

MINUTES OF A JOINT REGULAR MEETING OF THE BOARDS OF DIRECTORS

OF

SADDLE ROCK SOUTH AUTHORITY,  
SADDLE ROCK SOUTH METROPOLITAN DISTRICT NO. 3 &  
SADDLE ROCK SOUTH METROPOLITAN DISTRICT NO. 4

Held: Thursday, March 14, 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  
Marie B. Hensler

Authority Alternate Designees:

Ivan Legrand  
Jan Taylor (*for a portion*)  
Robert Childs

District No. 3:

James Quarles  
Jan Taylor (*for a portion*)  
Paula Turachak

District No. 4:

Rodney A. Alpert  
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 Johans, 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*); William Martinez, BW Technologies, Inc. (*for a portion*); Ivan Legrand, Saddle Rock South Metropolitan District No. 2; and Matt Majka, resident (*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. 3 & 4 (individually, “District No. 3” and “District No. 4”, and, collectively, the “Districts”) was

present and that the directors had confirmed their qualification to serve. Ms. Frisbie also noted that a quorum was not present for the Saddle Rock South Metropolitan District No. 2.

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 Jordan Rigberg was absent. Following discussion, upon a motion duly made and seconded, the Board of District No. 3 unanimously excused his absence.

Approval of Agenda

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

**PUBLIC COMMENT**

Mr. Majka informed the Boards of his displeasure with the newly installed license plate recognition cameras. Ms. Frisbie provided an overview of how the cameras work, who has access, and how long data is stored. Mr. Majka had additional questions related to ownership of data rights and the process for public requests for information. Ms. Frisbie requested that Mr. Majka send in his additional questions via email so management and legal counsel could appropriately research and respond. Mr. Majka noted that he thinks there would be a better way to provide security for certain items, like the backflow preventor assemblies. Ms. Hensler reported that the Authority Board has already approved the installation of cages on the 17 backflow preventor assemblies that were stolen last year and intends to consider the installation of cages on more of the backflow preventor assemblies in the community that are not currently protected.

**CONSENT AGENDA  
MATTERS**

The Boards were presented with the consent agenda items.

Upon motion of Mr. Quarles, seconded by Ms. Taylor for District No. 3, and upon motion of Ms. Hensler, seconded by Mr. Alpert for District No. 4, the Boards of District Nos. 3 & 4 unanimously took the following actions:

- i. Approved Board Meeting Minutes from January 11, 2024 Meeting
- ii. Accepted Unaudited Financial Statements as of December 31, 2023

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

- i. Approved Board Meeting Minutes from January 11, 2024 Meeting
- ii. Ratified Payment of Claims as of March 14, 2024 (\$130,510.32)
- iii. Accepted Unaudited Financial Statements as of December 31, 2023
- iv. Adopted Resolution No. 2024-03-01: Amended and Restated Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges
- v. Approved License Agreement with Star Pass Homeowners Association, Inc. for Security Access and Maintenance (License Plate Recognition Camera)
- vi. Approved License Agreement with Turnberry Homeowners Association for Security Access and Maintenance (License Plate Recognition Cameras)
- vii. Ratified Fourth Addendum to Independent Contractor Agreement with The Cutting Edge Landscaping, Inc. for Tree Maintenance, Mosquito Control and Winter Watering Services
- viii. Ratified Independent Contractor Agreement with Bedrock, LLC d/b/a Ground Solution for Mulch Installation Services (\$43,615)
- ix. Ratified Addenda to the 2024 Independent Contractor Agreement with Keesen Landscape Management, Inc. (“Keesen”) for the following:
  1. Addendum No. 1 for Winter Wearing (\$9,300)
  2. Addendum No. 2 for Replacement of Stolen Backflow Assemblies & Installation of Enclosures for Same (\$48,025)

**FACILITIES  
MANAGEMENT  
MATTERS**

Discuss Proposals for Security System and

Ms. Frisbie, Ms. Thomas, and Mr. Martinez reviewed the proposals for security system and monitoring services and

Monitoring Services and Replacement of Access Card Readers

replacement of access card readers with the Boards. It was noted that this does not contemplate an upgraded access card reader at the tennis courts, as there is no power available at this location for the mobile access card reader. It was noted that this may be something that can be addressed at a later date. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the proposals from BW Technologies, Inc.

Upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously determined to rescind approval of the proposals from J7 Security Technology.

Discuss Mobile Access Fees

The Boards discussed options for mobile access and access cards. Following discussion, upon motion of Ms. Hensler, seconded by Mr. Quarles, the Authority Board unanimously approved a fee of \$25 per mobile access or access card, with a limit of four (4) total access accounts and access cards per household. It was noted that registration of access cards already held by homeowners will be provided at no charge.

Update on Registration Process

Ms. Frisbie noted that registration for pool access will be similar to last year. Registration information will be provided to the community via mail and email blast, and will include specific details about the new mobile access option.

Update on Clubhouse Clubhouse Use Report

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

Discuss Reserve Study (Pool Components)

Mr. Simons presented the pool component portion of the Reserve Study to the Boards, noting that staff will continue to develop and add to the study to use as a tool going forward.

## **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 oversight is ongoing, and he will be conducting the required annual maintenance inspections on Ponds H-11(E), H-11(W) and L-5 soon. Mr. Simons also provided an update on the Pond H-11(E) open construction stormwater permit, noting that the City of Aurora conducted recent inspections and has indicated that they will be able to close the permit once the permit owner, Montano Homes, has filed the appropriate paperwork. Mr. Simons noted that he has passed this information along to Mr. Montano.

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 indicated that they are planning to begin the project on April 15, weather permitting. The tennis court will be out of service for approximately 21 days. Ms. Frisbie noted that she will be blasting out information about the closure to the community in early April. Mr. Simons also provided an update on the damaged sidewalk that leads to the tennis courts, noting that he is in the process of obtaining proposals for the repair work.

Update on East Pool Parking Lot Paving Project

Mr. Simons provided the Boards with an update on the east pool parking lot paving project, noting that he is waiting to hear back from the contractor to confirm the anticipated schedule. Once the schedule has been confirmed, Ms. Frisbie will work with the Moon Shadow Condominium Association, Inc. to provide notice to the residents who utilize the parking area.

Consider Approval of Proposal from Rose Paving, LLC for Concrete Repair Work at East Pool Parking Lot

Mr. Simons presented the Boards with the proposal from Rose Paving, LLC for concrete repair work at the east pool parking lot for consideration. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the proposal in the amount of \$4,271.13.

Mr. Simons recommended that the Boards consider removing the parking gate median at the south pool parking lot. Following discussion, the Boards directed Mr. Simons to secure proposals for the work.

## **DISTRICT MANAGER MATTERS**

Management Report

Ms. Frisbie presented her Management Report to the Boards.

Groundskeeping Committee Update

Ms. Frisbie reported that the next Groundskeeping Committee meeting will be held on March 27<sup>th</sup>.

Update on Status of Insurance Claim for Backflow Assembly Thefts

Ms. Frisbie provided the Boards with an update on the status of the insurance claim for the backflow assembly thefts, noting that the claim is in process with the Authority's insurance provider.

Discuss Board Vacancy (District No. 4)

Ms. Frisbie provided the Boards with an update on the vacancy on the Board of District No. 4, noting that it recently came to attention that the qualification document for Director Bransfield had expired. Ms. Frisbie noted that she would include notice of the vacancy on the Authority's website and in the next newsletter. A Notice of Vacancy will also be published.

Review and Consider Adoption of Resolution No. 2024-03-02: Concerning the Second Amended and Restated Uniform Parking Regulations

The Boards discussed the Uniform Parking Regulations, including the timeframe for allowance of guest vehicles and the enforcement process.

Mr. Carroll reported that parking services are currently being provided on a complaint only basis. Ms. Taylor inquired as to if a regular patrol was being provided. Mr. Carroll reported that regular patrols of the community are being provided, but not a specific parking review.

Ms. Hensler inquired as to if Mr. Carroll had the capacity to provide regular parking patrol. Mr. Carroll confirmed that he would be able to provide this service on a limited basis and will provide a proposal for the Boards' consideration.

Following discussion, the Boards determined to defer this matter to the next meeting.

Consider Approval of Clubhouse Management Fee Increase

Ms. Frisbie informed the Boards that FRR has increased their monthly clubhouse reservation management fee to \$250 per month for 2024. Ms. Frisbie informed the Boards that it may be difficult to solicit another vendor to provide this service, and she believes the current fee is reasonable for the services being provided. Following discussion, upon motion of Mr. Quarles, seconded by Ms. Hensler, the Authority Board unanimously approved the management fee increase.

## **FINANCIAL MATTERS**

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

Ms. Johanns informed the Boards that the 2023 Audits for the Authority and District No. 4 are with the auditors and legal counsel for review.

Discuss Status of Application for Exemption from 2023 Audit (District Nos. 2 & 3)

Ms. Johanns reported that the Applications for Exemption from the 2023 Audit for District Nos. 2 & 3 have been filed with the state.

Discuss Outstanding Refund Checks to Property Owners for Payment of Operations Fee

Ms. Frisbie and Ms. Johanns provided the Boards with an overview of the outstanding refund checks that were provided in 2018 for prepayment or overpayment of the operations fee, stemming from the imposition of the operations fee in 2017. Ms. Frisbie noted that the Saddle Rock South Metropolitan District No. 1 (now dissolved) imposed a fee for the 2017 calendar year only, and based off of the records available from the previous management company, it appears that approximately 200 accounts had a prepaid balance as of December 31, 2017. Refund checks for all accounts with a prepaid balance were issued in February of 2018, and the records indicate that 16 of those refund

checks have not been cashed. The Boards discussed options for issuing refunds for these fees, including attempting to locate property owners and remittance as unclaimed funds through the State of Colorado. Ms. Johanns noted that remittance to the state can be time-consuming and may be costly to the Authority. Following discussion, the Boards directed staff to first attempt to locate owners through the Arapahoe County Assessor's page, and any other available means. If owners are found, management will prepare a letter explaining what the refund is for and requesting that the owner cash the check, regardless of the check amount. Ms. Johanns will issue a check and transmit to the property owner with the letter. Any remaining accounts will then be reported as unclaimed funds through the State of Colorado.

**SAFETY AND  
SECURITY  
COMMITTEE  
MATTERS**

General Update

Mr. Carroll provided the Boards with an update on security issues at the marketplace, noting that it has been very difficult managing students. He reported that he worked diligently with Grandview High School to have issues reduced, and the school finally stepped in, which has helped reduce conflict at the marketplace. Mr. Carroll's team will continue to monitor these issues.

Neighborhood Watch  
Update

Mr. Carroll reported that he attended the Neighborhood Watch Program's quarterly meeting.

Update on Security Camera  
Operations

Mr. Carroll reported that Verizon has been difficult to work with and is moving away from providing security camera services. He is researching alternate vendors and will provide an update once available.

Mr. Carroll reported that a resident had installed a camera on the City's stop sign within the community. It was subsequently removed, the resident was tracked down, and the City of Aurora has been notified.

Mr. Carroll reported that the Aurora Police Department will be installing 60 license plate recognition cameras within the City of Aurora.

Ms. Frisbie thanked Mr. Carroll for informing her about an issue with the heater at the clubhouse. The clubhouse was serviced on Wednesday and the heater is working again; however, a replacement blower has been ordered and will be installed once 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.

**OTHER BUSINESS**

Next Regular Meeting The next regular meeting of the Authority and District Nos. 2-4 is scheduled for May 9, 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 \(May 16, 2024 14:24 MDT\)](#)

Secretary for the Authority

*Paula Turachak*  
[Paula Turachak \(May 17, 2024 12:38 MDT\)](#)

Secretary for District No. 3

*Marie B Hensler*  
[Marie B Hensler \(May 16, 2024 14:24 MDT\)](#)

Secretary for District No. 4













# Signature Packet - Saddle Rock South Authority & MD Nos. 2-4, 2024-05-09

Final Audit Report

2024-05-17


|                 |  |
|-----------------|--|
| Created:        | 2024-05-16                                   |
| By:             | Andie Eckstrum (aekstrum@wbapc.com)          |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAqnuESEq8C0Wznn0-bpGI7WpRVb0zpd_8 |

## "Signature Packet - Saddle Rock South Authority & MD Nos. 2-4, 2024-05-09" History

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-  Document emailed to jinzer.co@gmail.com for signature  
2024-05-16 - 7:26:51 PM GMT
-  Document emailed to ivanlegrand@gmail.com for signature  
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-  Document emailed to jmquarles@msn.com for signature  
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-  Document emailed to mhensler@msn.com for signature  
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-  Document emailed to rod.alpert@gmail.com for signature  
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-  Document emailed to pturachak@comcast.net for signature  
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-  Email viewed by ivanlegrand@gmail.com  
2024-05-16 - 7:36:41 PM GMT
-  Signer ivanlegrand@gmail.com entered name at signing as Ivan V Legrand  
2024-05-16 - 7:37:16 PM GMT

 Document e-signed by Ivan V Legrand (ivanlegrand@gmail.com)

Signature Date: 2024-05-16 - 7:37:18 PM GMT - Time Source: server

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2024-05-16 - 7:48:40 PM GMT

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Signature Date: 2024-05-16 - 7:48:42 PM GMT - Time Source: server

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2024-05-16 - 8:07:05 PM GMT

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2024-05-16 - 8:11:04 PM GMT

 Document e-signed by Rodney Alpert (rod.alpert@gmail.com)

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2024-05-16 - 8:22:06 PM GMT

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2024-05-16 - 8:24:26 PM GMT

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Signature Date: 2024-05-16 - 8:24:28 PM GMT - Time Source: server

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2024-05-17 - 2:01:38 AM GMT

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2024-05-17 - 2:03:37 AM GMT

 Document e-signed by James Quarles (jmquarles@msn.com)

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2024-05-17 - 3:08:53 AM GMT

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2024-05-17 - 3:10:32 AM GMT

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Signature Date: 2024-05-17 - 3:10:34 AM GMT - Time Source: server

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2024-05-17 - 1:43:41 PM GMT

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2024-05-17 - 6:38:34 PM GMT

 Document e-signed by Paula Turachak (pturachak@comcast.net)

Signature Date: 2024-05-17 - 6:38:36 PM GMT - Time Source: server

 Agreement completed.

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