

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 9th day of March, 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:

Robert Childs

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 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 Val Vagher, 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 for the Saddle Rock South Metropolitan District No. 4 (“District No. 4”) was present and that the directors had confirmed their qualification to serve. Ms.

Frisbie also noted that no quorum was present for the Saddle Rock South Metropolitan District Nos. 2 & 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 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. Childs, seconded by Mr. Alpert, the Board of District No. 4 unanimously took the following action:

- i. Approved Board Meeting Minutes from January 12, 2023 Meeting
- ii. Accepted Unaudited Financial Statements as of December 31, 2022
- iii. Approved Resolution No. 2023-03-01: Designating the Website for Online Posting and 24-Hour Posting Location

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

- i. Approved Board Meeting Minutes from January 12, 2023 Meeting
- ii. Ratified Payment of Claims as of March 9, 2023 (\$139,457.46)
- iii. Accepted Unaudited Financial Statements as of December 31, 2022

- iv. Approved Resolution No. 2023-03-01: Designating the Website for Online Posting and 24-Hour Posting Location
- v. Ratified \$100 Price Increase to Proposal from Playground Safety Solutions, LLC for Playground Repair Work (total of \$4,500)
- vi. Approved Assignment of Agreement of Independent Contractor Agreement for Security System and Monitoring Services with ADT Commercial, LLC
- vii. Approved Third Addendum to Independent Contractor Agreement with The Cutting Edge Landscaping, Inc. for Tree Maintenance and Mosquito Control Services
- viii. Ratified Cost Allocation and Reimbursement Agreement for Detention Pond Permit Fees with DRM Construction LLC, d/b/a Montano Homes
- ix. Ratified Addendum No. 1 to the 2023 Independent Contractor Agreement with Keesen Landscape Management, Inc. for Summer Flowers (\$23,779.14)

**FACILITIES
MANAGEMENT
MATTERS**

Update on Clubhouse

Clubhouse-Use Report

Ms. Frisbie presented the Clubhouse-Use Report to the Boards.

Discuss 2023 Pool Season

Ms. Thomas provided an update on the new online platform for pool access registration and clubhouse reservations, noting that registration will still occur through the FRR website.

Discuss Access Card Fees and Keyless Mobile Access

Ms. Thomas presented the Boards with an option for keyless mobile access to the pools and other facilities, noting that ADT Commercial, LLC has quoted \$191 for 3,000 mobile users. It was noted that the Authority’s current access card readers will accommodate mobile access. Following discussion, the Authority Board determined not to switch to mobile access at this time.

The Boards discussed access card fees. It was noted that the fee is currently set at \$5.00 for all users to obtain a new or replacement access card. The Boards discussed potential fee changes and the new online platform that FRR will be utilizing for pool key registration. Following discussion, the Boards determined to defer this matter, to allow for additional research and discussions with FRR. Ms. Hensler volunteered to work with Ms. Frisbie and FRR to provide a recommendation to the Boards. Upon motion of Mr. Inzer, seconded by Ms. Childs, the Boards unanimously appointed Ms. Hensler as the Access Card Fee Committee.

Update on Pool Access
Card Registration

Ms. Frisbie informed the Boards that she continues to work with FRR on the new online access card registration process and is planning on distributing information about access card registration to the community via email blast and mailer.

ENGINEER'S MATTERS

Engineer's Report

Mr. Simons presented his Engineer's Report to the Boards. Mr. Simons provided an update on Groundskeeping Committee matters, noting that the committee is still working on options to conserve water.

General Update on
Stormwater Ponds

Mr. Simons provided the Boards with a general update on the stormwater ponds, noting that he will conduct annual inspections soon. Mr. Simons reported that Woodlake Construction Management, LLC will be performing routine maintenance on the ponds.

Discuss Pond L-5
Sediment Stockpiling
Location

Mr. Simons informed the Boards that SmartStop Self Storage had some questions related to environmental concerns and he is working on providing them with documentation to ease their concerns.

Update on Status of
Ongoing Construction &
Repair

Construction of Safety
Rail in Pump Room of
East Pool

Mr. Simons presented the Boards with a proposal from Woodlake Construction Management, LLC for the construction of a safety rail in the pump room of the east pool. Upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the proposal, in the amount of \$1,012.

Pool Gate Repairs &
Replacements

Mr. Simons presented the Boards with a proposal from Woodlake Construction Management, LLC for the replacement of the main entry gate at each pool (2 gates). Upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the proposal, in the amount of \$5,060.

Retaining Wall Repairs
at Pond H-11(E) and S.
Tempe Court Motor
Court

Mr. Simons informed the Boards that he continues to work with Woodlake Construction Management, LLC and Keesen Landscape Management, Inc. to prepare proposals for the repair of the retaining wall at Pond H-11(E) and the construction of a retaining wall at the S. Tempe Court motor court.

Update on Tennis Court
Resurfacing Project

Mr. Simons provided the Boards with an update on the tennis court resurfacing project, noting that the agreement with the contractor has been finalized but timing for the project has not yet been confirmed. Ms. Frisbie noted that management is waiting

until the project timing has been confirmed before distributing information to the community.

Update on Snow Removal and Holiday Décor Maps

Mr. Simons informed the Boards that drafts of the holiday décor and snow removal maps have been prepared and he has reached out to the Cherry Creek School District to confirm the locations of school bus stops in the community.

FINANCIAL MATTERS

Consider Acceptance of 2022 Audits and Consider Approval of Client Representation Letters (Authority and District No. 4)

Ms. Johanss discussed the 2022 Audits with the Boards, noting that drafts have been prepared; however, legal counsel and the auditor are still reviewing and providing comment. Following discussion, the Boards of the Authority and District No. 4 determined to defer approval of the 2022 Audit until comments have been received from legal counsel and the auditor.

Ms. Johanss reported that the applications for exemption from the 2022 Audit for District Nos. 2 and 3 have been filed with the State Auditor's office.

DISTRICT MANAGER MATTERS

Management Report

Ms. Frisbie presented her Management Report to the Boards.

Groundskeeping Committee Update

Ms. Frisbie informed the Boards the next Groundskeeping Committee meeting is scheduled for March 20, 2023.

Update on Playground Repair Work

Ms. Frisbie provided the Boards with an update on the playground repair work, noting that subsequent to the January meeting, Playground Safety Solutions, LLC notified management that the manufacturer of the playground equipment provided an updated price for materials, resulting in a \$100 increase to the original cost of \$4,400. Management is working with Playground Safety Solutions, LLC on scheduling the repairs.

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

Ms. Frisbie provided an update on the May 2, 2023 election for District Nos. 2-4, noting that there were no more nominees than seats available, so the elections have been cancelled. Ms. Frisbie reported that Mr. Johnson has informed management that he intends to complete his current term to May 2023, but does not desire to run for an additional term. All other current Directors whose terms expire in May submitted Self-Nomination and Acceptance forms and were deemed elected by acclamation for another term.

DIRECTORS' MATTERS

Recognition of Howard Johnson for Years of Service on Board of Directors

The Boards recognized Mr. Johnson for his years of service on the Board and requested that management include recognition and appreciation in the next newsletter.

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 there was one vehicle stolen from the Star Pass neighborhood and that an arrest has been made.

Neighborhood Watch Update

There was no update at this time.

Status of Security Camera Operations

There was no update at this time.

Discuss Security Lights

Mr. Carroll recommended that the Boards consider adding additional security lights around the community, noting that the cost is approximately \$1,200 per light. He recommends installing one at the tennis courts, two in the parking area by the old basketball court area on E. Costilla Drive, and one by the playground at Ottawa Park. Mr. Quarles inquired as to whether installing these lights would affect adjacent homes. Mr. Carroll responded that they are soft blue and only shine where they are directed. Upon motion made by Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the purchase and installation of solar security lights, in an amount not to exceed \$7,500.

LEGAL MATTERS

Update on Collections Matters

Ms. Johnson provided the Boards with a general update on collections matters, noting that the remaining collections file has been transferred to Spencer Fane LLP. The account has a balance of \$634 and remains in bankruptcy, which Spencer Fane LLP will continue to monitor.

Consider Approval of Fourth Addendum to Independent Contractor Agreement with Front Range Recreation, Inc. for

Ms. Johnson presented the Fourth Addendum to the Independent Contractor Agreement with Front Range Recreation, Inc. for pool and clubhouse management to the Boards. Upon motion made by Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the addendum.

Pool and Clubhouse
Management

OTHER BUSINESS
Next Regular Meeting

The next regular meeting of the Authority and the Districts is scheduled for May 11, 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 \(May 26, 2023 14:46 MDT\)](#)

Secretary for the Authority

Carol J. Bransfield

[Carol J. Bransfield \(May 25, 2023 16:10 PDT\)](#)

Secretary for District No. 4