

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, May 9, 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
Jan Taylor
Robert Childs

District No. 2:

Jason Inzer
Ivan Legrand

District No. 3:

James Quarles
Jordan Rigberg
Paula Turachak

District No. 4:

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; Bradley A. Simons, PE, MMI Water Engineers, LLC, Authority Engineer; Jennifer Thomas, Front Range Recreation, Inc. (“FRR”) (*for a portion*); and Carol Bransfield.

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 Board of District No. 3 unanimously excused her absence.

Director Rodney Alpert was absent. Following discussion, upon a motion duly made and seconded, the Board of District No. 4 unanimously excused her absence.

Approval of Agenda

Ms. Frisbie presented the Boards with the agenda for the meeting. Upon motion of Ms. Hensler, seconded by Ms. Childs, the Boards unanimously approved the agenda as presented.

PUBLIC COMMENT

None.

CONSENT AGENDA MATTERS

The Boards were presented with the consent agenda items.

Upon motion of Mr. Quarles, seconded by Ms. Childs, the Boards of District Nos. 2-4 unanimously took the following actions:

- i. Approved Board Meeting Minutes from January 11, 2024 Meeting (District No. 2)
- ii. Approved Board Meeting Minutes from March 14, 2024 Meeting (District Nos. 3 & 4)
- iii. Accepted Unaudited Financial Statements as of December 31, 2023 (District No. 2)

- iv. Accepted Unaudited Financial Statements as of March 31, 2024
- v. Adopted Resolution No. 2024-05-01: Ratifying Prior Actions of the Board of Directors of 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 March 14, 2024 Meeting
- ii. Ratified Payment of Claims as of May 9, 2024 (\$201,599.21)
- iii. Accepted Unaudited Financial Statements as of March 31, 2024
- iv. Ratified Purchase of Padlocks for Backflow Preventor Assembly Enclosure (\$1,263.21)
- v. Ratified Clubhouse Heater Repair Work by Mechanical Solutions, Inc. (\$3,403.88)
- vi. Ratified Clubhouse Door Repair Work by Allegion Access Technologies (\$312.75) and Santa Fe Glass (\$765.00)
- vii. Approved Proposal from FastSigns for East Pool Parking Signs, Fire Lane Sign, and Tennis and Pickleball Court Sign (\$1,332.53)

**FACILITIES
MANAGEMENT
MATTERS**

Update on Clubhouse

Ms. Frisbie provided the Boards with an update on the clubhouse door repair work, noting that subsequent to the repair work last week, it was determined that some additional work would be needed. Ms. Frisbie is coordinating with Santa Fe Glass on the additional work.

Clubhouse Use Report

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

Update on 2024 Pool Season

Ms. Thomas provided the Boards with an update on the 2024 pool season, noting that staff is preparing for the opening.

Consider Approval of Proposals for Water Fountain Replacement at South and East Pools

Ms. Thomas presented the Boards with proposals for water fountain replacements at the south and east pools for consideration. Following discussion, upon motion of Mr. Quarles, seconded by Mr. Inzer, the Authority Board unanimously approved the proposals, in the amount of \$10,344.00.

Consider Approval of Proposal for Concrete Repair Work at South and East Pools

Mr. Simons presented the Boards with proposals from Sunny Day Concrete, LLC for concrete repair work at the south and east pools for consideration. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board

unanimously approved the proposals, in the amount of \$16,280.00.

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 the stormwater ponds, noting that the ponds that require an annual inspection report will be filed with the City of Aurora by May 31, 2024. Mr. Simons also noted there was a new pond discovered behind the south pool that he is working to assess.

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 all old surfaces have been removed and the cracks and divots are being filled. Mr. Simons reported that the reopening is now scheduled for May 15. Mr. Simons reported that a lot of golf balls are appearing by the courts, and he has been coordinating with the Saddle Rock Golf Course to see if they are able to help deter golfers from hitting balls at the courts.

Discuss Sidewalk Repairs Leading to the Tennis Courts

Mr. Simons reported that the sidewalk leading to the tennis courts is in need of repairs; it is anticipated that the repair work will be completed in the fall, after the busy summer season.

Update on East Pool Parking Lot Paving Project

Mr. Simons reported that the paving project for the east pool parking lot has been completed.

Consider Approval of Proposal for Removal of Parking Gate Median at South Pool Parking Lot (\$4,200)

Mr. Simons presented the Boards with the proposal for removal of the parking gate median at the south pool parking lot in the amount of \$4,200 for consideration. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposal.

Other Engineer Matters (*added*)

Mr. Simons provided the Boards with an update on the access gate located on S. Shawnee Street, noting that he and Ms. Frisbie have been working with Aurora Fire Rescue and South Metro Fire Rescue to have new padlocks installed on the gate. He also noted they are looking into putting a boulder on the side of the gate so vehicles cannot go around the gate. Mr. Quarles noted that the gate is used to stop people from using S. Shawnee Street as a neighborhood cut-through and the streets are not wide enough to accommodate a large volume of traffic. Mr. Simons noted that the original construction documents indicate that District No. 3 is responsible for the operations and maintenance of the gate.

**DISTRICT MANAGER
MATTERS**

Management Report	Ms. Frisbie presented her Management Report to the Boards.
Groundskeeping Committee Update	Ms. Frisbie provided an update on Groundskeeping Committee matters.
Update on Status of Insurance Claim for Backflow Preventor Assembly Thefts	Ms. Frisbie provided the Boards with an update on the status of the insurance claim for the backflow assembly thefts from September, noting that the claim has been closed and the Authority was reimbursed for the full replacement cost, less a \$1,000 deductible.
Consider Appointment of Director to Board of District No. 4	Ms. Frisbie informed the Boards that there is a vacancy on the Board of District No. 4 and that Ms. Bransfield had expressed an interest in being appointed. A Notice of Vacancy was published in accordance with Colorado law and no additional interest was received. Ms. Frisbie noted that Ms. Bransfield’s qualifications have been confirmed. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Childs, the Board of District No. 4 unanimously appointed Ms. Bransfield to the Board.
Election of Officers	Following discussion, upon motion of Ms. Hensler, seconded by Mr. Childs, the Board of District No. 4 unanimously elected Ms. Bransfield to the position of Assistant Secretary, with the rest of the positions remaining as currently slated.
Update on Flock Safety Cameras	Ms. Frisbie provided the Boards with an update on the Flock Safety cameras, noting that the camera located on the E. Saddle Rock Lane median is being relocated to the Authority-owned side of the median. Ms. Frisbie also noted the license agreements with the Turnberry Homeowners Association, Inc. and the Star Pass Homeowners Association, Inc. have been executed, and she is working with Flock Safety on finalization of the agreements and associated documents.
Discuss and Consider Approval of Authorized Users for Flock Safety Platform	Ms. Frisbie informed the Boards that the Flock Safety online platform requires specific authorized users, and recommended that the Boards authorize Mr. Carroll, White Bear Ankele Tanaka & Waldron, and the Aurora Police Department at this time. Following discussion, upon motion of Mr. Inzer, seconded by Ms. Hensler, the Authority Board unanimously approved Mr. Carroll, White Bear Ankele Tanaka & Waldron, and the Aurora Police Department as authorized users.
Review and Consider Adoption of Resolution No. 2024-05-02: Concerning the	Following discussion, the Boards determined to defer this matter at this time.

Second Amended and Restated Uniform Parking Regulations

Discuss Parking Enforcement and Parking Patrol Services

Ms. Frisbie informed the Boards that Mr. Carroll has indicated he is not able to provide a proposal for parking patrol services at this time. Ms. Hensler noted that she would like to see a cost estimate from another vendor to see if regular parking patrol services are something that the Authority would be able to consider. Ms. Frisbie noted that she will attempt to solicit cost estimates for the next meeting.

FINANCIAL MATTERS

Update on Status of 2023 Audits (Authority and District No. 4)

Ms. Frisbie informed the Boards that the 2023 Audits for the Authority and District No. 4 have been reviewed by legal counsel and the auditor and are ready for acceptance.

Conduct Public Hearing on 2023 Budget Amendment and Consider Adoption of Resolution No. 2024-05-03: Amending Budget (District No. 4)

The public hearing on the 2023 Budget Amendment was opened. Ms. Frisbie noted that the notice of the public hearing was provided in accordance with Colorado law. No written objections were received prior to the meeting. There being no public comment, the hearing was closed.

Ms. Johanns reviewed Resolution No. 2024-05-03: Amending the 2023 Budget with the Board of District No. 4. Following discussion, upon motion of Ms. Hensler, seconded by Ms. Bransfield, the Board of District No. 4 unanimously adopted the resolution amending the General Fund to \$658,000.

Consider Acceptance of 2023 Audit and Consider Approval of Client Representation Letter (Authority)

Ms. Johanns presented the 2023 Audit to the Authority Board for consideration. Following discussion, upon motion of Mr. Inzer, seconded by Mr. Quarles, the Authority Board unanimously accepted the 2023 Audit and approved the Client Representation Letter.

Consider Acceptance of 2023 Audit and Consider Approval of Client Representation Letter (District No. 4)

Ms. Johanns presented the 2023 Audit to the Board of District No. 4 for consideration. Following discussion, upon motion of Ms. Hensler, seconded by Ms. Bransfield, the Board of District No. 4 unanimously accepted the 2023 Audit and approved the Client Representation Letter.

SAFETY AND SECURITY COMMITTEE MATTERS

General Update

There was no update at this time.

Neighborhood Watch Update	There was no update at this time.
Update on Security Camera Operations	There was no update at this time.
Consider Approval of Additional Security for July 4 th Weekend	Ms. Frisbie informed the Boards that hiring off-duty police officers to provide additional security for the July 4 th weekend will be \$100 per hour for each officer, with a minimum of two officers and a four-hour minimum, for a total of \$800 per shift.

Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously authorized up to four officers each night from 9:00 p.m.-1:00 a.m. on July 4, 5 & 6, with a not to exceed amount of \$4,800. The Boards directed Ms. Frisbie to work with Mr. Carroll on scheduling, and if four officers are available on any night, to request varying hours, as available.

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.
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Discuss Website Accessibility and Documentation Remediation Requirements	Ms. Johnson and Ms. Frisbie provided the Boards with an overview on the new website accessibility and document remediation requirements, noting that the Authority and Districts website is currently under the Statewide Internet Portal Authority (“SIPA”) platform, which already has an accessible platform. Ms. Frisbie reported that the Authority and Districts have qualified for a document remediation software grant offered by the State of Colorado, under the SIPA platform; however, specific details about what the grant will cover have not yet been determined. Ms. Frisbie noted that legal counsel and management will continue to work through the process to ensure the Authority and Districts’ website satisfies all accessibility requirements.
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Consider Adoption of Resolution No. 2024-05-04: Adopting a Digital Accessibility Policy	Ms. Johnson presented the Boards with Resolution No. 2024-05-04: Adopting a Digital Accessibility Policy for consideration. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Boards unanimously adopted the resolution, subject to finalization and the addition of the Authority.
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OTHER BUSINESS

Next Regular Meeting	The next regular meeting of the Authority and the Districts is scheduled for July 11, 2024, at 2:30 P.M. via teleconference.
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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 \(Jul 29, 2024 15:29 MDT\)](#)

Secretary for the Authority

Ivan Legrand

[Ivan Legrand \(Jul 29, 2024 15:31 MDT\)](#)

Secretary for District No. 2

Jordan Rigberg

[Jordan Rigberg \(Jul 29, 2024 16:11 MDT\)](#)

Secretary for District No. 3

Marie B Hensler

[Marie B Hensler \(Jul 29, 2024 15:29 MDT\)](#)

Secretary for District No. 4