

MINUTES OF A JOINT REGULAR MEETING OF THE BOARDS OF DIRECTORS

OF

SADDLE ROCK SOUTH AUTHORITY &  
SADDLE ROCK SOUTH METROPOLITAN DISTRICT NOS. 2-4

Held: Thursday, the 10<sup>th</sup> day of March, 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  
Jan Taylor  
Robert Childs

District No. 2:

Howard Johnson  
Jason Inzer

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; Kimberly Johanns, Simmons & Wheeler, PC, Authority and District Accountant; Bradley A. Simons, PE, MMI Water Engineers, LLC, Authority Engineer; Jennifer Thomas, 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 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. Quarles, seconded by Ms. Hensler, the Boards unanimously approved the agenda, as presented.

Excusal of Absences

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

**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 Nos. 2-4 Matters
  - i. Ratified Board Meeting Minutes from November 11, 2021 Meeting (District Nos. 2 and 3)
  - ii. Ratified Resolution No. 2022-01-01: Designating 24-Hour Posting Location (District Nos. 2 and 3)
  - iii. Approved Board Meeting Minutes from January 13, 2022 Meeting (District No. 4)
  - iv. Accepted Unaudited Financial Statements as of December 31, 2021
  - v. Approved Engagement Letter with Wipfli LLP for 2021 Audit (District No. 4)

- b. Authority Matters
  - i. Approved Board Meeting Minutes from January 13, 2022 Meeting
  - ii. Ratified Payment of Claims as of March 10, 2022 (\$134,249.14)
  - iii. Accepted Unaudited Financial Statements as of December 31, 2021
  - iv. Approved Engagement Letter with Wipfli LLP for 2021 Audit
  - v. Ratified Addenda to the 2022 Independent Contractor Agreement with Keesen Landscape Management, Inc. for the following:
    - (a.) Addendum No. 2 for ET Controller Upgrades (\$10,680)
    - (b.) Addendum No. 3 for February 2022 Winter Watering (\$8,000)
    - (c.) Addendum No. 4 for Dead Tree Removal (\$300)
    - (d.) Addendum No. 5 for Tree Pruning (Final Phase) (\$25,720)
    - (e.) Addendum No. 6 for Summer Flowers (\$20,742.83)
    - (f.) Addendum No. 7 for Bay Hill Sign Perennial Flowers (\$1,323.70)
    - (g.) Addendum No. 8 for 2022 Tree Replacements (\$26,299.02)

**FACILITIES  
MANAGEMENT  
MATTERS**

- Update on Clubhouse                      Ms. Thomas provided the Boards with an update on the clubhouse, noting that there are no issues to report. She thanked the Boards and community for being mindful and respectful of the clubhouse.
  
- Discuss 2022 Pool Season                Ms. Thomas informed the Boards that the pool furniture order has been placed and is anticipated to arrive before the pools open. Ms. Thomas noted that the pool opening schedule will be provided to Ms. Frisbie when it becomes available, and that there will be no operational changes from last year’s season.
  
- Update on Pool Access Card              Ms. Frisbie reported that she is coordinating with Ms. Thomas on finalization of the pool access card registration informational sheet that will be provided to the community, and that no online registration changes are anticipated. Ms. Frisbie is planning to distribute the informational sheet near the beginning of April, which will include a hard copy mailing and an email blast.

**ENGINEER’S MATTERS**

- Engineer’s Report                              Mr. Simons presented his report to the Boards.

Mr. Simons informed the Boards that he will be performing annual pond inspections in April.

Mr. Simons informed the Boards that a resident reported that the emergency access gate next to the Saddle Rock Memory Care Facility on S. Shawnee Street was unlocked. He noted that the gate was originally installed as part of an arrangement between the Saddle Rock Memory Care Facility and the City of Aurora, and that one of these entities has since locked the gate back up.

Mr. Simons informed the Boards that some of the signs throughout the community are starting to fade. He recommended that the Boards consider budgeting for repairs going forward, but that there is nothing in need of urgent repair at this time.

Mr. Simons provided the Boards with an update on the Pond I-7 underdrain system, noting that it appears to be working as intended.

Update on Status of Pond L-5 Rehabilitation Work

Mr. Simons provided the Boards with an update on the Pond L-5 rehabilitation work, noting that he is still working with Point Consulting, LLC on a recommended rehabilitation plan and that he anticipates that the plan will be available for the next meeting.

Update on Status of Tennis Court Repairs

Mr. Simons provided the Boards with an update on the status of tennis court repairs, noting that there is only one area on the tennis courts showing major deterioration, and that most concerns are on the outlying areas. Mr. Simons requested input from the Boards and community regarding the court surface and whether a total replacement was needed. No comments were received. This matter is still in process.

## **FINANCIAL MATTERS**

Update on Status of 2021 Audits (Authority and District No. 4)

Ms. Johanns reported that the engagement letters with Wipfli LLP to perform the 2021 Audits for the Authority and District No. 4 were approved on the Consent Agenda. Once those have been executed, she will coordinate with the auditor on the 2021 audit work for the Authority and District No. 4.

## **DISTRICT MANAGER MATTERS**

Management Report

Ms. Frisbie presented her Management Report to the Boards.

Ms. Frisbie provided the Boards with an update on snow removal, noting that management has received some complaints this season about areas that have been missed. Ms. Frisbie reported that her office continues to work with Keesen to address and resolve these issues.

Ms. Taylor provided the Boards with a Groundskeeping Committee update, noting that the committee is conducting an experiment with some of the planting beds by transitioning them from annual to perennial flower beds, to see how the plant material thrives. Ms. Turachak suggested adding annuals around the perimeter of the perennial beds to add some diversity each year.

Update on May 3, 2022  
Election (District Nos. 2-4)

Ms. Frisbie provided the Boards with an update on the May 3, 2022 Elections for District Nos. 2-4.

Discuss Location of Regular  
Meetings

The Boards discussed the location of regular meetings. It was noted that all regular meetings are currently being held via videoconference.

Mr. Childs and Ms. Bransfield indicated that they would like to continue to hold meetings via videoconference. Ms. Hensler and Ms. Taylor indicated that they would like to hold meetings in-person at the clubhouse.

Following discussion, upon motion of Mr. Inzer, seconded by Mr. Childs, the Boards unanimously determined to defer this decision until the end of year meeting and that hybrid meetings would not be considered.

Discuss Proposal from  
Keesen for Removal of  
Concrete Pad and Pole  
(Basketball Court on E.  
Costilla Drive)

Ms. Frisbie presented the Boards with the proposal from Keesen for removal of the concrete pad and pole for the basketball court located on E. Costilla Drive, noting that residents have continued to inquire about the space.

Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Boards unanimously approved the proposal.

The Boards then discussed the rehabilitation of the area. It was noted that a perennial garden area would be visually appealing and enjoyable. Ms. Hensler recommended adding a pet waste station to the area, if one was not already located there. Following discussion, the Boards directed Ms. Frisbie to obtain a proposal from Keesen for the rehabilitation of the area and to work with the Groundskeeping Committee on such proposal. The Boards also requested that removal of the concrete and pole should be placed on hold until the rehabilitation can occur.

**SAFETY AND SECURITY COMMITTEE MATTERS**

General Update Ms. Frisbie provided an update on the clubhouse doors, noting that they seem to be sticking. She is working with Mr. Carroll and Mr. Jones on this matter. She also noted that Mr. Carroll had the clubhouse doors re-keyed with a master lock.

Neighborhood Watch Update There was no update at this time.

Status of Security Camera Operations There was no update at this time.

**DIRECTORS' MATTERS** There were no directors' matters at this time.

**LEGAL MATTERS**

Update on Collections Matters Ms. Johnson provided an update on collections matters, noting that there is currently \$2,291.74 outstanding from 4 collection and foreclosure files. Ms. Johnson also noted that there has been almost \$402,000 collected since 2017. Mr. Quarles inquired about the Authority's collections policy, noting that he wanted to ensure that the Authority recoups all legal costs associated with ongoing collection efforts, including those accounts in bankruptcy. The Boards also inquired as to the timing for the placement of liens during the collections process, and if all accounts have a current lien.

Ms. Johnson reported that she will look into and confirm the Authority's collections policy and provide an update at the next meeting.

**OTHER BUSINESS**

Next Meeting The next regular meeting of the Authority and the Districts is scheduled for May 12, 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 (May 23, 2022 11:07 MDT)

Secretary for the Authority



[Jason Inzer \(May 23, 2022 11:52 CDT\)](#)

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Secretary for District No. 2



[Jordan Rigberg \(May 23, 2022 11:13 MDT\)](#)

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Secretary for District No. 3



[Marie B Hensler \(May 23, 2022 11:07 MDT\)](#)

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Secretary for District No. 4