



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

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HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.  
REGULAR MEETING OF THE DELEGATES AGENDA

September 21, 2021

5:30 p.m.

<https://us02web.zoom.us/j/84774459246?pwd=dIY5em5lY015MFFObEhiNVI1UWpwdz09>

Meeting ID: 847 7445 9246

Passcode: 201386

Dial by your location

+1 669 900 6833 US

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### Business Meeting

### Approximate Time

- |   |           |
|---|-----------|
| 1. Call to Order  | 5:30 p.m. |
| 2. Guest Speaker: Holly Kluth, Sheriff Candidate                                  | 5:31 p.m. |
| 3. Proof of Notice of Meeting   | 5:41 p.m. |
| 4. Roll Call / Establishment of Quorum  | 5:42 p.m. |
| 5. Approval of Minutes from the Preceding Meeting of Delegates on August 17, 2021 | 5:45 p.m. |
| 6. Board of Directors Reports   | 5:50 p.m. |
| o Jim Allen, Scott Lemmon, Brock Norris, Melissa Park, Krystal Woodbury           |           |
| 7. Finance 2022 Budget Presentation- John Phibbs                                  | 6:00 p.m. |
| 8. Facilities Update- Ken Joseph  | 6:20 p.m. |
| 9. Community Relations- Jamie Noebel  | 6:30 p.m. |
| 10. Continued / New Business  | 6:40 p.m. |
| o Political Signage   |           |
| 11. Member Forum (Sign up in advance and 3-minute time limit)                     | 6:55 p.m. |
| 12. Delegate Forum (Sign up in advance and 3-minute time limit)                   | 7:00 p.m. |
| 13. Adjournment   | 7:05 p.m. |

The Board of Directors Meeting follows immediately upon adjournment of Delegate Meeting.  
The Next Delegate and Board meeting will be held on Tuesday October 19, 2021

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*Disclaimer – This packet is provided for informational purposes only and is subject to change. Other matters may be considered as deemed appropriate. Some documents or information may have been unavailable at the time this agenda was prepared. For additional information, contact: [annie.vincent@hrcaonline.org](mailto:annie.vincent@hrcaonline.org). The Board Working Session, Regular Delegate Meeting, Board of Directors Meeting, and all other HRCA Committee Meetings are open to our Members.*



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.  
REGULAR MEETING OF THE DELEGATES MINUTES  
August 17, 2021  
5:30 p.m.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/600122901>

You can also dial in using your phone.

United States: [+1 \(646\) 749-3122](tel:+16467493122)

Access Code: 600-122-901

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- 1. Call to Order:** 5:35 p.m.
  - 2. Proof of Notice of Meeting**
  - 3. Roll Call / Establishment of Quorum:** A quorum was established. 19,154 lots of 31,338 lots were present.
  - 4. Approval of Minutes from the Preceding Meeting of Delegates on July 20, 2021**

**ACTION:** A motion was made by Pattie McGuinness, #112 and seconded by Kurt Huffman, #82 to table the July 20, 2021 meeting minutes until corrected. Discussion occurred.

**ACTION:** Pattie McGuinness, #112 withdrew her motion.

**ACTION:** A motion was made by Pattie McGuinness, #112 and seconded by Kurt Huffman, #82 to table the July 20, 2021 minutes. Discussion occurred.

**ACTION:** A motion was made by Pattie McGuinness, #112 and seconded by Rebecca Rothwell, #26 to amend the motion to approve the meeting minutes with the following corrections under “#7 Facilities Update:”

*The first “ACTION” item states “A motion was made by Elizabeth Strock...”*

*The second “ACTION” that occurred was that Elizabeth Strock withdrew her motion, and it was seconded.*

*The third “ACTION” should read “Pattie McGuinness, #112 moved to approve the 2021 Surplus Project List excluding the Eastridge sidewalk and Westridge gate projects.*

*A fourth “ACTION” should be added to the minutes whereby a motion was made by Greg Herman. It should also be noted who “called the question”, that further discussion was prohibited, and a vote ensued.*

Motion carried with a roll call vote of 11,381 lots in favor; 1,555 lots opposed; 3,784 lots abstained.
  - 5. Board of Directors Report:** Jim Allen provided a PowerPoint presentation. Jim presented about virtual meetings, upcoming QBR; BWS and committee meetings, political speakers, residential improvement guideline updates from [House Bill 21-1310](#), The new Bylaw and Backcountry Committees, Committee Appointment Policy, charters, committee timeline, and the Board agenda. Krystal Woodbury announced her intent to resign once a replacement could be appointed due to family obligations. Board Candidate Applications will be posted on the website and are due on September 3.
  - 6. Facilities Update:** Ken Joseph provided a PowerPoint presentation. Ken presented about capital reserve projects

and the Northridge closure projects. Questions and discussion occurred.

7. **Finance:** John Phibbs provided a PowerPoint presentation. John presented about the 2021 Operating Actual vs Budget and the reasons for the \$1.6 million surplus; along with the year's accomplishments and challenges. John also presented about the 2022 budget. John showed the Board's recommendations, the budget schedule, the 2022 assumptions and next steps. Questions and discussion occurred.
8. **Backcountry:** Mark Giebel provided a PowerPoint Presentation. Design Concepts was chosen to complete the conceptual plan for the base camp buildings. Mark also spoke about Backcountry camps, staffing, numbers, needs, goals, the timeline and how the community involvement process works. Questions and discussion occurred.
9. **Continued / New Business:** None
10. **Member Forum:** None
11. **Delegate Forum:** Elizabeth Strock, #16 commented about parked commercial vehicles. Bruce Peotter, #101 asked about graffiti and mask mandates. Alids Slides, #107 commented about the sign law changes. Kurt Huffman, #82 commented about the meeting policy and video meetings.  
**ACTION:** A motion was made by Andy Jones, #25 and seconded by Kurt Huffman, #82 to add political signage to the September Delegate Meeting. Motion carried.  
Andy Jones, #25 requested that the Board consider adding political signage to their September Board Meeting as well.
12. **Adjournment:** 8:02 p.m.

**Respectfully Submitted,**

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*Brock Norris, Secretary*

DISTRICT DELEGATE ROLL CALL & MINUTES VOTE  
 MEETING DATE: AUGUST 16, 2021  
 RECORD DATE: AUGUST 17, 2021

Instructions:  
 For initial role call:  
 - For Delegates who are present - place an "X" in column C in the

| Dist No. | DELEGATE NAME                     | Enter "X" if Present<br>Enter "P" if Proxy | Enter "F" if in Favor<br>Enter "O" if Opposed<br>Enter "A" if Abstained<br>Enter "S" if Split | Total # of Lots | LOTS* | PROXY | F+O+A | TOTAL<br>IN<br>FAVOR | TOTAL<br>OPPOSED | TOTAL<br>ABSENTIONS |
|----------|-----------------------------------|--|---|-----------------|-------|-------|-------|----------------------|------------------|---------------------|
| 1        | LESLIE WALKER                     |  |   | 297             | -     | -     | -     | -                    | -                | -                   |
| 2        | JENIS BOHA                        |  |   | 266             | -     | -     | -     | -                    | -                | -                   |
| 3        | SAMARA LYON-FRICK                 | X  |   | 184             | 184   | -     | -     | -                    | -                | -                   |
| 4        | ROY KING (Stratton Ridge)         | X  | F   | 153             | 153   | -     | 153   | 153                  | -                | -                   |
| 5        | JUDY DYK (Bradford Hills)         | X  | O   | 108             | 108   | -     | -     | -                    | 108              | -                   |
| 6        | KEANAN CYPHER (Sugarhill)         |  |   | 126             | -     | -     | -     | -                    | -                | -                   |
| 7        | MICHAEL RILEY                     |  |   | 295             | -     | -     | -     | -                    | -                | -                   |
| 8        | HEATHER BLAKE (Chalet)            |  |   | 97              | -     | -     | -     | -                    | -                | -                   |
| 9        | STEP LUDOLPH (Remington Bluffs)   | X  | A   | 50              | 50    | -     | 50    | -                    | -                | 50                  |
| 10       | JIM MATSEY                        | X  | F   | 143             | 143   | -     | 143   | 143                  | -                | -                   |
| 11       | DEREK LONG                        | X  |   | 251             | 251   | -     | -     | -                    | -                | -                   |
| 12       | CONNIE ROSEL (Falcon Hills)       |  |   | 111             | -     | -     | -     | -                    | -                | -                   |
| 13       | HILARY PRICE                      | P  | F   | 199             | -     | 199   | 199   | 199                  | -                | -                   |
| 14       | TAMMY KELLY                       | X  |   | 185             | 185   | -     | -     | -                    | -                | -                   |
| 15       | JUSTIN HILL                       |  |   | 208             | -     | -     | -     | -                    | -                | -                   |
| 16       | ELIZABETH STROCK                  | X  | F   | 105             | 105   | -     | 105   | 105                  | -                | -                   |
| 17       | GREG HERMAN                       |  |   | 166             | -     | -     | -     | -                    | -                | -                   |
| 18       | GLENN PROULX                      | X  | F   | 318             | 318   | -     | 318   | 318                  | -                | -                   |
| 20       | JEAN REHNE                        | X  |   | 208             | 208   | -     | -     | -                    | -                | -                   |
| 21       | JOE STEWART                       |  |   | 189             | -     | -     | -     | -                    | -                | -                   |
| 22       | BRYAN WALSH                       | X  | F   | 132             | 132   | -     | 132   | 132                  | -                | -                   |
| 23       | DONNICK ESPINOSO                  | X  | F   | 142             | 142   | -     | 142   | 142                  | -                | -                   |
| 24       | CONNIE ROSEL                      |  |   | 83              | -     | -     | -     | -                    | -                | -                   |
| 25       | ANDY JONES                        | X  | F   | 438             | 438   | -     | 438   | 438                  | -                | -                   |
| 26       | REBECCA BOWWELL                   | X  | F   | 183             | 183   | -     | 183   | 183                  | -                | -                   |
| 27       | KEITH GLENN                       | X  | F   | 242             | 242   | -     | 242   | 242                  | -                | -                   |
| 28       | BRYAN WALSH                       | X  | F   | 48              | 48    | -     | 48    | 48                   | -                | -                   |
| 30       | BRAD STAYER (Timberline)          |  |   | 368             | -     | -     | -     | -                    | -                | -                   |
| 40       | FRANK IMPINNA                     | X  |   | 368             | -     | -     | -     | -                    | -                | -                   |
| 41       | DAN DEBACCO                       | P  | F   | 366             | -     | 366   | 366   | 366                  | -                | -                   |
| 49       | KARLA LAURENT                     |  |   | 291             | -     | -     | -     | -                    | -                | -                   |
| 50       | LINDA WALLETT (Glensengles)       | X  | F   | 345             | 345   | -     | 345   | 345                  | -                | -                   |
| 51       | SID BASU                          |  |   | 253             | -     | -     | -     | -                    | -                | -                   |
| 52       | CLYTON CAVE                       | X  | F   | 234             | 234   | -     | 234   | 234                  | -                | -                   |
| 53       | MARRYLANDS                        |  |   | 171             | -     | -     | -     | -                    | -                | -                   |
| 60       | VACANT                            |  |   | 181             | -     | -     | -     | -                    | -                | -                   |
| 61       | JEFF ROHR                         |  |   | 105             | -     | -     | -     | -                    | -                | -                   |
| 62       | NANCY SMITH                       | X  | F   | 197             | 197   | -     | 197   | 197                  | -                | -                   |
| 63       | TODD LANGRVAE                     | X  | F   | 51              | 51    | -     | 51    | 51                   | -                | -                   |
| 64       | CHRIS BAYEE                       | P  | F   | 130             | -     | 130   | 130   | 130                  | -                | -                   |
| 65       | DON WOODLAND                      | X  | F   | 96              | 96    | -     | 96    | 96                   | -                | -                   |
| 66       | TOM RUIBEN                        |  |   | 224             | -     | -     | -     | -                    | -                | -                   |
| 68       | HOMAR ALVARADO                    |  |   | 152             | -     | -     | -     | -                    | -                | -                   |
| 69       | LOUISE ANSARI                     |  |   | 182             | -     | -     | -     | -                    | -                | -                   |
| 70       | FERRIEL ANSTAD (The Village)      | P  | F   | 81              | -     | 81    | 81    | 81                   | -                | -                   |
| 71       | CONNIE ROSEL (Falcon Hills South) |  |   | 26              | -     | -     | -     | -                    | -                | -                   |
| 73       | WILL JOHNSON                      |  |   | 1,184           | -     | -     | -     | -                    | -                | -                   |
| 74       | WILL BUETTNER                     |  |   | 940             | -     | -     | -     | -                    | -                | -                   |
| 75       | SUSAN O'BRIEN                     |  |   | 74              | -     | -     | -     | -                    | -                | -                   |
| 76       | JENNIFER MITKOWSKI                | X  |   | 223             | 223   | -     | -     | -                    | -                | -                   |
| 77       | MELISSA SMESSEART                 |  |   | 420             | -     | -     | -     | -                    | -                | -                   |
| 78       | AMET GLITA                        |  |   | 274             | -     | -     | -     | -                    | -                | -                   |
| 79       | GRACE MCMAHON (The Retreat)       |  |   | 101             | -     | -     | -     | -                    | -                | -                   |

| Dist No.   | DELEGATE NAME                             | Enter "X" if Present<br>Enter "P" if Proxy | Enter "F" if in Favor<br>Enter "O" if Opposed<br>Enter "A" if Abstained<br>Enter "S" if Split | Total # of Lots | LOTS*  | PROXY | F+O+A  | TOTAL<br>IN<br>FAVOR | TOTAL<br>OPPOSED | TOTAL<br>ABSENTIONS |
|------------|---|--|---|-----------------|--------|-------|--------|----------------------|------------------|---------------------|
| 80         | MONICA WADSEN (PA20)                      | X  | F   | 1,533           | 1,533  | -     | 1,533  | 1,533                | -                | -                   |
| 81         | AL BONGEAU                                |  |   | 20              | -      | -     | -      | -                    | -                | -                   |
| 82         | KURT HUFFMAN                              | X  | F   | 778             | 778    | -     | -      | -                    | -                | -                   |
| 83         | ANDY NATALIE                              | X  | O   | 180             | 180    | -     | 180    | -                    | 180              | -                   |
| 84         | DAVID ALPERT                              | X  |   | 785             | 785    | -     | -      | -                    | -                | -                   |
| 85         | DEBORAH SPICER                            |  |   | 784             | -      | -     | -      | -                    | -                | -                   |
| 86         | CRYSTAL BRYANT                            |  |   | 1,290           | -      | -     | -      | -                    | -                | -                   |
| 87         | VACANT (Indigo Hill)                      |  |   | 481             | -      | -     | -      | -                    | -                | -                   |
| 88         | CAROLYN CROOM (Weatherstone)              | X  | F   | 294             | 294    | -     | 294    | 294                  | -                | -                   |
| 89         | JUDI RILEY (Villages at H.R.)             |  |   | 323             | -      | -     | -      | -                    | -                | -                   |
| 90         | MICHAEL DEVINNY (Spacely)                 | X  |   | 250             | 250    | -     | -      | -                    | -                | -                   |
| 91         | GINGER NENT (Softer Villages)             |  |   | 199             | -      | -     | -      | -                    | -                | -                   |
| 92         | MICHELLE RATCLIFF (Canyon Ranch)          | X  | F   | 440             | 440    | -     | 440    | 440                  | -                | -                   |
| 93         | VACANT                                    |  |   | 260             | -      | -     | -      | -                    | -                | -                   |
| 94         | AL PELKOWSKI (Westridge Knolls)           | X  | A   | 617             | 617    | -     | 617    | -                    | -                | 617                 |
| 95         | TOM HALL (Coventry Ridge)                 | X  | F   | 56              | 56     | -     | 56     | 56                   | -                | -                   |
| 96         | VACANT (Highwoods HOA)                    |  |   | 104             | -      | -     | -      | -                    | -                | -                   |
| 97         | WILLIAM SMITH                             | X  | O   | 336             | 336    | -     | 336    | -                    | 336              | -                   |
| 98         | DANA SANTI LIND (Sandstone @ Indigo Hill) | X  | F   | 225             | 225    | -     | 225    | 225                  | -                | -                   |
| 99         | MICHAEL PETRUCCELLI (Carlyle Park)        | X  | A   | 213             | 213    | -     | -      | -                    | 213              | -                   |
| 100        | PAT KAPTAIN                               |  |   | 177             | -      | -     | -      | -                    | -                | -                   |
| 101        | BRUCE PLOTTER                             | X  | F   | 111             | 111    | -     | 111    | 111                  | -                | -                   |
| 102        | PAULA BACHELLER                           | X  |   | 202             | 202    | -     | -      | -                    | -                | -                   |
| 103        | JOHN BENZ                                 |  |   | 401             | -      | -     | -      | -                    | -                | -                   |
| 104        | DAN DEBACCO                               | P  | F   | 532             | -      | 532   | 532    | 532                  | -                | -                   |
| 105        | JOSEPH ADEN                               | X  | F   | 353             | 353    | -     | 353    | 353                  | -                | -                   |
| 106        | RITA NORRIS                               | X  |   | 226             | 226    | -     | -      | -                    | -                | -                   |
| 107        | JALDIS SIDES (JBR Golf Club)              | X  | F   | 579             | 579    | -     | 579    | 579                  | -                | -                   |
| 108        | GRACE SIM                                 | X  | F   | 208             | 208    | -     | 208    | 208                  | -                | -                   |
| 109        | JIM SEBEN (Backcountry)                   | X  | A   | 1,252           | 1,252  | -     | 1,252  | -                    | 1,252            | -                   |
| 110        | MARK DICKERSON (Stonebury)                |  |   | 87              | -      | -     | -      | -                    | -                | -                   |
| 111        | MIKE WOODLAND (Fraggle)                   | X  | F   | 1,863           | 1,863  | -     | 1,863  | 1,863                | -                | -                   |
| 112        | PATTIE MCGUNNESS (Highland Walk)          | X  | F   | 298             | 298    | -     | 298    | 298                  | -                | -                   |
| 113        | FRANK IMPINNA                             |  |   | 517             | -      | -     | -      | -                    | -                | -                   |
| 114        | CLAY KARK (The Moorh)                     | X  | A   | 1,652           | 1,652  | -     | 1,652  | -                    | -                | 1,652               |
| 115        | COLIN CAMPBELL (Browstones)               | X  | F   | 359             | 359    | -     | 359    | 359                  | -                | -                   |
| 116        | ROBERT STRAUSS (Tresana)                  | X  | F   | 557             | 557    | -     | 557    | 557                  | -                | -                   |
| 120        | VACANT (Clock Tower Residences)           |  |   | 318             | -      | -     | -      | -                    | -                | -                   |
| 212        | VACANT (Stonebridges)                     | X  |   | 51              | 51     | -     | -      | -                    | -                | -                   |
| 213        | KAREN BURCH (Palomino Park-Gold Peak)     | X  | F   | 523             | 523    | -     | 523    | 523                  | -                | -                   |
| TOTAL      |   |  |   | 31,238          | 17,846 | 1,388 | 12,936 | 11,281               | 1,555            | 3,784               |
| QUORUM 51% |   |  |   | 15,982          |        |       |        | 19,154               | 120%             |                     |

\*If the number of lots column is filled out, it indicates that the delegate was present in person or by proxy for this meeting.



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### Board of Director's Meeting

<https://us02web.zoom.us/j/84774459246?pwd=dIY5em5lY015MFFObEhiNVl1UWpwdz09>

Meeting ID: 847 7445 9246

Passcode: 201386

Dial by your location

+1 669 900 6833 US

**September 21, 2021**

**5:30 p.m.**

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*Disclaimer – This packet is provided for informational purposes only and is subject to change. Other matters may be considered as deemed appropriate.*

1. **Call to Order**
2. **Establishment of Quorum/Roll Call**
3. **Proof of Notice of Meeting**

*The Board Chair will remove any Consent Agenda item upon timely request of any Board member or Member of the Association who has an interest in the item. A request is timely if made prior to the Board vote on the Consent Agenda. Items removed from the Consent Agenda will then be considered separately by the Board immediately following action on the Consent Agenda or placed later on the agenda at the discretion of the Board.*

4. **Consent Agenda**

- Approval of Minutes of Action from the August 17, 2021 Board Meeting
- Approval of Finance Committee Minutes from August 16, 2021
- Approval of Architectural Review Committee Minutes from August 4, 2021
- Approval of Architectural Review Committee Minutes from August 18, 2021
- Approval of Development Review Committee Minutes from August 11, 2021
- Approval of Resolution 21-09-14: Bylaw Committee Charter
- Approval of Resolution 21-09-15: Residential Improvement Guideline Signage Update

5. **Forum - Member**

6. **Director Comments**

7. **Committee Reports**

- Delegate Meeting
- Architectural Review Committee
- Development Review Committee
- Commercial Review Committee
- Finance Committee
  - Review of the August 2021 Financials
  - Approval of the August 2021 Financials

8. **General Manager Report**

9. **Continued Business**

10. **New Business**

11. **Delegate Forum**

12. **Adjournment**



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### Board of Director's Meeting Minutes

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/600122901>

You can also dial in using your phone.

United States: +1 (646) 749-3122

Access Code: 600-122-901

August 17, 2021

5:30 p.m.

- 
1. **Call to Order:** 8:08 p.m.
  2. **Establishment of Quorum/Roll Call:** A quorum was established. Directors Jim Allen, Brock Norris, Scott Lemmon, Krystal Woodbury and Melissa Park were present.
  3. **Proof of Notice of Meeting**
  4. **Consent Agenda**
    - Approval of Minutes of Action from the July 20, 2021 Board Meeting
    - Approval of Finance Committee Minutes from July 19, 2021
    - Approval of the Development Review Committee Minutes from July 14, 2021
    - Approval of Architectural Review Committee Minutes from July 7 & 21, 2021
    - Approval of Resolution 21-08-13: Judicial Foreclosure of 6634 Laguna Circle
    - Approval of DRC Applicant: Jerry Jeter

**ACTION:** A motion was made by Brock Norris and seconded by Scott Lemmon to approve the Consent Agenda.  
Motion carried.
  5. **Forum – Member:** None
  6. **Director Comments:** Jim Allen commented about Tequila and Tacos being a successful event on Saturday, Brock Norris, complimented staff on their presentations at the Delegate meeting. Scott Lemmon complimented the HRMD on their new fire house by Mountain Vista High School.
  7. **Committee Reports**
    - Delegate Meeting: Annie will work on revisions to the minutes.
    - Architectural Review Committee: Cassie Thomas commented that revenues on submittals are up.
    - Development Review Committee: Cassie Thomas commented that Café Postino was approved, and Café Rio was denied; but returning in September for a re-application. The old Rock Pizza, CB and Potts and Lodo's Building have new businesses coming in. Panda Express is under construction.
    - Commercial Review Committee: None
    - Finance Committee: Karen Jackson provided a review of the July 2021 Financials.

**ACTION:** A motion was made by Krystal Woodbury and seconded by Melissa Park to approve the July 2021 Financials. Motion carried.
  8. **General Manager Report:** Jerry Flannery reported that this past month staff has been busy with working on budgets and staff is meeting later this week as a COVID team.
  9. **Continued Business:** None
  10. **New Business:** Lindsay Smith discussed the sign regulation state law with the Board and the number of signs, types of signs and location of signs that are allowed under the new law. Discussion occurred. Questions about in person meetings were discussed and the audio/IT challenges with the different rooms. The Board Candidate Application will be posted tomorrow. Discussion about the timeline for reviewing applications was discussed.
  11. **Delegate Forum:** Kurt Huffman, #82 commented about COVID requirements.
  12. **Adjournment:** 9:13 p.m.

Respectfully Submitted, \_\_\_\_\_

**Brock Norris, Secretary**

## **September FYI's**

### **Dance Recital**

We had roughly 95 students participate in our summer dance recital, Surfin' Safari, which was a fantastic performance! It was a wonderful chance for our summer students to showcase their toe tapping skills for their parents and friends. With a beautiful backdrop and magical music, the Southridge Auditorium was transformed into a special place for our dancers.

### **Preschool**

Preschool kicked off the 2021-2022 season on September 7<sup>th</sup>. We hosted parents of our 185+ students at Eastridge and Westridge, on Back-to-School Night. Parents got to meet teachers and aides, see their child's classroom and learn about the lessons we have planned for the year. You'll see these students throughout the facility working on special projects and showcasing their various themes throughout the year.

### **New Fall Sessions**

Now that school has started, we are kicking off our fall sessions in ballet, tumbling and various children's, art, and education classes. From pottery to cooking, craft classes to sibling tumbling classes, this is going to be a fun fall.

### **Seahawks Intro**

So far this year, over 180 swimmers have participated in this program. The focus of Seahawks Intro is stroke technique and building endurance to prepare swimmers for the next step to Seahawks Juniors and other HRCA pre-competitive swim programs. This bridge program between swim lessons and pre-competitive programs has provided a great opportunity for many swimmers after successfully completing swim lessons.

### **Race Series**

The Race Series is down to its final two races of the year. Up next on the schedule is our Oktoberfest 5K on September 18<sup>th</sup> which never ceases to amaze with the costumes and fun atmosphere. If you've ever wanted to see grown men wearing a German beer maid costume...you won't want to miss this race!!

### **Fitness**

We are adding classes back to our group fitness schedule while more participants return. Additionally, we are adding more specialty programs such as Kids' Cardio Kickboxing & Sound Healing. Body composition tests have been at an all-time high as many participants follow up their test with personal training sessions or group exercise.

### **Sports**

In September we are running TKD classes, fencing classes, Soccer Shots, basketball clinics, pee wee soccer and youth volleyball. Players can participate in our fall volleyball and fall girls' basketball league. We ended up with a record-breaking total of 24 teams this season for youth volleyball. Adult Sand Volleyball and Adult Soccer are wrapping up the summer leagues. We are starting up all indoor leagues at the end of the month.

### **Tennis**

The first fall session of youth and adult tennis classes will begin on October 4. The next two tennis socials will take place at the Tennis Pavilion at Northridge on September 24 and October 8. The first session of In-House Leagues has started for players at the 2.5, 3.0 and 3.5 levels with weekly doubles matches taking place at Northridge.

### **Therapeutic Recreation**

August happenings for the TR Program included personal instruction on land and aquatic therapy. Thrilling Thursdays, Hip Hop, TR Tri Camp and Stride to Ride were popular offerings. TR Soccer, Yoga and Tae Kwon Do programs continued to serve participants in August as well.



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### ARCHITECTURAL REVIEW COMMITTEE

DATE: August 4, 2021

### MEETING MINUTES

#### I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Ms. Laurie Allred, Committee Chair.

Roll call was taken and a quorum was established.

| Member Name          | Present | Absent | Excused |
|----------------------|---------|--------|---------|
| Laurie Allred, Chair | ✓       |        |         |
| Dan DeBacco          | ✓       |        |         |
| George Elliott       | ✓       |        |         |
| William Smith        |         |        | ✓       |
| Sue Foppe            | ✓       |        |         |
| Jonathan Fuller      |         |        | ✓       |
| Jerry Jeter          | ✓       |        |         |
| Elizabeth Sable      | ✓       |        |         |

Also in attendance: Cassie Thomas, CIS Manager

#### II. NEW BUSINESS:

- Architectural Review Committee Minutes – Meeting Minutes from the July 21, 2021 meeting and Submittals reviewed in office were approved by Committee Members.
- Architectural Reviews – The Committee Members reviewed the following submittals.
  1. 1360 Knollwood Way – Shed Variance re-review – Denied.
  2. 1473 Sunset Ridge Road – Deck, pergola and new door and Nano Door- Denied.
  3. 2715 Danbury Avenue – Swim Spa, retaining wall and privacy screens – Approved.
  4. 20 Jack Rabbit Place – Siding and Gable – Gable was Denied; siding and whitewash of brick was Approved.
  5. 16 Estack Place – Homeowner would like to paint their brick Sherwin Williams Alabaster SW7008- Denied. Recommendations provided.
  6. 2242 Mountain Sage Terrace – Paint combination Denied. Recommendations provided.
  7. 9972 Prairie Falcon Lane – Would like to whitewash their brick- Approved.
  8. 10593 Sky Reach Road – Paint Colors- Denied. Recommendations provided.
  9. 1483 Spotted Owl Way – Homeowner would like to paint their garage their accent color which is Sherwin Williams Tricorn Black SW6258- Approved.
  10. 9711 Clairton Place – Homeowner would like to replace and extend his driveway along the side of his house and park his truck under carport- Denied.
  11. 10890 Evergold Way – Pool and Landscaping – Approved.
  12. 2076 Glenhaven Drive- Pella Black window frames – Approved.
  13. 9838 Isabel Court – Garage door and front door in black- Approved.

14. 9737 Sylvester Road – Addition of Metal roofing to pergola- Denied.
15. 9904 Blackbird Circle – Addition with deck with pergola on top-  
Approved.
16. 9208 Shadow Glen Court – Addition of bedroom and bathroom to  
first level of home. Denied.

With no further business, the meeting adjourned at 7:15 p.m.

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**Laurie Allred**, Architectural Review Committee Chair



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### ARCHITECTURAL REVIEW COMMITTEE

DATE: August 18, 2021

### MEETING MINUTES

#### I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Ms. Laurie Allred, Committee Chair.

Roll call was taken and a quorum was established.

| Member Name          | Present | Absent | Excused |
|----------------------|---------|--------|---------|
| Laurie Allred, Chair | ✓       |        |         |
| Dan DeBacco          | ✓       |        |         |
| George Elliott       | ✓       |        |         |
| William Smith        | ✓       |        |         |
| Sue Foppe            | ✓       |        |         |
| Jonathan Fuller      |         |        | ✓       |
| Jerry Jeter          | ✓       |        |         |
| Elizabeth Sable      | ✓       |        |         |

Also in attendance: Cassie Thomas, CIS Manager  
Cathleen Mierau, Residential Coordinator

#### II. NEW BUSINESS:

- Architectural Review Committee Minutes – Meeting Minutes from the August 4, 2021 meeting and Submittals reviewed in office were approved by Committee Members.
- Virtual vs In Person Meetings - Per the Boards direction all meetings are to stay virtual until spring of 2022.
- Architectural Reviews – The Committee Members reviewed the following submittals.
  1. 496 Ridgeglen Way – Swim Spa and regrading from garden level to walkout basement level – Conditionally Approved.
  2. 10875 Glengate Circle – Paint – requesting to paint garage doors black – Approved
  3. 9008 Hunters Way – Paint – only using accent on garage doors – Conditionally Approved.
  4. 10069 Charissglen Lane – Paint – Wanting black fox for base which is very dark – Not Approved.
  5. 16 Estack Place – Whitewash brick – 3 parts water 1 part Alabaster SW7008 – Approved.
  6. 10159 Knoll Circle – limewash brick – limewash tinted with Amazing gray at 50%. – Approved.
  7. 10735 Pinewalk Way – Paint 5 colors – 3<sup>rd</sup> accent only on garage door- Not Approved.
  8. 22 Burgundy Street – Vegetable gardens-Not Approved.
  9. 10099 Foxridge Court – Solid patio cover – More information requested.
  10. 9838 Isabel Court – front patio – Approved.

11. 9380 Lark Sparrow Trail – garage doors -Approved
12. 6307 Monterey Place – Swim Spa and addition – Swim Spa was conditionally approved and more information was requested for the addition.
13. 10264 Pennington Lane – Paver Driveway- Approved
14. 10180 Woodrose Lane – Retaining wall and regrading of backyard- More information requested.
15. 10158 Charissglen Lane – Requesting variance for wire above fence line - Not approved

With no further business, the meeting adjourned at 8:02 p.m.

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**Laurie Allred**, Architectural Review Committee Chair



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## DEVELOPMENT REVIEW COMMITTEE

DATE: August 11, 2021

### MEETING MINUTES

#### I. Call to Order

The meeting was called to order at 6:01 p.m. by Chairman Zell Cantrell.

Roll call was taken by Secretary Madlambayan.

| Member Name                  | Present | Absent | Excused |
|------------------------------|---------|--------|---------|
| Zell Cantrell, Chairperson   | ✓       |        |         |
| Rob Mierau, Vice-Chair       | ✓       |        |         |
| Ariel Madlambayan, Secretary | ✓       |        |         |
| Doug Flin                    | ✓       |        |         |
| Karie Westphal               | ✓       |        |         |
| Erik Okland                  | ✓       |        |         |
| Greg Banks                   | ✓       |        |         |

Also in attendance:

Cassie Thomas, HRCA CIS Manager

Terry Loock, Café Rio

Amanda Bernard, CSAi- Skyview Academy

Colin Campbell, Café Rio

Paul Battaglio, Dish Wireless- Skyview Academy

Kim Cook, Service First Permits- Café Rio

Chelsea Beckmann, Shea Properties- Postino

Trina Borja, Service First Permits- Café Rio

#### II. Review and Approval of July 14, 2021 Minutes

##### Action:

A motion was made by **D. Flin** to **Accept the July 14, 2021 minutes and publish as written, seconded by G. Banks.**

- **6** member(s) **Concur;**
- **0** member(s) **Dissent;**
- **1** member(s) **Abstain.**

#### III. 6161 Business Center Drive- SkyView Academy | Site Plan Amendment-

Scope of Project: Site Plan Amendment for installation of DISH Wireless antennas and additional equipment on rooftop with screening wall.

Both Amanda Bernard of CSAi and Paul Battaglio of Dish Wireless presented the project. The Committee expressed the following concerns/questions:

- The Committee has concerns about the structure being attached to the parapet only on two sides- they feel roof penetrations will be needed. How will the wall remain stable if only secured on two sides and elevated to allow for drainage? Verification is needed on the structural connections.
- The Committee would like to see the antennas moved inboard as less screening may be required.
- There is concern that the tower elements are not integrated into the architecture of the building. Could be a consolidation of the towers, lowering the screen wall height, etc. as the scale is not compatible as submitted.

- All conduit on the south side of the building would need to be painted to match the surface it is on.
- There are discrepancies in the heights reflected in the drawings versus the photo simulations. Please confirm all heights.
- It is noted that the DRC is not a proponent of 5G and wants to ensure there is proper notification to the students in the school and the surrounding businesses.

**Action:**

A motion was made by **D. Flin** to **deny the project as submitted, seconded by R. Mierau.**

- **7** member(s) **Concur;**
- **0** member(s) **Dissent;**
- **0** member(s) **Abstain.**

**IV. Central Park Retail- Postino | Site Plan Amendment-**

Scope of Project: Site Plan for new 4000+ square foot restaurant- Postino in the Central Park area (Plaza & Penny Lane), adjacent to the existing Ent Credit Union. Plans include building shell, patio with canopy, landscape and additional parking spaces.

Chelsea Beckmann of Shea Properties presented the project. The Committee expressed the following:

- Detailed landscape plan and grading plan must be submitted.
- Architectural enhancements are needed on the east elevation.
- There are concerns that the materials and colors do not transition at the corners; it is also suggested that the wainscot wrap around the corners at the northeast and southeast corners of the building.
- The Committee is favorable to the use of the corten metal finish but wanted verification it would be corten and not a prefabricated product.
- Dog waste stations are needed if dogs are permitted on the patio.
- The main entry at the north side of the building faces weather and ice challenges during the winter months.
- Details are needed on the patio rail and any other rails to be on site.
- Details are needed on site furnishings and will need to be submitted by Shea Properties or Postino before final approval is given.

**Action:**

A motion was made by **D. Flin** to **conditionally approve the concept of the project as submitted, seconded by K. Westphal.**

- **7** member(s) **Concur;**
- **0** member(s) **Dissent;**
- **0** member(s) **Abstain.**

**V. 9215 Broadway- Café Rio | Site Plan Amendment-**

Scope of Project: Site Plan Amendment for conversion of Kentucky Fried Chicken to Café Rio. Update building façade by painting. Additional improvements.

Terry Loock of Café Rio walked the Committee through the proposed changes. After discussion, the Committee offered the following comments:

- After evaluation of the sandblasting and chemical removal of the paint from the existing block, the Committee has approved a variance to allow for the building to be painted to prevent further damage. Please send the pictures that were shown during the meeting to Cassie Thomas.
- Provide elevations that reflect the roof screen wall covers all rooftop equipment.
- Consider creative paneling or alternatives on the west elevation to break up the façade, perhaps even extending the outdoor furnishings to that area.
- Additional enhancements are needed to the landscape- the plans are minimalistic. Additionally, consider the placement of the plantings to allow for car doors to open, car bumpers to not impact the planting at the head in parking stalls, etc. Substitute the dogwoods at the trash enclosure with grasses such as Karl Foerster Feather Reed Grass, and the area looks large enough to support more than two plantings.
- Details are needed on the lighting. Given the outdoor patio seating, lighting is needed. Provide specifications on all lighting fixtures.
- The Committee appreciated the architecture and articulations shown on some of the other Café Rio locations, they would like to challenge you to introduce similar features. This building has a prominent location and there are opportunities to enhance the elevations.
- The trash enclosure is not to be painted and must remain block. The enclosure needs maintenance, including power washing to remove water staining and areas on the cap need repaired. The doors will be painted Sherwin Williams Iron Ore.
- It was noted that on the south side of the building at the drive-thru, where the existing junipers are to be removed, that proper soil prep will be critical, otherwise any plantings installed will likely fail due to the acidity of the soil.
- Add a bike rack on the site.
- The ADA ramp and site furnishings are in conflict as shown.

**Action:**

A motion was made by **R. Mierau** to **deny the plans as submitted**, seconded by **D. Flin**.

- **7** member(s) **Concur**;
- **0** member(s) **Dissent**;
- **0** member(s) **Abstain**.

**VI. Non-Agenda Resident Comments**

There were no residents in attendance.

Ms. Thomas did pose the question as to whether the Committee wanted to continue meeting using Zoom, or if they would like to meet in person while following COVID protocol. The Committee requested September be online, and they would vote at that time.

**With no further business, the meeting adjourned at 9:02 pm.**

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Zell Cantrell, Chairperson  
Development Review Committee

Ariel Madlambayan, Secretary  
Development Review Committee

## Community Relations August/September Update

### August Events

#### **Sounds of Summer Concert: Blackwater Band**

Aug. 5 – Highland Heritage Regional Park, 6:30 p.m. – 8:00 p.m.

Attendance: 800 people

#### **Tequila and Tacos**

Aug. 14 – Eastridge Recreation Center – Back Patio, 3:00 – 6:00 p.m.

Attendance: 300 people

#### **Rescheduled: Culture on the Green ft. Michael Friedman Band**

Aug. 18 – Civic Green Park, 6:30 – 8:00 p.m.

Attendance: 600 people

#### **Summer Sunset Concert: That Eighties Band**

Aug. 27 – Civic Green Park, 6:30 – 8:00 p.m.

Attendance: 2,431 people

### September Events

#### **Doggie Splash**

Sept. 11 – Westridge Recreation Center, 8:00 a.m. – Noon

Join us at the end of the pool season as we open the Outdoor Pool at Westridge to our four-legged friends ONLY.

#### **Highlands Ranch Pioneer Days**

Sept. 11 – Highlands Ranch Mansion – 9:00 a.m. – 4:00 p.m.

This event features historical reenactments, blacksmithing, fry bread, a petting zoo, livestock displays, and more. Hayrack rides will provide views of the ranch not typically seen by the public.

#### **Oktoberfest**

Sept. 18 – Town Center South, 1:00 – 9:00 p.m.

Gather your family and friends together for this great cultural event with German food, music, and, of course, great beers from Paulaner. And don't forget the live entertainment!

#### **Blood Drive**

Sept. 20 – Northridge Recreation Center, Noon – 4:00 p.m.

HRCA is partnering with Vitalant to bring the Gift of Life to our community in a time of need. Your donation will save many lives!

#### **Veteran's Fundraiser Comedy Night**

Sept. 24 – Southridge Recreation Center, 6:45 – 8:30 p.m.

Five comedians will perform to raise money for the Children's Organ Transplant Association and Homeless Veterans. The evening will feature performances by Jacob Rupp, Eddie from New York, Lisa Lane, John Novosad, and Nancy Norton. A cash bar will be available.

#### **Fall Craft Show**

Sept. 25 & 26 – Eastridge Recreation Center, 9:00 a.m. – 5:00 p.m.

This two-day show features handcrafted items that have been lovingly created by local artists. You will be delighted at the creativity shown in their work. Items exhibited include jewelry, bath products, pottery, wooden crafts, floral arrangements, wreaths, precious baby and children's articles, fused glass, hand-knit scarves, shawls, and a multitude of other objects of art and apparel. Admission is free.

**Please check our web pages:**

[HRCA Facility opening guidelines](#) to see all that is currently open and accessible.

[HRCA Event Calendar](#) for alternate dates and more information on upcoming events.

[HRCA COVID-19](#) page for up to date information and links to helpful resources during the COVID crisis.

[HRCA at Home](#) created to give people virtual opportunities to keep our audience active, engaged and entertained during this uncertain time.



**Minutes of the August 16, 2021 Finance Committee Meeting  
Highlands Ranch Community Association, Inc.**

| <b>Committee Members Present:</b>                            | <b>Staff Members Present:</b>                                      | <b>Committee Members Absent</b>  |
|--|--|--|
| Ron Welk<br>John Mackowiak<br>Mikel Wilcox<br>Rolands Vilums | John Phibbs, Finance Director<br>Sandy Farish, Sr Staff Accountant | Krystal Woodbury<br>Briceson Kahler<br><br><u><b>Others Present</b></u><br>Keith Burge |

Ron Welk called the meeting to order at 6:00 p.m. A quorum was present.

The Finance Committee **Recommends** to the Board of Directors the following,

1. The Committee recommends that the CEO and the Board of Directors review Finance Committee recommendations in a timely manner (within 30 days) instead of waiting until the next planned QBR session to address. The Committee would appreciate a response regarding the recommendations and if the recommendations will be acted upon or rejected along with reasonable explanations for the decisions made.
2. Staff salary increases were approved and budgeted for 2021. In addition, net revenue over expense has a considerable surplus for the year. The Committee reiterates the recommendation from the July 19 meeting minutes that the board should approve the increases in order to maintain employee morale and to retain staff.
3. The Committee recommends 2021 salary market adjustments for critical and essential staff that HRCA could be at risk of losing if adjustments are not made. HRCA leadership should make recommendations regarding the most critical staffing needs, similar to the AFS position adjustments. Waiting until the salary survey in 2022 and then payouts in 2023 may be too late to retain key and essential staff.
4. HRCA should initiate a community liaison program in order to regularly document resident feedback. This program should institute frequent surveys and other community feedback mechanisms on how HRCA is doing regarding the recreation centers, community events, major capital upgrades, customer service for Assessments and Covenants. An employee of HRCA should be in charge of the community liaison program and provide regular feedback to Staff, the Delegates, and the Board.
5. The Community Relations and Marketing organization should perform regular market research regarding current and projected community demographics information that is needed for longer term program planning. Perform research on competing programs and trends, (private gyms, preschools, etc.). In addition, research opportunities with other organizations such as Douglas County and the Metro District as part of any major future planning.
6. The Committee would appreciate a follow-up regarding Lockton’s review of HRCA’s insurance policies with IMA.

**These recommendations were approved unanimously by the Finance Committee.**

The Finance Committee reviewed the July 19, 2021 Finance Committee meeting minutes.

**A motion was made to approve the July 19, 2021 Highlands Ranch Community Association Finance Committee meeting minutes as presented. The motion was approved with 1 abstention.**

**Motion:                    Mikel Wilcox                    Second:                    John Mackowiak**

**Minutes of the August 16, 2021 Finance Committee Meeting - Continued  
Highlands Ranch Community Association, Inc.**

The Finance Committee then reviewed and discussed the July 31, 2021 HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained and discussed. The following specific topics were discussed:

- Administrative Fund:
  - For the month and year-to-date ending July 31, 2021, Total Revenues for the Administrative Fund are 16% and 5% favorable to budget, respectively.
  - For the month and year-to-date ending July 31, 2021, Total Expenses for the Administrative Fund are 12% and 1% unfavorable to budget, respectively.
  - Year-to-Date Net Revenues for the Administrative Fund before transfers are 17% favorable to budget.
- Recreation Fund:
  - For the month and year-to-date ending July 31, 2021, Total Revenues for the Recreation Fund are 10% and 4% favorable to budget, respectively.
  - For the month and year-to-date ending July 31, 2021, Total Expenses for the Recreation Fund are 16% and 9% favorable to budget, respectively.
  - Year-to-Date Net Revenues for the Recreation Fund before transfers are 46% favorable to budget.
- Backcountry Fund:
  - For the year-to-date ending July 31, 2021, Total Revenues for the Backcountry Fund 37% favorable to budget.
  - For the year-to-date ending July 31, 2021, Total Expenses for the Backcountry Fund are 4% unfavorable to budget.
  - For the year-to-date ending Net Expenses for the Backcountry Fund before transfers are 71% unfavorable to budget.

**A motion was made to recommend that the HRCA Board of Directors accept the June 30, 2021, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

**Motion:           Mikel Wilcox                   Second:           John Mackowiak**

The next Finance Committee meeting is scheduled for Monday September 20, 2021 at 6:00 p.m.

The meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

John Phibbs  
Highlands Ranch Community Association, Finance Director