

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 12th day of January, 2023, 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:

Carol Bransfield
Marie B. Hensler
Robert Childs
Robin Childs

Also present were: Audrey G. Johnson, Esq. and Jon L. Wagner, Esq. (for a portion of the meeting), 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; and Jennifer Thomas, Front Range Recreation, Inc. (“FRR”) (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. 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.

Director Absences

Director Rodney A. Alpert was absent. Following discussion, upon a motion duly made and seconded, the Board of District No. 4 unanimously excused his absence.

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.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA MATTERS

The Boards were presented with the consent agenda items.

Upon motion of Mr. Johnson, seconded by Mr. Inzer, the Board of District No. 2 unanimously took the following action:

- i. Approved Board Meeting Minutes from November 10, 2022 Meeting

Upon motion of Mr. Quarles, seconded by Ms. Bransfield, the Boards of District Nos. 3 and 4 unanimously took the following actions:

- i. Approved Board Meeting Minutes from November 10, 2022 Meeting

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

- i. Approved Board Meeting Minutes from November 10, 2022 Meeting
- ii. Ratified Payment of Claims as of January 12, 2023 (\$96,666.11)
- iii. Approved Second Addendum to Independent Contractor Agreement with @Yur Service, LLC for Handyman Maintenance Services
- iv. Ratified Addenda to the 2022 Independent Contractor Agreement with Keesen Landscape Management, Inc. (“Keesen”) for the following:
 - a) Addendum No. 18 for Dead Tree Removal (\$3,500)
 - b) Addendum No. 19 for Winter Watering – Removed from Agenda

**FACILITIES
MANAGEMENT
MATTERS**

Update on Clubhouse

Ms. Frisbie and Ms. Thomas provided the Boards with an update on the clubhouse, noting that everything has been running well. Ms. Thomas informed the Boards that FRR is introducing new software for online clubhouse reservations, which is still in process. Mr. Inzer inquired about reservation activity. Ms. Frisbie noted that November and December were fairly busy, but it has slowed down for January. Ms. Thomas informed the Boards that she is able to provide a clubhouse-use report for meetings going forward.

Review Pool Closing Report from FRR for 2022 Pool Season

Ms. Thomas presented the Pool Closing Report from FRR for the 2022 Pool Season to the Boards.

Consider Approval of Authorization of 2023 Pool Management Service Fee Increase as related to FRR Insurance Adjustments

The Boards discussed the 2023 pool management service fee increase. It was noted that FRR has seen a sharp increase in insurance rates and has requested that the Authority cover that adjustment for 2023. Mr. Rigberg inquired about the current agreement in place. Ms. Johnson reported that she will review the current agreement, as related to contract price adjustments. Following discussion, the Boards determined to defer this matter until the next meeting.

Consider Approval of Proposal from FRR for Installation of Automatic Chemical Controllers at Wader Pools (East Pool - \$5,636.02) and (South Pool - \$5,636.02)

Ms. Thomas presented the Boards with the proposals from FRR for the installation of automatic chemical controllers at the east and south wader pools. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposals: East Pool - \$5,636.02 and South Pool - \$5,636.02.

Consider Approval of Proposal from FRR for Installation of Acid Stenner Pump and Junction Box for Acid/CO2 at Big Pools (East Pool - \$1,409.40) and (South Pool - \$1,409.40)

Ms. Thomas presented the Boards with the proposals from FRR for installation of an acid stenner pump and a junction box for acid/CO2 at the east and south pools. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the proposals: East Pool - \$1,409.40 and South Pool - \$1,409.40.

Consider Approval of Proposal from FRR for Bulk Chemical Storage Tank (South Pool - \$1,275.58)

Ms. Thomas presented the Boards with the proposal for FRR for a bulk chemical storage tank at the south pool. The Boards requested that the tank include a dual wall, and Ms. Thomas noted that FRR is able to include the dual wall at no additional cost. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the proposal, as discussed, in the amount of \$1,275.58.

Consider Approval of Proposal from FRR for Big Pool Pump (South Pool - \$7,899.80)

Ms. Thomas presented the Boards with the proposal from FRR for a big pool pump at the south pool. The Boards discussed modifying the proposal to indicate that a 7.5 horsepower pump be utilized. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the proposal, as discussed, in the amount of \$7,899.80.

Discuss Access Card Fees

Ms. Frisbie informed the Boards that the Authority currently charges \$5.00 for new and replacement access cards. FRR has recommended that the Boards consider a fee increase to help residents maintain their cards and reduce the number of replacements. The Boards discussed and would like additional information related to costs the Authority incurs for the purchase of cards. Following discussion, the Boards determined to defer this matter until the next meeting.

ENGINEER'S MATTERS

Engineer's Report

Mr. Simons presented his Engineer's Report to the Boards. He reported that he is working with the mapping engineer to prepare an updated snow removal map to assist the snow removal crews.

Ms. Hensler requested that a holiday decoration map be prepared as well.

General Update on
Stormwater Ponds
Discuss Pond H-11(E)
Open Stormwater Permit

Mr. Simons provided the Boards with a general update on the Stormwater Ponds. No action was needed by the Board at this time.

Discuss Pond L-5
Sediment Stockpiling
Location

Update on Status of
Ongoing Construction &
Repairs

Mr. Simons provided the Boards with a general update on the status of ongoing construction and repairs, noting that Woodlake Construction Management, LLC is planning to provide proposals for the construction of a safety rail in the pump room at the east pool, pool gate repairs and replacements, and retaining wall repair at Pond H-11(E) and the S. Tempe Court motorcourt. No action was needed by the Board at this time.

Construction of Safety
Rail in Pump Room of
East Pool

Pool Gate Repairs &
Replacements

Retaining Wall Repairs
at Pond H-11(E)

FINANCIAL MATTERS

Utility Price Increases

Ms. Hensler inquired about the Authority's utility bills and if there have been any large price increases. Ms. Johanns reported that there have not been any significant changes to the gas or electric invoices.

DISTRICT MANAGER MATTERS

Management Report

Ms. Frisbie presented her Management Report to the Boards.

Groundskeeping Committee
Update

Ms. Frisbie provided the Boards with an update on winter watering, noting that Keesen ended up not performing the winter watering that was approved in December, as the large snow event at the end of the month provided adequate moisture. Keesen will continue to monitor moisture levels and will advise the Authority if a winter watering is recommended. Ms. Frisbie noted that the Groundskeeping Committee will be meeting in February to discuss 2023 projects.

Update on May 2, 2023
Election (District Nos. 2-4)

Ms. Frisbie provided the Boards with an update on the May 2, 2023 Election for District Nos. 2-4, noting that the Call for Nominations will be posted on the website and published in a

newspaper of general circulation between January 22 and February 16. Ms. Frisbie also noted that Self-Nomination and Acceptance Forms must be submitted by 5:00 p.m. on February 24.

Discuss Tennis Court
Resurfacing Project

Mr. Simons and Ms. Frisbie provided the Boards with an update on the tennis court resurfacing project. Mr. Simons noted that he has reached out to the contractor to request the estimated schedule and timeline for the project and will provide an update when available. Ms. Frisbie noted that she is waiting for the schedule to be provided prior to distributing information on the project to the community. Mr. Simons informed the Boards that they may need to consider alternate snow removal options on the courts, as the contractor has indicated that snow removal may damage the courts. Ms. Frisbie reported that @Yur Service, LLC currently provides snow removal on the courts with a standard snow shovel and that residents who play tennis regularly may have become accustomed to regular removal.

Discuss Playground Repair
Work and Consider
Approval of Proposal from
Playground Safety
Solutions, LLC for Repair
Work (\$4,400)

Ms. Frisbie informed the Boards that Playground Safety Solutions, LLC has conducted a safety inspection of both of the Authority's playgrounds and has provided a proposal for some of the noted items requiring repair. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the proposal for playground repair work, in the amount of \$4,400.

The Boards directed management to solicit a proposal from Playground Safety Solutions, LLC for the additional items indicated in the Playground Safety Inspection Report. Ms. Frisbie indicated that she will also coordinate with Standard Fence Company on repair to the gate at the east pool playground.

Discuss Transition of
Security System and
Monitoring Service Provider
from Key-Rite Security
Lock & Safe, Inc. to ADT
Commercial LLC

Ms. Frisbie informed the Boards that the Authority's service provider for hosting of the access card system, Key-Rite Security Lock & Safe, Inc., has provided the Authority with notice that they have been acquired by ADT Commercial LLC. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Inzer, the Authority Board unanimously authorized legal counsel to negotiate with ADT Commercial LLC on an agreement with the same terms as the agreement currently in place.

SAFETY AND SECURITY COMMITTEE MATTERS

General Update

Mr. Carroll provided the Boards with a general update on safety and security in the community, noting that security issues have been fairly low. Mr. Carroll reported that Xcel Energy recently performed light repairs on streetlights within the community.

Neighborhood Watch Update

There was no update at this time.

Status of Security Camera Operations

There was no update at this time.

DIRECTORS' MATTERS None.

LEGAL MATTERS

Update on Collections Matters

Mr. Wagner provided a general update on collections matters.

Discuss Engagement of Special Counsel to Provide Collection Services

Mr. Wagner informed the Boards that White Bear Ankele Tanaka & Waldron will no longer be providing fee collection services for any clients, noting that there is one remaining collection account with the Authority, with an outstanding balance of \$634.00. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Inzer, the Authority Board unanimously determined to engage Spencer Fane LLP to provide fee collection services.

OTHER BUSINESS

Next Regular Meeting

The next regular meeting of the Authority and the Districts is scheduled for March 9, 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 (Mar 21, 2023 09:36 MDT)

Secretary for the Authority




Jason E Inzer (Mar 22, 2023 02:42 GMT+11)

Secretary for District No. 2


[Jan Taylor](#) (Mar 21, 2023 09:51 MDT)

Secretary for District No. 3


[Carol J Bransfield](#) (Mar 21, 2023 08:14 PDT)

Secretary for District No. 4