



Business Agenda Items

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Consent Agenda:
 - Approval of Board Meeting Minutes of Action from November 2022
 - Approval of Finance Committee Minutes from November 2022
 - Approval of Architectural Review Committee Minutes from November 2022
 - Approval of the Bylaw Committee Minutes from November 2022
- V. Board President Comments
- VI. Adjournment & Volunteer Appreciation Celebration

The Next Delegate and Board meeting will be held on Tuesday, January 17, 2023.

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: theresa.hill@hrcaonline.org. The Board Working Session, Delegate Meeting, Board of Directors Meeting, and all other HRCAs Committee Meetings are open to our members.



Agenda item: Call to Order **Presenter:** Jim Allen

Conclusions:

The meeting was called to order at 7:06 p.m.

Agenda item: Establishment of Quorum/Roll Call **Presenter:** Monica Wasden

Conclusions:

A quorum was established. Directors Brock Norris, Melissa Park, Dan DeBacco, and Monica Wasden were present.

Agenda item: Proof of Notice of Meeting **Presenter:** Monica Wasden

Conclusions:

Board Member confirmed the Proof of Notice of Meeting.

Agenda item: Consent Agenda **Presenter:** Jim Allen

Action Items:

- Approval of Board Meeting Minutes of Action from August 2022
- Approval of Finance Committee Minutes from August 2022
- Approval of Architectural Review Committee Minutes from August 2022
- Approval of Bylaw Committee Minutes from August 2022
- Approval of Board Meeting Minutes of Action from September 2022
- Approval of Finance Committee Minutes from September 2022
- Approval of Architectural Review Committee Minutes from September 2022
- Approval of Bylaw Committee Minutes from September 2022
- Approval of 2023 Board Meeting Calendar
- Approval of 2023 Election Schedule
- Approval of 2023 Facility Closure Dates
- Approval of 2023 Holiday Schedule
- Approval of 2023 Speaker Schedule

Conclusions:

A motion was made by Monica Wasden and seconded by Dan DeBacco to approve the Consent Agenda. Motion carried.

Agenda item: Member Forum **Presenter:**

Conclusions:

No members presented.



Agenda item: Director Comments

Presenter: Board of Directors

Discussions:

Dan DeBacco noted he is excited for 2023 and the work the Board of Directors is doing. Monica Wasden thanked HRCA for the fruit basket. Jim Allen noted his excitement on the Site Plan Amendment.

Agenda item: Committee Reports

Presenter: N/A

Discussions:

- a. Delegate Meeting
No comments made no action from the delegate meeting
- b. Finance Committee Meeting | Review of the October 2022 Financials
Brice Kahler provided a review of the October 2022 Financial Statements that were presented to the Finance Committee on November 14, 2022.

Conclusions:

A motion was made by Dan DeBacco and seconded by Brock Norris to approve the October 2022 Financial Statements. Motion carried.

Agenda item: General Manager Report

Presenter: Mike Bailey

Conclusions:

Mike Bailey thanked Mark Giebel and his staff for their work on the Backcountry fundraiser that raised \$14,000. He reminded Directors of the table reserved at the Douglas County Commissioners luncheon.

Agenda item: Continued Business

Presenter: N/A

Conclusions:

No new resolutions/continued business

Agenda item: New Business

Presenter: Board of Directors

Discussion:

Dan DeBacco announced the Finance Committee will not meet in December due to the timing of the meeting. Dan reviewed Shane Callahan's credentials and application/resume for joining the Finance Committee and all Directors were provided copies.

Conclusions: A Motion to approve Shane Callahan as a Finance Committee member was made by Dan DeBacco; seconded by Melissa Park. Motion carried.

Agenda item: Delegate Forum

Presenter:

Discussion:

Kurt Huffman | District #82: Asked the Board what they plan to get out of the IT update at Southridge. It was noted that the update would include new screens, side monitors, drop down mics that are dedicated to blocking outside noise, and cameras.

Agenda item: Adjournment

Presenter: Jim Allen

Conclusions:

The Meeting of the Delegates was adjourned at 7:22 p.m.

Respectfully submitted,

Monica Wasden, Secretary

Minutes
November 14, 2022, Finance Committee Meeting
Highlands Ranch Community Association, Inc.
Eastridge Recreation Center

FC Members Present:

Dan DeBacco, chair
Jennifer Harris
Leighton Stephenson
Ron Welk
Mikel Wilcox

Staff Members Present:

Brice Kahler, Chief Financial Officer
Brian Sheppelman, Corporate Compliance Director
Emily Arnold, Accounting Manager

Board Members and Visitors Present:

Shane Callahan, FC candidate

FC Members Absent:

None

Dan DeBacco introduced Shane Callahan, who is interested in joining the Finance Committee. Shane discussed his background; followed by an interview from committee members.

Dan DeBacco called the Finance Committee meeting to order at 6:25 p.m. A quorum of the Finance Committee Members was present.

The Finance Committee reviewed the October 17, 2022, Finance Committee meeting minutes.

A motion was made to approve the October 17, 2022, HRCA Finance Committee meeting minutes as presented. The motion was approved unanimously.

Motion: Mikel Wilcox Second: Leighton Stephenson

The Finance Committee reviewed and discussed the October 31, 2022, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed. The Finance Committee asked various questions regarding Balance Sheet and Income Statement line items.

A motion was made to recommend that the HRCA Finance Committee accept the October 31, 2022, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Ron Welk Second: Jennifer Harris

Brice Kahler gave an update on the HRCA Finance Department, including staffing, reconciliation best practices, procurement and contracts policies, and future P-Card system to replace Wells Fargo credit cards. Haynie & Co. was selected as our audit firm.

Brice Kahler next discussed our Treasury outlook, including efforts to close and/or consolidate some accounts, and working with Morgan Stanley to invest excess cash not needed in the short term in various Treasuries with higher returns than our current CD's and money market accounts.

Dan DeBacco discussed the Golf Outing to raise sponsorship money for HRCA 501c3's. Anticipated event date is June, 2023 at Highlands Ranch Golf Club.

**Minutes of the August 15, 2022, Finance Committee Meeting / - Continued
Highlands Ranch Community Association, Inc**

Shane Callahan was excused. The Finance Committee discussed the applicant. He was unanimously approved for membership.

The meeting was adjourned at 8:06pm.

The next Finance Committee meeting is scheduled for Monday, December 19, 2022, at 6:00 p.m. at the Eastridge Recreation Center.

Respectfully Submitted,

Emily Arnold
Highlands Ranch Community Association, Accounting Manager



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: November 2, 2022

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Jayma Wessling, Residential Coordinator

Roll call was taken, and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred, Chair	✓		
Elizabeth Bryant	✓		
Chris Robinson	✓		
Jason Pickett	✓		
Tony Perrone	✓		
Jerry Jeter	✓		
Jeff Rohr			✓
Don McCandless	✓		
Mollie Anderson	✓		

Also in attendance:

Diana Sklenar Community Improvement Services Manager
Jayma Wessling Residential Improvements Coordinator - CIS

II. MINUTES

I. Approved as submitted

III. DISCUSSION

- I. Diana Sklenar
 - a. RIGS discussion of Artificial Turf discussion for front yards
2. Laurie Allred
 - a. Announcement she will be stepping down as ARC Chairperson in April 2023

III. NEW BUSINESS: Architectural Reviews_– The Committee Members reviewed the following submittals.

- I. 9549 Wangaratta – Fence
 - a. Approved variance for six foot fence without transition all in favor
- II. 759 Sparrow Hawk - Shed, Gate, Trellis
 - a. Denied for trellis
 - b. Denied the shed as submitted, insufficient information
 - c. Approved the width of the gate with variance
- III. 8804 Miners Pl – Flagpole and lights
 - a. Approved
- IV. 8397 Cobblestone Ct – Driveway expansion, front door, artificial turf
 - a. Approved front door color
 - b. Approved driveway expansion
 - c. Denied artificial turf
- V. 10221 Kleinbrook - Security Cameras
 - a. Approved

IV. DISCUSSION

- I. ARC meeting dates will be held as follows based on the number of submittals to review:
 - a. November 16th, December 7th and January 4th.

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

Laurie Allred, Architectural Review Committee Chair



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: November 16, 2022

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:34 p.m. by Jerry Jeter, Committee Vice Chair

Roll call was taken, and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred, Chair	✓		
Elizabeth Bryant	✓		
Chris Robinson	✓		
Jason Pickett	✓		
Tony Perrone	✓		
Jerry Jeter	✓		
Jeff Rohr			✓
Don McCandless	✓		
Mollie Anderson	✓		

Also in attendance:

Jayma Wessling CIS Coordinator
Sarah Collins – Homeowner
Derek Landreville – Homeowner
Shane Dulin – Homeowner

II. NEW BUSINESS: Architectural Reviews – The Committee Members reviewed the following submittals.

1. **9391 Princeton Ln** – Swim Spa
 - a. Unable to approve by all due to size a proportion to yard
2. **10306 Tracewood** – Composite Shed
 - a. Denied by all – Materials do not comply
3. **9792 Saybrook** – Additions
 - a. Approved by all

III. RESIDENTIAL IMPROVEMENTS

1. **9845 Spring Hill** – Walkway variance
 - a. Five (5) in favor four (4) against resulting in an Approval
2. **1582 Spring Water** – Artificial Turf
 - a. Approved by all

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

Laurie Allred, Architectural Review Committee Chair



HIGHLANDS RANCH COMMUNITY ASSOCIATION

BYLAW COMMITTEE

November 8, 2022

MEETING MINUTES

I. Call to Order

The meeting was called to order at 6:31 p.m. by Marker Dickerson

Roll call was taken

Member Name	Present	Absent	Excused
Monica Wasden			✓
Nancy Smith- Vice Chair	✓		
Frank Tezak	✓		
Pattie McGuiness	✓		
Michael Petruccelli	✓		
Mark Dickerson- Chairman	✓		
Kurt Huffman	✓		
Clinton Cave			✓
Daniel Anzar	✓		
Rosabel Harrington	✓		

Also in attendance:

Diana Sklenar – CIS Manager

II. Key Point Coverage

- Delegates must be a current owner in Highlands Ranch- BOD does not. Discussion included:
 - Double ownership
 - Private ownership
 - Rental Residence
 - Natural Person qualification

It was agreed the Delegates and BOD requirements should match and a language change is needed to meet this requirement. Legal Counsel will be utilized

- Percentage of interest for the Beneficiary Owner of the property
 - One-third of Residents are 55+ in age
 - Not moving forward on this topic
- Delegates to run their own meetings
 - Having the BOD run the Delegate meetings creates a conflict of interest
 - Agreed that the Delegates want to run their own meetings
 - A Chair and Vice Chair would be elected; Legal Counsel to review wording
- Community Cumulative voting should be required
 - Multiple points of view discussed
 - This is 'tabled' until further discussion
 - Every point moving forward; each member should have researched the pros and cons of cumulative voting and be able to represent their points of view for discussion
 - This point will be voted and settled on for final approval in the next meeting
- Slush Fund: how to go about full disclosure

- Delegates require full disclosure as to all expenditures/intakes/funding
- BOD voting will not take precedence over the BOD voting
- Delegates want the power for the final approval on forecloses
 - Money for foreclosure should come from Recreation fund
 - Visitation as to how many foreclosures take place
 - Not enough foreclosures take place to warrant further discussions, but the delegates want full disclosure
 - Any delegate enforcement should be paid out of the Administrative Funds
- Expenditure of over \$10k must be voted on
 - What constitutes an emergency
 - Contacts should be voted upon by BOD and the Delegates
- BOD cannot see over running of elections
 - Directors should be required to disclose decisions online and at meetings
 - Further discussion warranted
- Question of number of Board of Directors; currently 5, recommendation of no more than 7 and regulations on districts/regions from which they can be from
- Should a seat be deemed 'vacant' if a Director misses 3 meetings or more
 - Decision should be made on a case-by-case basis
 - Warrants further discussion- too many factors to consider before a decision is made

Further discussion will be moved to the next meeting on Tuesday, January 10th @ 6:60pm in the Aspen Vail room at Eastridge. There will be no December meeting.

Topics

- Cumulative voting
- Expenditures over 10k
- Number of Directors per Region
- Disclosure of election decisions
- Removal of Directors if not actively present

Trash Region map requested- attached

III. With no further business, meeting adjourned at 8:09p.m.

By Law Committee Chairperson
Mark Dickerson

By Law Committee Co-Chair
Nancy Smith