

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

Held: Thursday, November 9, 2023, at 2:30 P.M. at
6800 S. Liverpool Street, Suite A, Aurora, Colorado

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

District No. 2:

Jason Inzer
Ivan Legrand

District No. 3:

James Quarles
Jan Taylor
Jordan Rigberg

Also present were: Audrey G. Johnson, Esq., WHITE BEAR ANKELE TANAKA & WALDRON, Authority and District General Counsel (*for a portion*); 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 & 3 (individually, “District No. 2” and “District No. 3”, 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 Paula Turachak was absent. Following discussion, upon a motion duly made and seconded, the Board of District No. 3 unanimously excused her absence.

Approval of Agenda

Ms. Frisbie presented the Boards with the agenda for the meeting. Upon motion of Mr. Quarles, seconded by Mr. Rigberg, the Boards unanimously approved the agenda.

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 Mr. Inzer, the Boards of District Nos. 2 & 3 unanimously took the following actions:

- i. Approved Board Meeting Minutes from September 14, 2023 Meeting
- ii. Accepted Unaudited Financial Statements as of September 30, 2023

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

- i. Approved Board Meeting Minutes from September 14, 2023 Meeting
- ii. Ratified Payment of Claims as of November 9, 2023 (\$152,917.15)
- iii. Accepted Unaudited Financial Statements as of September 30, 2023
- iv. Ratified Approval of Snow Removal Rates with Keesen

- Landscape Management, Inc. for 2024-2025 and 2025-2026 Winter Seasons
- v. Ratified Approval of Pothole Repair Work at East Pool Parking Lot by Rose Paving, LLC (\$400)
 - vi. Ratified Engagement of Wipfli LLP to Perform 2023 Audit
 - vii. Approved and Renewed Consultant and Contractor Agreements for 2024 Services:
 - 1. WHITE BEAR ANKELE TANAKA & WALDRON, Attorneys at Law, for General Counsel and Management Services (updated fee schedule for 2024 management services)
 - 2. Metropolitan District Public Safety Group, LLC for Security Services
 - 3. Simmons & Wheeler, P.C. for Accounting Services
 - 4. MMI Water Engineers, LLC for Engineering Services (updated fee schedule for 2024)
 - 5. Keesen Landscape Management, Inc., for Landscape Maintenance Services (updated fee schedule for 2024)
 - 6. Front Range Recreation, Inc. for Pool and Clubhouse Management Services (updated fee schedule for 2024)
 - 7. @ Yur Service, LLC for Handyman Services
 - 8. Home Service Group, Inc. for Clubhouse Cleaning Services
 - 9. ADT Commercial, LLC for Security System and Monitoring Services
 - 10. The Cutting Edge Landscaping, Inc. for Tree Maintenance, Mosquito Control, and Winter Watering Services
 - 11. The Electrician, Inc., for Outdoor Lighting Repair and Installation Services
 - 12. Diversified Underground, Inc. for Utility Locating Services
 - 13. Water Services Company d/b/a Backflow Tech, Inc. for Backflow Testing and Repair Services
 - 14. Gotcha Recovery Services LLC for Towing Services
 - 15. Playground Safety Solutions, LLC for Routine Playground Inspections
 - 16. Sunny Day Concrete, LLC for Concrete Repair and Maintenance Services
 - 17. Bedrock, LLC d/b/a Ground Solutions for Mulch Installation Services
 - 18. Standard Lumber and Hardware Co. d/b/a Standard Fence Company for Fence Repair and

- Gate Installation Services
19. L.E.R., Inc. d/b/a Renner Sports Surfaces for
Tennis Court Resurfacing Services
 20. Woodlake Construction Management, LLC for
Pond Maintenance Services

**FACILITIES
MANAGEMENT
MATTERS**

Update on Clubhouse

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

Discuss and Consider The Boards discussed potential changes to clubhouse fees.
Approval of Clubhouse Following discussion, the Boards directed staff to prepare an
Fee Adjustments assessment of clubhouse costs, to determine if a fee increase is
needed. This matter was deferred to the next meeting.

Review 2023 Pool Closing
Report

Ms. Thomas presented the 2023 Pool Closing Report to the Boards. Mr. Rigberg noted that he would like to have a forecast of future replacements available for reference. The Boards discussed the Reserve Study. Mr. Simons noted that the Reserve Study was prepared in 2017 and extends out 30 years; however, he considers it to be incomplete and missing information. Following discussion, the Boards directed staff to work together to review the study and prepare an updated inventory and working forecast for the pool equipment.

Consider Approval of
Proposal from Front
Range Recreation, Inc.
for Wader Pool Manifold
(East Pool)

Ms. Thomas presented the Boards with the proposal for a Wader Pool Manifold at the East Pool. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposal, in the amount of \$1,265.00.

Consider Approval of
Proposal from Front
Range Recreation, Inc.
for Wader Pool Safety
Vacuum Release System
(East Pool)

Ms. Thomas presented the Boards with the proposal for a Wader Pool Safety Vacuum Release System at the East Pool. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposal, in the amount of \$4,587.28.

Consider Approval of
Proposal from Front
Range Recreation, Inc for
Filter Replacements (East
Pool)

Ms. Thomas presented the Boards with the proposal for Filter Replacements at the East Pool. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposal, in the amount of \$10,923.45.

<p>Consider Approval of Proposal from Front Range Recreation, Inc. for Decksides Vacuum (South Pool)</p>	<p>Ms. Thomas presented the Boards with the proposal for a Decksides Vacuum at the South Pool. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposal, in the amount of \$2,999.95.</p>
<p>Consider Approval of Proposal from Front Range Recreation, Inc. for Extension of 2024 Pool Season (South Pool)</p>	<p>Ms. Thomas presented the Boards with the proposal for an extended 2024 Pool Season at the South Pool. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposal, in the amount of \$2,470.00.</p>
<p>Update on Status of Proposals for Replacement of Access Card Readers</p>	<p>Ms. Thomas provided the Boards with an update on the status of proposals for replacement of the access card readers, noting that she is working with a provider who utilizes Brivo, the same online access card platform that is currently being used. Ms. Thomas noted that the proposal may include an option for additional access card readers for the bathroom doors at the South Pool, to be utilized during the extended pool season dates when staff are not onsite.</p>

LEGAL MATTERS

<p>Update on Collections Matters</p>	<p>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.</p>
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ENGINEER’S MATTERS

<p>Engineer’s Report</p>	<p>Mr. Simons presented his Engineer’s Report to the Boards. The Boards discussed snow removal and noted that school bus stops should be made a priority.</p>
<p>General Update on Stormwater Ponds</p>	<p>Mr. Simons provided the Boards with an update on maintenance of the stormwater ponds.</p>
<p>Discuss Status of Ongoing Construction and Repairs Retaining Wall Repairs at Pond H-11(E)</p>	<p>Mr. Simons informed the Boards that Woodlake Construction Management, LLC (“Woodlake”) has completed all repairs for the Pond H-11(E) retaining wall.</p>
<p>Update on Tennis Court Resurfacing Project</p>	<p>Mr. Simons provided the Boards with an update on the status of the tennis court resurfacing project, noting that the project has been pushed to 2024 due to contractor scheduling delays.</p>
<p>Discuss Repair of East Pool Parking Lot</p>	<p>Mr. Simons presented his Memorandum regarding the East Pool parking lot, which included an analysis of the pavement, indicating that it is exhibiting distress and in need of repair.</p>

Consider Approval of Proposal from Rose Paving, LLC for Asphalt Repair Services

Mr. Simons presented the Boards with the proposal from Rose Paving, LLC for Asphalt Repair Work. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposal, in the amount of \$46,306.27.

FINANCIAL MATTERS

2024 Budget Hearings

Conduct Public Hearing on 2024 Budget and Consider Adoption of Resolution No. 2023-11-01: Adopting Budget and Appropriating Funds (Authority)

The public hearing on the proposed 2024 Budget was opened. Ms. Frisbie noted that the notice of the public hearing was provided in accordance with Colorado law. No written objections have been received prior to the meeting. There being no public comment, the hearing was closed.

Ms. Johanns reviewed the 2024 Budget with the Boards. Following discussion, upon motion of Mr. Quarles, seconded by Mr. Inzer, the Authority Board unanimously adopted Resolution No. 2023-11-01: Adopting the 2024 Budget and appropriating funds therefor, subject to any adjustments needed after receipt of the final assessed valuation.

Conduct Public Hearing on 2024 Budget and Consider Adoption of Resolution No. 2023-11-02: Adopting Budget, Imposing Mill Levy and Appropriating Funds (District No. 2)

The public hearing on the proposed 2024 Budget was opened. Ms. Frisbie noted that the notice of public hearing was provided in accordance with Colorado law. No written objections have been received prior to the meeting. There being no public comment, the hearing was closed.

Ms. Johanns reviewed the 2024 Budget with the Boards. Following discussion, upon motion of Mr. Inzer, seconded by Mr. Legrand, the Board of District No. 2 unanimously adopted Resolution No. 2023-11-02: Adopting the 2024 Budget, appropriating funds therefor, and imposing the mill levies, subject to any adjustments needed after receipt of the final assessed valuation.

Conduct Public Hearing on 2024 Budget and Consider Adoption of Resolution No. 2023-11-03: Adopting Budget, Imposing Mill Levy and Appropriating Funds (District No. 3)

The public hearing on the proposed 2024 Budget was opened. Ms. Frisbie noted that the notice of public hearing was provided in accordance with Colorado law. No written objections have been received prior to the meeting. There being no public comment, the hearing was closed.

Ms. Johanns reviewed the 2024 Budget with the Boards. Following discussion, upon motion of Ms. Taylor, seconded by Mr. Rigberg, the Board of District No. 3 unanimously adopted Resolution No. 2023-11-03: Adopting the 2024 Budget, appropriating funds therefor, and imposing the mill levies, subject

to any adjustments needed after receipt of the final assessed valuation.

**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, noting that the Groundskeeping Committee will be meeting in January to discuss 2024 projects.

Update on Status of
Insurance Claim for Car
Accident Repair Work at E.
Easter Avenue & S. Tibet
Way

Ms. Frisbie provided the Boards with an update on the status of the insurance claim for 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 claim.

Consider Adoption of
Resolution No. 2023-11-04:
2024 Annual Administrative
Resolution (Authority)

Ms. Frisbie presented the Authority Board with Resolution No. 2023-11-04: 2024 Annual Administrative Resolution. Following discussion, upon motion of Mr. Inzer, seconded by Ms. Hensler, the Authority Board unanimously adopted the resolution.

Consider Adoption of
Resolution No. 2023-11-05:
2024 Joint Annual
Administrative Resolution
(District Nos. 2-4)

Ms. Frisbie presented the Boards of District Nos. 2 & 3 with Resolution No. 2023-11-05: 2024 Joint Annual Administrative Resolution. Following discussion, upon motion of Mr. Rigberg, seconded by Ms. Taylor, the Board of District Nos. 2 & 3 unanimously adopted the resolution.

Consider Approval of
Proposal for Pet Waste
Station Repairs and
Replacements

Ms. Frisbie presented the Boards with the proposal for pet waste station repairs and replacements. Following discussion, upon motion of Mr. Quarles, seconded by Mr. Rigberg, the Boards unanimously approved the proposal.

**SAFETY AND
SECURITY
COMMITTEE
MATTERS**

General Update

Mr. Carroll informed the Boards that the solar lights have been installed; however, a few are having issues with the angle of the panel. Mr. Carroll noted that he is working to have these repaired soon. Mr. Carroll also informed the Boards that the City of Aurora's crime data is no longer available online, making it difficult to track crime in the area.

Neighborhood Watch
Update

There was no update at this time.

Status of Security Camera Operations

There was no update at this time.

Review and Consider Approval of Proposal from Flock Group, Inc. for License Plate Recognition Cameras

Mr. Carroll and Ms. Frisbie presented the Boards with the proposal from Flock Group, Inc. for license plate recognition cameras. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Inzer, the Authority Board unanimously approved the proposal, subject to confirmation of the total number of cameras that will be needed, in a not-to-exceed amount of 12 cameras.

OTHER BUSINESS

Special Meeting (District No. 4)

Ms. Frisbie noted that District No. 4 will be holding a special meeting on November 16, 2023, at 1:00 P.M. via teleconference.

Next Regular Meeting

The next regular meeting of the Authority and District Nos. 2-4 is scheduled for January 11, 2024, at 2:30 P.M. via teleconference.

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 (Feb 2, 2024 10:09 MST)

Secretary for the Authority

Ivan Legrand
Ivan Legrand (Feb 2, 2024 14:35 MST)

Secretary for District No. 2

Jan Taylor
Jan Taylor (Feb 6, 2024 19:37 GMT+1)

Secretary for District No. 3