



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 2023
 - Approval of Finance Committee Minutes from October 2023
 - Approval of Architectural Review Committee Minutes from November 2023
 - Approval of the Bylaw Committee Minutes from June 2023 and November 2023
- V. Board President Comments
- VI. Adjournment
- VII. Volunteer Appreciation Celebration

The Next Delegate and Board meeting will be held on Tuesday, January 16, 2024.

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.



Board Meeting Minutes

Agenda item: Call to Order **Presenter:** Melissa Park

Conclusions:

The meeting was called to order at 7:21 p.m.

Agenda item: Establishment of Quorum/Roll Call **Presenter:** Kurt Huffman

Conclusions:

A quorum was established. Directors Melissa Park, Monica Wasden, Dan DeBacco, and Kurt Huffman were present. Director Jim Allen was excused.

Agenda item: Proof of Notice of Meeting **Presenter:** Kurt Huffman

Conclusions:

Kurt Huffman confirmed the Proof of Notice of Meeting.

Agenda item: Consent Agenda **Presenter:** Melissa Park

Action Items:

- Approval of Board Meeting Minutes of Action from October 2023
- Approval of Architectural Review Committee Minutes from October 2023
- Approval of Finance Committee Minutes from September 2023
- Approval of the Draft Development Review Committee Minutes from October 2023
- Approval of the 2024 Speaker Schedule

Conclusions:

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

Agenda item: Member Forum **Presenter:**

Discussions: None

Agenda item: Director Comments **Presenter:** Board of Directors

Discussions:

Melissa Park: Director Park shared her appreciation for how the HRCA has advanced in such a short time and thanked staff for their work.

Dan DeBacco: Director DeBacco mentioned DirectLink/BAM Broadband and if there was any benefit to the BOD getting involved to minimize negative side effects.

Monica Wasden: Director Wasden congratulated staff for winning the two Community Associations Institute (CAI) awards and thanked everyone for their efforts.

Kurt Huffman: Director Huffman thanked Mike Bailey for his work within the organization and the HRCA for their efforts leading to the CAI awards. Director Huffman also shared information surrounding DirectLink/BAM Broadband.

Agenda item: Committee Reports

Presenter: N/A

Discussions:

Delegate Meeting: None

Finance Committee: Brice Kahler presented the October 2023 Finances. He presented and discussed the HRCA balance sheet, cash flow statements, and income statements year to date.

Conclusions:

A Motion was made by Dan DeBacco and seconded by Kurt Huffman to approve the October HRCA financials as presented. Motion carried.

Agenda item: General Manager Report

Presenter: Mike Bailey

Discussions:

General Manager Mike Bailey commented on the following:

He thanked the Board for their comments surrounding the CAI Awards.

Recognized Jamie Noebel for her work as Community Relations manager over the years, and shared excitement about the new Director of Marketing and Communications.

Event reminders for the Board of Directors, which included the State of the County (11/15), the CAI Award Presentation (12/1), and the Staff Holiday Party (12/7).

Shared the benefit of the roundtable discussion that occurred during the Board Working Session and thanked the Board for their participation.

The wording and focus for staff during 2024, the year of engagement.

Agenda item: Continued Business

Presenter: N/A

Action: Resolution 23_09_03 Amendments to the Amended and Restated Bylaws of the Highlands Ranch

Resolution 23_09_03 was approved—motioned by Dan DeBacco and seconded by Monica Wasden. Director Huffman abstained. Directors Wasden, Park, and DeBacco voted in favor. Motion carried.

Agenda item: New Business

Presenter: N/A

Action: Resolution 23_11_04

Resolution 23_11_04 was approved—motioned by Monica Wasden and seconded by Dan DeBacco. Director Huffman commented on the resolution and was thankful to see it on the agenda. Directors Wasden, Park, DeBacco, and Huffman voted in favor. Motion carried.

Action: Resolution 23_11_05

Resolution 23_11_05 was approved—motioned by Dan DeBacco and seconded by Kurt Huffman. Directors Wasden, Park, DeBacco, and Huffman voted in favor. Motion carried.

Agenda item: Delegate Forum

Presenter: N/A

Discussions:

None

Agenda item:: Adjournment

Jim Allen

Conclusions:

The Board of Directors Meeting was adjourned at 7:44 p.m.

Respectfully submitted,

Kurt Huffman, Secretary



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

Minutes

**October 16, 2023, Finance Committee Meeting
Highlands Ranch Community Association, Inc.
Eastridge Recreation Center**

FC Members Present:

Dan DeBacco, Chair
Ron Welk
Jennifer Harris
Leighton Stephenson
Michael Flower
Homar Alvarado

FC Members Absent:

Mikell Wilcox
Shane Callahan

Staff Members Present:

Brice Kahler, CFO
Brian Sheppelman, Corporate Compliance Director
Emily Arnold, Accounting Manager

Board Members and Visitors Present:

Bret Rogers, Delegate – District 76

1. The Finance Committee meeting was called to order at 6:30 p.m. by Dan DeBacco. A quorum of the Finance Committee was present.
2. The Finance Committee reviewed the September 18, 2023, Finance Committee meeting minutes.

A motion was made to approve the September 18, 2023, HRCA Finance Committee meeting minutes as amended. The motion was approved unanimously.

Motion: Homar Alvarado Second: Jennifer Harris

3. The Finance Committee reviewed and discussed the September 30, 2023, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed. Overall, consolidated HRCA revenue exceeds budget by \$1M largely due to interest income and program performance. Consolidated expenses are flat compared to budget. The Finance Committee asked various questions regarding Balance Sheet and Income Statement line items including timing of program revenue.

A motion was made to recommend that the HRCA Finance Committee accept the September 30, 2023, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.

Motion: Homar Alvarado Second: Leighton Stephenson

4. The Finance Committee reviewed the Q3 2023 Highlands Ranch Community Association 501(c)3 Financial Statements. Actual to budget variances were discussed for Highlands Ranch Cultural Affairs Association, Highlands Ranch Scholarship Fund, and Highlands Ranch Backcountry Conservation and Education Fund.

A motion was made to recommend that the HRCA Finance Committee accept the September 30, 2023, 501(c)3 Financial Statements. The motion was approved unanimously.

Motion: Jennifer Harris Second: Homar Alvarado

5. Brice Kahler gave an update on the 2024 Budget, including updated capital expenditure projections, cash balances, and fund balances.
6. Brice Kahler presented the Q3 2023 Investment overview. HRCA is conservatively invested per our Investment Policy. We are exceeding budget due to high interest rates.
7. With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Accounting Manager



HIGHLANDS RANCH COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: November 1, 2023

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

- Roll call was taken, and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred Chair	✓		
Jason Pickett, Vice Chair	✓		
Mollie Anderson, Secretary			✓
Laura Eicher			✓
Elizabeth Bryant	✓		
Don McCandless	✓		
Jeff Rohr	✓		

Also in attendance:

- Jayma Wessling CIS Coordinator
- Brian Sheppelman Corporate Compliance Director
- David & Kamie Campbell - Homeowners

II. RESIDENTIAL APPOINTMENT

a. 678 Blue Heron – Paint

- a. The Committee unanimously agreed to postpone the decision pending further review.

III. RESIDENTIAL IMPROVEMENT REQUESTS

a. 9084 Arrow Grass – Painting Brick

- a. The Committee unanimously voted to approve as submitted.

b. 6255 Cornell – Shed

- a. The Committee unanimously voted to conditionally approve.

c. 10087 Blackbird Ct – Landscaping & Shed

- a. The Committee unanimously voted to conditionally approve.

d. 1255 Kistler – Deck and Cover

- a. The Committee unanimously voted to approve.

e. 1056 Cherry Blossom – Fence Post Variance

- a. The Committee unanimously voted to conditionally approve.

f. 10120 Cotton Creek – Sport Court

- a. The Committee unanimously voted to approve.

g. 627 Blue Heron Way – Decks

- a. The Committee unanimously voted to approve.

h. 4981 Collinsville – Paver Patio

- a. The Committee unanimously voted to postpone by way of denial.

i. 3897 Mallard Ln – Painting Brick/Limewash

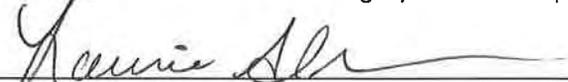
- a. The Committee unanimously voted to approve.

j. 2006 Glenhaven Dr – Painting Brick

- a. The Committee unanimously voted to deny latest request.

IV. DISCUSSION

With no further business, the meeting adjourned at 7:17p.m


Laurie Allred, Architectural Review Committee Chair



HIGHLANDS RANCH

COMMUNITY ASSOCIATION

ARCHITECTURAL REVIEW COMMITTEE

DATE: November 15, 2023

MEETING MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:32 p.m.

Roll call was taken, and a quorum was established.

Member Name	Present	Absent	Excused
Laurie Allred Chair	✓		
Jason Pickett, Vice Chair			✓
Mollie Anderson, Secretary	✓		
Laura Eicher	✓		
Elizabeth Bryant	✓		
Don McCandless	✓		
Jeff Rohr	✓		

Also in attendance:

Jayma Wessling CIS Coordinator
 Diana Sklenar CIS Manager
 Valerie Moret CIS Specialist

II. RESIDENTIAL IMPROVEMENT REQUESTS

- a. **678 Blue Heron – Painting**
 - a. The Committee requested the homeowner label the colors painted as samples on the home.
- b. **1762 Red Fox – Fence**
 - a. The Committee unanimously voted to approve as constructed.
- c. **8783 Forrest – Garage Door**
 - a. The Committee unanimously voted to approve.
- d. **10750 Braesheather – Expanded Circle Driveway**
 - a. The Committee unanimously voted to approve.
- e. **70 Falcon Hills – Pool, Patio Cover & Grilling Station**
 - a. The Committee unanimously voted to approve.
- f. **2184 Chesapeake – Paint**
 - a. The Committee unanimously voted to approve.
- g. **10016 Blackbird Cir – Patio**
 - a. The Committee unanimously voted to approve.
- h. **9505 Harford – Paint**
 - a. The Committee unanimously voted to partially approve.
- i. **230 Prairie Ridge – Flagpoles & Lighting**
 - a. The Committee unanimously voted to partially approve.
- j. **10116 Briargrove – Landscaping and Patio**
 - a. The Committee unanimously voted to partially approve.

IV. DISCUSSION

With no further business, the meeting adjourned at 6:53p.m

Laurie Allred, Architectural Review Committee Chair

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



HIGHLANDS RANCH COMMUNITY ASSOCIATION

BYLAW COMMITTEE
June 13, 2023
MEETING MINUTES

I. Call to Order

The meeting was called to order at 6:30 PM by Mark Dickerson

Roll call was taken

Member Name	Present	Absent	Excused
Mark Dickerson - Chairman	*		
Nancy Smith - Vice Chair	*		
Frank Tezak	*		
Pattie McGuiness			*
Michael Petrucelli	*		
Clinton Cave			*
Dennis Epperly	*		
Rosabel Harrington	*		

Also in attendance:

- Brian Sheppelman, Director of Compliance
- Monica Wasden, Board Member
- Kurt Huffman, Board Member

II. Chair, Mark Dickerson thanked Brian Sheppelman and the HRCA staff for their time, and support and for providing dinner for us.

III. Approval of May minutes: Dennis made the motion and Rosabel seconded it. 5-0-1 abstain.

IV. Discussion of the wording for the PowerPoint slides to be presented to the Delegates at their meeting on June 20th. Based on the discussion of the benefits of the change, Dennis asked to change his vote on 7.4A from no to yes. Approved without objection.

V. Discussion about the presentation to the Delegates, which will be completed before questions are taken.

VI. Mark will write a cover letter to go to the Delegates along with the proposed changes.

VII. The Meeting was adjourned at 7:54



BYLAW COMMITTEE
November 9, 2023
MEETING MINUTES

I. Call to Order

The meeting was called to order at 6:18 PM by Brian Sheppelman

Roll call was taken.

Member Name	Present	Absent	Excused
Mark Dickerson - Chairman			*
Nancy Smith - Vice Chair			*
Frank Tezak			*
Pattie McGuinness	*		
Michael Petrucelli	*		
Clinton Cave	*		
Dennis Epperly	*		
Rosabel Harrington	*		

Also in attendance:

Brian Sheppelman, Director of Compliance

Monica Wasden, Board Member

Diana Sklenar, CIS Manager

II. Minutes

- Correction to a spelling error on the June 13, 2023, minutes. Michael Petrucelli motioned, and Pattie McGuinness seconded to accept the edit to the minutes. A motion was approved 5-0.
- Approval of June minutes: Dennis Epperly motioned, and Pattie McGuinness seconded to approve the minutes. A motion was approved 3-0 with 2 abstaining.

III. Discussion of the corrected wording provided by legal counsel for Amendment 7.5.A of the Bylaws.

- Pattie McGuinness motioned, and Dennis Epperly seconded to have Legal Counsel draft new language for amendment 7.5A to stagger the election cycle for the Board of Directors to ensure that no election could replace the majority of the Board. The 2024 election cycle would have three positions up for election with the two Directors with the most votes having three-year terms and the third-place director having a two-year term. Thereafter, the Director voting cycle would all be three-year terms with the number of Director positions available to be Two – One – Two until the terms of the Directors are amended in these Bylaws. A motion was approved 5-0.

IV. New Business.

- Michael Petruccelli motioned, and Dennis Epperly seconded to direct the Board of Directors to vote for the Bylaws committee worded amendment in the first at the next Delegate meeting. Should this motion fail, then the Delegates could vote on the alternate amendment previously presented. A motion was approved 5-0.

V. Homeowner forum.

- None

VI. Meeting was adjourned at 6:48