

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, July 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 (*for a portion*)

District No. 4:
Marie B. Hensler
Robert Childs
Robin Childs
Carol Bransfield

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 Andy Carroll, Security Officer.

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. All absences are deemed excused unless otherwise noted in these minutes.

Approval of Agenda

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

PUBLIC COMMENT

None.

CONSENT AGENDA MATTERS

The Boards were presented with the consent agenda items.

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

- i. Approved Board Meeting Minutes from May 9, 2024 Meeting

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

- i. Approved Board Meeting Minutes from May 9, 2024 Meeting
- ii. Ratified Payment of Claims as of July 11, 2024 (\$379,060.95)
- iii. Ratified Clubhouse Door Repair Work by Santa Fe

- Glass (\$735.00)
- iv. Ratified Purchase of Sign for Golf Course (Tennis Courts) from FastSigns (\$80.24)
- v. Ratified Modification to Pool Operational Hours on July 4, 2024 (6:00pm Closing Time)
- vi. Acknowledged Annual Pond Inspection Reports (Ponds H-11(E), H-11(W), and L-5)
- vii. Ratified Purchase of Padlocks for Backflow Preventor Assembly Enclosures (\$2,452.02)
- viii. Ratified Addenda to the 2024 Independent Contractor Agreement with Keesen Landscape Management, Inc. (“Keesen”) for the following:
 - a. Addendum No. 3 for Pond L-5 Vegetation Cleanup (\$2,497.81)
 - b. Addendum No. 4 for Replacement of 4 Additional Backflow Preventor Assemblies and Addition of Enclosure for Same (\$11,968.88)
 - c. Addendum No. 5 for 6 Upgraded Backflow Preventor Assemblies and Addition of Enclosures for Same (\$18,444.40)
 - d. Addendum No. 6 for Installation of Backflow Preventor Assembly Enclosures (\$49,031.50)

**FACILITIES
MANAGEMENT
MATTERS**

Update on Clubhouse

Ms. Frisbie provided the Boards with an update on the clubhouse, noting there has been a continuing smell present in the clubhouse. Dark Star Construction, the contractor that FRR utilizes, has investigated the clubhouse and has indicated that the dishwasher has not been draining correctly as the drain line was not connected properly. Ms. Frisbie reported that Dark Star Construction indicated they are not certain if this will correct the smell, but they have recommended replacement or removal of the clubhouse dishwasher. Dark Star Construction also recommended removal of the sink disposal, noting that the recommendations regarding disposals have changed in recent years as a result of the move toward more wastewater treatment measures.

Following discussion, the Boards determined to keep the current dishwasher and have the Authority's handyman clean and service it, including an additional inspection of the plumbing. The Boards also determined to keep the sink disposal.

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 it has been hot, but everything has been going well.

Ms. Thomas reported that the new water fountains at both pools have been installed and a lot of positive feedback from residents has been received.

ENGINEER'S MATTERS

Engineer's Report

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

Discuss Pond L-5 Rehabilitation Project

Mr. Simons presented the Boards with a proposal from Renaissance Infrastructure Consulting, Inc. for the planning and design of the Pond L-5 rehabilitation project, noting that he anticipates that they will be very well equipped to handle the project. Mr. Simons noted that the project itself is anticipated to cost approximately \$150,000-\$200,000. The planning and design are anticipated to be completed in 2024 and the construction will take place in 2025. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved the proposal, subject to finalization of the Independent Contractor Agreement.

Mr. Simons thanked Keesen for their quick work cleaning out the pond area.

Consider Approval of Proposal from Keesen for Pond A-1 Vegetation Cleanup (\$1,800.00)

Mr. Simons presented the Boards with the proposal from Keesen for the Pond A-1 vegetation cleanup in the amount of \$1,800. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the proposal.

Update on Tennis Court Resurfacing Project

Mr. Simons provided the Boards with an update on the tennis resurfacing project, noting that the project has been completed. Mr. Simons reported that one of the benches was moved outside of the gate by the contractor during the project and was stolen. The contractor has agreed to replace the bench and Mr. Simons is currently withholding final payment until a replacement bench has been provided.

Discuss Saddle Rock East Underdrain near Pond I-7

Mr. Simons presented the Boards with a proposal from Ramey Environmental Compliance, Inc. to perform an inspection of the underdrain near Pond I-7, for an estimated amount of \$1,470. It was noted that the underdrain is the responsibility of the Authority. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the proposal.

Update on Emergency Access Gate on S. Shawnee Street (*added*)

Mr. Simons provided the Boards with an update on the emergency access gate, located next to the memory care facility on S. Shawnee Street. Mr. Simons noted that the Groundskeeping Committee discussed installing a steel traffic bollard to eliminate

vehicles from driving up on the sidewalk to bypass the gate. Following discussion, the Boards directed Mr. Simons to obtain a proposal for the bollard and to coordinate with the memory care facility as needed.

**DISTRICT MANAGER
MATTERS**

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| Management Report | Ms. Frisbie presented her Management Report to the Boards. |
| Groundskeeping Committee Update | Ms. Frisbie provided an update on Groundskeeping Committee matters, noting that the Groundskeeping Committee met on May 20, 2024 and June 24, 2024 to continue discussions regarding landscaping projects. |
| Discuss Additional Backflow Preventer Assembly Thefts | Ms. Frisbie provided the Boards with an update on the additional backflow preventer assembly thefts, noting that four more assemblies were stolen in June, with a replacement cost of \$6,660.81. Ms. Frisbie reported that an insurance claim has been filed with the Authority's insurance provider. |
| Consider Approval of Proposal for Portable Pickleball Nets and Storage Container for Same | <p>Ms. Frisbie informed the Boards that management has received quite a bit of community interest in having pickleball nets available at the new pickleball courts, noting that at least 10 residents had inquired about portable pickleball nets. Ms. Frisbie presented the Boards with options for portable pickleball nets and a storage container, noting that the cost for 4 of the more expensive nets is approximately \$2,500 and the least expensive nets are approximately \$1,250. The Boards discussed in detail. It was noted that there was concern with the Authority owning unsecured equipment that could be damaged or stolen. Mr. Simons noted that he does not anticipate that the nets will cause damage to the courts' surface. Ms. Frisbie noted that there is ample room to have a small storage container on the side of the courts. The Boards thanked Ms. Frisbie for bringing this matter to their attention.</p> <p>Following discussion, the Boards determined to defer obtaining portable pickleball nets or a storage container at this time and directed Ms. Frisbie to monitor any additional requests.</p> |
| Discuss Resident Request for Access Card Reader on East Tennis Court Gate | Ms. Frisbie informed the Boards that a resident had requested the Boards consider installing an access card reader on the east gate as an alternate access point to help reduce play disruption when multiple courts are being utilized. Following discussion, the Boards determined not to make this change at this time. |
| Update on Flock Safety Cameras | Ms. Frisbie provided the Boards with an update on the Flock Safety cameras, noting that the camera on the Saddle Rock Lane |

median is being relocated to the Authority-owned portion of the median. Ms. Frisbie noted that the three HOA cameras are scheduled to be installed next week.

Discuss Parking Enforcement and Parking Patrol Services

Ms. Frisbie and Mr. Carroll opened the discussion related to parking enforcement and parking patrol services with the Boards. Ms. Frisbie reported that she had spoken with two other vendors who indicated that they were not able to provide parking enforcement services due to how the Authority's parking regulations are currently outlined. Mr. Carroll noted that due to recent state law changes, towing vendors are no longer able to monitor parking.

Mr. Childs noted he would like the Authority to have an option for putting an informational letter on vehicles that are violating the parking rules, in addition to a parking violation sticker.

The Boards discussed monitoring certain parking areas. It was noted that the Authority needs to be aware of targeted or selective parking enforcement.

The Boards discussed parking signage options. Ms. Frisbie noted that signage options were presented to the Boards the last time the parking rules were updated, but the Boards determined not to move forward at that time.

Following discussion, the Boards directed staff to continue to research parking enforcement options and to have parking signage options and proposed language for an informational letter available at the next meeting.

DIRECTORS' MATTERS

Acknowledge Resignation of Director Rodney Alpert (District No. 4)

The Board of District No. 4 acknowledged the resignation of Director Rodney Alpert and thanked him for his service to the Board.

Acknowledge Resignation of Director Paula Turachak (District No. 3) *(added)*

The Board of District No. 3 acknowledged the resignation of Director Paula Turachak and thanked her for her service to the Board.

Consider Election of Officers (District No. 4)

Ms. Frisbie noted that each Board is required to have a President, a Treasurer, and a Secretary, which Secretary position is not required to be a member of the Board. Following discussion, upon motion of Mr. Childs, seconded by Ms. Bransfield, the Board of District No. 4 elected Ms. Hensler as President, Mr. Childs as Treasurer/Secretary, and Ms. Childs and Ms. Bransfield as Assistant Secretary. Ms. Hensler abstained from the vote.

FINANCIAL MATTERS None.

SAFETY AND SECURITY COMMITTEE MATTERS

General Update Mr. Carroll provided the Boards with an update on safety and security matters, noting that off-duty police officers provided good backup and helped shut down illegal fireworks over the July 4th holiday. Mr. Carroll noted that there were three houses contacted for violations on the 4th of July and no registered crime in the community in the last month.

Neighborhood Watch Update There was no update at this time.

Discuss Security Camera Operations and Consider Approval of Proposal for Camera Surveillance Services Ms. Frisbie and Mr. Carroll provided the Boards with an overview of security camera operations. Mr. Carroll presented the Boards with proposals from Security Central and Flock Safety for camera surveillance services. Mr. Carroll noted that Security Central offers an artificial intelligence biometric camera and their proposal would include upgrading the cameras at the clubhouse and south pool. Mr. Carroll noted that the proposal from Flock Safety contemplates the addition of continuous feed cameras to the current license plate recognition cameras that are already installed at both pool parking areas.

Mr. Carroll noted that all the cameras currently in use at the clubhouse and south pool are original and over ten years old. It was noted that the only recent cameras are the new Flock Safety license plate recognition cameras.

Mr. Childs requested to see a complete overview and history of all Authority-owned cameras and how an upgrade would benefit the Authority.

Following discussion, the Board determined to defer approval of any additional cameras at this time and directed staff to prepare an overview and history of all Authority-owned cameras.

LEGAL MATTERS

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

Update on Website Accessibility Ms. Johnson provided the Boards with an update on website accessibility matters, noting that the compliance deadline has now been extended to July 1, 2025.

Discuss Emergency Access Gate on S. Shawnee Street

Ms. Frisbie and Ms. Johnson provided the Boards with an update on the emergency access gate on S. Shawnee Street, noting that there was a license agreement recorded in November of 2013 between the developer and the City of Aurora, and in order for the Authority to provide ongoing maintenance, the City of Aurora has requested to have this license agreement assigned from the developer to the Authority. Following discussion, the Boards directed staff to work with the City of Aurora to have the original license agreement assigned from the developer to the District.

OTHER BUSINESS

Next Regular Meeting

The next regular meeting of the Authority and the Districts is scheduled for September 12, 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 \(Oct 10, 2024 09:42 MDT\)](#)
Secretary for the Authority

Ivan Legrand
[Ivan Legrand \(Oct 10, 2024 11:20 MDT\)](#)
Secretary for District No. 2

Jordan Rigberg
[Jordan Rigberg \(Oct 10, 2024 08:51 MDT\)](#)
Secretary for District No. 3

Marie B Hensler
[Marie B Hensler \(Oct 10, 2024 09:42 MDT\)](#)
Secretary for District No. 4