noting that it is recommend that the Authority have regular inspections performed on its playgrounds as a safety precaution and to reduce liability.

Following discussion, the Boards determined to defer this matter and discuss at the next meeting.

**SAFETY AND SECURITY COMMITTEE MATTERS**

General Update There was no update at this time.

Neighborhood Watch Update There was no update at this time.

Status of Security Camera Operations Ms. Frisbie reported that she does not have access to the security cameras at the clubhouse. She will continue to work with Mr. Carroll and Verizon to obtain access.

Installation of Solar Lights at Ottawa Park Mr. Frisbie reported that the installation of solar lights was approved by the Boards earlier this year, and that Mr. Carroll has been working with Colorado Scapes on the installation. Ms. Frisbie will follow up with Mr. Carroll on the status of installation.

## DIRECTORS' MATTERS

### Holiday Decorations

The Boards discussed the installation of holiday decorations throughout the community. Ms. Frisbie reported that the Shadow Creek HOA has indicated that holiday decorations were not installed on the entrance monument to their community. Following discussion, the Boards directed Ms. Frisbie to have holiday decorations installed on all monuments in the community, and to obtain approval from the Shadow Creek HOA for installation of holiday decorations on their monument.

## LEGAL MATTERS

### Collection Matters

Ms. Tanaka provided an update on collection matters, noting that there is currently \$9,673.57 outstanding from 7 collection and foreclosure files.

Mr. Inzer inquired about commercial parcels that are being developed in District No. 4 and whether the development fees have been paid. Following discussion, the Boards directed the Authority's consultants to confirm if the development fees have been paid on the commercial parcels being developed in District No. 4.

## OTHER BUSINESS

### Next Meeting

The next regular meeting of the Authority and the Districts is scheduled for January 14, 2021, 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 (Jan 24, 2021 12:30 PST)

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Secretary for the Authority



Jason E Inzer (Jan 24, 2021 15:38 EST)

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Secretary for District No. 2



Jan Taylor (Jan 25, 2021 17:07 MST)

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Secretary for District No. 3



Carol J Bransfield (Jan 25, 2021 17:31 MST)

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Secretary for District No. 4