



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

HIGHLANDS RANCH COMMUNITY ASSOCIATION, INC.

ANNUAL MEETING OF THE DELEGATES AGENDA

9568 UNIVERSITY BLVD.

HIGHLANDS RANCH CO 80126

March 22, 2022

6:00 p.m.

<https://us02web.zoom.us/j/81675725167?pwd=dmwzOGpWT2Q4MzJObmpMUnBpTTEzZz09>

Meeting ID: 816 7572 5167 Passcode: 708463 +16699006833

Business Meeting

Approximate Time

- | | |
|---|-----------|
| 1. Guest Speaker: Douglas County Assessor, Lisa Frizell | 6:00 p.m. |
| 2. Call to Order | 6:15 p.m. |
| 3. Pledge of Allegiance | 6:16 p.m. |
| 4. Proof of Notice of Meeting | 6:20 p.m. |
| 5. Roll Call / Establishment of Quorum | 6:21 p.m. |
| 6. Approval of Minutes from the Annual Meeting of Delegates on March 9, 2021 | 6:30 p.m. |
| 7. Board of Directors Reports | 6:33 p.m. |
| 8. Voting | 6:43 p.m. |
| o Election Results of three (3) Directors to the Board of Directors to serve until the 2024 Annual Meeting of Delegates | |
| o Proposal 1: Vote on 2022 Delegate Meeting Calendar | |
| 9. Backcountry Update- Mark Giebel | 6:55 p.m. |
| o Conceptual Plan Presentation by Design Concepts | |
| 10. Continued / New Business | 7:45 p.m. |
| 11. Member Forum (Sign up in advance and 3-minute time limit) | 7:46 p.m. |
| 12. Delegate Forum (Sign up in advance and 3-minute time limit) | 7:50 p.m. |
| 13. 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, April 19, 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.
ANNUAL MEETING OF DELEGATES MINUTES

March 9, 2021

5:30 p.m.

<https://global.gotomeeting.com/join/845165485>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 845-165-485

1. **Call to Order:** 5:36 p.m.
2. **Proof of Notice of Meeting**
3. **Roll Call / Establishment of Quorum:** A quorum was established. 18,466 lots of 31,338 lots were present.
4. **Approval of Minutes from the Preceding Meeting of Delegates on March 10, 2020. ACTION:** A motion was made by Greg Herman, #17 and seconded by Glenn Proulx, #18 to approve the March 10, 2020 Minutes. Motion carried.
5. **Board of Directors Reports:** Scott Lemmon provided a PowerPoint presentation. Scott presented about the Board and Delegate Elections, the Delegate Meeting Calendar, Political Speakers, the Dark Skies Presentation, and the Board Meetings.
6. **Voting**
 - a. Election Results of two (2) Directors to the Board of Directors to serve until the 2023 Annual Meeting.

Jim Allen:	18,328 votes
John Mackowiak:	12,310 votes
Brock Norris:	17,122 votes
Abstentions:	4,436 votes
 - b. **Proposal 1:** Vote on 2021 Delegate meeting calendar. **ACTION:** A motion was made by Keanan Cypher, #6 and seconded by Rebecca Rothwell, #26 to approve the 2021 Delegate meeting calendar. Discussion occurred about the start time of the meeting. Motion carried.
 - c. **Proposal 2:** Vote on allowing political speakers during election years at Delegate meetings. **ACTION:** A motion was made by Mark Dickerson, #110 and seconded by Sue Leidolph, #9 to allow candidates running for office in an election year to address the Delegate body. Discussion occurred. Motion carried with 12,926 lots in favor and 4,835 lots opposed.
7. **Facility Update:** Ken Joseph provided a PowerPoint presentation. Ken presented about facility usage and the changing opening hours at Northridge.
8. **Backcountry Update:** Mark Giebel provided a PowerPoint presentation. Mark presented about noxious weeds, HRBCEF, camps, programs, revenue, indoor facilities, and the budget.
9. **Continued / New Business:** None
10. **Member Forum:** None
11. **Delegate Forum:** Pattie McGuinness, #114 asked for any comments regarding the Highlands Ranch Herald Article about discrimination. Discussion occurred. Rebecca Rothwell, #26 commented about wildlife/wildfire cameras.
12. **Adjournment:** 7:18 p.m.
13. **Respectfully Submitted:** *Jim Allen, Secretary* _____

Board Candidate Election
MEETING DATE: March 9, 2021
RECORD DATE: February 22, 2021

DIST.	DELEGATE	TOTAL #			John Mackowiak	Brock Norris	Abstain			
		OF LOTS*	Lots x 2	LOTS*						
NO.	NAME				Jim Allen					
1	LESLIE MILLER	297	594	297	297	225	69	3		
2	JESUS ROCHA	266	532	266						
3	VACANT	184	368	184						
4	ROY KING (Stratton Ridge)	153	306	153	153	77	76			
5	JUDY DYK (Bradford Hills)	108	216	108	108		108			
6	KEANAN CYPHER (Sugarmill)	126	252	126		126	126			
7	MICHAEL RILEY	295	590	295						
8	HEATHER BLAKE (Chalet)	97	194	97						
9	SUE LEIDOLPH (Remington Bluffs)	50	100	50	50		50			
10	VACANT	143	286	143						
11	DEREK LONG	251	502	251	125	126	251			
12	CONNIE ROSEL (Falcon Hills North)	113	226	113	113		113			
13	HILARY PRICE	199	398	199	199		199			
14	TAMMY KELLY	185	370	185	185		185			
15	JUSTIN HILL	200	400	200	200		200			
16	ELIZABETH STROCK	105	210	105			105			
17	GREG HERMAN	166	332	166	166		166			
18	GLENN PROULX	318	636	318	318		318			
20	JEAN REHNKE	208	416	208	208	208				
21	JOE STEWART	189	378	189	189		189			
22	BRYAN WALSH	132	264	132	132		132			
23	DOMINCK ESPOSITO	142	284	142		142	142			
24	CONNIE ROSEL	83	166	83	83		83			
25	ANDY JONES	438	876	438		438		438		
26	REBECCA ROTHWELL	183	366	183	183	40	40	103		
27	KEITH GLENN	242	484	242	242	242				
28	BRYAN WALSH	48	96	48	48		48			
30	BRAD STAVER (Timberline)	368	736	368		368	368			
40	FRANK IMPINNA	368	736	368	368		368			
41	DAN DEBACCO	366	732	366	366		366			
49	STEVE TROLINGER	291	582	291	291		291			
50	LINDA MALLETT (Gleneagles)	345	690	345	100	270	320			
51	VACANT	253	506	253						
52	CLINTON CAVE	234	468	234	117	234	117			
53	SHARYN LANDIS	171	342	171						
60	VACANT	181	362	181						
61	JEFF ROHR	105	210	105	105		105			
62	NANCY SMITH	197	394	197	197		197			
63	TODD LANDGRAVE	51	102	51	51		51			
64	CHRIS BAYEE	130	260	130	130	130				
65	DON WOODLAND	96	192	96	96		96			
66	TOM BUEHNER	224	448	224	224		224			
68	HOMAR ALVARADO	152	304	152						
69	LOUISE ANSARI	182	364	182						
70	TERI HJELMSTAD (The Village)	81	162	81	81	81				
71	CONNIE ROSEL (Falcon Hills South)	26	52	26	26		26			
73	MARY PARKER	1,184	2,368	1,184		1,184	650	534		
74	BILL BUETTNER	940	1,880	940	700	600	580			
75	SUSAN O'BRIEN	74	148	74	74		74			
76	JENNIFER MITKOWSKI	223	446	223	200	120	126			
77	MELISSA SMESSAERT	420	840	420	240	300	300			
78	AMIT GUPTA	274	548	274						
79	GRACE MCMAHON (The Retreat)	101	202	101						
80	MONICA WADEN (PA20)	1,533	3,066	1,533		1,533	533	1,000		
81	AL BONNEAU	20	40	20						
82	KURT HUFFMAN	778	1,556	778		778		778		
83	ANDY NATALIE	180	360	180	180		180			
84	DAVID ALPERT	705	1,410	705	705		705			
85	DEBORAH SPICER	784	1,568	784	784		784			
86	CRYSTAL BRYANT	1,290	2,580	1,290		1,290		1,290		
87	VACANT (Indigo Hill)	481	962	481						
88	CAROLYN GROOM (Weatherstone)	294	588	294	294		294			
89	JUDI RILEY (Villages at H.R.)	323	646	323	323		323			
90	MICHAEL DEVINEY (Spaces)	250	500	250						
91	GINGER NIXT (Settlers Village)	199	398	199	199		199			
92	MICHELLE RATCLIFF (Canyon Ranch)	440	880	440	440	440				
93	RUSSELL SHAFFER	260	520	260						
94	AL PELKOWSKI (Westridge Knolls)	617	1,234	617	500	234	500			
95	TOM HALL (COVENTRY RIDGE)	56	112	56	50	12	50			
96	DOUG MORTON (Highwoods)	104	208	104						
97	WILLIAM SMITH	336	672	336	336		336			
98	DANA SCANTLAND (Sundance @ Indigo Hill)	225	450	225						
99	MICHAEL PETRUCELLI (Carlyle Park)	213	426	213	213		213			
100	PAT KAPTAIN	177	354	177						
101	VACANT	111	222							
102	PAULA BACHELLER	202	404	202		202		202		
103	VACANT	401	802	401						
104	DAN DEBACCO	532	1,064	532	532		532			
105	JOSEPH ADEN	353	706	353	235	235	235	1		
106	RITA NORRIS	226	452	226	226		226			
107	ALDIS SIDES (HR Golf Club)	579	1,158	579	229	579	350			
108	GRETHE STEM	208	416	208	208		208			
109	JIM SEBBERN (Backcountry)	1,252	2,504	1,252	1,252	1,252				
110	MARK DICKERSON (Stonebury)	87	174	87		87		87		
111	MIKE WOODLAND (Firelight)	1,863	3,726	1,863	1,863		1,863			
112	PATTIE MCGUINNESS (Highland Walk)	298	596	298	298		298			
113	VACANT	517	1,034	517						
114	CLAY KARR (The Hearth)	1,652	3,304	1,652	1,552	200	1,552			
115	JACK JACQUART (Brownstones)	359	718	359	359		359			
116	LARRY SCHWARTZ (Tresana)	557	1,114	557	557	557				
120	VACANT (Clock Tower Residences)	318	636	318						
212	VACANT (Stonebridge)	77	154	77						
213	KAREN BURCH (Palamino Park Gold Peak)	523	1,046	523	523		523			
	Candidate Total	31,338	62,676		18,328	12,310	17,122	4,436		

DISTRICT DELEGATE ROLL CALL
 MEETING DATE: MARCH 9, 2021
 RECORD DATE: MARCH 2, 2021

Instructions:
 For initial role call:
 - For Delegates who are present - place an "x" in column C in the appropriate yellow highlighted square, this will autopopulate column C.

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F-O-A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENCES
2	LESLIE MILLER	X	F	297	297	-	-	297	297	-
3	JESUS ROCHA			266	-	-	-	-	-	-
4	VACANT			184	-	-	-	-	-	-
4	ROY KING (Stratton Ridge)	X	O	153	153	-	-	153	153	-
5	RUDY DYK (Bradford Hills)	X	O	108	108	-	-	108	108	-
6	KEANAN CYPHER (Sugarmill)	X	O	126	126	-	-	126	126	-
7	MICHAEL BILEY			295	-	-	-	-	-	-
8	HEATHER BLAKE (Chalet)			97	-	-	-	-	-	-
9	STE LEOPOLDI (Rimington Bluffs)	X	F	50	50	-	-	50	50	-
10	VACANT			143	-	-	-	-	-	-
11	DEREK LONG			251	-	-	-	-	-	-
12	CONNIE ROSEL (Falcon Hills)	X	F	113	113	-	-	113	113	-
13	HILARY PRICE	X	F	199	199	-	-	199	199	-
14	TAMMY KELLY	X	O	185	185	-	-	185	185	-
15	JUSTIN HILL			200	-	-	-	-	-	-
16	ELIZABETH STROCK	X	F	105	105	-	-	105	105	-
17	GREG HERMAN	X	O	166	166	-	-	166	166	-
18	GLENN PROULX	X	F	318	318	-	-	318	318	-
20	JEAN REHNKE			208	-	-	-	-	-	-
21	JOE STEWART	X	F	189	189	-	-	189	189	-
22	BRYAN WALSH	X	O	132	132	-	-	132	132	-
23	DOMINICK ESPOSITO	X	O	142	142	-	-	142	142	-
24	CONNIE ROSEL	X	F	83	83	-	-	83	83	-
25	ANDY JONES			438	-	-	-	-	-	-
26	REBECCA ROTHWELL	X	F	183	183	-	-	183	183	-
27	KETH GLENN	X	O	242	242	-	-	242	242	-
28	BRYAN WALSH			48	-	-	-	-	-	-
30	BRAD STAVER (Timberline)			368	-	-	-	-	-	-
40	FRANK BIPPENNA	X	O	368	368	-	-	368	368	-
41	DAN DEBACCO	X	F	366	366	-	-	366	366	-
49	STEVE TROLLINGER			291	-	-	-	-	-	-
50	LINDA MALLETT (Glensdales)	X	O	345	345	-	-	345	345	-
51	VACANT			253	-	-	-	-	-	-
52	CLYTON CAYE	X	F	234	234	-	-	234	234	-
53	SHARYN LANDIS			171	-	-	-	-	-	-
60	VACANT			181	-	-	-	-	-	-
61	JEFF ROHR			105	-	-	-	-	-	-
62	NANCY SMITH	X	F	197	197	-	-	197	197	-
63	TODD LANDGRAVE			51	-	-	-	-	-	-
64	CHRIS BAYEE	X	F	130	130	-	-	130	130	-
65	TOM WOODLAND	X	F	96	96	-	-	96	96	-
66	TOM REHNER			224	-	-	-	-	-	-
68	HOMAR ALVARADO			152	-	-	-	-	-	-
69	LOUISE ANSARI			182	-	-	-	-	-	-
70	TERI HELMSTAD (The Village)	X	O	81	81	-	-	81	81	-
71	CONNIE ROSEL (Falcon Hills South)	X	F	26	26	-	-	26	26	-
73	MARY PARKER			1184	-	-	-	-	-	-
74	BILL BUETTNER			940	-	-	-	-	-	-
75	SUSAN O'BRIEN	X	F	74	74	-	-	74	74	-
76	JENNIFER MIKOWSKI	X	F	223	223	-	-	223	223	-
77	MELISSA SAINSEART	X	F	420	420	-	-	420	420	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	GRACE MCMAHON (The Retreat)			101	-	-	-	-	-	-

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F-O-A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENCES
80	MONICA WAsDEN (P20)	X	F	1,533	1,533	-	-	1,533	1,533	-
81	AL BONNEAU			20	-	-	-	-	-	-
82	KURT HUFFMAN	X	F	778	778	-	-	778	778	-
83	ANDY NATALIE			180	-	-	-	-	-	-
84	DAVID ALPERT	X		705	705	-	-	705	705	-
85	DEBORAH SPICER	X	F	784	784	-	-	784	784	-
86	CRYSTAL BRYANT			1,290	-	-	-	-	-	-
87	VACANT (Bridges Hill)			481	-	-	-	-	-	-
88	CAROLYN GROOM (Weatherstone)			284	-	-	-	-	-	-
89	JUDI RILEY (Villages at H.R.)	X	F	323	323	-	-	323	323	-
90	MICHAEL DEVINEY (Spaces)			250	-	-	-	-	-	-
91	GINGER NIXT (Settlers Village)			199	-	-	-	-	-	-
92	MICHAEL RAUTHEE (Canyon Ranch)	X	F	440	440	-	-	440	440	-
93	RUSSELL SHAFER			260	-	-	-	-	-	-
94	AL PELKOWSKI (Westridge Knolls)	X	F	617	617	-	-	617	617	-
95	TOM HALL (Coventry Ridge)	X	F	56	56	-	-	56	56	-
96	BOB MORTON (Highwoods HOA)			101	-	-	-	-	-	-
97	WILLIAM SMITH	X	O	336	336	-	-	336	336	-
98	DANA SCANTLAND (Stamance @ Indigo Hill)	X	F	225	225	-	-	225	225	-
99	MICHAEL PETRUCELLI (Carbide Park)	X	O	213	213	-	-	213	213	-
100	PAT KAPPAHN			177	-	-	-	-	-	-
101	VACANT			111	-	-	-	-	-	-
102	PAULA BACHELLER			202	-	-	-	-	-	-
103	VACANT			401	-	-	-	-	-	-
104	DAN DEBACCO	X	F	532	532	-	-	532	532	-
105	JOSEPH ADEN	X	F	353	353	-	-	353	353	-
106	RYAN NORRIS	X	F	226	226	-	-	226	226	-
107	ALDIS SIDES (HR Golf Club)	F	F	579	-	579	-	579	579	-
108	GREG THE STEM	P	F	208	-	208	-	208	208	-
109	JIM SERRIN (Backcountry)			1,252	-	-	-	-	-	-
110	MARK DICKERSON (Stonebury)	X	F	87	87	-	-	87	87	-
111	MIKE WOODLAND (Firelight)	X	S	1,863	1,863	-	-	1,863	932	931
112	FATHE MCGUNNESS (Highland Walk)	X	F	298	298	-	-	298	298	-
113	VACANT			517	-	-	-	-	-	-
114	CLAY KARR (The Hearth)	X	F	1,652	1,652	-	-	1,652	1,652	-
115	JACK JACQUART (Brownstones)	X	O	359	359	-	-	359	359	-
116	LARRY SCHWARTZ (Tresana)	X	O	557	557	-	-	557	557	-
120	VACANT (Clock Tower Residences)			318	-	-	-	-	-	-
212	VACANT (Stoneybridge)			77	-	-	-	-	-	-
213	KAREN BURCH (Palomino Park-Gold Peak)	X	O	523	523	-	-	523	523	-
TOTAL				31,338	17,679	787	17,761	12,926	4,835	-
QUORUM 51%				15,982				14,466	116%	

*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 Annual Meeting
March 22, 2022

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

<https://us02web.zoom.us/j/81675725167?pwd=dmwzOGpWT2Q4MzJObmpMUnBpTTEzZz09>

Meeting ID: 816 7572 5167 Passcode: 708463 +16699006833

6:00 p.m.

Agenda

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. Approval of the March 9, 2021 Board of Director Annual Meeting Minutes
5. Appointment of Officers
6. Board of Director's Duties and Responsibilities/Conflict of Interest Acknowledgement
7. Forum - Member
8. Director Comments
9. General Manager Report
10. Continued Business
11. New Business
12. Delegate Forum
13. Adjournment

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HIGHLANDS RANCH COMMUNITY ASSOCIATION

Board of Director's Annual Meeting Minutes

March 9, 2021

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

<https://global.gotomeeting.com/join/845165485>

You can also dial in using your phone.

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 845-165-485

5:30pm

1. **Call to Order:** 7:19 p.m.
2. **Establishment of Quorum/Roll Call:** A quorum was established. Directors Scott Lemmon, Krystal Woodbury, Melissa Park, Jim Allen and Brock Norris were present.
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. **Approval of the March 10, 2020 Board of Director Annual Meeting Minutes:**
ACTION: A motion was made by Jim Allen and seconded by Krystal Woodbury to approve the March 10, 2020 Annual Meeting Minutes. Motion carried.
5. **Appointment of Officers:** A motion was made by Krystal Woodbury and seconded by Brock Norris to appoint Jim Allen, President; Krystal Woodbury, Treasurer; Brock Norris, Secretary; Scott Lemmon, Vice-President; Melissa Park, Vice-President.
6. **Board of Director's Duties and Responsibilities/Conflict of Interest Acknowledgement:** All Directors completed and signed the disclosure.
7. **Forum – Member:** None
8. **Director Comments:** The Directors thanked everyone for participating in the election and everyone is looking forward to another term.
9. **General Manager Report:** Jerry Flannery congratulated the winners and looks forward to continuing another year of leadership within the community.
10. **Continued Business:** None
11. **New Business:**
12. **Delegate Forum:**
13. **Adjournment:** 7:32 p.m.

Respectfully Submitted,

Jim Allen, Secretary



HIGHLANDS RANCH COMMUNITY ASSOCIATION

Board of Director's Meeting
9568 UNIVERSITY BLVD.
HIGHLANDS RANCH CO 80126
March 22, 2022
6:00 p.m.

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Meeting ID: 816 7572 5167 Passcode: 708463 +16699006833

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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 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

5. Forum - Member

6. Director Comments

7. Committee Reports

- Delegate Meeting
- Architectural Review Committee
- Development Review Committee
- Commercial Review Committee
- Finance Committee
- Bylaw Committee

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

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

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1. **Call to Order:** 8:37 p.m.
 2. **Establishment of Quorum/Roll Call:** A quorum was established. Directors Jim Allen, Brock Norris, Melissa Park, Scott Lemmon and Dan DeBacco were present.
 3. **Proof of Notice of Meeting**
 4. **Consent Agenda**
 - Approval of Board Meeting Minutes of Action from January 18, 2022
 - Approval of Finance Committee Minutes from January 17, 2022
 - Approval of Architectural Review Committee Minutes from January 5, 2022
 - Approval of Development Review Committee Minutes from January 12, 2022
 - Approval of HRCSF Applicant: Sally Adams
 - Approval of Resolution 22_02_03: Finance Committee Bylaws and Charter Amendment

ACTION: A motion was made by Scott Lemmon and seconded by Dan DeBacco to approve the Consent Agenda. Motion carried.
 5. **APPROVAL:** DRC Applicants: Henry Hollender
ACTION: A motion was made by Scott Lemmon and seconded by Brock Norris to approve DRC Applicant Henry Hollender. Motion carried with (1) abstention by Melissa Park.
 6. **APPROVAL:** ARC Applicants: Liz Bryant, Chris Robinson, Jason Pickett, and Jerome Jackson
ACTION: A motion was made by Brock Norris and seconded by Dan DeBacco to approve ARC Applicants Liz Bryant, Chris Robinson, Jason Pickett and Jerome Jackson. Motion carried.
 7. **Forum – Member:** None
 8. **Director Comments:** The Board thanked the candidates for running in the election.
 9. **Committee Reports**
 - Delegate Meeting: None
 - Architectural Review Committee, Development Review Committee, Commercial Review Committee: Mike Bailey thanked the Board for appointing the committee candidates.
 - Finance Committee: Karen Jackson provided a review of the January 2022 Financials.
 10. **Interim General Manager Report:** Mike Bailey commented about the Joint Finance Committee and Board meeting, gave an IT update, thanked staff for their work and suggested drafting a letter to the Commissioners about short term rentals.
ACTION: A motion was made by Melissa Park and seconded by Brock Norris to draft a letter to County about short-term rentals. Motion carried.
 11. **Continued Business:** Jim Allen asked that the General Manager position be posted after the Directors review and finalize the

job description. Monica Wasden, #80 requested that the position be advertised as General Manager instead of CEO and that consideration be given to internal candidates. Jim Allen requested that a contract be made with Mike Bailey to formalize the Interim General Manager position and that his pay be adjusted accordingly. Scott Lemmon provided the history of the interview process for the prior General Manager and noted that the process took between 5-6 months.

12. New Business: None

13. Delegate Forum: Nancy Smith, #62 asked about the Bylaw Committee and recommended the recruiting firm HRMD used to find their General Manager. Aldis Sides, #107 asked for the Board’s support to continue representing both the Golf Club and Turnbury Birkdale Sub Associations as Delegate. Kurt Huffman, #82 asked for consideration about the long-term plan and input about what we want to see in future years. Carolyn Groom, #88 asked for legal representation at the Bylaw Committee Meetings to help with communication. Pattie McGuinness, #114 commented about short term rentals and the electronic recording of meetings. Rita Norris, #106 commented about considering Mike Bailey as a candidate for the General Manager position.

14. Adjournment: 9:31 p.m.

Respectfully Submitted,

Melissa Park, Secretary

March FYI's

Preschool Registration

On March 26th from 8:00am-2pm, we will hold our 2022-2023 Preschool registration for Eastridge and Westridge by appointment only. Families will learn about our curriculum and get their child signed up for next year!

Spring Break

Our Spring Break Camps are going to be a hit! We are offering several STEM camps including Jedi Masters and Animation Studios, art camps like Zoo art, Fashion Design, Machine Sewing, Hand Sewing, and Cupcake Wars.

Art and Education Programs

We have full pottery, art, cooking, drama, dance, babysitting, Safety, Will Seminar and Gymnastics classes this month! All our classes are seeing a rebound and we continue to add classes each month when staffing allows.

Coached Aquatics

Youth swimmers are participating in the HRCA Seahawks Intro, Juniors, Seniors and Elite swim programs to get a competitive edge for the upcoming Seahawks Summer Swim Team. Adults have made New Year's Resolutions and discovered the improvement to their overall health that swimming offers through trying Ranch H2O and Power Masters adult swim programs.

Race Series

The 2022 Highlands Ranch Race Series race season got off to a festive start as green clad runners took to the trails for the annual St. Patrick's Day 5K. Racers wore festive costumes along their 3.1-mile route ending with beer and pancakes. This race was the most fun anyone could have while wearing green!

Fitness

The annual fitness challenge ended on March 7th. Participants enjoyed attending the wide variety of fitness classes while competing to attend the most classes & lose the most body fat. Fitness classes continue to grow. Monthly fitness events have become the norm highlighting different class formats. Valentines' day Zumba and Yoga mash-up were a big success with a breathwork and meditation workshop also scheduled for March.

Sports

Boys Basketball is wrapping up. Spring Pee Wee Soccer is underway and running smoothly. Youth Volleyball has just started with a record-breaking number of participants and teams. Martial Arts is running smoothly. Adult Basketball, Soccer and Volleyball are starting their spring season soon.

Tennis

The first league of the 2022 Adult League season will begin playing this week. The Trio League is a five-week pre-season warmup league for men and women. Matches are played on Saturdays beginning at 1:00 p.m. and 3:00 p.m. in the afternoons. The next session of the Northridge In-House Doubles League has started. Matches at the 2.5, 3.0, 3.5 and 4.0 levels are being played at Northridge. The next two Adult Tennis Socials will be held on March 25 and April 8.

Therapeutic Recreation

February happenings for the TR Program included personal instruction on land and aquatic therapy. Thrilling Thursdays, Hip Hop, Yoga and Unified Basketball were popular offerings serving many participants as well as the TR Sweetheart Dance party on February 11th. Yoga, Tae Kwon Do and soccer programs continue to serve participants in March as well as spring break fun including TR Lego camp, TR sports camp and Stride to Ride camp.



HIGHLANDS RANCH COMMUNITY ASSOCIATION

DEVELOPMENT REVIEW COMMITTEE

February 9, 2022

MEETING MINUTES

I. Call to Order

The meeting was called to order at 6:00 p.m. by **Chairman Zell Cantrell**.

Roll call was taken by **Secretary Ariel Madlambayan**.

Member Name	Present	Absent	Excused
Zell Cantrell , Chairperson	✓		
Rob Mierau , Vice-Chair	✓		
Ariel Madlambayan , Secretary	✓		
Karie Westphal	✓		
Greg Banks	✓		
Jerry Jeter	✓		

Also in attendance:

Diana Sklenar, CIS Supervisor

Max Newstrom, Target

Henry Hollander, DRC Appointee

John Mezger, HRCA

Woody Bryant, DRC Consultant

Conor Doane, Zoom Participant

Benz, Zoom Participant

II. Review and Approval of January 12, 2022, meeting minutes

Action:

A motion was made by **K. Westphal** to Accept the January 12, 2022, minutes and publish as written, seconded by R. Mierau.

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

Z. Cantrell introduced Woody Bryant as the new DRC Consultant for the HRCA, Jerry Jeter rejoining as voting DRC member and Henry Hollander as a future member to DRC post Board of Directors appointment. Henry Hollander introduced himself and shared his background as a Civil Engineer.

III. Target, 1950 E. County Line Road | Lighting and Drive-up Expansion

Scope of Project: Reconstruction of the current drive-up area. Addition of new signage, crosswalk, and solar powered beacons.

Woody Bryant presented the Staff Review comments.

There was no presentation by Max Newstrom representing Target, therefore the discussion was opened by **Z. Cantrell**.

During discussion, the following comments were offered and responded to:

- There will be a net loss of four parking spaces. Lot is currently ‘underutilized’. It was confirmed the remaining 541 parking spaces meets Douglas County parking requirements.
- The walkways are ADA compliant in width but are not intended to be ADA paths of travel for the public and not included in the scope of work for compliance.
- The installation of double-sided post/panel drive-up signs at the end of the north side stalls do not require review, approval, or permitting via separate application.
- The installation of two 12’ solar powered beacons at the west and east end of the drive-up parking area and relocate the existing beacon to the north by 10’.
- There will be two double-headed site lighting standards that are being added within the pickup field which will match the current luminaire type and color depending on availability.
- Committee questions the location of the drive-up ‘employee door as it coincides with the public entrance/exit doors. This information will be confirmed.
- Confirmation was made that the exposed conduit will be “pulled” from the existing sight lighting fixture to power the two new double-fixture lights located in the protected island.
- Questions arose about why the location of drive-up area was chosen. The main importance was for the safety of the employees while keeping the prime parking spaces available. The area is currently used for drive-up.
- Confirmation was given that the 20’ stalls going down to 18’ do meet the requirements by Douglas County.

Action:

A motion was made by **R. Mierau** to approve the submittal as presented, seconded by **A. Madlambayan**

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

IV. Non-Agenda Resident Comments

- There were two Residents in attendance – no comments were received

V. General Comments

Target submission for new signage and paint colors were discussed ‘off the record’ and no vote was motioned. Comments were made for consideration by staff and the applicant. Applicant confirmed that a follow up submittal would be made regarding these items.

- The exterior material was verified to move forward with the painting plan. Stores are re-branded on a staggering timeline to ensure the quality of the products used and their resistance to weather and deterioration.
- When the plan is formally submitted the ‘joint’ treatment will be addressed.
- A color board will be delivered to the Community Improvement Services office at the Eastridge Recreation center.
- A request was made to confirm the two color callouts noted around the corner of the south and east building elevations.
- Question regarding the “hatching” used to reflect the “rounded edge” at the entrance and whether it was intended to be a different color. Applicant confirmed the intent was to show a ‘rounded edge’ only but will confirm.

With no further business, a motion was made by A. Madlambayan to adjourn the meeting. Seconded by R. Mierau. The meeting adjourned at 6:34 pm.

Zell Cantrell, Chairperson
Development Review Committee

Ariel Madlambayan, Secretary
Development Review Committee



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: February 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 (Zoom)	✓		

Also in attendance:

Diana Sklenar, Community Improvement Supervisor
Jeff Rohr, Delegate
Mike Bailey, Director of CIS, interim CEO General Manager

II. NEW BUSINESS:

- Introductions were made for the newly appointed members of the Architecture Committee
- Architectural Reviews – The Committee Members reviewed the following submittals.

777 Fairchild Drive – Addition and exterior modifications- Approved as submitted

1. **9543 Hagen Court**- three (3) security doors- Approved as submitted
2. **2815 Spring Hill Peak** – Landscape & Variance for retaining wall built to the property line - Approved as submitted
3. **10138 Woodrose Court** – Fence installation- Approved as submitted
4. **10924 Bellbrook Circle** – Landscaping, Hot tub with pad, driveway extension- Not Approved- Committee requests further information
5. **2121 Biscayne Court** – Deck replacement to hardscape and pavers- Not approved -Committee requests further information
6. **943 Lily Court** – Retaining wall in rear of the yard to replace stones- Not approved- Committee requests further information and suggested options
7. **2536 Penhurst Place** – Installation of a pool – not approved – Committee requests further information
8. **1088 Riddlewood Lane**- Replace old deck and add patio cover- denied, committee requests professional renderings of the project
9. **376 Rose Finch Circle** – Driveway extension, front porch, permanent basketball hoop - Partially approved as submitted- Committee Approved the front porch and Denied the driveway extension pending the request for further information
10. **3642 Rosewalk Circle** – Concrete patio, walkway, arbor and firepit – Approved as submitted

11. **10002 Heywood Lane** – Deck and cover- Not Approved – Committee requested further information
12. **2286 Glenhaven Drive** – Deck and cover – Not Approved – Committee requested further information
13. **9855 Chatswood Trail** – Pergola with shade sail- Approved as submitted
14. **6361 Shea Place** – Back yard renovation: patio, outdoor kitchen, fireplace, revamping a deck, decorative fence, pergola, trellis, egress door and shed- Approved as submitted
15. **10042 Hughes Way** – Pool, retaining wall, fence, landscaping, shed – Approved as submitted
16. **2697 Rockbridge Way**- Sunroom- Not Approved – Committee requested further information
17. **2833 Canyon Crest Drive**- fence addition- Not Approved – Committee requested further information

With no further business, the meeting adjourned at 8:15 p.m.

Laurie Allred, Architectural Review Committee Chair



Community Relations February/March Update

February Events

Your Health with UCHHealth: Pain Management

Feb. 2 – Virtual, 6:00 – 7:00 p.m.

Attendance: 48 people

Winter Cultural Series – Michael Friedman Jazz Band

Feb. 3 – Cherry Hills Community Church, 6:30 – 8:00 p.m.

Attendance: 90 people

Father Daughter Dance

Feb. 4 & 5 – Highlands Ranch Mansion, 6:30 p.m., 1:30 p.m. and 6:30 p.m.

Attendance: 684 people

Cocktails to Go – Valentine’s Edition with Leopold Bros. Distillery

Feb. 9 – Virtual, 6:00 – 7:30 p.m.

Attendance: 43 people

Family Magic Show

Feb. 12 – Southridge Recreation Center, 7:00 – 8:00 p.m. (Rescheduled from January)

Attendance: 175 people

Winter Cultural Series – Denver & District Pipe Band

Feb. 17 – Cherry Hills Community Church, 6:30 – 8:00 p.m.

Attendance: 179 people

Superheroes Unite!

Feb. 19 – Southridge Recreation Center, 10:30 a.m. – Noon (Rescheduled from January)

Attendance: 180 people

Cold Cases and Cocktails

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

Attendance: 223 people

March Events

Winter Cultural Series – Colorado Chord Company Barbershop Chorus

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

Join the Colorado Chord Company Barbershop Chorus for an evening of acappella joy with your favorite Disney, Hollywood movies, Beatles, and Patriotic HITS!

Your Health with UCHHealth: Colon Health

March 9 – Virtual, 6:00 – 7:00 p.m.

Discussion will include common colon health issues and treatment options.

Princess Tea Party

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

Join us for an enchanted morning with Cinderella as she shares her favorite songs and provides photo opportunities with your little prince or princess.

Winter Cultural Series – Fiesta Colorado Dance Company

March 17 – 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!

Spring Craft Bazaar

March 19 – Eastridge Recreation Center, 9:00 a.m. – 5:00 p.m.

Visit with over 125 commercial and hand crafters displaying and selling unique and high quality products.

Please check our web page:

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



**Minutes of the February 14, 2022 Finance Committee Meeting
Highlands Ranch Community Association, Inc.**

<u>Committee Members Present:</u>	<u>Staff Members Present:</u>	<u>Visitors Present:</u>
Dan DeBacco, Chair	John Phibbs, Finance Director	Jim Allen
Ron Welk	Karen Jackson, Accounting Manager	Melissa Park
Mikel Wilcox	Mike Bailey, Acting GM	Brock Norris
John Mackowiak		Jennifer Harris
Briceson Kahler		
Leighton Stephenson		

Dan DeBacco called the meeting to order at 6:15 p.m. via GoToMeeting online. A quorum was present.

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

A motion was made to approve the January 17, 2022 Highlands Ranch Community Association Finance Committee meeting minutes as presented. The motion was approved unanimously.

Motion: Mikel Wilcox Second: Briceson Kahler

A motion was made to nominate Ron Welk for Vice Chair of the Highlands Ranch Community Association Finance Committee. The motion was approved unanimously.

Motion : John Mackowiak Second: Leighton Stephenson

The Finance Committee then reviewed and discussed the January 31, 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 January 31, 2022, Total Revenues for the Administrative Fund are less than 1% favorable to budget.
 - For the month and year-to-date ending January 31, 2022 Total Expenses for the Administrative Fund are 17% unfavorable to budget.
 - Year-to-Date Net Revenues for the Administrative Fund before transfers are 171% unfavorable to budget.
- Recreation Fund:
 - For the month and year-to-date ending January 31, 2022, Total Revenues for the Recreation Fund are 4% to budget.
 - For the month and year-to-date ending January 31, 2022, Total Expenses for the Recreation Fund are 5% favorable to budget.
 - Year-to-Date Net Revenues for the Recreation Fund before transfers are 30% favorable to budget.
- Backcountry Fund:
 - For the month and year-to-date ending January 31, 2022, Total Revenues for the Backcountry Fund are 9% unfavorable budget.
 - For the month and year-to-date ending January 31, 2022, Total Expenses for the Backcountry Fund are 6% favorable to budget.
 - Year-to-Date Net Revenues for the Backcountry Fund before transfers are 5% unfavorable to budget.

**Minutes of the February 14, 2022 Finance Committee Meeting - Continued
Highlands Ranch Community Association, Inc.**

A draft of a new Charter & Bylaws were sent to all Finance Committee members via Google docs to review and suggest changes. After all the red lines, review and discussion the new Charter was approved by the Finance Committee 4 to 1. The new Charter will be sent to the Board of Directors for approval at the 2/15/22 BOD meeting.

John Phibbs presented an update to the Fund Management & Reserve Study Policy. The new and revised version added a table with actuals. After discussion John asked the Finance Committee to approve the table based on actuals.

A motion was made to approve the Fund Management & Reserve Study Policy as presented on February 14, 2022. The motion was approved unanimously.

Motion : Leighton Stephenson Second: Ron Welk

Capitalization Policy was sent to all Finance Committee members via Google docs to review and suggest changes. Discussion included that any assets over \$3,000 will be capitalized, Bulk purchases and CPI were discussed. At this time the Finance committee did not approve the Capitalization Policy. Questions will be answered by the Auditors and another draft will be presented at next month's meeting.

The Board of Directors attended the Finance Committee meeting to discuss suggestions made by the Finance Committee. The following topics were discussed

- a. Consistent reviews of each department and merit increases based on performance and not just the same percent across the board.
- b. Template across all departments for annual budget.
- c. Bi-annual meeting with finance committee and board of directors (once at the beginning of the year and again prior to budget season).
- d. Scorecard that includes goals and objects for all staff.
- e. Consistent follow up with finance committee recommendations and answers / responses from board.
- f. Staying consistent with salary adjustments, responsibility of department heads to stay on top after the salary survey.

The next Finance Committee meeting is scheduled for Monday March 21, 2022 at 6:00 p.m. and will take place at Northridge

The meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

Karen Jackson
Highlands Ranch Community Association, Accounting Manager

**Backcountry Project Advisory Committee (BPAC)
Meeting Minutes
MARCH 1, 2022**

I. CALL TO ORDER

The meeting was called to order at 6:04 pm

Member Name	Present	Absent	Excused
Len Abruzzo	X		
Kiel Downing	X		
Bryan Walsh	X		
Scott Gustafson		X	
Tammy Kelly	X		

Also in attendance: Mark Giebel, Carly Steiger, Lindsey McKissick, Annakate Hein
Virtually: Annakate Hein, Tammy Kelly

II. BUSINESS

- Staff and Committee Introductions
- Review of February 1st meeting including Community Involvement Process
- Project timeline discussion
- Power Point presentation by Mark Giebel covering details of the Conceptual Plan, an overview of the business approach, revenue projections.
- The Committee made the decision to put off officer elections until the next meeting
- Next meeting dates were discussed. Upon approval via email by Committee members, the next BPAC meeting will be May 3rd, 2022 .
- The Committee members were encouraged to attend the upcoming Delegate meetings with pertinent presentations: March 22, April 19 and the Public Meeting on April 27.

III. ADJOURNMENT

Meeting adjourned at 8:00pm.



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Delegate Meetings 2022 Schedule

March	22nd	Tuesday	6:00 p.m.
April	19th	Tuesday	6:00 p.m.
May	17th	Tuesday	6:00 p.m.
June	21st	Tuesday	6:00 p.m.
July	19th	Tuesday	6:00 p.m.
August	16th	Tuesday	6:00 p.m.
September	20th	Tuesday	6:00 p.m.
October	18th	Tuesday	6:00 p.m.
November	15th	Tuesday	6:00 p.m.
December	13th	Tuesday	6:00 p.m.

2023 Schedule

January	17th	Tuesday	6:00 p.m.
February	21st	Tuesday	6:00 p.m.
March	21st	Tuesday	6:00 p.m.

The BOD Meeting immediately follows the Delegate Meeting

All meetings will be held at the Recreation Center at Eastridge

The Delegate Meeting and all other HRCA Committee Meetings are open to the members