

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 14th day of September, 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:

Ivan Legrand
Jan Taylor
Robert Childs

District No. 2:

Jason Inzer
Ivan Legrand

District No. 3:

James Quarles
Jan Taylor
Paula Turachak

District No. 4:

Rodney 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 and Robin G. Bacon, 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*).

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 Jordan Rigberg was absent. Following discussion, upon a motion duly made and seconded, the Board of District No. 3 unanimously excused his absence.
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 amended.
PUBLIC COMMENT	There was no public comment.
CONSENT AGENDA MATTERS	The Boards were presented with the consent agenda items. Upon motion of Ms. Taylor, seconded by Mr. Alpert, the Boards of District Nos. 2-4 unanimously took the following actions: <ul style="list-style-type: none"> i. Ratified Board Meeting Minutes from January 12, 2023 Meeting (District No. 3) ii. Approved Board Meeting Minutes from March 30, 2023 Meeting (District No. 3) iii. Approved Board Meeting Minutes from May 11, 2023 Meeting (District No. 4) iv. Approved Board Meeting Minutes from July 13, 2023

- Meeting. (District Nos. 2 and 4)
- v. Accepted Unaudited Financial Statements as of December 31, 2022 and March 31, 2023 (District No. 3)
- vi. Accepted Unaudited Financial Statements as of June 30, 2023
- vii. Ratified Resolution No. 2023-03-01: Designating the Website for Online Posting and 24-Hour Posting Location (District No. 3)
- viii. Approved Resolution No. 2023-09-01: Amending the District’s 24-Hour Posting Location (District No. 4)

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

- i. Approved Board Meeting Minutes from July 13, 2023 Meeting
- ii. Ratified Payment of Claims as of September 14, 2023 (\$206,743.64)
- iii. Accepted Unaudited Financial Statements as of June 30, 2023
- iv. Rescinded Approval of First Addendum to Independent Contractor Agreement with ADT Commercial, LLC for Access Card Reader Equipment and Installation
- v. Ratified Approval of First Addendum to Independent Contractor Agreement with Standard Lumbar and Hardware Co. d/b/a Standard Fence Company for Stone Column and Fence Replacements (\$8,590)
- vi. Ratified Approval of Work Order from Parker Electric, Inc. for Electrical Services Repair and Replacement (\$3,780)
- vii. Ratified Addenda to the 2023 Independent Contractor Agreement with Keesen Landscape Management, Inc. (“Keesen”) for the following:
 - a. Addendum No. 9 for Tree Removals (\$3,375)
 - b. Addendum No. 10 for 2024 Annual Flowers (\$25,928.78)

**FACILITIES
MANAGEMENT
MATTERS**

Update on Clubhouse	There was no update at this time.
Clubhouse Use Report	Ms. Frisbie presented the Clubhouse Use Report to the Boards.
Update on 2023 Pool Season	Ms. Thomas provided the Boards with an update on the 2023 pool season, noting that the extended season at the south pool has been going well. The south pool is scheduled to close on September 17. Ms. Thomas noted that FRR will prepare an end of season report for the next scheduled meeting.

Update on Secondary Access Gate at South Pool Ms. Frisbie provided the Boards with an update on the access gate issues that occurred in August, noting that residents have been utilizing the secondary gate at the south pool with a manual push button lock and everything appears to be working well.

Discuss Replacement of Access Card Readers Ms. Frisbie provided the Boards with an update on the access card readers, noting that ADT Commercial, LLC (“ADT”) informed her that the access card readers that were approved by the Boards earlier this year still have not been installed by ADT, as the model that was included on the original proposal has been discontinued. After multiple communications, in a total amount of \$7,048.80 to purchase and install the four locksets. Following discussion, upon a motion duly made and seconded, the Boards unanimously determined to defer approval of the purchase and installation of the access card reader locksets from ADT, and to solicit proposals from alternate vendors for security system and monitoring services with options for replacement access card readers.

The Boards also determined to hold off on access card renewal for non-pool users until after a decision has been made on access card reader replacements.

ENGINEER’S MATTERS

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

General Update on Stormwater Ponds Mr. Simons provided the Boards with an update on stormwater ponds, noting that one more round of pond cleanup will occur before the winter season. Mr. Simons noted Pond L-5 still needs attention and he continues to work on the long-term plan.

Update on Status of Ongoing Construction and Repairs Mr. Simons informed the Boards that Woodlake Construction Management, LLC (“Woodlake”) has replaced all of the gates that they were contracted for and have installed the pump pit railing at the east pool. Woodlake has notified Mr. Simons that they are working on scheduling repairs for the Pond H-11(E) retaining wall.

Update on Tennis Court Resurfacing Project Mr. Simons provided the Boards with an update on the status of the tennis court resurfacing project, noting that Renner Sports Surfaces (“Renner”) has indicated that they would be able to begin work this fall by striping the tennis court surface to concrete, which would remain as such over the winter. Mr. Simons and Ms. Frisbie discussed options with the Boards and recommended leaving the surface as-is and having the project completed at one time in the spring, if Renner is unable to complete the project this fall. Mr. Simons noted that he will continue to work closely with Renner to encourage work being

completed this fall; however, the work will be dependent on Renner’s scheduling and the weather.

Update on Snow Removal and Holiday Décor Maps

Mr. Simons provided the Boards with an update on the snow removal and holiday décor maps, noting that the maps are complete and he will circulate to management and Keesen.

Discuss Replacement of Access Card Readers

This matter was discussed under Facility Management Matters.

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 ongoing Groundskeeping Committee (“Committee”) matters, noting that the Committee met on August 28 to continue discussions regarding landscaping projects, and is working with Keesen to have tree replacements that are covered under warranty installed in the spring of 2024. The Committee has approved a proposal from Keesen for next year’s annual flowers, which will be pre-ordered and grown at a local nursery this year and a proposal from Keesen for a round of dead tree removal. The Committee’s next meeting is scheduled to be held in mid-January.

Update on Car Accident Repair Work at E. Easter Avenue & S. Tibet Way

Ms. Frisbie provided the Boards with an update on the June 13, 2023 car accident that occurred on E. Easter Avenue and S. Tibet Way, noting that management continues to work with the vehicle owner’s insurance provider on the insurance claim. Standard Fence Company has completed the replacement of the stone column, and the fence replacement is tentatively scheduled for the week of September 18. Parker Electric continues to work with Xcel Energy on the final step to energize the electrical panel that feeds the irrigation meter and clock, and Keesen has been monitoring water needs for the associated area.

Update on Unauthorized Driveway Across Authority Property on E. Easter Avenue

Ms. Frisbie provided the Boards with an update on the unauthorized driveway access E. Easter Avenue, noting that management continues to work to address the restoration of the Authority’s property. Management did receive initial communication from the responsible property owner, indicating that they are intending to restore the Authority’s property; however, a timeline for the work has not yet been confirmed. Management will continue to work with the property owner to confirm timing and oversee restoration. If the restoration of the property is not completed to the satisfaction of the Authority, the Authority will perform the work at the property owner’s expense.

Approval of Independent Contractor Agreement with Keesen Landscape Management, Inc. for Snow Removal Services for 2023-2024 Winter Season

Ms. Frisbie presented the Boards with the proposal from Keesen for snow removal services for the 2023-2024 winter season with the Boards, noting that the triggers will be set at 2 inches for sidewalks and 4 inches for parking areas. Ms. Frisbie reported that she was able to coordinate with Keesen to have hourly rates for ATV and snow blower services reduced to \$120/hr and \$90/hr for the 2023-2024 season, respectively. Following discussion, upon a motion duly made and seconded, the Authority Board unanimously approved the proposal and Independent Contractor Agreement for snow removal services, as amended.

Following discussion, the Boards directed Ms. Frisbie to negotiate ATV and snow blower service rates with Keesen for the next two years. If Keesen is agreeable, Ms. Frisbie will circulate to the Authority Board for approval.

Approval of Addendum No. 11 to Independent Contractor Agreement with Keesen Landscape Management, Inc. for 2023 Holiday Lighting

Ms. Frisbie presented the Boards with the proposal from Keesen for 2023 holiday lighting, in the amount of \$10,746.84. Following discussion, and a motion made by Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved Addendum No. 11 to the Independent Contractor Agreement with Keesen for 2023 Holiday Lighting.

FINANCIAL MATTERS

Discuss Requirements of SB23-303 Relating to Limitations on Property Tax Revenue

Ms. Johnson informed the Boards that Proposition HH will be on the statewide ballot this November, which is a referred measure that would limit tax increases from the prior property tax year to the amount of inflation, and that would also temporarily reduce the valuation for assessment of certain residential and nonresidential property.

2024 Budget Matters

Review Preliminary Assessed Valuations

Ms. Johanns presented the preliminary assessed valuations to the Boards. It was noted that the final assessed valuations will be provided by December 10, 2023. If Proposition HH passes, the county will have until December 29, 2023 to provide the final assessed valuations.

Set Budget Hearing Dates – November 9, 2023, at 2:30 P.M.

Ms. Frisbie noted that the current date scheduled for the 2024 budget hearings is November 9, 2023 at 2:30 P.M. The Boards confirmed the hearing date.

Update on Draft 2024 Budget and Budget Committee Update

Ms. Frisbie reported that the Budget Committee is planning to meet on October 3, 2023 to discuss the details of the 2024 budgets. Ms. Frisbie requested that any proposed budget items be submitted to the Budget Committee prior to that date.

DIRECTORS' MATTERS None.

SAFETY AND SECURITY COMMITTEE MATTERS

General Update

Mr. Carroll provided the Boards with an update on security matters, noting that the school year has had a difficult start with kids crossing the street by the high school. He reported that there appears to be a suspicious death in the native area by the tennis courts, on a tract owned by the City, and local law enforcement is investigating.

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 reported the solar lights are scheduled to be installed on Sunday.

Discuss Potential Speed Slowing Measures along E. Easter Avenue

Mr. Carroll and Ms. Frisbie discussed potential speed slowing measures along E. Easter Avenue with the Boards. Mr. Carroll noted that speed radar devices are scheduled to be setup by the City of Aurora by spring of 2024, noting that the radar devices collect data so that law enforcement can set up traffic operations in the problem areas.

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 November 9, 2023, at 2:30 P.M. Ms. Frisbie reminded the Boards the meeting will be held in person at the Saddle Rock South Clubhouse.

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 (Dec 7, 2023 09:16 MST)

Secretary for the Authority



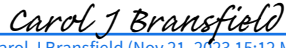
[Ivan Legrand \(Dec 7, 2023 10:19 MST\)](#)

Secretary for District No. 2



[Jan Taylor \(Dec 18, 2023 18:51 MST\)](#)

Secretary for District No. 3



[Carol J Bransfield \(Nov 21, 2023 15:12 MST\)](#)

Secretary for District No. 4