

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 8th day of July, 2021, at 2:30 P.M.

Due to 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., 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 (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 Mr. Alpert, seconded by Ms. Hensler, 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 Mr. Alpert, seconded by Ms. Hensler, the Boards unanimously took the following actions:

- a. District Nos. 3 and 4 Matters
 - i. Approved Board Meeting Minutes from May 18, 2021 Special Meeting
 - ii. Accepted Unaudited Financial Statements as of March 31, 2021
- b. Authority Matters
 - i. Approved Board Meeting Minutes from May 18, 2021 Special Meeting
 - ii. Ratified Payment of Claims as of July 8, 2021 (\$301,708.29)
 - iii. Accepted Unaudited Financial Statements as of March 31, 2021

- iv. Ratified Addenda to the Independent Contractor Agreement with Keesen Landscape Management, Inc. for the following:
 - (a.) Addendum No. 7 for Initial Cleanup and Ongoing Maintenance of Landscaping near Ponds H-11(W) and L-5
 - (b.) Addendum No. 8 for Landscape Work to Address Water Runoff Issue near Pond I-7 (\$350.00)

**FACILITIES
MANAGEMENT
MATTERS**

Clubhouse Reopening

Ms. Cantrell provided the Boards with an update on the clubhouse, noting that the first event was held on July 7, 2021, and everything went well. Ms. Cantrell noted that the oven door needs to be cleaned and the restroom paper towel dispensers need to be re-keyed. Ms. Frisbie noted that she will request that Mr. Jones clean the oven door.

Pool Season

Ms. Cantrell provided the Boards with an update on the pool season, noting that the pools have been operating well and that attendance is back to normal, with numbers similar to the 2019 pool season. Ms. Cantrell reported that the entry gates at both pools may need repair soon.

Discuss Replacement of
Additional Pool Furniture at
South Pool

Ms. Cantrell provided the Boards with an update on the status of pool furniture at the pools, noting that some of the umbrellas were broken during a recent storm. Ms. Cantrell indicated that the pools currently have a hodgepodge of furniture, and recommends consolidating the furniture at the end of the pool season and performing an audit of what will need to be replaced prior to the 2022 pool season.

Following discussion, the Boards determined to defer the purchase of additional furniture at this time, and will discuss further during the 2022 budget discussion.

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 provided an update on the Pond I-7 underdrain discharge relocation, noting that he has requested two proposals for the work, but may hold off on the project until the irrigation has been turned off for the season.

Pond H-11(E) Clean Out
and Maintenance

Gravel Maintenance
Access Trail to Pond

Mr. Simons reported that the City of Aurora (the “City”) is still requiring construction of the gravel maintenance access trail, and that he will continue to work with Montano Homes to discuss installation.

Pond L-5 Rehabilitation
Work

Mr. Simons reported that he has been working with Westwood Professional Services, Inc. on preparation of a proposal for rehabilitation and surveying services.

Proposals from Standard
Lumber & Hardware Co.
d/b/a Standard Fence
Company and Rebuild LTD
d/b/a Rebuild Corp for
Installation of East Pool
Playground Access Gate

Mr. Simons presented the Boards with proposals from Standard Lumber & Hardware Co. d/b/a Standard Fence Company and Rebuild LTD d/b/a Rebuild Corp for Installation of the East Pool Playground Access Gate. Mr. Simons noted that the recent playground inspection report recommended the installation of this gate.

The Boards discussed the opportunity to utilize a contractor to install the playground access gate while also performing the repairs needed for the pool entry gates. Following discussion, the Boards authorized Mr. Simons to request an updated proposal from Standard Lumber & Hardware Co. d/b/a Standard Fence Company for all of the necessary work.

FINANCIAL MATTERS

2020 Audits (Authority and
District No. 4)

Mr. Flynn provided the Boards with an update on the status of the 2020 Audits for the Authority and District No. 4, noting that they are still with the auditors for work and review, and that extensions have been filed with the State Auditor’s office. Ms. Tanaka requested that Mr. Flynn confirm that the bond documents do not require filing of the audits by the July 31, 2021 deadline. Mr. Flynn reviewed the bond documents and confirmed that the bond documents do not have this requirement and that an extension is acceptable. No action was needed by the Boards at this time.

Bill.com

Mr. Inzer requested an update on how the new process of utilizing Bill.com to electronically process invoices was working. Mr. Flynn indicated that the process was running smoothly, and there have been no concerns.

DISTRICT MANAGER MATTERS

Management Report

Ms. Frisbie presented her Management Report to the Boards.

Resident Request to Add Basketball Backboard and Hoop to Court off of E. Costilla Drive

Ms. Frisbie informed the Boards that a resident requested that the basketball backboard and hoop be re-installed at the half-court off of E. Costilla Drive, noting that a similar request was previously denied by the Boards at the June 2, 2020 meeting. Mr. Carroll provided background as to why the backboard and hoop were removed, noting that individuals from surrounding neighborhoods were coming over to use the court, leading to late night noise and security issues.

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.

SAFETY AND SECURITY COMMITTEE MATTERS

General Update

Mr. Carroll provided a general security update to the Boards. Ms. Childs reported that there have been multiple vehicle thefts in her neighborhood. Mr. Carroll indicated that he is aware of the thefts and that residents should report thefts and complaints to the City.

Neighborhood Watch Update

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 reported that the solar lights have been installed at Ottawa Park, and indicated that he has received positive feedback on the improvement. Mr. Carroll recommended that additional solar lights be installed at Ottawa Park, as well as at the basketball court on E. Costilla Drive and at the east pool.

Following discussion, the Boards directed Mr. Carroll to obtain proposals for the additional solar lights and installation.

DIRECTORS' MATTERS

Enforcement of Street Parking by City of Aurora

The Boards discussed street parking issues in the community. Ms. Tanaka and Mr. Carroll recommended that complaints be filed with the City. The Boards requested that Ms. Frisbie include general information about how to report street parking violations to the City in the next newsletter.

LEGAL MATTERS

Collection Matters

Ms. Tanaka provided an update on collection matters, noting that there is currently \$8,443.98 outstanding from 4 collection and foreclosure files.

OTHER BUSINESS

Next Meeting

The next regular meeting of the Authority and the Districts is scheduled for September 9, 2021, at 2:30 P.M.

Meeting Location
Details

Ms. Tanaka provided an update on HB21-1278, noting that meetings may be held by a variety of means going forward, including in-person, electronically by teleconferencing platform, or a hybrid scenario.

Following discussion the Boards determined to continue holding virtual meetings at this time and directed Ms. Frisbie to investigate hybrid options, including a possible switch in internet providers and an investment in video equipment at the clubhouse.

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 \(Sep 13, 2021 15:01 MDT\)](#)

Secretary for the Authority

Jan Taylor

[Jan Taylor \(Sep 13, 2021 14:49 MDT\)](#)

Secretary for District No. 3

Marie B Hensler

[Marie B Hensler \(Sep 13, 2021 15:01 MDT\)](#)

Secretary for District No. 4