

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, January 11, 2024, at 2:30 P.M.

*The meeting was held via teleconference.*

**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  
Robert Childs

District No. 2:

Jason Inzer  
Ivan Legrand

District No. 3:

James Quarles  
Jordan Rigberg  
Paula Turachak

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 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; Jennifer Thomas, Front Range Recreation, Inc. (“FRR”) (*for a portion*); and Jared Wischkowski, J7 Security Technology (*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 Jan Taylor was absent. Following discussion, upon a motion duly made and seconded, the Boards of the Authority and 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 Ms. Hensler, the Boards unanimously approved the agenda, as amended.
<b>PUBLIC COMMENT</b>	There was no public comment.
<b>CONSENT AGENDA MATTERS</b>	The Boards were presented with the consent agenda items.  Upon motion of Mr. Quarles, seconded by Ms. Hensler, the Boards of District Nos. 2 - 4 unanimously took the following actions: <ul style="list-style-type: none"> <li>i. Approved Board Meeting Minutes from November 9, 2023 Meeting (District Nos. 2 &amp; 3)</li> <li>ii. Approved Board Meeting Minutes from November 16, 2023 Meeting (District No. 4)</li> <li>iii. Adopted Resolution No. 2024-01-01: Designating Meeting Notice Posting Location</li> </ul>

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

- i. Approved Board Meeting Minutes from November 9, 2023 Meeting
- ii. Ratified Payment of Claims as of January 11, 2024 (\$148,945.51)
- iii. Adopted Resolution No. 2024-01-01: Designating Meeting Notice Posting Location
- iv. Ratified Addendum No. 12 to the 2023 Independent Contractor Agreement with Keesen Landscape Management, Inc. (“Keesen”) for Winter Watering (\$9,300)
- v. Ratified Master Services Agreement & Addendum with Flock Group, Inc. for Installation of License Plate Recognition Cameras, Flock Safety Sparrow Platform, and Ongoing Maintenance Services (8 cameras)
- vi. Approved Irrevocable License Agreement with Star Pass Homeowners Association, Inc. for Security Access and Maintenance (License Plate Recognition Camera)
  1. Approved Sublicense Agreement with Flock Group, Inc. for Security Access and Maintenance (License Plate Recognition Camera)
- vii. Approved Irrevocable License Agreement with Turnberry Homeowners Association for Security Access and Maintenance (License Plate Recognition Cameras)
  1. Approved Sublicense Agreement with Flock Group, Inc. for Security Access and Maintenance (License Plate Recognition Cameras)

## **FACILITIES MANAGEMENT MATTERS**

Review and Consider  
Approval of Proposals from  
J7 Security Technology for  
Security System and  
Monitoring Services and  
Replacement of Access Card  
Readers

Mr. Wischkowski and Ms. Thomas presented the Boards with the proposals from J7 Security Technology for security system and monitoring services and replacement of the access card readers. It was noted that the upgraded access card readers would support both mobile and card access, while cloud services and programming will remain the same. Mr. Wischkowski noted that the second proposal will need to be updated to add the tennis court access card reader. The Boards discussed the access gates at the south pool and directed staff to confirm how many are needed to support capacity. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposals, subject to the addition of

one access card reader at the tennis court, in a not-to-exceed amount of \$3,000.

Ms. Frisbie and Ms. Thomas discussed proposed mobile access fees with the Boards. Following discussion, the Boards determined to defer this matter and directed staff to bring options to the next meeting.

Update on Clubhouse

Clubhouse Use Report

Ms. Frisbie presented the Clubhouse Use Report to the Boards. Ms. Hensler inquired about the number of HOA events in November. Staff indicated that they would research and confirm.

Discuss Clubhouse Operations & Maintenance Costs and Consider Approval of Clubhouse Use Fee Adjustments

Ms. Frisbie presented the Boards with a summary of clubhouse operations and maintenance costs and clubhouse fee revenues. The Boards discussed current fees in place for residents and master and sub-associations within the Saddle Rock South Authority.

Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously determined not to impose fees for meetings held by master or sub-associations within the Saddle Rock South Authority at this time.

Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved to set the clubhouse use fee at \$50/hour with a 4-hour minimum, noting that reservations that have already been made and paid for will be grandfathered in at the prior fee schedule.

Consider Approval of Fee Increase for Clubhouse Reservation Management  
*(added to agenda)*

Ms. Thomas informed the Boards that FRR will be increasing their monthly clubhouse reservation management fee to \$250 per month. Ms. Frisbie indicated that FRR had been requested to provide this service for the Authority, even though they do not specialize in clubhouse management, and noted that it will be difficult to find another vendor who would be willing to provide this service for an unstaffed clubhouse at the rate FRR has proposed. Following discussion, the Boards determined to defer this matter to the next meeting.

Discuss Reserve Study  
(Pool Components)

Ms. Frisbie reported that this matter is in process and will be available for the next meeting.

**ENGINEER'S MATTERS**

Engineer's Report

Mr. Simons presented his Engineer's Report to the Boards, noting that the snow removal map is being updated to clarify parking areas and some specific mailbox kiosk locations. Mr. Simons informed the Boards that the Authority has received continued

complaints about street snow removal on E. Ottawa Circle, noting that the resident has been directed to the City of Aurora, as they are the responsible entity.

General Update on Stormwater Ponds

Mr. Simons provided the Boards with an update on maintenance of the stormwater ponds.

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 the contractor has tentatively scheduled the project for April 29, 2024.

Update on East Pool Parking Lot Paving Project

Mr. Simons reported that some concrete will be replaced in late February or early March, noting that the asphalt work will be completed before the pool opens. Mr. Simons will keep Ms. Frisbie updated on timing so she can notify the Moon Shadow Condominium Association, Inc. about parking restrictions.

## **DISTRICT MANAGER MATTERS**

Management Report

Ms. Frisbie presented her Management Report to the Boards.

Groundskeeping Committee Update

Ms. Frisbie reported that the Groundskeeping Committee is planning to meet in January or early February to discuss 2024 projects.

Update on Status of Insurance Claims for Car Accident Repair Work and Backflow Assembly Thefts

Ms. Frisbie provided an update on the status of the insurance claims for the car accident repair work and the backflow assembly thefts, noting that these are still in process.

Discuss Uniform Parking Regulations

Ms. Frisbie and Mr. Carroll discussed the current Uniform Parking Regulations and enforcement concerns with the Boards. Following discussion, the Boards determined to defer this matter at this time and directed staff to bring proposed changes to the parking regulations to the next meeting.

Discuss Snow Removal Services (*added to agenda*)

Mr. Quarles noted that some of the sidewalk areas on the south side of E. Easter Avenue, west of S. Shawnee Street, are located in shaded areas, are still snow packed and icy, and require additional attention. Ms. Frisbie indicated that she will work with Keesen to have these areas addressed.

## **FINANCIAL MATTERS**

Update on Final Assessed Valuations and Mill Levy Certifications

Ms. Johanns provided the Boards with an update on the final assessed valuations and mill levy certifications, noting that the final assessed valuations were all approximately 4.5-6% less than what was shown on the preliminary assessed valuations. As such,

the mill levy rate for each District went up a little bit to be revenue neutral, as directed at each District's budget hearing.

**SAFETY AND SECURITY COMMITTEE MATTERS**

General Update

Mr. Carroll reported there have not been any recent security issues in the community.

Neighborhood Watch Update

There was no update at this time.

Update on Security Camera Operations

Ms. Frisbie provided the Boards with an update on the License Plate Recognition cameras, noting that staff has been working with Flock Safety to confirm final placement of the first 8 cameras. Three of the camera locations are proposed to be located on property owned by two separate sub-associations within the community, and she will coordinate with them on the license agreements for access.

**LEGAL MATTERS**

Update on Collection Matters

Ms. Johnson provided an update on collection matters, noting that the one remaining account remains in bankruptcy and continues to be monitored by special counsel.

**OTHER BUSINESS**

Next Regular Meeting

The next regular meeting of the Authority and District Nos. 2-4 is scheduled for March 14, 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 (Mar 19, 2024 10:19 MDT)

Secretary for the Authority

  
Ivan Legra (Mar 19, 2024 13:02 MDT)

Secretary for District No. 2

  
Jordan Rigberg (Mar 18, 2024 14:10 PDT)

Secretary for District No. 3

  
Marie B Hensler (Mar 19, 2024 10:19 MDT)

Secretary for District No. 4