

MINUTES OF A JOINT REGULAR 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 10th day of November, 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
Jason Inzer
Marie B. Hensler

Authority Alternate Designees:

Howard Johnson
Robert Childs
Jan Taylor

District No. 2:

Howard Johnson
Jason Inzer

District No. 3:

James Quarles
Jan Taylor
Jordan Rigberg
Paula Turachak

District No. 4:

Rodney A. Alpert
Carol Bransfield
Marie B. 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 Johans, Simmons & Wheeler, PC, Authority and District Accountant; Andy Carroll, Security Officer; and Bradley A. Simons, PE, MMI Water Engineers, LLC, Authority Engineer.

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. 2-4 (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. Alpert, seconded by Mr. Quarles, the Boards unanimously approved the agenda, as presented.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA MATTERS

The Boards were presented with the consent agenda items. Upon motion of Mr. Alpert, seconded by Ms. Bransfield, the Boards of District Nos. 2-4 unanimously took the following actions:

- a. District Nos. 2-4 Matters
 - i. Approved Board Meeting Minutes from May 12, 2022 Meeting (District No. 2)
 - ii. Approved Board Meeting Minutes from September 8, 2022 Meeting (District Nos. 3 & 4)
 - iii. Accepted Unaudited Financial Statements as of September 30, 2022
 - iv. Adopted Resolution No. 2022-11-01: Joint Resolution of Board of Directors Calling May 2023 Regular Election

Upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously took the following actions:

b. Authority Matters

- i. Approved Board Meeting Minutes from September 8, 2022 Meeting
- ii. Ratified Payment of Claims as of November 10, 2022 (\$125,193.76)
- iii. Accepted Unaudited Financial Statements as of September 30, 2022
- iv. Approved and Renewed Consultant and Contractor Agreements for 2023 Services:
 1. WHITE BEAR ANKELE TANAKA & WALDRON, Attorneys at Law, for General Counsel and Management Services
 2. Metropolitan District Public Safety Group, LLC for Security Services
 3. Simmons & Wheeler, P.C. for Accounting Services
 4. MMI Water Engineers, LLC for Engineering Services (updated fee schedule for 2023)
 5. Keesen Landscape Management, Inc., for Landscape Maintenance Services (updated fee schedule for 2023)
 6. Front Range Recreation, Inc. for Pool and Clubhouse Management Services (2023 fee schedule previously approved)
 7. @ Yur Service, LLC for Handyman Services
 8. Home Service Group, Inc. for Clubhouse Cleaning Services
 9. Key-Rite Security Lock & Safe, Inc. for Security System and Monitoring Services
 10. The Cutting Edge Landscaping, Inc. for Tree Maintenance, Mosquito Control, and Winter Watering Services
 11. Verizon Wireless for Security Monitoring Services
 12. The Electrician, Inc., for Outdoor Lighting Repair and Installation Services
 13. Diversified Underground, Inc. for Utility Locating Services
 14. Water Services Company d/b/a Backflow Tech, Inc. for Backflow Testing and Repair Services
 15. Gotcha Recovery Services LLC for Towing Services
 16. Playground Safety Solutions, LLC for Routine Playground Inspections
 17. Sunny Day Concrete, LLC for Concrete Repair and Maintenance Services
 18. Bedrock, LLC d/b/a Ground Solutions for Mulch

- Installation Services
19. Standard Lumber and Hardware Co. d/b/a Standard Fence Company for Fence Repair and Gate Installation Services

**FACILITIES
MANAGEMENT
MATTERS**

Update on Clubhouse

Ms. Frisbie provided the Boards with an update on the clubhouse, noting that Front Range Recreation, Inc. (“FRR”) has indicated that reservations are going well and there have not been any recent issues.

Update on Pool
Winterization

Ms. Frisbie provided the Boards with an update on the pool winterization, noting that FRR has indicated that the pool has been winterized and all items are in storage. FRR will be providing an end of season report with proposals for required work needed before the 2023 pool season.

Consider Approval of
Proposal from Front Range
Recreation, Inc. for 2023
Extended Pool Season

The Boards reviewed the proposal from FRR for an extended pool season in 2023. Ms. Frisbie noted that FRR is only able to offer this extension at one of the pools. Following discussion, upon motion of Mr. Quarles, seconded by Mr. Inzer, the Board approved the proposal and extension of the 2023 pool season at the south pool. Ms. Hensler abstained from voting on the matter.

ENGINEER’S MATTERS

Mr. Simons presented his Engineer’s Report to the Boards, noting that the concrete addition to the motorcourt on S. Tempe Court has been completed and the adjacent property owners appear to be pleased. Mr. Simons noted that a small retention wall may need to be added around the perimeter of the concrete addition.

Mr. Simons reported that the Groundskeeping Committee has been working to implement water reduction strategies within the community. Mr. Simons noted that he has been working to provide recommendations on which native tracts can have water meters removed.

General Update on
Stormwater Ponds

Discuss Pond H-11(E)
Open Stormwater Permit

Mr. Simons informed the Boards that Montano Homes has inquired as to if the Authority would consider a cost share for the annual permit fees for Saddle Rock Vistas Subdivision Filing No. 1, as the Authority owns and maintains the detention pond. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously agreed to a cost share with Montano Homes, as recommended by Mr. Simons. Mr.

Simons indicated that he will work with Montano Homes to confirm the details of a cost share for the annual permit fees.

Discuss Pond L-5
Sediment Stockpiling
Location

Mr. Simons provided the Boards with an update on the Pond L-5 sediment stockpiling location, noting that legal counsel has prepared a Temporary Construction Easement Agreement with Smartstop Self Storage. Mr. Simons indicated that he has sent the agreement to the storage facility but has not heard back yet.

Consider Approval of
Proposals from Woodlake
Construction Management,
LLC for Ongoing Pond
Maintenance Services

Mr. Simons presented the proposals from Woodlake Construction Management, LLC for ongoing pond maintenance services to the Boards for consideration. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Inzer, the Authority Board unanimously approved the proposals.

Discuss Status of Ongoing
Construction & Repairs
Construction of Safety
Rail in Pump Room of
East Pool

Mr. Simons provided the Boards with a general update on the status of ongoing construction and repairs, noting that Woodlake Construction Management, LLC may be able to handle these types of repairs and replacements. Mr. Simons noted that he will request proposals for the construction of the safety rail in the pump room of the east pool, the pool gate repairs and replacements, and the retaining wall repairs at Pond H-11(E).

Pool Gate Repairs &
Replacements

Retaining Wall Repairs
at Pond H-11(E)

Consider Approval of
Proposal from L.E.R. Inc.
d/b/a Renner Sports
Surfaces for Resurfacing of
Tennis Courts (\$63,026)

Mr. Simons presented the Boards with the proposal from Renner Sports Surfaces for resurfacing of the tennis courts. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposal, in the amount of \$63,026, which will include the addition of pickleball lines.

FINANCIAL MATTERS

Conduct Public Hearing on
2022 Budget Amendment
and Consider Adoption of
Resolution No. 2022-11-02:
Amending Budget (District
No. 4)

The public hearing on the 2022 Budget Amendment was opened. Ms. Frisbie noted that the notice of public hearing was provided in accordance with Colorado law. No written objections have been received prior to the meeting. There being no public comment, the hearing was closed.

Ms. Johanns reviewed the 2022 Budget Amendment with the Board of District No. 4. Following discussion, upon motion of Mr. Alpert, seconded by Ms. Hensler, the Board of District No. 4 unanimously adopted Resolution No. 2022-11-02, amending the Debt Service Fund to \$950,000.

2023 Budget Hearings

Conduct Public Hearing on 2023 Budget and Consider Adoption of Resolution No. 2022-11-03: Adopting Budget and Appropriating Funds (Authority)

The public hearing on the proposed 2023 Budget was opened. Ms. Frisbie noted that the notice of public hearing was provided in accordance with Colorado law. No written objections were received prior to the meeting. There being no public comment, the hearing was closed.

Ms. Johanns reviewed the 2023 Budget with the Authority Board. Following discussion, upon motion of Mr. Quarles, seconded by Mr. Inzer, the Authority Board unanimously adopted Resolution No. 2022-11-03, adopting the 2023 Budget and appropriating funds therefor, with changes as discussed, subject to receipt of the final assessed valuation.

Conduct Public Hearing on 2023 Budget and Consider Adoption of Resolution No. 2022-11-04: Adopting Budget, Imposing Mill Levy and Appropriating Funds (District No. 2)

The public hearing on the proposed 2023 Budget was opened. Ms. Frisbie noted that the notice of public hearing was provided in accordance with Colorado law. No written objections were received prior to the meeting. There being no public comment, the hearing was closed.

Ms. Johanns reviewed the 2023 Budget with the Board of District No. 2. Following discussion, upon motion of Mr. Johnson, seconded by Mr. Inzer, the Board of District No. 2 unanimously adopted Resolution No. 2022-11-04 adopting the 2023 Budget, appropriating funds therefor and certifying mills for the General Fund and mills for the Debt Service Fund as shown in the 2023 Budget, subject to receipt of the final assessed valuation.

Conduct Public Hearing on 2023 Budget and Consider Adoption of Resolution No. 2022-11-05: Adopting Budget, Imposing Mill Levy and Appropriating Funds (District No. 3)

The public hearing on the proposed 2023 Budget was opened. Ms. Frisbie noted that the notice of public hearing was provided in accordance with Colorado law. No written objections were received prior to the meeting. There being no public comment, the hearing was closed.

Ms. Johanns reviewed the 2023 Budget with the Board of District No. 3. Following discussion, upon motion of Ms. Taylor, seconded by Mr. Quarles, the Board of District No. 3 unanimously adopted Resolution No. 2022-11-05 adopting the 2023 Budget, appropriating funds therefor and certifying mills for the General Fund and mills for Debt Service Fund as shown in the 2023 Budget, subject to receipt of the final assessed valuation.

Conduct Public Hearing on 2023 Budget and Consider Adoption of Resolution No. 2022-11-06: Adopting Budget,

The public hearing on the proposed 2023 Budget was opened. Ms. Frisbie noted that the notice of public hearing was provided in accordance with Colorado law. No written objections were received prior to the meeting. There being no public comment, the hearing was closed.

<p>Imposing Mill Levy and Appropriating Funds (District No. 4)</p>	<p>Ms. Johanns reviewed the 2023 Budget with the Board of District No. 4. Following discussion, upon motion of Mr. Alpert, seconded by Ms. Bransfield, the Board of District No. 4 unanimously adopted Resolution No. 2022-11-06 adopting the 2023 Budget, appropriating funds therefor and certifying mills for the General Fund and mills for the Debt Service Fund as shown in the 2023 Budget, subject to receipt of the final assessed valuation.</p>
<p>Consider Approval of Engagement of Wipfli LLP to Perform 2022 Audit (Authority and District No. 4)</p>	<p>Ms. Johanns informed the Authority Board that the engagement letter with Wipfli LLP to perform the 2022 Audit is not yet available; however, Wipfli LLP has confirmed that the fee for services will be \$5,200. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the engagement of Wipfli LLP in the amount of \$5,200.</p>
	<p>Ms. Johanns informed the Board of District No. 4 that the engagement letter with Wipfli LLP to perform the 2022 Audit is not yet available; however, Wipfli LLP has confirmed that the fee for services will be \$4,500. Following discussion, upon motion of Mr. Alpert, seconded by Ms. Hensler, the Board of District No. 4 unanimously approved the engagement in the amount of \$4,500.</p>

DISTRICT MANAGER MATTERS

<p>Management Report</p>	<p>Ms. Frisbie presented her Management Report to the Boards, noting that holiday decorations have been installed and lights will be turned on shortly after Thanksgiving.</p>
<p>Groundskeeping Committee Update</p>	<p>The Groundskeeping Committee update was provided under Engineer’s Matters. There was nothing additional to report.</p>
<p>Discuss Clubhouse Technology for Hybrid Meetings</p>	<p>Ms. Frisbie discussed technology options available for hybrid meetings at the Saddle Rock South Clubhouse (the “Clubhouse”). The Boards engaged in general discussion regarding this matter. Following discussion, upon motion of Ms. Hensler, seconded by Ms. Childs, the Boards unanimously determined to hold meetings January through September in 2023 via teleconferencing and the November 2023 meeting in-person at the Clubhouse.</p>
<p>Consider Adoption of Resolution No. 2022-11-07: 2023 Annual Administrative Resolution (Authority)</p>	<p>Ms. Frisbie presented the Authority Board with the 2023 Annual Administrative Resolution. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Inzer, the Authority Board unanimously adopted the resolution, as amended.</p>

Consider Adoption of Resolution No. 2022-11-08: 2023 Joint Annual Administrative Resolution (District Nos. 2-4)

Ms. Frisbie presented the Boards of District Nos. 2-4 with the 2023 Joint Annual Administrative Resolution. Following discussion, upon motion of Mr. Johnson, seconded by Mr. Inzer, the Boards of District Nos. 2-4 unanimously adopted the resolution, as amended.

SAFETY AND SECURITY COMMITTEE MATTERS

General Update

Mr. Carroll provided the Boards with a general update on safety and security, noting he would like to add more solar lights throughout the community.

Neighborhood Watch Update

There was no update at this time.

Status of Security Camera Operations

Discuss Security Cameras at East Pool

Ms. Hensler inquired about the status of this agenda item. Mr. Carroll noted that he would ultimately like to see cameras installed at the east pool.

DIRECTORS' MATTERS

Consider Appointment of Officers (District No. 3)

The Board of District No. 3 discussed the appointment of officers. Ms. Frisbie noted that the Board is required to have a President, Treasurer, and Secretary, which Secretary position is not required to be a member of the Board. Following discussion, upon a motion duly made and seconded, the Board of District No. 3 unanimously appointed the officers as follows:

President – James Quarles
Secretary/Treasurer – Jan Taylor
Assistant Secretary – Jordan Rigberg
Assistant Secretary – Paula Turachak

LEGAL MATTERS

Update on Collections Matters

Ms. Johnson provided the Boards with an update on collections matters, noting there is currently \$3,129.24 outstanding from three collection and foreclosure files.

OTHER BUSINESS

Next Meeting

The next regular meeting of the Authority and the Districts is scheduled for January 12, 2023, 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 \(Jan 24, 2023 10:54 MST\)](#)

Secretary for the Authority



[Jason E Inzer \(Jan 23, 2023 09:07 MST\)](#)

Secretary for District No. 2

Jan Taylor

[Jan Taylor \(Jan 26, 2023 12:20 MST\)](#)

Secretary for District No. 3

Marie B Hensler

[Marie B Hensler \(Jan 24, 2023 10:54 MST\)](#)

Secretary for District No. 4