

**Resolution No. 2023-11-04**

**SADDLE ROCK SOUTH AUTHORITY  
ANNUAL ADMINISTRATIVE RESOLUTION  
(2024)**

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WHEREAS, the Saddle Rock South Authority (the “**Authority**”) created by virtue of that certain Saddle Rock South Authority Establishment Agreement, by and among Saddle Rock South Metropolitan District Nos. 2-4, dated July 11, 2019 (the “**Agreement**”), pursuant to § 29-1-203, C.R.S., and in conformity with § 29-1-203.5, C.R.S.; and

WHEREAS, the Board of Directors (the “**Board**”) of the Authority has a duty to perform certain obligations in order to assure the efficient operation of the Authority and hereby directs its consultants to take the following actions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. The Board directs the Authority’s Manager to prepare and file with the Division, within thirty (30) days of a written request from the Division of Local Government (“**Division**”), an informational listing of all contracts in effect with other political subdivisions, in accordance with § 29-1-205, C.R.S.

2. The Board directs the Authority’s accountant to cause the preparation of and to file with the Department of Local Affairs the annual public securities report for nonrated public securities issued by the Authority within sixty (60) days of the close of the fiscal year, as required by §§ 11-58-101, *et seq.*, C.R.S.

3. The Board directs the Authority’s accountant to: (a) obtain proposals for auditors to be presented to the Board; (b) cause an audit of the annual financial statements of the Authority to be prepared and submitted to the Board on or before June 30; and (c) cause the audit to be filed with the State Auditor by July 31, or by the filing deadline permitted under any extension thereof, all in accordance with §§ 29-1-603(1) and 606, C.R.S. Alternatively, if warranted by § 29-1-604, C.R.S., the Board directs the Authority’s accountant to apply for and obtain an audit exemption from the State Auditor on or before March 31 in accordance with § 29-1-604, C.R.S.

4. The Board directs the Authority’s accountant, if the Authority has authorized but unissued general obligation debt as of the end of the fiscal year, to cause to be submitted to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the Authority the Authority’s audit report or a copy of its application for exemption from audit in accordance with § 29-1-606(7), C.R.S.

5. The Board directs the Authority’s accountant to submit a proposed budget to the Board by October 15 and prepare the final budget and budget message, including any amendments thereto, if necessary. The Board directs the Authority’s Manager to schedule a public hearing on the proposed budget and/or amendments, post or publish notices thereof. The Board directs the Authority’s Manager to prepare all budget resolutions. The Board directs the Authority’s Manager

to file the budget, budget resolution, and budget message with the Division on or before January 30th, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

6. The Board directs the Authority's accountant to monitor all expenditures and, if necessary, to notify the Authority's legal counsel, Manager, and the Board when expenditures are expected to exceed appropriated amounts. The Board directs the Authority's Manager to prepare all budget amendment resolutions. The Board directs the Authority's Manager to schedule a public hearing on a proposed budget amendment and post or publish notices thereof. The Board directs the Authority's Manager to file the amended budget with the Division on or before the date of making such expenditure or contracting for such expenditure, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

7. The Board directs legal counsel to cause the preparation of the Unclaimed Property Act report and submission of the same to the State Treasurer by November 1st if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with § 38-13-110, C.R.S.

8. The Board directs that all legal notices shall be published in accordance with § 32-1-103(15), C.R.S.

9. The District hereby acknowledges the following officers for the Authority:

|                                      |                  |
|--------------------------------------|------------------|
| President (District No. 3):          | James Quarles    |
| Treasurer (District No. 2):          | Jason Inzer      |
| Secretary (District No. 4):          | Marie B. Hensler |
| Alternate Designee (District No. 2): | Ivan Legrand     |
| Alternate Designee (District No. 3): | Jan Taylor       |
| Alternate Designee (District No. 4): | Robert Childs    |
| Recording Secretary:                 | Manager          |

10. The Board hereby determines that each member of the Board shall, for any potential or actual conflicts of interest, complete conflicts of interest disclosures and directs legal counsel to file the conflicts of interest disclosures with the Board and with the Colorado Secretary of State at least seventy-two (72) hours prior to every regular and special meeting of the Board, in accordance with § 18-8-308, C.R.S. Written disclosures provided by Board members required to be filed with the governing body in accordance with § 18-8-308, C.R.S., shall be deemed filed with the Board when filed with the Secretary of State. Additionally, at the beginning of each year, each Board member shall submit information to legal counsel regarding any actual or potential conflicts of interest and, throughout the year, each Board member shall provide legal counsel with any revisions, additions, corrections, or deletions to said conflicts of interest disclosures.

11. The Board confirms its obligations under § 24-10-110(1), C.R.S., with regards to the defense and indemnification of its public employees, which, by definition, includes elected and appointed officers.

12. The Board hereby appoints legal counsel as the official custodian for the maintenance, care, and keeping of all public records of the Authority, in accordance with §§ 24-72-202, *et seq.*, C.R.S. The Board hereby directs its legal counsel, accountant, manager, and all other consultants to adhere to the Colorado Special District Records Retention Schedule as adopted by the Authority.

13. The Board directs the Authority's Manager to post notice of all regular and special meetings in accordance with § 24-6-402(2)(c), C.R.S. The Board hereby designates <https://saddlerocksouthauthority.colorado.gov/> as the Authority's website for the posting of its regular and special meeting notices. The Board also hereby designates, unless otherwise designated by the Board, 6800 S. Liverpool Street, Suite A, as the location the Authority will post notices of meetings in the event of exigent or emergency circumstances which prevent the Authority from posting notice of the meeting on the Authority's website. The Board directs the Authority's Manager to provide the website address set forth above to the Department of Local Affairs for inclusion in the inventory maintained pursuant to § 24-32-116, C.R.S.

14. The Board determines to hold regular meetings on the second Thursday of January, March, May, July, and September in 2024 at 2:30 p.m. by telephone, electronic, or other means, not including physical presence and on the second Thursday of November in 2024 at 2:30 p.m. at 6800 S. Liverpool Street, Suite A, Aurora, Colorado.

15. In the event of an emergency, the Board may conduct a meeting outside of the limitations prescribed in § 24-6-402(2)(c), C.R.S., provided that any actions taken at such emergency meeting are ratified at the next regular meeting of the Board or at a special meeting conducted after proper notice has been given to the public.

16. Pursuant to the authority set forth in § 24-12-103, C.R.S., the Board hereby designates, in addition to any officer of the Authority, Abby J. Franz, of the law firm of White Bear Ankele Tanaka & Waldron, Attorneys at Law, as a person with the power to administer all oaths or affirmations of office and other oaths or affirmations required to be taken by any person upon any lawful occasion.

17. The Board directs the Authority's Manager to obtain proposals and/or renewals for insurance, as applicable, to insure the Authority against all or any part of the Authority's liability, in accordance with §§ 24-10-115, *et seq.*, C.R.S. The Board directs the Authority's Manager to review and update the Authority's property schedule as needed, and no less than annually. The Board directs the Authority's accountant to pay the annual SDA membership dues, agency fees, and insurance premiums, as applicable, in a timely manner. The Board appoints legal counsel to designate the proxy for the SDA Annual meeting for voting and quorum purposes.

18. The Board hereby opts to include elected or appointed officials as employees within the meaning of § 8-40-202(1)(a)(I)(A), C.R.S., and hereby directs the Authority's Manager to obtain workers' compensation coverage for the Authority.

19. In accordance with § 38-35-109.5(2), C.R.S., the Authority hereby designates the President of the Board as the official who shall record any instrument conveying title of real property to the Authority within thirty (30) days of any such conveyance.

20. The Board directs legal counsel to monitor, and inform the Board of, any legislative changes that may occur throughout the year.

21. In the event the Authority has not engaged an accountant or a manager, the Board hereby directs legal counsel to undertake all actions designated in this Resolution to the Authority accountant or the Authority's Manager until such time as an accountant or manager, as applicable, is engaged by the Authority.

***[Remainder of Page Intentionally Left Blank, Signature Page Follows]***

ADOPTED NOVEMBER 9, 2023.



**SADDLE ROCK SOUTH AUTHORITY**, a contractual authority and political subdivision of the State of Colorado

By: *James Quarles*  
James Quarles (Nov 21, 2023 15:51 MST)  
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Officer of the Authority

Attest:

By: *Marie B Hensler*  
Marie B Hensler (Dec 7, 2023 09:16 MST)  
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APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

*James B. Ankele*  
General Counsel to the Authority