

MINUTES OF A JOINT REGULAR MEETING OF THE BOARDS OF DIRECTORS

OF

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

Held: Thursday, the 14th day of July, 2022, at 2:30 P.M.

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
Marie B. Hensler

Authority Alternate Designees:

Howard Johnson
Robert Childs

District No. 4:

Rodney A. Alpert
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; Kimberly Johanns, Simmons & Wheeler, PC, Authority and District Accountant; Andy Carroll, Security Officer; Bradley A. Simons, PE, MMI Water Engineers, LLC, Authority Engineer; Jennifer Thomas and Haley Spratt, Front Range Recreation, Inc. (“FRR”) (for a portion of the meeting); and Paula Turachak, Saddle Rock South Metropolitan District No. 3.

**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 the Saddle Rock South Metropolitan District No. 4 (“District”) 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 or the Saddle Rock South Metropolitan District No. 3.

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 District 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 District, collectively.

Approval of Agenda

Ms. Frisbie presented the Boards with the agenda for the meeting. Upon motion of Mr. Alpert, seconded by Mr. Quarles, the Boards unanimously approved the agenda, as amended.

Excusal of Absence

The Boards noted the absence of Mr. Inzer from the Authority Board. Upon motion of Mr. Alpert, seconded by Mr. Quarles, the Boards unanimously excused his absence.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA MATTERS

The Boards were presented with the consent agenda items. Upon motion of Mr. Quarles, seconded by Ms. Hensler, the Boards unanimously took the following actions:

- a. District No. 4 Matters
 - i. Approved Board Meeting Minutes from May 12, 2022 Meeting
- b. Authority Matters
 - i. Approved Board Meeting Minutes from May 12, 2022 Meeting
 - ii. Ratified Payment of Claims as of July 14, 2022 (\$206,206.30)
 - iii. Ratified Approval of Proposal from Front Range Recreation, Inc. for Replacement of Water Heater at East Pool (\$2,922)
 - iv. Ratified Approval of Year-Round Storage Unit for Backflow Preventers and Storage Containers (\$496.80)
 - v. Ratified Addenda to the 2022 Independent Contractor Agreement with Keesen Landscape Management, Inc. ("Keesen") for the following:

- (a.) Addendum No. 11 for Replacement of Irrigation Controller at E. Easter Avenue and S. Tempe Court (\$780)
- (b.) Addendum No. 12 for Replacement of Backflow Preventer (\$1,030)
- (c.) Addendum No. 13 for Gartrell Road Planting Bed Enhancement (\$9,676.75)
- (d.) Addendum No. 14 for Beautification of Basketball Court Area (E. Costilla Drive) (\$17,077.43)
- (e.) Addendum No. 15 for Repair and Replacement of Damaged Landscaping Material at S. Liverpool Street and E. Easter Avenue (\$1,125)

**FACILITIES
MANAGEMENT
MATTERS**

Clubhouse

There was no update at this time.

Update on 2022 Pool
Season

Discuss Pools Special Initiative Grant with Department of Local Affairs (“DOLA”)

Ms. Frisbie and Ms. Thomas discussed the Pools Special Initiative Grant with the Boards. Ms. Frisbie reported that FRR encouraged the Authority to apply for the grant in an effort to help provide incentives for the lifeguards that staff the Authority’s pools. An application was submitted and DOLA has approved a \$5,000 grant for the Authority. Ms. Thomas reported that half of the grant money will be released immediately and the remainder will be released after the first invoice has been submitted. Following discussion, the Boards determined to utilize the grant to provide bonuses for staff members, with the first bonus being provided immediately and the second bonus provided after the end of the season.

Discuss July 9, 2022
South Pool Incident

Ms. Frisbie and Ms. Thomas reported that there was a disturbance and multiple pool rule violations at a pool party held at the south pool on July 9, 2022, involving a property owner who had a party reservation. Staff members provided incident reports and accounts outlining the actions of the property owner and guests that were in violation of the provisions of the Rental Party Reservation and Agreement, as agreed to and executed by the property owner, as well as the Authority’s Pool Rules and Regulations.

Following discussion, upon motion of Mr. Johnson, seconded by Ms. Hensler, the Boards unanimously determined that the property owner’s failure to fully comply with the terms and conditions of the Rental Party Reservation and Agreement and the Pool Rules and Regulations will result in the following disciplinary actions: (1) Access to all Authority-owned amenities

will be suspended for three weeks from the date of this meeting; (2) Rental of all Authority-owned facilities will be suspended for one year from the date of this meeting; and (3) The deposit made during the reservation process will be charged in full.

The Boards directed staff to send a letter to the property owner outlining the disciplinary actions, as well as providing information on how the property owner may dispute the allegations and disciplinary actions.

FRR noted that going forward, they will contact onsite security at the first indication of a disturbance.

Review and Consider
Approval of Proposal from
FRR (Dark Star
Construction) for
Construction of Safety Rail
in Pump Room at East Pool
(\$1,720)

FRR presented the Boards with a proposal for construction of a safety rail in the pump room at the east pool, noting that it is anticipated that this will be flagged as a safety hazard during the next fire inspection. The Boards discussed the materials and setup of the proposed safety rail, noting concern with the chosen materials.

Following discussion, the Boards determined to defer this matter and directed staff to obtain an additional proposal with alternate materials.

ENGINEER'S MATTERS

Engineer's Report

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

General Update on
Stormwater Ponds

Mr. Simons provided the Boards with a general update on the stormwater ponds.

Discuss Ongoing
Maintenance of Ponds

Mr. Simons discussed the developer's Pond H-11(E) open stormwater permit and the option of having the Authority assume the permit from the developer, noting that there is very minimal maintenance left related to the establishment of the native grasses. Mr. Simons noted that he does not believe that there would be any liability to the Authority. Mr. Simons reported that he is communicating with the City of Aurora (the "City") to see if they would be agreeable to the proposed transfer.

Following discussion, upon motion of Mr. Quarles, seconded by Mr. Alpert, the Boards authorized staff to proceed with administrative matters related to the assumption of the Pond H-11(E) open stormwater permit.

Review and Consider
Approval of Proposals
from Edelta, Inc. for
Pond H-11(E) and Pond

Mr. Simons presented the Boards with the proposals from Edelta, Inc. for Pond H-11(E) and Pond H-11(W) maintenance support. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the

H-11(W) Maintenance Support

proposals, on an as needed basis.

Review and Consider Approval of Proposal from Point Consulting, LLC for Pond L-5 Boundary Survey

Mr. Simons presented the Boards with the proposal from Point Consulting, LLC for a Pond L-5 boundary survey. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposal.

Discuss Concrete Addition to Motor Court on S. Tempe Court

Mr. Simons informed the Boards that the concrete motor court in front of 7487 S. Tempe Court was only constructed to a width of 16 feet. The remainder of the motor court was construction to a width of 23 feet, both in accordance with the approved construction plans. Mr. Simons recommended that the Authority add concrete to the area as a benefit to the property owners who utilize the motor court and to ensure easier snow removal of the area by the Authority.

Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards directed Mr. Simons to obtain a proposal for the concrete addition.

FINANCIAL MATTERS

Consider Acceptance of 2021 Audits and Consider Approval of Client Representation Letters (Authority and District No. 4)

Ms. Johanns reviewed the 2021 Audits with the Boards, noting that the audits are in the final review phase with the auditor. Ms. Johanns noted that the auditor is prepared to issue a clean, unqualified opinion, which is the best opinion that can be given.

Upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously accepted the 2021 Audit and approved the execution of the client representation letter, subject to receipt of a clean, unqualified opinion and final review by legal counsel and comments from the auditor. The Authority Board also authorized Ms. Johanns to file an extension with the Office of the State Auditor, and appointed Mr. Quarles as the authorized signer.

Upon motion of Ms. Hensler, seconded by Ms. Childs, the Board of District No. 4 unanimously accepted the 2021 Audit and approved the execution of the client representation letter, subject to receipt of a clean, unqualified opinion and final review by legal counsel and comments from the auditor. The Board of District No. 4 also authorized Ms. Johanns to file an extension with the Office of the State Auditor, and appointed Ms. Bransfield as the authorized signer.

Discuss Closing of FirstBank Account (District

Ms. Johanns informed the Boards that a FirstBank account was set up when District No. 4 was first organized, still contains

No. 4) approximately \$17,000, and is no longer needed. Following discussion, upon motion of Ms. Hensler, seconded by Ms. Childs, the Board of District No. 4 unanimously authorized staff to transfer the money into the District No. 4 ColoTrust account and to close the FirstBank account.

DISTRICT MANAGER MATTERS

Management Report	Ms. Frisbie presented her Management Report to the Boards.
Groundskeeping Committee Update	Ms. Frisbie and Ms. Hensler provided the Boards with an update on Groundskeeping Committee matters, noting that the Groundskeeping Committee is working with Keesen on native mowing, tree pruning, and dead tree removal.
Update on New Pool Furniture	Ms. Frisbie provided the Boards with an update on the new pool furniture, noting that the poolside furniture and the refurbished wrought-iron furniture were delivered prior to opening day of the pools.
Update on Current Projects	
Gartrell Planting Bed Enhancement	Ms. Frisbie and Ms. Hensler reported that the Groundskeeping Committee worked with Keesen on the Gartrell planting bed enhancement and that the work has been completed.
Beautification of Basketball Court Area (E. Costilla Drive)	Ms. Frisbie and Ms. Hensler reported that the Groundskeeping Committee worked with Keesen on the beautification of the basketball court area and that the work has been completed.
Review and Consider Approval of Proposal from Standard Lumber and Hardware Co. d/b/a Standard Fence Company for Pool Gate Replacements	Ms. Frisbie reported that it has been recommended by FRR and the Groundskeeping Committee that the pool entry gates at both pools be replaced due to age and wear and tear. Standard Lumber and Hardware Co. d/b/a Standard Fence Company has inspected the gates; however, a proposal has not been provided at this time. This matter was deferred until a proposal is made available.
Discuss Resident Requests to Convert Tennis Courts to Multi-Use Courts (Pickleball)	The Boards engaged in general discussion regarding requests received from residents to convert the tennis courts to multi-use courts that will accommodate pickleball. It was noted that pickleball has become increasingly popular recently, and there has been community interest. It was noted that the courts can be converted into multi-use courts by painting both tennis and pickleball court lines onto the courts, and utilizing either a tennis court size net or an adjustable net.

The Boards discussed the general rehab of the tennis courts. Mr. Childs noted there is some cracking on the courts' surface, and they are getting close to needing resurfacing work.

Following discussion, the Boards directed staff to obtain proposals for the resurfacing of the courts, with an option to make the courts multi-use with pickleball lines.

Discuss Resident Request to Add Community Garden

This matter was deferred.

Discuss City of Aurora's Neighborhood Traffic Calming Program and Application for Same

Ms. Frisbie and Mr. Carroll discussed traffic calming options along E. Easter Avenue with the Boards. Ms. Frisbie reported that the City's Neighborhood Traffic Calming Program may not satisfy the Board's intent to have multiple speed sensors placed along E. Easter Avenue, as it appears to be intended for only one location. Mr. Carroll informed the Boards that the City may be able to install speed sensors without requiring the Authority to go through the Neighborhood Traffic Calming Program.

Following discussion, the Boards directed staff to contact the City directly to inquire about placement of speed sensors along E. Easter Avenue.

SAFETY AND SECURITY COMMITTEE MATTERS

General Update

Mr. Carroll provided the Boards with a general update on crime in the area.

Mr. Quarles inquired about illegal fireworks in the community. Mr. Carroll noted that there have been issues and residents can call the City directly to report those; however, the City may not come out unless another crime is occurring. Mr. Carroll noted that one option the Boards can consider is hiring of an off-duty police officer to patrol the community and issue tickets for the illegal use of fireworks.

Following discussion, the Boards directed staff to include this as a discussion item next spring, to consider for the July 4, 2023 holiday.

Neighborhood Watch Update

There was no update at this time.

Status of Security Camera Operations

Ms. Frisbie and Mr. Carroll informed the Boards that there was a vandalism incident at the south pool entry gate. Mr. Carroll noted

that there is a camera facing that gate; however, the camera's line of sight is blocked due to tree branches.

Following discussion, the Boards directed staff to obtain a proposal for the trimming of the associated trees, to allow the camera to view the gate.

Discuss Security
Cameras at East Pool

There was no update at this time.

DIRECTORS' MATTERS

Consider Appointment of
Officers (District No. 3)

This matter was deferred.

LEGAL MATTERS

Update on Collections
Matters

Ms. Johnson provided the Boards with an update on collections matters, noting that there is currently \$2,979.24 outstanding from 3 collection and foreclosure files.

OTHER BUSINESS

Next Meeting

The next regular meeting of the Authority and the Districts is scheduled for September 8, 2022, 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 (Sep 25, 2022 11:46 MDT)

Secretary for the Authority

Carol J. Bransfield

Carol J. Bransfield (Sep 24, 2022 05:43 PDT)

Secretary for District No. 4