



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

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

May 17, 2022
6:00 p.m.

<https://us02web.zoom.us/j/87654880015?pwd=OWxXL3ZLdkN2TU5INTBSMzJNbjJGQT09>

[Meeting ID: 876 5488 0015](#)

[Passcode: 254579](#)

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Business Meeting

Approximate Time

- | | |
|---|-----------|
| 1. Guest Speaker: South Metro Fire, Mike Dell’Orfano | 6:00 p.m. |
| 2. Call to Order | 6:20 p.m. |
| 3. Pledge of Allegiance | 6:22 p.m. |
| 4. Proof of Notice of Meeting | 6:25 p.m. |
| 5. Roll Call / Establishment of Quorum | 6:26 p.m. |
| 6. Approval of Minutes from the Meeting of Delegates on April 19, 2022 | 6:30 p.m. |
| 7. Board of Directors Report | 6:33 p.m. |
| 8. General Manager Report | 6:43 p.m. |
| 9. Backcountry Update | 6:50 p.m. |
| ○ <i>Backcountry Outdoor Center: Community Involvement Process Action. Vote 1 of 2.</i> | |
| 10. Community Relations Update- Jamie Noebel | 7:05 p.m. |
| 11. Facilities Operations Update- Mark Gunther | 7:15 p.m. |
| 12. Continued / New Business | 7:25 p.m. |
| 13. Member Forum (Sign up in advance and 3-minute time limit) | 7:26 p.m. |
| 14. Delegate Forum (Sign up in advance and 3-minute time limit) | 7:32 p.m. |
| 15. Adjournment | 7:40 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, June 21, 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 THE DELEGATES MINUTES
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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- 1. Guest Speakers:** Stephanie Stanley from Centennial Water provided a PowerPoint presentation. Stephanie presented about the drought response plan and election information. Dan Roberts from Douglas County Operations provided a PowerPoint presentation. Dan presented about the Poston Parkway reconstruction project happening in June. Holly Kluth, candidate for Douglas County Sheriff introduced herself.
- 2. Call to Order:** 6:35 p.m.
- 3. Pledge of Allegiance**
- 4. Proof of Notice of Meeting**
- 5. Roll Call / Establishment of Quorum:** A quorum was established. 18,242 lots of 31,338 lots were present.
- 6. Approval of Minutes from the Meeting of Delegates on February 15, 2022:**
ACTION: The February 15, 2022 minutes were adopted by unanimous consent.
- 7. Board of Directors Reports:** Jim Allen provided a PowerPoint presentation. Jim presented about the General Manager Appointment of Mike Bailey, the Board Offices, Eastridge Lobby Construction, Virtual May and June Delegate Meetings, Delegate Election, and the Board Agenda.
- 8. General Manager Report:** Mike Bailey introduced himself as General Manager and gave an update about ongoing projects.
- 9. Backcountry Outdoor Center Presentation:** Mark Giebel provided a PowerPoint presentation. Mark presented a Business Plan regarding the Backcountry Outdoor Center. Information included history, timeline, revenues, funding, building and horse arena needs, investments, conservation, and programming opportunities. Questions occurred.
- 10. Facilities Operations Update:** Mark Gunther, introduced himself as the Operations Director. Mark provided a PowerPoint presentation showing information about the Eastridge Renovation, The Completed Westridge Closure Projects, the Upcoming Southridge Closure, and Extended Summer Hours. Questions occurred.
- 11. Continued / New Business:** None

- 12. Member Forum:** Gary and Pamela McCullum from 9478 Chesapeake Street commented about the importance of the Backcountry and staff. Sue Foppe from 43 Woodland Circle commented about volunteering for the Backcountry and the enjoyment that comes from the area. Lisa and Zoey Mayhew from 10741 Cedarbrook Lane spoke about Camp Backcountry and shared the positive experiences they have had. Allison Thompson from 10276 Knoll Circle spoke about support for the Backcountry Outdoor Center Project and Horse Arena. Jenny Brady from 9534 Golden Eagle Place asked about a dress code for the pool areas.
- 13. Delegate Forum:** Mark Dickerson, #110 commented about the upcoming elections and ballots. Glenn Proulx, #18 asked about waste management. Andy Jones, #22 commented about the HRMD Election and shared an update about upcoming projects. Rebecca Rothwell, #28 commented about fire safety.
- 14. Adjournment:** 8:01 p.m.

Respectfully Submitted,

Monica Wasden, Secretary

Instructions:

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

DISTRICT DELEGATE ROLL CALL
MEETING DATE: APRIL 19, 2022
RECORD DATE: APRIL 12, 2022

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
	JESSE MILLER			297						
2	JESSIE ROCHA			266	-	-	-	-	-	-
3	SAMARA LYON-FRICK			184	-	-	-	-	-	-
4	ROY KING (Stratton Ridge)			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)			113	-	-	-	-	-	-
13	HILARY PRICE	P		199	-	199	-	-	-	-
14	TAMMY KELLY	X		185	185	-	-	-	-	-
15	JUSTIN HILL			200	-	-	-	-	-	-
16	ELIZABETH STROCK	X		105	105	-	-	-	-	-
17	GREG HERMAN			166	-	-	-	-	-	-
18	GLENN PROULX	X		318	318	-	-	-	-	-
20	HEAR REHNKE	X		208	208	-	-	-	-	-
21	VACANT			180	-	-	-	-	-	-
22	BRYAN WALSH	X		132	132	-	-	-	-	-
23	DOMINICK ESPOSITO			142	-	-	-	-	-	-
24	CONNIE ROSEL			83	-	-	-	-	-	-
25	ANDY JONES	X		438	438	-	-	-	-	-
26	REBECCA BOWHILL	X		183	183	-	-	-	-	-
27	KETH GLENN	X		242	242	-	-	-	-	-
28	BRYAN WALSH	X		48	48	-	-	-	-	-
30	JEN BOWTON (Timberline)	X		368	368	-	-	-	-	-
40	FRANK IMPINNA	X		368	368	-	-	-	-	-
41	VACANT			366	-	-	-	-	-	-
49	KARLA LAURENT			291	-	-	-	-	-	-
50	LINDA MALLETT (Glensides)			345	-	-	-	-	-	-
51	SHI BASU	X		253	253	-	-	-	-	-
52	CLINTON CAVE	X		234	234	-	-	-	-	-
53	SHARYN LANDIS			171	-	-	-	-	-	-
60	VACANT			181	-	-	-	-	-	-
61	JEFF ROHR	X		105	105	-	-	-	-	-
62	NANCY SMITH			197	197	-	-	-	-	-
63	HOBB LANGRAVE	X		51	-	-	-	-	-	-
64	CHRIS BAYNE	X		130	130	-	-	-	-	-
65	DON WOODLAND	X		96	96	-	-	-	-	-
66	TOM BEHNER			224	-	-	-	-	-	-
68	HOMAR ALVARADO			152	-	-	-	-	-	-
69	LOUISE ANNARI	X		182	-	-	-	-	-	-
70	TERI HELMSTAD (The Village)	X		81	81	-	-	-	-	-
71	CONNIE ROSEL (Falcon Hills South)			26	-	-	-	-	-	-
73	WILL JOHNSON			1,184	-	-	-	-	-	-
74	BILL BEUTNER	X		940	940	-	-	-	-	-
75	SUSAN O'BRIEN	X		74	74	-	-	-	-	-
76	JENNIFER MIZKOWSKI			223	-	-	-	-	-	-
77	MELISSA SMUSNART			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 "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
80	VACANT			1,533	-	-	-	-	-	-
81	AL BONNEAU			20	-	-	-	-	-	-
82	KURT HUFFMAN	X		278	278	-	-	-	-	-
83	ANDY NATALIE	X		180	180	-	-	-	-	-
84	DAVID ALPERT			785	-	-	-	-	-	-
85	DEBORAH SPER	X		784	784	-	-	-	-	-
86	CRYSTAL RIVANT			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	-	-	-	-	-	-
90	MICHAEL DEVINEY (Snooze)			250	-	-	-	-	-	-
91	GINGER NIXT (Settlers Village)			199	-	-	-	-	-	-
92	MICHELLE BATCHELOR (Cassoway Ranch)	X		440	440	-	-	-	-	-
93	VACANT			260	-	-	-	-	-	-
94	AL PELKOWSKI (Westridge Knolls)	X		617	617	-	-	-	-	-
95	TOM HALL (Cassoway Ridge)	X		56	56	-	-	-	-	-
96	VACANT (Highwoods HOA)			104	-	-	-	-	-	-
97	WILLIAM SMITH			336	-	-	-	-	-	-
98	DANA SCANTLAND (Soundance @ Indigo Hill)	X		225	-	-	-	-	-	-
99	MICHAEL PETRUCCI (Carlyle Park)	X		213	-	-	-	-	-	-
100	PAT KAPTAJN			177	-	-	-	-	-	-
101	BRUCE PEOTTER			111	-	-	-	-	-	-
102	PAULA BACHELLER	X		202	202	-	-	-	-	-
103	JON BEZ	P		401	-	401	-	-	-	-
104	VACANT			532	-	-	-	-	-	-
105	JOSUPE ADEN	X		353	353	-	-	-	-	-
106	RITA NORRIS	X		226	226	-	-	-	-	-
107	JALDIS SIDES (HR Golf Club)	X		579	579	-	-	-	-	-
108	GRITHE STEIN	X		208	208	-	-	-	-	-
109	MARILYN MANNING (Hackensack)	P		1,252	-	1,252	-	-	-	-
110	MARK DICKERSON (Shinglers)	X		87	87	-	-	-	-	-
111	MIKE WOODLAND (Froeligh)	X		1,863	-	-	-	-	-	-
112	PATIE MCGUNNESS (Highland Walk)	X		298	298	-	-	-	-	-
113	FRANK IMPINNA	X		517	517	-	-	-	-	-
114	CLAY KAREL (The Hearth)	X		1,652	-	-	-	-	-	-
115	COLIN CAMPBELL (Brownstones)	X		359	-	-	-	-	-	-
116	ROBERT STRAUSS (Tresana)	X		557	557	-	-	-	-	-
120	VACANT (Clink Tower Residences)			348	-	-	-	-	-	-
212	VACANT (Stonesbridge)			77	-	-	-	-	-	-
213	KAREN BURCH (Palomino Park-Gold Peak)	X		523	523	-	-	-	-	-
	TOTAL			31,338	16,300	1,852	-	-	-	-
	QUORUM 51%			15,902				15,242	114%	

*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 Agenda

VIRTUAL

May 17, 2022

<https://us02web.zoom.us/j/87654880015?pwd=OWxXL3ZLdkN2TU5INTB5MzJNbjJGQT09>

[Meeting ID: 876 5488 0015](#)

[Passcode: 254579](#)

[+16699006833,,87654880015#,,, *254579# US](#)

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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 April 19, 2022
- Approval of Finance Committee Minutes from April 18, 2022
- Approval of Architectural Review Committee Minutes from April 6, 2022
- Approval of Development Review Committee Minutes from April 13, 2022
- Approval of Board Working Session Minutes from May 9, 2022
- Ratification of Action Taken Under Section 8.13 of Bylaws: Centennial Well Easement

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 April 2022 Financials
 - Approval of the April 2022 Financials

8. General Manager Report

9. Continued Business

10. New Business:

ACTION: Approval of \$75,000 for pickleball court conversion

ACTION: Approval of \$95,000 for golf simulator conversion

11. Delegate Forum

12. Adjournment



HIGHLANDS RANCH COMMUNITY ASSOCIATION

Board of Director's Meeting Minutes
9568 UNIVERSITY BLVD.
HIGHLANDS RANCH CO 80126
April 19, 2022

<https://us02web.zoom.us/j/89850909499?pwd=SXVlMTZ2Vm93cVYrVWd6V0ZGcitBdz09>

Meeting ID: 898 5090 9499 Passcode: 828157

1. **Call to Order:** 8:09 p.m.
2. **Establishment of Quorum/Roll Call:** A quorum was established. Directors Jim Allen, Brock Norris, Melissa Park, Dan DeBacco and Monica Wasden were present.
3. **Proof of Notice of Meeting**
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.

ACTION: A motion was made by Melissa Park and seconded by Dan DeBacco to approve the Consent Agenda.
Motion Carried.
5. **Forum – Member:** None
6. **Director Comments:** The Directors complimented staff on their presentations to the Delegates. Jim Allen commented about looking forward to the future. Monica Wasden commented that the Board is tackling a lot of important issues.
7. **Committee Reports**
 - Delegate Meeting: The Directors discussed the pool dress code issue. Jim Allen asked about the mowed buffer area in the Backcountry. Mike Bailey asked about removing the ARC, DRC, and CRC Reports from the Board Agenda.
 - Architectural Review Committee: None
 - Development Review Committee: None
 - Commercial Review Committee: None
 - Finance Committee: John Phibbs provided a review of the March 2022 Financials.

ACTION: A motion was made by Dan DeBacco and seconded by Brock Norris to approve the March 2022 Financials.
Motion Carried.
8. **General Manager Report:** Mike Bailey, spoke about the Eastridge Renovation and will give an update about departments that will be relocated during construction. An HR Director and Accounting Manger have been hired and will be starting in May. Information about the insurance renewal and IT consulting report will be available next week. Gunther is investigating pickle ball court options. Mike thanked the Board for his promotion. The Board requested that a copy of the Bylaws be sent to the Bylaw Committee and a meeting be scheduled.
9. **Continued Business:** None
10. **New Business:** None
11. **Delegate Forum:** Pattie McGuiness, #112 commented about aging in place and asked for consideration of senior services.
12. **Adjournment:** 8:37 p.m.

Respectfully Submitted,

Monica Wasden, Secretary

Enhancing property values and creating quality of life through recreation, community events, and leadership

May FYI's

Dance Recital

April 23rd was our *Flower Power* Dance Recital at Southridge. We had 120 students participate, making this a wonderful event to welcome spring and our return to events post COVID! Kids showcased their toe tapping skills for family. It was a wonderful celebration of our dance program.

Preschool Graduation

On May 20th, we will host our annual pre-K graduation ceremony at Southridge for Eastridge students. With a picture slideshow, the children recite poems and songs donning their caps and tassels, in front of family and friends as we wish them well into kindergarten.

Camp Preparation

Throughout the month of May, we are preparing for our very full summer camps that begin in June! Camp HRCA is booked every week of the summer. Many new art and STEM camps are full and offering wonderful opportunities for children to get back to fun and engaging summer activities. We look forward to welcoming all our participants in the coming months!

Scuba/Snorkel

Scuba and Snorkel are offered at the Eastridge Rec Center. Only a few spots are currently available for classes through August. These programs offer an introduction to underwater adventures in the safety of the lap pool. These programs are extremely popular for families prior to summer vacations at the beach.

Race Series

The HRCA Mother's Day 5K took place on May 7th, beginning and ending at Cresthill Middle School. The strong field of participants took in the new scenic route on their way to 3.1 miles of family (and dog friendly) fun. We are looking forward to the Happy Hour Half K on June 18th, highlighted by a performance by That Eighties Band.

Fitness

Fitness classes and personal training continue to grow. Once a month, the fitness department has been adding a fun, specialty themed class for participants to try. Triple threat was the theme for April, a 90-minute specialty class that incorporated elements of cardio, strength and stretching all in one class. We received great feedback from participants. A collaboration with our race series is set to take place early summer where we will offer a specialized 90-minute class that focuses on strength training and mobility exercises for runners. Our personal trainers continue to take on more clients and program for their individual fitness and health goals.

Sports

Youth Volleyball and Indoor Flag Football are up and running. We are currently back to running almost all adult leagues including adult basketball, soccer and volleyball and they are excited to be back playing. We are prepping for summer sports leagues and camps.

Tennis

Two adult leagues, the Trio and the USTA Mixed 18 & Over league, have concluded their season matches for 2022. The following leagues have started playing: the USTA Adult 18 & Over, the USTA Adult 55 & Over, and the CTA Women's Daytime Doubles league. HRCA's Junior Team Tennis program is in the registration process and preparing for the programs twice weekly practices which will begin on June 1st.

Therapeutic Recreation

April happenings for the TR program included personal instruction on land and aquatic therapy. Thrilling Thursdays, Hip Hop, Yoga, Soccer and Special Olympics Swim Team were popular offerings serving many participants. Yoga, Tae Kwon Do and Basketball programs continue to serve participants in May as well as Special Olympics swim team.



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: April 6, 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	✓		
Jeff Rohr	✓		
Don McCandless	✓		

Also in attendance:

Diana Sklenar, Community Improvement Supervisor
Jayma Wessling CIS Coordinator
Barbara Smith President Spaces HOA
Terry Carlson Architect for Homeowner
Ron Vanlembke Homeowner

II. NEW BUSINESS:

- Architectural Reviews – The Committee Members reviewed the following submittals.
 1. **73 Falcon Hills** – Appointment - Addition – Declined by all
 2. **2697 Rockbridge Way** – Sunroom – Declined by all
 3. **1455 Gold Smith** – Driveway expansion and walkway – Approved by all as submitted
 4. **2262 Mountain Sage Terrace** - Gazebo – Conditionally Approved by all 5’ from the lot line
 5. **2298 Gold Dust** - Sidewalk – Declined by all
 6. **9712 Clairton** – Addition - Declined by all
 7. **9716 Red Oakes** – Pergola and Greenhouse – Declined by all
 8. **9763 Montrose Way** – Drainage – Declined by all

With no further business, the meeting adjourned at 7:47 p.m.

Laurie Allred, Architectural Review Committee Chair



HIGHLANDS RANCH COMMUNITY ASSOCIATION

DEVELOPMENT REVIEW COMMITTEE

April 13, 2022

MEETING MINUTES

I. Call to Order

The meeting was called to order at 6:00 p.m. by **Rob Mierau**.

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	✓		
Henry Hollander	✓		
Jerry Jeter	✓		

Also in attendance:

Diana Sklenar, CIS Supervisor

Michael Burmeister, Resident

Woody Bryant, DRC Consultant

Matt Everhart, Concept Signs

Bradley Monson, Resident

Marilyn Manning, Resident

II. Review and Approval of February 9, 2022, meeting minutes

Action:

A motion was made by **A. Madlambayan** to Accept the February 9, 2022, minutes and publish as written, seconded by K. Westphal.

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

H. Hollander voted to Abstain as he was not a DRC member at the time of February Meeting

III. Take 5 car Wash, 9579 University Blvd | Sign Modification/ Variance

Scope of Project: Request for the 'bucket' logo to be approved at a variance of 48", logos to be on all four sides of building but variance will be on entrance and exit of car wash.

6:03-6:15 p.m. - Woody Bryant presented the Staff Review comments and recommendation:

- Recommendation for the approval of the variance of the 'bucket' sign to be outside the guidelines at a height of 48".
- Branding creates an issue for our codes which is the reasoning behind the variance for the entrance/exit elevations only.

6:16 p.m. There was no presentation by Matt Everhart for Take 5 Car Wash, therefore the discussion was opened by **R. Mierau**.

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

- How much of an issue will the tree located along University Parkway be for the view of logo to the public? This was finalized as not being an issue regardless of point of entry. All sides confirmed as having equal visibility.
- Prior approval of larger logos through Shea Properties does not fall in line with the Guidelines that were put in place by the Highlands Ranch Community Association. Those Guidelines should be adhered to regardless of the size of the building and available elevation space for signage. This was reiterated several times during the discussion.
- It was also reiterated several times that the variance was justified, and the submittal should be approved as is. Variance is not out of line for appropriateness.
- The square footage on all facades were verified as being with in code but the issue lies in the actual height of the logo for the front and exit elevations.
- It was proposed the client accept a 29" logo.
- Client expressed that the logo had been reduced from 82" to 48" and to ask for anything smaller would create a hardship. The 48" logo is visibly small on the building as it stands and feels the Guidelines work against them.
- There was clarification that the number 'Five' was less than 24" tall. The white part of the 'Five' stands at 20" in height.
- The photos in the submittal show the painting of the roofline trim but it was not to be considered in this review.
- Verification the building would be power washed and patched as necessary to ensure there would be no bleed through from the previous logo.
- The red line graphic was verified as not being a part of the actual signage but was put in place for reference only.
- Discussion regarding the visitation of reworking the Commercial Guidelines for the future. Considerations include the multiple 'centers' with their own set of Guidelines.
- A point was made that a precedent should not be set by allowing a larger logo. This would create future issues for the DRC that are not warranted. There is not a true necessary reason to make the logo larger.

Action:

A motion was made by **H. Hollander** to **approve the submittal as presented**, motion was not seconded

Action:

A motion was made **J. Jeter** to **approve the submittal with a 29" bucket logo**, motion was seconded by **A. Madlambayan**

- **2** member(s) **Concur**;
- **3** member(s) **Dissent**;
- **1** member(s) **Abstain**.

- Suggestion to keep the larger logo but on just one side only and other sides are 29".
- Confirmed logo can be stacked up to 27". Two lines of letters only allowed.

- Debate about imposing standards that are too restrictive which is why the variance is being requested.
- Question whether the larger logo creates too much of a 'distraction' to the public at the larger size.
- Strip malls were not considered in the comparisons for fascia areas. Several retail centers have their own Guidelines which do not necessarily match up with the HRCA guidelines.
- Debate over the impact of the logos if restricted to standard and whether the total reduction is appropriate in this instance and the impact of the logo at both sizes.
- Two lines of letter to be allowed regardless of things missed 'historically'.
- Confirmation the logo was designed to be in a pyramid formation.

Action:

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

- **1** member(s) **Concur**;
- **2** member(s) **Dissent**;
- **3** member(s) **Abstain**.

Action:

A motion was made **J. Jeter** to **defer with condition that applicant resubmits**, motion was seconded by **A. Madlambayan**

- Point made that a variance cannot be deferred under conditions and submittal must be either approved or denied.

Action:

A motion was made **J. Jeter** to **deny as submitted with the option to increase the logo by 10% in accordance with the guidelines**, motion was seconded by **K. Westphal**

- **3** member(s) **Concur**;
- **2** member(s) **Dissent**;
- **1** member(s) **Abstain**.

- Noted point: Guidelines must be followed. There needs to be a necessary reason to accept the submittal and a necessary reason to deny.

IV. Take 5 car Wash, 1101 Town Center Drive | Sign Modification/ Variance

Scope of Project: Request for the 'bucket' logo to be approved at a variance of 48", logos to be on all four sides of building but variance will be on entrance and exit of car wash.

7:17 p.m. Woody Bryant presented location logistics and reasoning behind the variance:

7:20 p.m. Matt Everhart speaks on behalf of Take 5 Car Wash

DEVELOPMENT REVIEW COMMITTEE

APRIL 13, 2022

MEETING MINUTES

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- Denying the variance as stated previously creates an unnecessary hardship for the client. This building is designed with more elevation area to accommodate the variance.
- Building is not in as visible of a location as the previous submittal and larger logo is warranted.

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

- It was noted that all the signs are not out of compliance minus the bucket logo.
- Clarification the client cannot paint the building.
- Discussion and disagreement between members that the logo size for this location is appropriate as is vs. having the smaller logo with no impact.

Action:

A motion was made **J. Jeter** to **deny as submitted**, motion was seconded by **A. Madlambayan**

- **5** member(s) **Concur**;
 - **1** member(s) **Dissent**;
 - **0** member(s) **Abstain**.
- Discussion regarding the math regarding the logo and possibly moving the client forward
 - Cannot undo the vote and no middle ground can be found. The Guidelines and 10% will stand.

Action:

Motion by **J. Jeter for an approval of 30" logo with 14" letters for both buildings, seconded by K. Westphal**

- **2** member(s) **Concur**;
 - **3** member(s) **Dissent**;
 - **2** member(s) **Abstain**.
- 26.4 maximum logo stands with letters being irrelevant in size comparison.

V. Non-Agenda Resident Comments

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

With no further business, a motion was made by K. Westphal to adjourn the meeting. Seconded by J. Jeter. The meeting adjourned at 7:37 p.m.

VI. General Comments

Off record:

- Discussion regarding the math around the footage to sign size.
- Reiteration that the Guidelines must be followed and the 10% increase is allowed per earlier discussion.
- Mention of Panda Express and their accepted logo.

- Re-visiting the Guidelines and the 'Sub' Centers Guidelines in the future.

Rob Mierau, Co Chairperson
Development Review Committee

Ariel Madlambayan, Secretary
Development Review Committee

Community Relations April/May Update

April Events

Farmers' Market: Sundays, 10:00 AM – 2:00 PM

Your Health with UCHHealth: Screenings: What to Get and When. April 6 – Virtual 34 attendees

Dueling Pianos: April 8 – 234 attendees

Easter Egg Hunt: April 16 – 35,000 eggs picked up in 2.5 minutes.

Volunteer Fair: April 19 – 42 organizations, 213 attendees

Coffee with a Cop: April 20 – 6 representatives from the DougCo Sheriffs office

Winter Cultural Series – Fiesta Colorado: April 21 – 124 attendees

9Health Fair: April 23 – 340 attendees

Comedy Night: April 29 230 attendees

May Upcoming Events

UCHHealth Virtual Seminar – Stroke Awareness May 4, 6:00 PM – 7:00 PM

Join our special guest Dr. Pope from UCHHealth Highlands Ranch Hospital for our Virtual Health Series. Discussion will include risk factors for stroke, risk assessment tests, and at home treatments for stroke prevention. You will have the opportunity to ask your questions and get answers. The session is free, but pre-registration is required.

Blood Drive – May 5, 9:00 AM – 1:30 PM

HRCA is partnering with Vitalant to bring the Gift of Life to our community in a time of need. To register, visit [Vitalant.org/Donate](https://www.vitalant.org/Donate) and use the event code: 10002

"Cans" Festival: May 13, 6:00 PM – 8:30 PM

Join us for our tongue-in-cheek salute to the original Cannes Film Festival! No films, but lots of canned alcohol! Feel free to taste any or all of the dozens of canned wines and cocktails now and enjoy this summer and beyond. Cans are not just for beer anymore! Discover your favorite canned drinks at this Highlands Ranch exclusive event! Food trucks will be on site (additional charge). Tickets required.

Hooked on Fishing – May 14, 9:00 AM - 11:30 AM

Fly'n B Park Pond. Join the Highlands Ranch Cultural Affairs Association, Highlands Ranch Metro District, and the Colorado Division of Wildlife to teach your little ones the basics of fishing! Tickets required.

Cold Cases & Cocktails – May 25, 6:30 PM - 8:00 PM

You've watched the documentaries, listened to the podcasts, read the true-crime books. Now join us for a live presentation of the 2001 Sasser Homicide Investigation presented by Captain Darren Weekly of the Douglas County Sheriff's Office. You'll get a peek behind the scenes of a real-life investigation! Tickets required.

Coffee with a Cop: May 20, 8:00 AM -10:00 AM

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

Culture on the Green – May 27, 6:30 PM - 8:00 PM

Treat yourself to free entertainment outdoors in beautiful Civic Green Park with the International Youth Ballet. This event is designed for families and friends to enjoy live entertainment in the heart of Highlands Ranch! The performer, International Youth Ballet, will perform a Midsummer Night's Dream - A fanciful, romantic, and comedic story sure to entertain the entire family!

Summer Concert Series - June 4, 6:20 PM - 8:00 PM

Enjoy a summer of music in the park! This free family event features the best of local bands and guarantees to be a good time! Bring your friends, pack a picnic dinner and enjoy Mr. Majestyk's 8-Track Revial.

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

**Minutes of the April 18, 2022 Finance Committee Meeting
Highlands Ranch Community Association, Inc.**

FC Members Present:

Dan DeBacco, chair
Ron Welk
Mikel Wilcox
Jennifer Harris
Briceson Kahler – called in
Leighton Stephenson

Staff Members Present:

John Phibbs, Director of Finance
Karen Jackson, Accounting Manager

Board Members and Visitors Present:

FC Members Absent:

John Mackowiak

Dan DeBacco called the meeting to order at 6:01 p.m. A quorum of the Finance Committee Members was present.

The Finance Committee reviewed the March 21, 2022 Finance Committee meeting minutes.

A motion was made to approve the March 21, 2022 Highlands Ranch Community Association Finance Committee meeting minutes as presented. The motion was approved unanimously.

Motion: Mikel Wilcox Second: Leighton Stephenson

The Finance Committee then reviewed and discussed the March 31, 2022 HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained and discussed. The following specific topics were discussed:

o **Administrative Fund:**

Current Month Variance to Budget	Year to Date Variance to Budget
Revenue \$8,067	(\$12,714)
Expense \$21,987	(\$7,889)
Transfers (\$13,498)	(\$13,498)
Net revenue \$16,557	(\$34,101)

o **Recreation Fund:**

Current Month Variance to Budget	Year to Date Variance to Budget
Revenue \$147,650	\$317,032
Expense \$52,558	\$180,372
Transfers (\$601)	(\$6,567)
Net revenue \$199,606	\$490,837

o **Backcountry Fund:**

Current Month Variance to Budget	Year to Date Variance to Budget
Revenue \$2,262	\$355
Expense (\$1,576)	(\$19,651)
Transfers \$0	\$0
Net revenue \$686	(\$19,295)

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

Motion: Ron Welk Second: Jennifer Harris

Minutes of the April 18, 2022 Finance Committee Meeting / - Continued Highlands Ranch Community Association, Inc

The Finance Committee then reviewed and discussed the March 31, 2022 HRCA Non-profit 501(c) 3 Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained and discussed. The following specific topics were discussed:

○ **Highlands Ranch Cultural Affairs Assoc.:**

Current Month Variance to Budget	Year to Date Variance to Budget
Revenue \$1,730	\$5,041
Expense \$326	(\$3,573)
Net revenue \$2,056	\$1,468

○ **Highlands Ranch Community Scholarship Fund:**

Current Month Variance to Budget	Year to Date Variance to Budget
Revenue \$0	\$(2,000)
Expense \$148	\$327
Net revenue \$148	(\$1,672)

○ **Highlands Ranch Backcountry Conservation and Education Fund:**

Current Month Variance to Budget	Year to Date Variance to Budget
Revenue (\$2,466)	(\$3,062)
Expense \$2,556	\$3,551
Net revenue \$90	\$489

A motion was made to recommend that the HRCA Board of Directors accept the March 31, 2022 Highlands Ranch Community Association Non-profit 501 (c) 3 Financial Statements. The motion was approved unanimously.

Motion: Leighton Stephenson Second: Mikel Wilcox

The Finance Committee then discussed the committee application of John Brannock. There was a healthy and strong discussion regarding the skills that the committee wanted from potential new members. Since most of the current committee members have the same type of experience and skills similar to Mr. Brannock they decided that future committee members should have more business operations experience and not as much pure finance and accounting experience. A vote was taken and it was unanimous not to accept the application of Mr. Brannock at this time.

The Finance Committee then discussed the Risk Management function of HRCA. John Phibbs stated that Linda Dorre handled the relationship with our broker IMA and after her retirement the GM transferred those duties to Ken Joseph, Director of Programs. Leighton Stephenson suggested that HRCA consider more than just a insurance broker customer relationship and adopt more of a Risk Management function. The rest of the Committee concurred.

The Finance Committee Recommends to the Board of Directors the following;

The Committee would like to have a discussion with the Board and Staff regarding the Risk Management function at HRCA. HRCA currently has a Broker / Client relationship with IMA but it does not appear to have a Risk Management Program. The benefits of a Risk Management Program include;

- Allows the Board and Staff to properly assess which risk priorities are likely to occur and the best course to financially manage them
- Ability of the Board and the HOA to decrease legal liabilities to insure long-term financial liability
- Independently meeting with broker of record to discuss identified significant legal/operational/financial risks to streamline a cost effective "program" that safeguards Board, employees and the HOA/third party "environment"
- A Risk Management Program can protect the HOA's reputation, essential for attracting new homeowners and insuring longevity

A potential outcome of these discussions could include hiring a professional Risk Manager, contracting with an outside Risk Manager, or having IMA become more of a Risk Manager instead of just being a Broker to HRCA.

The next Finance Committee meeting is scheduled for Monday May 16, 2022 at 6:00pm Eastridge Recreation Center.

Respectfully Submitted,

Karen Jackson
Highlands Ranch Community Association, Accounting Manager



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

HRCA Board Working Session Minutes
Monday May 9, 2022
5:30 p.m.

Northridge Recreation Center
8800 South Broadway Highlands Ranch CO 80126

Business Agenda Items

1. Committee Reports:

- Finance Committee: John Phibbs gave an update and shared information about the hiring process, budget schedule, audit, the office move, and risk management.
- Architectural Review Committee, Commercial Review Committee and Design Review Committee: Diana Sklenar gave an update and shared information about the CIS office move, submittals, DRC, and the RIGS.
- Bylaw Committee: The first meeting will be held tomorrow.

2. Discussion Items:

- Facilities Programs Update: Mark Gunther gave an update and shared information about the construction schedule at Eastridge, the opening of the outdoor pools, Southridge closure, the tennis court to pickleball court conversion, and the golf simulator. Questions and discussion occurred. The pickleball court and golf simulator projects will be presented to the Delegates and added to the Board Agenda.
- Facilities Operations Update: Ken Joseph gave an update and shared information about summer camps and the growth of the programs.
- Community Relations Update: Jamie Noebel gave an update and shared information about the blood drive, cans festival, hooked on fishing, art encounters, summer concert series, and 4th of July.
- Legal Update: Lindsay Smith provided an update on HB1137 and HB1139 and the impacts they will have on the Association.
- Backcountry Update: Mark Giebel provided a PowerPoint presentation. Mark presented the timeline and the planning review process. Discussion and questions occurred.
ACTION: A motion was made by Dan DeBacco and seconded by Melissa Park to approve the *Backcountry Outdoor Center Community Involvement Process Action*. *Vote 1 of 2. Motion carried.*
- Delegate Meeting Agenda: The Delegate Meeting Agenda was reviewed, and no changes were made.
- BOD Meeting Agenda: The Board Agenda was reviewed, and the Centennial Water Well Easement will be added.

3. Continued Business: The new HR Director, Jackie Kennedy was introduced. Jackie summarized her projects

*Other matters may be considered as deemed appropriate.
This meeting and other HRCA committee meetings are open to HRCA Members.*

including employment retention programs, a hybrid work from home policy, compensation study, standard operating procedures, and the SWAT analysis.

4. **New Business:** Discussion occurred about the Wildcat Regional Park stakeholder meeting with the County. Monica Wasden asked about the proper procedure for responding to community emails from the Board.
5. **Member Comment:** None
6. **Adjourn:** 8:20 p.m.

Respectfully Submitted,

Monica Wasden, Secretary

*Other matters may be considered as deemed appropriate.
This meeting and other HRCA committee meetings are open to HRCA Members.*