

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 11th day of May, 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
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, Front Range Recreation, Inc. (“FRR”); 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 were filed with the Secretary of State's Office and the Boards within 72 hours of the meeting. Ms. Frisbie reviewed the following disclosures and each Director confirmed: Director Quarles sits on the Board of the Saddle Rock South Master Association; Director Turachak sits on the Boards of the Saddle Rock South Master Association and the Shadow Creek Homeowners Association; Director Alpert is affiliated with Arapahoe Greens, SR South, Paradise Homes, and SR South Retail I, LLC; and Director Bransfield is affiliated with SR South Retail I, LLC. It was noted that the agenda did not contain any matters related to conflicts disclosed by the Directors. Ms. Frisbie inquired into whether any 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 or if any members of the Boards had a concern with moving forward with participation by those directors who have disclosed potential conflicts of interest. No additional disclosures or concerns 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 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 Board of District No. 4 unanimously took the following action:

- i. Approved Board Meeting Minutes from March 9, 2023 Meeting
- ii. Approved Board Meeting Minutes from March 30, 2023 Meeting
- iii. Accepted Unaudited Financial Statements as of March 31, 2023

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

- i. Approved Board Meeting Minutes from March 9, 2023 Meeting
- ii. Approved Board Meeting Minutes from March 30, 2023 Meeting
- iii. Ratified Payment of Claims as of May 11, 2023 (\$145,879.48)
- iv. Accepted Unaudited Financial Statements as of March 31, 2023
- v. Moved to Regular Agenda
- vi. Ratified Approval of Modification to Access Card Fees for the 2023 Pool Season, in the amount of \$25 per card, with a Maximum of Four (4) Cards Assigned to each Household
- vii. Ratified Addenda to the 2023 Independent Contractor Agreement with Keesen Landscape Management, Inc. (“Keesen”) for the following
 - a. Addendum No. 2 for Winter Watering (\$9,000)
 - b. Addendum No. 3 for S. Tempe Court Motor Court Retaining Wall (\$2,754.85)
 - c. Addendum No. 4 for Continued Landscape Enhancements (E. Costilla Drive) (\$27,974.90)
 - d. Addendum No. 5 for Easter & Liverpool Median Bed and Easter Perennial Wall Bed Work (\$4,639.40)
 - e. Addendum No. 6 for Backflow Prevention Assembly Replacements (\$21,255.00)

**FACILITIES
MANAGEMENT
MATTERS**

Update on Clubhouse	Ms. Thomas provided an update on the Clubhouse, noting that everything has been running smoothly.
Clubhouse-Use Report	Ms. Frisbie presented the Clubhouse-Use Report to the Boards.
Update on 2023 Pool Season	Ms. Thomas provided an update on the 2023 pool season, noting that everything is getting set up and staff is being trained.
Update on Access Card Registration and Access Card Fees	Ms. Frisbie provided the Boards with an update on the access card registration and fees, noting that FRR was unable to secure the third-party that was building a new platform for the online registration system and instead will be using the FRR website for registration, as they have in previous years. FRR is unable to allow for differing fees at this time, so the fee will be uniform for all four cards. Ms. Frisbie noted that the fee for access cards will be \$25 for each card, up to a maximum of four cards allowed per household for the 2023 pool season.

Updated Pool Rules and Regulations and Updated Pool Waivers (*moved from Consent Agenda*)

The Boards discussed the Pool Rules and Regulations and the updated pool waivers. Ms. Hensler requested that the tennis courts be specifically noted on the pool waiver. Ms. Hensler inquired about vaping and smoking marijuana, and if those should be specifically noted in the Pool Rules and Regulations. Ms. Johnson will review and provide a recommendation.

ENGINEER’S MATTERS

Engineer’s Report

Mr. Simons presented his Engineer’s Report to the Boards, noting that the motor court retaining wall on S. Tempe Court was constructed by Keesen and that Xcel Energy has replaced the streetlight on E. Costilla Drive. Mr. Simons reported that the Groundskeeping Committee continues to work on options to conserve water.

General Update on Stormwater Ponds

Mr. Simons informed the Boards that annual inspections for Ponds H-11(E), H-11(W), and L-5 have been completed. Once reviewed by management, the inspection reports will be submitted to the City of Aurora.

Update on Status of Ongoing Construction & Repair

Mr. Simons noted Woodlake Construction Management, LLC is working on replacement of the main entry gates at each pool and the safety rail at the east pool.

Update on Tennis Court Resurfacing Project
Consider Approval of Tennis Court Color Scheme

Mr. Simons presented a tennis court color scheme provided by Renner Sports Surfaces to the Boards for consideration. Following discussion, upon motion of Mr. Quarles, seconded by Mr. Childs, the Boards unanimously selected the dark blue and light green court color option, with white tennis lines and light blue pickleball lines.

Update on Snow Removal and Holiday Décor Maps

Mr. Simons noted that the maps are ready, with the exception of inclusion of the bus stops for the snow removal map. Mr. Simons reported that he continues to reach out to the Cherry Creek School District to try and obtain confirmation of those locations.

Consider Approval of Proposal from ADT Commercial, LLC for Replacement of Access Card Readers

Mr. Simons presented the proposal from ADT Commercial, LLC for replacement of access card readers to the Boards for consideration. Upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the proposal.

FINANCIAL MATTERS

Update on Status of 2022 Audits (Authority and District No. 4)

Ms. Johanns informed the Boards that the 2022 Audits are in the review process with the auditor and have not yet been finalized.

The 2022 Audits will be presented for acceptance at the July meeting.

**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 Groundskeeping Committee matters.

Update on Backflow
Prevention Assembly
Replacement Project

Ms. Frisbie informed the Boards that Aurora Water provided the authority with notices that 13 of the Authority's backflow prevention assemblies needed to be upgraded to a new assembly type, as the existing types are no longer in compliance. Keesen provided a proposal for the replacement and upgrade of all non-conforming backflow prevention assemblies, which was approved by the Groundskeeping Committee.

Mr. Quarles inquired about the water account tracking spreadsheet and requested that it be circulated to the Boards for reference.

Update on Playground
Repair Work

Ms. Frisbie provided the Boards with an update on the status of the playground repair work, noting that significant manufacturing delays have postponed the work. Management continues to work on oversight of the repair work.

DIRECTORS' MATTERS

Consider Appointment of
Officers and Discuss Board
Vacancies (District No. 2)

Deferred.

Discuss Posting Boards

Deferred.

**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 have been 30 days without crime in the community.

Neighborhood Watch
Update

There was no update at this time.

Status of Security Camera
Operations

There was no update at this time.

Update on Install of Solar Security Lights

Mr. Carroll informed the Boards that six solar lights and poles have been ordered, noting that the poles were more expensive this year, resulting in a total of \$7,800. The Boards discussed placement of the lights and adding two more. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the purchase and installation of an additional two lights and poles, for a total of eight.

Hiring of Aurora Police Department to Provide Additional Security over July 4th Weekend

The Boards discussed hiring off-duty police officers with Aurora Police Department to provide additional security and firework prevention over the July 4th weekend. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the hiring of additional security on July 1, July 2, and July 4 from 9:00 p.m. - 1:00 a.m. each day. Mr. Carroll noted that he would submit an application with the Aurora Police Department for coverage.

Ms. Childs inquired about kids riding dirt bikes on the trails. Mr. Carroll indicated that he will monitor the situation.

LEGAL MATTERS

Update on Collections Matters

Ms. Johnson provided the Boards with a general update on collections matters, noting that the remaining collections file remains in bankruptcy and continues to be monitored by special counsel.

OTHER BUSINESS

Next Regular Meeting

The next regular meeting of the Authority and the Districts is scheduled for July 13, 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 (Jul 21, 2023 08:48 MDT)

Secretary for the Authority

Carol J Bransfield
Carol J Bransfield (Jul 20, 2023 12:48 MDT)

Secretary for District No. 4