

MINUTES OF A JOINT SPECIAL MEETING OF THE BOARDS OF DIRECTORS

OF

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

Held: Thursday, the 14<sup>th</sup> day of January, 2021, 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 Public 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:

Jan Taylor  
Robert Childs

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., Audrey G. Johnson, Esq. and Lisa Cancanon, Esq. (for a portion of the meeting), 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; Andy Carroll, Security Officer; Bradley A. Simons, PE, MMI Water Engineers, LLC, Authority Engineer; Jaylene Cantrell, Front Range Recreation, Inc. (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. 3 and 4 (individually, “District No. 3” and “District No. 4”, and, collectively, the “Districts”) was present and that the directors had confirmed their qualification to serve.

It was noted that there was not a quorum present for the Saddle Rock South Metropolitan District No. 2.

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 Ms. Childs, the Boards unanimously took the following actions:

- a. District Nos. 3 and 4 Matters
  - i. Approved Board Meeting Minutes from November 12, 2020 Special Meeting
- b. Authority Matters
  - i. Approved Board Meeting Minutes from November 12, 2020 Special Meeting
  - ii. Ratified Payment of Claims as of January 14, 2021 (\$217,069.29)

## 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 to keep the pond dry and to allow discharge. Mr. Simons reported that the City has acknowledged that if the underdrain is to outfall into a water quality pond designed to be dry, then the outfall should be connected to the pond's outlet structure; therefore, the City has accepted the presented concept, as it will meet the original intent of the pond design and purpose.

#### Proposal from WYOCO Erosion Control, Inc. for Ongoing Cleaning of Outlet Structure Screen

Mr. Simons presented the Boards with a proposal from WYOCO Erosion Control, Inc. for ongoing cleaning of the outlet structure screen at Pond I-7.

Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously approved the proposal and Independent Contractor Agreement with WYOCO Erosion Control, Inc. for ongoing cleaning of the outlet structure screen at Pond I-7.

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

Mr. Simons reported that during the clean out of Pond H-11(E) by Montano Homes, a concrete forebay was exposed near the south side of the pond. Mr. Simons noted that the forebay was likely constructed many years ago and it appears that it has not received any maintenance. Mr. Simons also noted that some vegetation does need to establish, but otherwise, the pond will flow much better with continuous maintenance. Mr. Simons reported that he will work to obtain a proposal for the ongoing maintenance, and that he will continue to work with Montano Homes and the City to address the open construction permit with the City.

#### Gravel Maintenance Access Trail to Pond

Mr. Simons discussed the need for a gravel maintenance access trail to Pond H-11(E) that would connect to the sidewalk leading to E. Easter Avenue, just south of S. Tempe Court. He noted that all other access points are either too steep or would damage existing vegetation. Mr. Simons noted that he is working to obtain a proposal for construction of the access trail.

#### Proposal from Sunny Day Concrete, LLC to Replace Damaged Concrete on Motor Court off of S. Tempe Court

Mr. Simons presented the Boards with a proposal from Sunny Day Concrete, LLC to replace damaged concrete on the motor court off of S. Tempe Court.

Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously approved the proposal and Independent Contractor Agreement with Sunny Day Concrete, LLC to replace damaged concrete on the motor court off of S. Tempe Court.

Installation of No  
Parking Signs

Mr. Simons informed the Boards that the installation of no parking/fire lane signs along the motor court/fire lane were originally required by the Signing and Striping Plan for Saddle Rock Vistas Filing No. 1 but were not installed by the developer. He recommended that one sign be installed on each side of the motor court/fire lane near the center access and that parking be enforced by the Authority.

Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously approved the installation of two no parking/fire lane signs and authorized Mr. Simons and Ms. Frisbie to prepare and transmit notice about the installation of the signs and parking enforcement to the affected homeowners.

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.

GIS Based Mapping Concept

Mr. Simons discussed the status of proposals for GIS Based Mapping with the Boards, indicating that GeoLens may be more practical and specialized for the Authority's mapping needs. Mr. Simons noted that he will arrange an onsite meeting with GeoLens to obtain further information so that GeoLens may provide an accurate cost estimate for the work. No action was taken by the Boards.

**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.

Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously approved the set up and use of Bill.com to electronically process invoices.

Development Fees on  
Commercial Property  
(District No. 4)

Ms. Frisbie requested clarification on the prior request from the Boards regarding confirmation of payment of the development fees on the commercial parcels that are being developed in District No. 4. Mr. Inzer indicated that the Boards would like confirmation that the development fees have been paid on the new construction near the Target.

**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.

Proposal from Keesen Landscape Management, Inc. for Summer Flowers

Ms. Frisbie presented the Boards with the proposal from Keesen Landscape Management, Inc. for Summer Flowers, in the amount of \$18,838.85.

Following discussion, the Boards determined to defer this matter and requested that Ms. Frisbie obtain the plant palates for further review.

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.

Upon motion of Mr. Quarles, seconded by Ms. Hensler, the Boards unanimously approved the Independent Contractor Agreement with Playground Safety Solutions, LLC for Routine Playground Inspections and requested that Ms. Frisbie obtain and distribute credentials for the contractor.

**SAFETY AND SECURITY COMMITTEE MATTERS**

General Update

Mr. Carroll provided a general security update to the Boards, noting that the City is not currently conducting arrests in the manner that they typically would, in response to COVID-19 limitations.

Neighborhood Watch Update

Mr. Carroll reported that this is currently on hold, as the City is still not allowing in-person meetings in response to COVID-19 limitations.

Status of Security Camera Operations

Ms. Frisbie reported that she does now have remote access to the security cameras at the clubhouse.

Installation of Solar Lights at Ottawa Park

Mr. Carroll reported that all lights and poles are ready for installation, and that he will continue to work with Colorado Scapes on the installation, weather dependent. Mr. Carroll noted that Colorado Scapes has agreed to waive all costs for the poles and installation.

**DIRECTORS' MATTERS** There were no Directors' Matters.

**LEGAL MATTERS**

Collection Matters

Ms. Tanaka provided an update on collection matters, noting that there is currently \$8,649.07 outstanding from 5 collection and foreclosure files.

Foreclosure File for Account Number 1041028011

Ms. Cancanon discussed the foreclosure file for Account Number 1041028011.

Following discussion, the Boards authorized Ms. Cancanon to proceed with the foreclosure.

**OTHER BUSINESS**

Next Meeting

The next regular meeting of the Authority and the Districts is scheduled for March 11, 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*

Marie B Hensler (Mar 19, 2021 11:33 MDT)

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Secretary for the Authority

*Jan Taylor*

Jan Taylor (Mar 24, 2021 13:07 PDT)

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Secretary for District No. 3

*Marie B Hensler*

Marie B Hensler (Mar 19, 2021 11:33 MDT)

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Secretary for District No. 4