



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.
 ANNUAL MEETING OF THE DELEGATES AGENDA
 9568 UNIVERSITY BLVD.

HIGHLANDS RANCH CO 80126

April 19, 2022

6:00 p.m.

<https://us02web.zoom.us/j/89850909499?pwd=SVVIMTZ2Vm93cVYrVWd6V0ZGcitBdz09>

Meeting ID: 898 5090 9499

Passcode: 828157

One tap mobile

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Business Meeting

Approximate Time

- | | |
|---|-----------|
| 1. Guest Speaker: Douglas County and Centennial Water | 6:00 p.m. |
| 2. Call to Order | 6:30 p.m. |
| 3. Pledge of Allegiance | 6:32 p.m. |
| 4. Proof of Notice of Meeting | 6:33 p.m. |
| 5. Roll Call / Establishment of Quorum | 6:34 p.m. |
| 6. Approval of Minutes from the Meeting of Delegates on February 15, 2022 | 6:40 p.m. |
| 7. Board of Directors Reports | 6:43 p.m. |
| 8. General Manager Report | 6:50 p.m. |
| 9. Backcountry Outdoor Center Presentation: Business Plan | 6:55 p.m. |
| 10. Facilities Operations Update- Mark Gunther | 7:35 p.m. |
| 11. Continued / New Business | 7:45 p.m. |
| 12. Member Forum (Sign up in advance and 3-minute time limit) | 7:46 p.m. |
| 13. Delegate Forum (Sign up in advance and 3-minute time limit) | 7:55 p.m. |
| 14. Adjournment | 8:00 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, May 17, 2022

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. 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**

**9568 UNIVERSITY BLVD.
HIGHLANDS RANCH CO 80126**

**February 15, 2022
6:00 p.m.**

<https://us02web.zoom.us/j/85741426363?pwd=djRhDI2dUtlS2xhL3lCMXdKZlNaZz09>

Meeting ID: 857 4142 6363

Passcode: 601439

+1 669 900 6833

1. **Guest Speaker:** Douglas County Sheriff, Tony Spurlock and Captain Darren Weekly provided a community update. Sheriff Spurlock and Captain Weekly spoke about recent crimes, how to prevent crimes of opportunity, police representation, Star Chase Technology, and the importance of reporting crimes. Questions and comments occurred.
2. **Call to Order:** 6:46 p.m.
3. **Pledge of Allegiance**
4. **Proof of Notice of Meeting**
5. **Roll Call / Establishment of Quorum:** A quorum was established. 21,622 lots of 31,338 lots were present.
6. **Approval of Minutes from the Preceding Meeting of Delegates on January 18, 2022**
ACTION: The January 18, 2022 minutes were adopted by unanimous consent.
7. **Board of Directors Reports:** Jim Allen provided a PowerPoint presentation. Jim presented about the QBR, Committee Volunteers, Executive Session Rules, General Manager Interim/Hiring, Board Election, Delegate Election, and the Board Consent Agenda.
8. **Backcountry Update:** Mark Giebel provided a PowerPoint presentation about fire mitigation, fire risk and fire response. Questions and comments occurred.
9. **Board Candidate Introduction and Questions:** Board Candidates Monica Wasden, Melissa Park, John Mackowiak, Mikell Wilcox and Dan DeBacco gave a 3-minute introduction speech. Questions from Delegates occurred including:
 - What will paying off the bonds in our community do?
 - Do you, have you, or will you ever support mask or vaccine mandates in the recreation centers?
 - Are checks and balances and Delegate input important to you?
 - For Monica: You stated you would like to refocus the Board what do you mean and please provide some specifics?
 - Delegates differ in lot numbers, would one vote per Delegate be more democratic?
 - What are your plans to get more involvement and fill vacancies?
 - What do you think of short-term rentals? 2

- What do you think about getting the Bylaw Committee in place, do you support it and what do you think of the Charter?
- How do you view and support IT in the organization?

10. Continued / New Business: None

11. Member Forum: None

12. Delegate Forum: Andy Jones, #25 spoke about the Douglas County Community Foundation. Jim Allen reported that the Bylaw Committee applicants will be reviewed. Clint Cave, #52 offered to help with the Bylaw Committee.

13. Adjournment: 8:32 p.m.

Respectfully Submitted,

Melissa Park, Secretary

DISTRICT DELEGATE ROLL CALL
 MEETING DATE: FEBRUARY 8, 2022
 RECORD DATE: FEBRUARY 15, 2022

Instructions:

For initial roll call:
 - For Delegates who are present - place an "x" in column C in the

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
1	JESSE MILLER	X		297	297					
2	JESSIE ROCHA			266	-					
3	SAMARA LYON-FRICK			184	-					
4	ROY KING (Stratton Ridge)	P		153	-	153				
5	JUDY DYK (Bradford Hills)			108	-					
6	JEFF THOMPSON (Sugarmill)			126	-					
7	MICHAEL RILEY			295	-					
8	HEATHER BLAKE (Chalet)			97	-					
9	SUE LEIDOLPH (Remington Bluffs)	X		50	50					
10	JIM MAYNE	X		143	143					
11	DEREK LONG			251	-					
12	CONNIE ROSEL (Falcon Hills)	X		113	113					
13	HILARY PRICE	X		199	199					
14	TAMMY KELLY	X		185	185					
15	JUSTIN HILL			200	-					
16	ELIZABETH STROCK	X		105	105					
17	GREG HERMAN	X		166	166					
18	GLENN PROULX	X		318	318					
20	JEAN-REHNE	X		208	208					
21	JOE STEWART	X		189	189					
22	BRYAN WALSH	P		132	-	132				
23	DOMINICK ESPOSITO	X		142	142					
24	CONNIE ROSEL	X		83	83					
25	ANDY JONES	X		438	438					
26	REBECCA BOWHILL	X		183	183					
27	KETH GLENN	X		242	-					
28	BRYAN WALSH	P		48	-	48				
30	VACANT (Timberline)			368	-					
40	FRANK IMPINNA	X		368	368					
41	VACANT			366	-					
49	KARLA LAURENT	X		291	-					
50	LINDA MALLETT (Glensides)	X		345	345					
51	SHD BASU	X		253	253					
52	CLINTON CAVE	X		234	234					
53	SHARYN LANDS	X		171	-					
60	VACANT			181	-					
61	JEFF ROHR	X		105	105					
62	NANCY SMITH	X		197	197					
63	HOBB LANGRAVE	X		51	51					
64	CHRIS BAYNE	X		130	130					
65	DON WOODLAND	X		96	96					
66	TOM BEHNER	X		224	-					
68	HOMAR ALVARADO	X		152	152					
69	LOUISE ANNARI	X		182	-					
70	TERI HELMSTAD (The Village)	X		81	81					
71	CONNIE ROSEL (Falcon Hills South)	X		26	26					
73	WILL JOHNSON	X		1,184	-					
74	BILL BEUTNER	X		940	940					
75	SUSAN O'BRIEN	X		74	74					
76	JENNIFER MUKROWSKI	X		223	-					
77	MELISSA SMUSNART	X		420	420					
78	AMIT GUPTA	X		274	274					
79	GRACE MCMAHON (The Retreat)	X		101	-					

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
80	MONICA WADSEN (PADI)	X		1,533	-					
81	AL BONNEAU			20	-					
82	KURT HUFFMAN	X		778	-					
83	ANDY NATALIE			180	-					
84	DAVID ALPERT	P		785	-	785				
85	DEBORAH SPER			784	-					
86	CRYSTAL RIVANT	X		1,290	1,290					
87	JENNIFER HARRIS (Indigo Hill)	X		481	481					
88	CAROLYN GROOM (Weatherstone)	X		294	294					
89	JUDI RILEY (Villages at Elk)	X		323	323					
90	MICHAEL DEVINEY (Spaces)	X		250	250					
91	GINGER NIXT (Setters Village)	X		199	-					
92	MICHELLE RAYCLIFF (Cassoway Ranch)	X		440	440					
93	VACANT			260	-					
94	AL PELKOWSKI (Westridge Knolls)	X		617	-					
95	TOM HALL (Covecrest Ridge)	X		56	56					
96	VACANT (Highwoods HOA)			104	-					
97	WILLIAM SMITH	X		336	-					
98	DANA SCAVILLAND (Soundance @ Indigo Hill)	X		225	225					
99	MICHAEL PETRUCELLI (Cortyle Park)	P		213	-	213				
100	PAT KAPTAIN	X		177	-					
101	BRUCE PEOTTER	X		111	111					
102	PAULA BACHELLER	X		302	-					
103	JON BEZ	X		401	-					
104	VACANT			532	-					
105	JOSUPE ADEN	X		353	-					
106	RITA NORRIS	X		226	226					
107	JALDIS SIDES (Her Golf Club)	X		579	579					
108	GRITHE STEIN	X		308	308					
109	MARILYN MANNING (Hackensack)	X		1,252	1,252					
110	MARK DICKERSON (Shinglers)	X		87	87					
111	MIKE WOODLAND (Firelight)	P		1,863	-	1,863				
112	PATIE MCGUNNESS (Highland Walk)	X		298	298					
113	FRANK IMPINNA	X		517	517					
114	CLAY KAREL (The Hearth)	P		1,652	-	1,652				
115	COLIN CAMPBELL (Brownstones)	X		359	359					
116	ROBERT STRAUSS (Tresana)	X		557	557					
120	VACANT (Creek Tower Residences)			348	-					
212	VACANT (Stonesbridge)			77	-					
213	KAREN BURCH (Palomino Park-Gold Peak)	X		523	523					
	TOTAL			31,338	16,856	4,766				
	QUORUM 51%			15,902				21,622	135%	

*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
9568 UNIVERSITY BLVD.
HIGHLANDS RANCH CO 80126
April 19, 2022

<https://us02web.zoom.us/j/89850909499?pwd=SVVIMTZ2Vm93cVYrVWd6V0ZGcitBdz09>

Meeting ID: 898 5090 9499

Passcode: 828157

One tap mobile

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Quarterly 501(C)3 Meeting to Follow

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 Board Meeting Minutes of Action from March 22, 2022
- Approval of Finance Committee Minutes from March 21, 2022
- Approval of Architectural Review Committee Minutes from March 2 and 16, 2022
- Approval of QBR Minutes from April 1, 2022
- Approval of Resolution 22_04_06: HRCA Capitalization Policy
- Approval of ARC Appointment: Don McCandless
- Approval of Bylaw Committee Appointments: Daniel Anzar, Clinton Cave, Mark Dickerson, Kurt Huffman, Pattie McGuiness, Michael Petruccelli, Nancy Smith, and Frank Tezak

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 March 2022 Financials
 - Approval of the March 2022 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
9568 UNIVERSITY BLVD.
HIGHLANDS RANCH CO 80126

March 22, 2022

6:00 p.m.

<https://us02web.zoom.us/j/81675725167?pwd=dmwzOGpWT2Q4MzJObmpMUUnBpTTEzZz09>

Meeting ID: 816 7572 5167 Passcode: 708463 +16699006833

1. Call to Order: 7:25 p.m.

2. Establishment of Quorum/Roll Call: A quorum was established. Directors Jim Allen, Melissa Park, Dan DeBacco, and Monica Wasden were present. Director Brock Norris was absent.

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 Board Meeting Minutes of Action from February 15, 2022
- Approval of Finance Committee Minutes from February 14, 2022
- Approval of Architectural Review Committee Minutes from February 16, 2022
- Approval of Development Review Committee Minutes from February 9, 2022
- Approval of Backcountry Committee Minutes from March 1, 2022
- Approval of Resolution 22_03_05: Fund Management and Reserve Study Policy
- Approval of Finance Committee Applicant: Jennifer Harris
- Approval of ARC Applicants: Mollie Anderson and Jeff Rohr

ACTION: A motion was made by Dan DeBacco and seconded by Melissa Park to approve the consent agenda. Motion carried.

5. Forum – Member: None

6. Director Comments: Monica Wasden thanked the Delegates for their support with the election.

7. Committee Reports

- Delegate Meeting: None
- Architectural Review Committee, Development Review Committee, Commercial Review Committee: Diana Skelnar reported that the CIS department is fully staffed with a new Paralegal and Commercial Coordinator. The Committees are fully filled with additional applicants waiting for review.
- Finance Committee: John Phibbs reported that the auditors presented at the Finance Committee last night. Another Committee Applicant will be interviewed next month. Staff is working on the upcoming tax filing and electronic payments. Karen Jackson reviewed the February Financials.

ACTION: A motion was made by Dan DeBacco and seconded by Melissa Park to approve the February, 2022 Financials. Motion Carried.

ACTION: A motion was made by Dan DeBacco and seconded by Melissa Park to approve the December, 2021 and January, 2022 Financials. Motion carried.

- Bylaw Committee: None

8. General Manager Report: Mike Bailey thanked the Board and staff for their work while going thru the GM *Enhancing property values and creating quality of life through recreation, community events, and leadership*

transition process. Mike gave an update about the Eastridge Remodel, Topher Park, AV Upgrade, Westridge Glen School Site, Legal Review, HB1137, HB1139, and short-term rentals. Discussion and questions occurred.

9. Continued Business: None

10. New Business: None

11. Delegate Forum: Kurt Huffman, #82 commented about commercial dumpsters being placed on the street and requested that they be enforced for placement on the driveway instead. Kurt also asked if internal and external candidates were being considered for the GM job positing.

12. Adjournment: 8:08 p.m.

Respectfully Submitted,

Monica Wasden, Secretary

April FYI's

Drama

We hosted two full shows of Wonka by Kidstage in March. On May 17th and 19th, we plan to host two full shows of Aladdin at Southridge. Students in these performances showcase their stage skills through wonderful renditions for family and friends.

Dance Recital

On April 23rd, we will be hosting our Spring Dance Recital, with 125 dancers in "Flower Power". Dancers will be showcasing their skills for family and friends in two recitals!

Coached Aquatics Make a Splash

Over 100 swimmers participated in recent Coached Aquatic Youth and Adult programs. Seahawks Intro, Seahawks Juniors, Seniors, and Elite youth swimmers are participating to get a competitive edge for the upcoming summer Seahawks Summer Swim Team.

Race Series

With one event in the rear-view mirror, all race series efforts are directed towards our next race, the Mother's Day 5K on Saturday, May 7th at Cresthill Middle School. The event is aimed at giving an amazing experience for the entire family, sending runners and walkers on a gorgeous 3.1-mile course.

Fitness

The Westridge cycle studio has received all new indoor cycle bikes. Free cycle classes were run April 10th -16th to allow everyone to try out our brand-new bikes! Instructors lead themed rides throughout the week such as 80's, Rock N Roll, and even Beyonce themed classes. We also plan to add a large screen and projector in the cycle room at the end of summer to make our classes more interactive.

Sports

Youth Volleyball season is underway, and we have a new record 28 teams for the league! Youth Flag Football has also started. We are currently back to running all adult leagues including adult basketball while soccer and volleyball have begun their spring season and are off to a great start.

Tennis

Another adult league began play this week, the USTA Adult 18 & Over League. This league will conclude on June 2, with home matches being played at Northridge, Southridge and Westridge. The next league to begin its season will be the USTA Adult 55 & Over League. Teams are currently being formed for HRCA's Junior Team Tennis program. Teams are composed of players in the following age groups: 10 years and younger; 12 years and younger; 14 years and younger and under 18 years of age. Practices will be held twice weekly. Weekly matches will be played on Mondays once the season begins.

Therapeutic Recreation

March happenings for the TR Program included personal instruction on land and aquatic therapy. Thrilling Thursdays, Hip Hop, Yoga, spring break Lego camp and sports camp were popular. Yoga, Tae Kwon Do and soccer programs continue in April as well as Special Olympics swim team.



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: March 2, 2022

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	✓		
Elizabeth Bryant	✓		
Jerome Jackson		✓	
Chris Robinson	✓		
Jason Pickett	✓		
Tony Perrone	✓		
Jerry Jeter (Zoom)	✓		

Also in attendance:

Diana Sklenar, Community Improvement Supervisor
 Jeff Rohr, Delegate
 Jayma Wessling CIS Coordinator
 Carrie Vaughan CIS Administrative Assistant
 Michelle Nachtrab Homeowner

II. NEW BUSINESS:

- Architectural Reviews – The Committee Members reviewed the following submittals.

1152 Chimney Rock Road – Faux wood staining of garage door – Not approved – Finish does not meet HRCA standards

1. **2121 Biscayne Court** – Add hardscape to 3 areas, 1 concrete area - Approved as submitted
2. **1169 Starglow Place** – Deck extension - Approved as submitted
3. **2385 Paintbrush Drive** – Deck replacement, cover, patio and firepit – Not Approved – posts must be brick to the beam of the deck. Show a plan with the hot tub included, dry stack wall.
4. **2833 Canyon Crest Drive** – Fence installation – Approved as submitted
5. **9681 Chesapeake Street** – Deck and cover replacement – Approved as submitted
6. **10242 Cedaridge Court** – Room addition to rear of home – Approved as submitted
7. **8766 Meadowcreek Court** – Beehives – Approved as submitted
8. **634 Blue Heron Way** – Variance for dog run – Approved as submitted.

With no further business, the meeting adjourned at 7:52 p.m.

 Laurie Allred, Architectural Review Committee Chair



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: March 16, 2022

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	✓		
Elizabeth Bryant			✓
Jerome Jackson		✓	
Chris Robinson	✓		
Jason Pickett	✓		
Tony Perrone			✓
Jerry Jeter	✓		

Also in attendance:

Diana Sklenar, Community Improvement Supervisor
 Jeff Rohr, Delegate
 Jayma Wessling CIS Coordinator

II. NEW BUSINESS:

- Architectural Reviews – The Committee Members reviewed the following submittals.
 1. **461 English Sparrow** – Commercial Vehicle - Approved three (3) to two (2) with a variance.
 2. **461 Quail Ridge** – Deck and stairs replacement on front Approved with the condition the railing be included at 36" height and year-round green shrubbery at the foundation of the deck for screening
 3. **1734 Glenwood Lane** – Deck replacement with cover – Approved by all as submitted
 4. **2286 Glenhaven** – Deck replacement with cover with spiral staircase, and fire pit – Approved by all as submitted
 5. **9183 Princeton St** – Remove the railing & spindles – Approved by all as submitted
 6. **9370 Morning Glory Ln** – Replace siding - Declined by all
 7. **9847 Silver Maple Rd** – Rear patio with pergola – Conditionally approved by all to be installed at furthest point on deck.

With no further business, the meeting adjourned at 7:12 p.m.



 Laurie Allred, Architectural Review Committee Chair



Community Relations March/April Update

March Events

Winter Cultural Series – Colorado Chord Company Barbershop Chorus

March 3 – Cherry Hills Community Church, 6:30 – 8:00 p.m.
Attendance: 200 people

Your Health with UHealth: Colon Health

March 9 – Virtual, 6:00 – 7:00 p.m.
Attendance: 44 people

Princess Tea Party

March 12 – Southridge Recreation Center, 10:30 a.m. – Noon
Attendance: 157 people

Spring Craft Bazaar

March 19 – Eastridge Recreation Center, 9:00 a.m. – 5:00 p.m.
Attendance: 1,400 people

April Events

Farmers' Market: Sundays, starting April 3 – Town Center South, 10:00 a.m. – 2:00 p.m.

HRCA partners with Denver Farmers' Market to bring one of the best weekly gatherings of local vendors together to sell local fresh goods to Highlands Ranch residents during the summer months.

Your Health with UHealth: Screenings: What to Get and When. April 6 – Virtual, 6:00 – 7:00 p.m.

We will discuss all types of screenings, how to get them, when to get them, and why, as well as answer your questions.

Dueling Pianos: April 8 – Southridge Recreation Center, 6:30 – 8:30 p.m.

Dueling Pianos is a non-stop, high-energy show that's sure to be a perfect night out for you and your neighbors! Two professional pianists will perform all your requests from Billy Joel to Britney Spears and everything in between.

Easter Egg Hunt: April 16 – Northridge Park, 10 a.m.

Hop on over to Northridge Park for the annual Easter Egg Hunt! Bring your camera because there is even a special appearance by the Easter Bunny! It's a family event with a hunt for children ages one to nine years old.

Volunteer Fair: April 19 – Southridge Recreation Center, 4 – 7 p.m.

The Volunteer Fair is an opportunity for nonprofit organizations and potential volunteers to meet face-to-face. It's also an opportunity for multiple nonprofit organizations to showcase their volunteer needs – all under one roof.

Coffee with a Cop: April 20 – Eastridge Recreation Center, 8:00 – 10:00 a.m.

Douglas County Sheriff's Department will stop by to give residents and business owners the chance to connect with police in a relaxed atmosphere.

Winter Cultural Series – Fiesta Colorado (Rescheduled from March): April 21 – Cherry Hills Community Church, 6:30 – 8:00 p.m. Mariachi sol de Mi Tierra will be joining them for live music and fun for the whole family!

9Health Fair: April 23 – Eastridge Recreation Center, 8:00 a.m. – Noon

The 9Health Fair brings communities together to provide preventative health education and offer medical screenings to Colorado residents. The Highlands Ranch Lions Club is proud to again sponsor and coordinate the Fair in Highlands Ranch.

Comedy Night: April 29 – Southridge Recreation Center, 8:00 a.m. – Noon

Come to the Southridge Recreation Center for a comedy show and enjoy an evening of laughter and amusement! We have performances by Terri Barton Gregg, Eddie from New York, Ryan Burmester, followed by our headliner Christie Buchele.

Please check our web page: [HRCA Event Calendar](#) for more information on upcoming events.

**Minutes of the March 21, 2022 Finance Committee Meeting /
Board of Directors 2021 Audit Review Meeting
Highlands Ranch Community Association, Inc.**

FC Members Present:

Dan DeBacco, chair
Ron Welk
John Mackowiak
Mikel Wilcox
Jennifer Harris
Briceson Kahler
Leighton Stephenson

Staff Members Present:

John Phibbs, Director of Finance
Karen Jackson, Accounting Manager
Sandy Farish, Sr Staff Accountant
Mike Bailey, General Manager
Mark Giebel, Backcountry

Visitors Present:

Ksenia Popke, Partner, Eide Bailly
Kevin Ross, Audit Manager, Eide Bailly
Evan Lanz, Sr Auditor, Eide Bailly
John Brannock

Board Members Present:

Jim Allen, President
Melissa Park

Ron Welk called the meeting to order at 6:02 p.m. A quorum of the Finance Committee Members was present.

Ksenia Popke, of Eide Bailly, presented the 2021 audit report and findings. Eide Bailly issued an unmodified (i.e. “clean”) audit opinion, which states that the financial statements “...present fairly, in all material respects, the financial position of the Highlands Ranch Community Association, Inc. as of December 31, 2021, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted...”. Ms. Popke thanked staff and the Finance Committee for their involvement in the 2021 audit process.

Mark Giebel gave a presentation on Backcountry Conceptual Plan.

A motion was made to recommend that the HRCA Board of Directors accept the December 31, 2021 Highlands Ranch Community Association Financial Statements and the Draft Audited 2021 Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Briceson Kahler Second: John Mackowiak

The Finance Committee reviewed the February 14, 2022 Finance Committee meeting minutes.

A motion was made to approve the February 14, 2022 Highlands Ranch Community Association Finance Committee meeting minutes as presented. The motion was approved unanimously.

Motion: John Mackowiak Second: Leighton Stephenson

The Finance Committee then discussed the January 2022 HRCA financial statements, which had been circulated for review prior to the March meeting.

A motion was made to recommend that the HRCA Board of Directors accept the January 31, 2022 Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Ron Welk Second: Briceson Kahler

**Minutes of the March 21, 2022 Finance Committee Meeting /
Board of Directors 2021 Audit Review Meeting - Continued
Highlands Ranch Community Association, Inc**

The Finance Committee then reviewed and discussed the February 28, 2022 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 February 28, 2022, Total Revenues for the Administrative Fund are 5% and 3% unfavorable to budget, respectively.
 - For the month and year-to-date ending February 28, 2022, Total Expenses for the Administrative Fund are 8% favorable and 5% unfavorable to budget.
 - Year-to-Date Net Revenues for the Administrative Fund before transfers are 41% unfavorable to budget.

- Recreation Fund:
 - For the month and year-to-date ending February 28, 2022, Total Revenues for the Recreation Fund are 5% favorable to budget.
 - For the month and year-to-date ending February 28, 2022, Total Expenses for the Recreation Fund are 4% and 5% favorable to budget, respectively.
 - Year-to-Date Net Revenues for the Recreation Fund before transfers are 33% favorable to budget.

- Backcountry Fund:
 - For the month and year-to-date ending February 28, 2022, Total Revenues for the Backcountry Fund under 1% favorable and 5% unfavorable to budget.
 - For the month and year-to-date ending February 28, 2022, Total Expenses for the Backcountry Fund are 28% and 10% unfavorable to budget, respectively.
 - Year-to-Date Net Expenses for the Backcountry Fund before transfers are 13% favorable to budget.

A motion was made to recommend that the HRCA Board of Directors accept the February 28, 2022 Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: John Mackowiak Second: Briceson Kahler

The next Finance Committee meeting is scheduled for Monday April 18 2022 at 6:00pm Eastridge Recreation Center.

Respectfully Submitted,

Karen Jackson
Highlands Ranch Community Association, Accounting Manager



HIGHLANDS RANCH COMMUNITY ASSOCIATION

Board of Director's Quarterly Business Review Meeting Minutes
April 1, 2022
9:00 a.m. - 4:00 p.m.
8800 S. Broadway Highlands Ranch CO 80126
Wetterhorn Conference Room

I. Goals and Objectives/Staff Updates

- *Backcountry*: Mike Bailey gave an update about the Backcountry construction project approval and funding process. Discussion about the McKinstry Project occurred.
- *Facilities*: Ken Joseph reported that mobile and self-check in has been fully implemented and this summer will be available at the pool gates. Facilities is working on adding technology that reduces energy including certain exercise equipment and pool fans. The bids have been returned for the Eastridge lobby remodel and are being reviewed. Ken Joseph reported about space and program utilization. Discussion about staffing, senior programming, and room rentals occurred.
- *Financial and Recreation Systems*: John Phibbs reported that the Netsuite fixed asset module is being implemented. Discussion about electronic billing and payments occurred; the 501(c)3 setup and transfer is in process. Emily Odatto reported about customization and Netsuite upgrades. Quarterly inputs, testing requirements, single sign-on/homeowner portal integration, and separating rental properties from owner occupied properties in the portal is being worked on. Dan DeBacco asked about the budget calendar schedule. John Phibbs reported about the long-term plan and will give an update along with the next Backcountry conceptual plan presentation. Brock Norris asked about how the bonds being paid off will affect the long-term plan.
- *Community Relations*: Jamie Noebel gave an update about events including pricing, coffee with a cop, the winter cultural series, 9News health fair, the 4th of July parade and the resignation of Marketing Director Sara Walla. Discussion about the Backcountry Event Center occurred including how to make it a multi-purpose center for events.
- *Executive Session*: Executive Session was held to discuss the salary survey and personnel matters.

General Manager Appointment:

Call to Order: 2:50 p.m.

A motion was made by Jim Allen and seconded by Melissa Park to appoint Mike Bailey as the HRCA General Manager and to approve the employment contract as presented. Motion carried.

Adjourn: 3:05 p.m.

Respectfully Submitted,

Monica Wasden, Secretary

Celebrating 20 Years!



HIGHLANDS RANCH
Cultural Affairs Association



HIGHLANDS RANCH
Community Scholarship Fund

**Board of Directors Meeting
April 19, 2022
AGENDA**

- I. Call to Order
- II. Roll Call and Proof of Notice
- III. Approval of Minutes of Action from January 18, 2022
- IV. Reports
 - Accept the First Quarter Financial Statements for HRCAA
 - Accept the First Quarter Financial Statements for HRCSF
 - Accept the First Quarter Financial Statements for HRBCEF
 - Accept the First Quarter Finance Statements for HRBWAF
 - Accept Resolution 22_04_07: HRBWAF Contemporaneous Meetings
 - Accept Resolution 22_04_08: HRBWAF Conflict of Interest Policy
- V. Additional Business
- VI. Adjournment

For additional information contact annie.vincent@hrcaonline.org

Celebrating 20 Years!



HIGHLANDS RANCH
Cultural Affairs Association



HIGHLANDS RANCH
Community Scholarship Fund

**Board of Directors Meeting
January 18, 2021
MINUTES**

- I. Call to Order: 7:39 p.m.
- II. Roll Call and Proof of Notice: A quorum was established. Directors Jim Allen, Brock Norris, Scott Lemmon, Melissa Park and Dan DeBacco were present.
- III. Approval of Minutes of Action from October 19, 2021
ACTION: A motion was made by Brock Norris and seconded by Jim Allen to approve the October 19, 2021 minutes. Motion carried.
- IV. Reports: Questions and discussion occurred about funding and presenting the scholarship program and renaming the HRBCEF.
- Accept the Fourth Quarter Financial Statements for HRCAA
 - Accept the Fourth Quarter Financial Statements for HRCSF
 - Accept the Fourth Quarter Financial Statements for HRBCEF
- ACTION:** A motion was made by Melissa Park and seconded by Dan DeBacco to approve the HRCAA, HRCSF and HRBCEF Financials.
Motion carried.
- V. Additional Business: None
- VI. Adjournment: 7:48 p.m.

Respectfully Submitted, _____

Melissa Park, Secretary