

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: Tuesday, the 18th day of May, 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

District No. 4:

Carol Bransfield
Marie Hensler
Robert Childs
Robin Childs

Also present were: Audrey G. Johnson, 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; Andy Carroll, Security Officer; Bradley A. Simons, PE, MMI Water Engineers, LLC, Authority Engineer; Jaylene Cantrell, Front Range Recreation, Inc. (“FRR”) (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

Ms. Frisbie noted that a quorum for the Saddle Rock South Authority (“Authority”) and for each of the Saddle Rock South

Qualifications 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 Mr. Quarles, seconded by Ms. Hensler, the Boards unanimously approved the agenda, as amended.

Excusal of Absence The Boards noted the absence of Mr. Rigberg and Mr. Alpert. Upon motion of Mr. Quarles, seconded by Ms. Hensler, the Boards unanimously excused their absences.

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. 3 and 4 Matters
 - i. Approved Board Meeting Minutes from March 11, 2021 Special Meeting
- b. Authority Matters
 - i. Approved Board Meeting Minutes from March 11, 2021

Special Meeting

- ii. Ratified Payment of Claims as of May 18, 2021 (\$159,589.95)
- iii. Approved Assignment of Agreement (Tree Maintenance, Mosquito Control and Winter Watering Services) between the Authority, Horticultural Specialists, Inc., and The Cutting Edge Landscaping, Inc.
- iv. Ratified Addenda to the Independent Contractor Agreement with Keesen Landscape Management, Inc. for the following:
 - (a.) Addendum No. 5 for Pet Waste Station Bag Refills (\$350.00)
 - (b.) Addendum No. 6 for Tree Pruning (\$25,720.00)

**FACILITIES
MANAGEMENT
MATTERS**

Clubhouse Closure

Ms. Cantrell provided the Boards with an update on Tri-County Health Department and Colorado Department of Public Health and Environment indoor public space guidelines currently in place, noting that the clubhouse could open up to full capacity with limited restrictions in place.

Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously determined to tentatively open the clubhouse on July 1, 2021, pending any changes to public health order guidelines, and directed staff to ensure that proper signage and sanitization protocols are in place.

2021 Pool Season

Ms. Cantrell provided the Boards with an update on the 2021 pool season and opening procedures, noting that the Tri-County Health Department and Colorado Department of Public Health and Environment pool guidelines anticipate a fairly normal pool season, with limited restrictions. The pools are scheduled to open on Saturday, May 29, 2021, at full capacity with five (5) guests allowed per household. Homeowners and residents are signing a COVID-19 Waiver as part of the online access card registration process. FRR will be posting signage encouraging social distancing between households and the use of facemasks while using the restrooms for unvaccinated individuals over the age of 11. Pool furniture will be available for use, with disinfecting wipes available upon request. Sanitization procedures will be in place for other frequently touched surfaces. Reservations for pool parties are scheduled to resume on July 1, 2021, and swimming lessons will be available at the south pool.

Proposal from Front Range Recreation, Inc. for Replacement of Pool Furniture at South Pool

Ms. Cantrell presented the Boards with a proposal from Front Range Recreation, Inc. for replacement of pool furniture at the south pool, recommending that six (6) umbrellas be ordered to replace broken or damaged ones, but that an audit of the remaining furniture be taken before additional furniture is ordered.

Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously approved the purchase of six (6) umbrellas.

ENGINEER'S MATTERS

Engineer's Report

Mr. Simons presented his Engineer's Report to the Boards, noting that the annual inspections on the ponds have been performed.

Detention Ponds

Pond I-7 Underdrain Discharge Relocation

Mr. Simons provided an update on the Pond I-7 underdrain discharge relocation, noting that the Saddle Rock East Master Association has provided consent for the Authority to connect to the underdrain system to help with the cleanout of the pond.

Pond H-11(E) Clean Out and Maintenance

Proposal from WYOCO Erosion Control, Inc. for Revegetation Work

Mr. Simons presented the Boards with the Proposal from WYOCO Erosion Control, Inc. for revegetation work.

Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously approved the proposal and First Addendum to the Independent Contractor Agreement with WYOCO Erosion Control, Inc. for revegetation work.

Gravel Maintenance Access Trail to Pond

Mr. Simons reported that the City of Aurora (the "City") is requiring construction of the gravel maintenance access trail. Montano Homes has been advised that the open stormwater permit cannot be closed out until trail has been constructed.

Proposal from Sunny Day Concrete, LLC for Concrete Repair Work at Playground

Mr. Simons presented the Boards with the Proposal from Sunny Day Concrete, LLC for concrete repair work at the playground by the east pool.

Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Boards unanimously approved the proposal and First Addendum to the Independent Contractor Agreement with Sunny Day Concrete, LLC for concrete repair work at the playground by the east pool.

FINANCIAL MATTERS

2020 Audits (Authority and District No. 4)

Mr. Flynn provided the Boards with an update on the 2020 Audits for the Authority and District No. 4, noting that they have been prepared and are with the auditors for work and review. No action was needed at this time.

Payment of Development Fees on Commercial Property (District No. 4)

Ms. Frisbie provided an update on the payment of development fees on commercial parcels in District No. 4, noting that it appears that all commercial properties in District No. 4 have paid the development fee, except for one lot on the corner of E. Hinsdale Avenue and S. Gartrell Road, and that lot is being tracked. No action was needed by the Boards.

DISTRICT MANAGER MATTERS

Management Report

Ms. Frisbie presented her Management Report to the Boards, noting that both the first phase of the tree replacement project and the summer flower installation are in process.

Proposals from Keesen Landscape Management, Inc. and Bedrock, LLC, d/b/a Ground Solutions for Playground Mulch Installation

Ms. Frisbie presented the Boards with proposals from Keesen Landscape Management, Inc. and Bedrock, LLC, d/b/a Ground Solutions for Playground Mulch Installation for playground mulch installation, noting that Bedrock, LLC, d/b/a Ground Solutions was the lowest bidder.

Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously approved the proposal and First Addendum to the Independent Contractor Agreement with Bedrock, LLC, d/b/a Ground Solutions for playground mulch installation.

Irrigation System

The Boards discussed the irrigation system and possible options for updating to a smart system. Ms. Turachak noted that the City may reimburse a portion of the cost to install a smart system. The Boards requested that Ms. Frisbie include a discussion about this matter to the next Groundskeeping Committee meeting agenda.

SAFETY AND SECURITY COMMITTEE MATTERS

General Update

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

Neighborhood Watch Update

There was no update at this time.

Status of Security Camera

There was no update at this time.

Operations

Installation of Solar Lights at Ottawa Park

Mr. Carroll reported that installation of the solar lights at Ottawa Park are on the schedule with Colorado Scapes and should be installed soon.

DIRECTORS' MATTERS There were no Directors' Matters.

LEGAL MATTERS

Collection Matters

Ms. Johnson provided an update on collection matters, noting that there is currently \$10,506.55 outstanding from 5 collection and foreclosure files.

OTHER BUSINESS

Next Meeting

The next regular meeting of the Authority and the Districts is scheduled for July 8, 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 (Jul 27, 2021 07:27 MDT)

Secretary for the Authority

Jan Taylor

Jan Taylor (Jul 26, 2021 16:31 PDT)

Secretary for District No. 3

Marie B Hensler

Marie B Hensler (Jul 27, 2021 07:27 MDT)

Secretary for District No. 4