

# Meeting of the Delegates

07.16.24

Southridge – Wildcat



**HIGHLANDS  
RANCH**  
COMMUNITY ASSOCIATION

## Agenda

- |       |  |           |
|-------|--|-----------|
| I.    | Call to Order  | 6 p.m.    |
| II.   | Guest Speaker – Douglas County Sheriff’s Office  | 6:02 p.m. |
| III.  | Pledge of Allegiance   | 6:20 p.m. |
| IV.   | Roll Call/Establishment of Quorum  | 6:22 p.m. |
| V.    | Proof of Notice of Meeting   | 6:24 p.m. |
| VI.   | Consent Agenda:  | 6:25 p.m. |
|       | <ul style="list-style-type: none"><li>• Approval of Meeting Minutes of Action from the June 18, 2024, Meeting of the Delegates</li></ul> |           |
| VII.  | Member Forum   <i>Three-minute time limit</i>  | 6:30 p.m. |
| VIII. | Board of Directors Report   <i>Monica Wasden</i>   | 6:36 p.m. |
| IX.   | Director Comments  | 6:40 p.m. |
| X.    | General Manager Report   <i>Mike Bailey</i>  | 6:45 p.m. |
| XI.   | Department Updates   | 6:50 p.m. |
|       | <ul style="list-style-type: none"><li>• Marketing and Communications   <i>Rebecca Ruiz</i></li></ul>                                     |           |
| XII.  | Continued Business   | 6:57 p.m. |
| XIII. | New Business   | 7 p.m.    |
| XIV.  | Delegate Forum   <i>Three-minute time limit</i>  | 7:06 p.m. |
| XV.   | Adjournment  | 7:10 p.m. |

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.  
The Next Delegate and Board meeting will be held on Tuesday, August 20, 2024.

# Meeting of the Delegates Minutes

Minutes from June 18, 2024



HIGHLANDS  
RANCH  
COMMUNITY ASSOCIATION

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**Agenda item:** Call to Order

**Presenter:** Monica Wasden

President Wasden called the meeting to order at 6:02 p.m.

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**Agenda item:** Guest Speaker, South Metro Fire Department

**Presenter:** John Curtis

John Curtis presented a PowerPoint on behalf of South Metro Fire Department. Within his report:

- An overview of emergency calls and response times within SMFD and emergency response highlights.
- Information regarding their new airplane and its capabilities for aiding with fire mitigation.
- Information regarding onboarding on new personnel and the healthcare options for employees.
- Staffing updates and future hiring opportunities.
- Time was allotted for Q&A.

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**Agenda item:** Pledge of Allegiance

**Presenter:** Monica Wasden

President Wasden led the meeting in the Pledge of Allegiance.

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**Agenda item:** Roll Call/Establishment of Quorum

**Presenter:** Theresa Hill

**Conclusions:**

A quorum was established; 22,327 of 31,934 lots were present.

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**Agenda item:** Proof of Notice of Meeting

**Presenter:** Jim Allen

Jim Allen confirmed the Proof of Notice of Meeting.



**HIGHLANDS  
RANCH**  
COMMUNITY ASSOCIATION

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**Agenda item:** Approval of Minutes for the Meeting of the Delegates for the May 21, 2024, Meeting **Presenter:** Monica Wasden

**Conclusions:**

May 2024 minutes were approved – motioned by Dennis Epperly, representing District 2, and seconded by Elizabeth Strock, representing District 16. Motion carried.

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**Agenda item:** Member Forum **Presenter:** Members

**Discussion:**

Bart Spedon | 4453 Lyndenwood Circle, Highlands Ranch, 80130: Moved to because of the Association and guidelines and he asked for help regarding ensuring compliance within his neighborhood. Legal Counsel, Lindsay Smith, commented on legislation and the violation process within Associations.

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**Agenda item:** Board of Directors Report **Presenter:** Monica Wasden

**Conclusions:**

President Wasden presented a PowerPoint. Within her report:

Information about the Wildcat Regional Park project.

A formal request to the Delegates for their support of HRCA asking Douglas County for the Wildcat Regional Park to be gifted to us.

**Discussions:**

Time was allotted to for Q&A. Further discussion was made regarding the process for creating a motion that would show Delegate support of this project.

**Action:**

Michael Flowers representing District 76 motioned to authorize board to continue discussions with the county. This motion was seconded Brent Dougal, District's 74/75. During further discussion, Pattie



McGuinness, District 112, asked to amend to require meetings between the board and county be public meetings. Michael Flowers, District 76, withdrew his motion.

Mike Woodland representing District 111, motioned to have the Delegates support for the Boards vision for a park that focuses on conservation and passive recreation, and for the Board to make a formal request to the County for the land and funding. Andrew Currier, District 21, seconded the motion. Motion passed.

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**Agenda item:** Board of Director Comments

**Presenter:** Board of Directors

**Conclusions:**

Todd Landgrave: Encouraged delegates to enjoy all summer has to offer at HRCA.

Monica Wasden: Commented on the updated newsletter and thanked Rebecca Ruiz for her work.

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**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Conclusions:**

General Manager Bailey presented a PowerPoint. Within his report:

Ensured Delegates when there is a public meeting at the county that HRCA will share.

Echoed Director Landgraves sentiment to enjoy summer at HRCA.

Shared the 9 locations that the Art Encounters statues were installed.

Announced Jamie Nobel's retirement Friday, shared her history with the organization, and thanked her for her hard work over the many years.



**Agenda item:** Department Updates – Operations

**Presenter:** Mark Gunther

**Conclusions:**

Mark Gunther presented a PowerPoint. Within his report:

An update on the opening of the outdoor pools for the summer and updates on the several facility projects.

Contract review and analysis is in progress for elevator maintenance, janitorial supplies, security monitoring and snow removal/landscape.

The completion of the annual safety trainings with the staff, and active customer service audits.

HRCA hosted the first swim meet in 5 years at NR with over 350 in attendance.

Shared the capital reserve update for Q1 and Q2 of 2024.

**Agenda item:** Continued Business

Monica  
Wasden

**Discussion:**

President Wasden shared a reminder regarding the request brought up during the May 2024 to record meetings. Legal counsel provided a recommendation. Meetings will not be recorded at this time. No Delegates expressed interest in furthering this discussion.

**Agenda item:** New Business

None

**Agenda item:** Delegate Forum

**Presenter:** Delegates

**Discussion:**

Jeff Rohr | District 61/66: Asked Delegates to help his district by not driving through that area during the construction project that continues at University and Quebec. Jeff also shared that one resident by him has turned his home into an AirBNB, and it is causing quite a disruption. Jeff inquired if there is a way HRCA can



send remind the resident that AirBnb's are not allowed in Highlands Ranch. General Manager, Mike Bailey, commented he would work with Woody Bryant and Legal Counsel regarding this matter.

Kurt Huffman | District 82: Referenced the declarations for the Backcountry. Requested the board to limit down what they see happening in the Backcountry and providing a more concise vision statement in the future.

Tonia Nealey | District 101: Inquired if there is a more proactive instead of reactive approach that can help with legislative. President Wasden assured her we are working to be proactive vs. reactive and in the process of interviewing lobbyists.

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**Agenda item:** Adjournment

**Presenter:** Monica Wasden

**Conclusions:**

Motioned by Dennis Epperly representing District 2, and seconded by, Andy Natalie representing District 83. The Meeting of the Delegates was adjourned at 7:37 p.m.

**Respectfully submitted,**

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*Jim Allen, Secretary*

i.

DISTRICT DELEGATE ROLL CALL  
MEETING DATE: June 18, 2024  
RECORD DATE: June 18, 2024

Dist No.	DELEGATE NAME	Enter "X" if Present Enter "P" if Proxy	Enter "F" if in Favor Enter "O" if Opposed Enter "A" if Abstained Enter "S" if Split	Total # of Lots	LOTS*	PROXY	F+O+A	TOTAL IN FAVOR	TOTAL OPPOSED	TOTAL ABSENTIONS
1	LESLIE MILLER			297	-	-	-	-	-	-
2	DENNIS EPPERLY	X		266	266	-	-	-	-	-
3	VACANT			184	-	-	-	-	-	-
4	TERESA ISAAC (Stratton Ridge)			153	-	-	-	-	-	-
5	JUDY DYK (Bradford Hills)	X		108	108	-	-	-	-	-
6	LARISA KNAFELC (Sugarmill)			126	-	-	-	-	-	-
7	MICHAEL RILEY			295	-	-	-	-	-	-
8	VACANT (Chilbi)			97	-	-	-	-	-	-
9	DIANA PERKINS (Remington Bluffs)	X		50	50	-	-	-	-	-
10	SAMUEL BENTZ	X		143	143	-	-	-	-	-
11	ERIC EICHER	X		251	251	-	-	-	-	-
12	CONNIE ROSEL (Falcon Hills)	X		113	113	-	-	-	-	-
13	JENNIFER HARRIS			199	-	-	-	-	-	-
14	TAMMY KELLY			185	-	-	-	-	-	-
15	JUSTIN HILL			200	-	-	-	-	-	-
16	ELIZABETH STROCK	X		105	105	-	-	-	-	-
17	GREG HERMAN			166	-	-	-	-	-	-
18	CHANAN BRAUNSTEIN	X		318	318	-	-	-	-	-
20	JEAN REHNKE	X		208	208	-	-	-	-	-
21	ANDREW CURRIER	X		189	189	-	-	-	-	-
22	BRYAN WALSH			132	-	-	-	-	-	-
23	MICHAEL MEEHAN			142	-	-	-	-	-	-
24	CONNIE ROSEL	X		83	83	-	-	-	-	-
25	ANDY JONES	P		438	-	438	-	-	-	-
26	JOHN MEZGER	X		183	183	-	-	-	-	-
27	KYLE ANHORN	X		242	242	-	-	-	-	-
28	BRYAN WALSH			48	-	-	-	-	-	-
30	JOE AHLGRIM (Timberline)	X		368	368	-	-	-	-	-
40	FRANK IMPINNA	P		368	-	368	-	-	-	-
41	TOMMY DOLAN			366	-	-	-	-	-	-
49	BETHANY KOCH	X		291	291	-	-	-	-	-
50	LINDA MALLETT (Glengales)	X		345	345	-	-	-	-	-
51	SID BASU			253	-	-	-	-	-	-
52	CLINTON CAVE	P		234	-	234	-	-	-	-
53	SHARYN LANDIS			171	-	-	-	-	-	-
60	PATRICIA CALLIES	X		181	181	-	-	-	-	-
61	JEFF ROHR	X		105	105	-	-	-	-	-
62	KIM HARP	X		197	197	-	-	-	-	-
63	KATHY LANDGRAVE	X		51	51	-	-	-	-	-
64	RUSSELL KING			130	-	-	-	-	-	-
65	DON WOODLAND			96	-	-	-	-	-	-
66	JEFF ROHR	X		224	224	-	-	-	-	-
68	HOMAR ALVARADO			152	-	-	-	-	-	-
69	FRANK IMPINNA	P		182	-	182	-	-	-	-
70	TERI BELMISTAD (The Village)	X		81	81	-	-	-	-	-
71	CONNIE ROSEL (Falcon Hills South)	X		26	26	-	-	-	-	-
73	DANIEL BROWN			1,184	1,184	-	-	-	-	-
74	BRENT DOUGAL	X		940	940	-	-	-	-	-
75	BRENT DOUGAL	X		74	74	-	-	-	-	-
76	MICHAEL FLOWER	X		223	223	-	-	-	-	-
77	MELISSA MESSEART	X		420	420	-	-	-	-	-
78	AMIT GUPTA			274	-	-	-	-	-	-
79	CONNIE MANZER (The Retreat)	X		101	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	LAURA EICHER	P		1,533	-	1,533	-	-	-	-
81	AL BONNEAL			20	-	-	-	-	-	-
82	KURT HUFFMAN	X		778	778	-	-	-	-	-
83	ANDY NATALIE	X		180	180	-	-	-	-	-
84	JESSICA ALLEN	X		705	705	-	-	-	-	-
85	DEBORAH SPICER			784	-	-	-	-	-	-
86	DAWN KEATING			1,290	-	-	-	-	-	-
87	JENNIFER HARRIS (Indigo Hill)			481	-	-	-	-	-	-
88	CAROLYN GROOM (Weatherstone)	X		294	294	-	-	-	-	-
89	MARY KAY COURTNEY (Villages at H.R.)	X		323	323	-	-	-	-	-
90	BARBARA SMITH (Spaces)			250	-	-	-	-	-	-
91	GINGER NIXT (Settlers Village)			199	-	-	-	-	-	-
92	MICHELLE RATCLIFF (Canyon Ranch)	X		440	440	-	-	-	-	-
93	JENNIFER PARK			260	-	-	-	-	-	-
94	AL PELKOWSKI (Westridge Knolls)	X		617	617	-	-	-	-	-
95	TOM RYNO	X		56	56	-	-	-	-	-
96	VACANT (Highwoods HOA)			104	-	-	-	-	-	-
97	VACANT			336	-	-	-	-	-	-
98	LISA KIRWAN (Sundance @ Indigo Hill)	X		225	225	-	-	-	-	-
99	MICHAEL PETRUCELLI (Carlyle Park)			213	-	-	-	-	-	-
100	GAIL FRANCES			177	-	-	-	-	-	-
101	TONIA NEALEY	X		111	111	-	-	-	-	-
102	PAULA BACHELLER	X		202	202	-	-	-	-	-
103	JAC LEBBS	X		401	401	-	-	-	-	-
104	CHRIS WICKS	X		532	532	-	-	-	-	-
105	JOSEPH ADEN	X		353	353	-	-	-	-	-
106	RYAN LEARY			226	-	-	-	-	-	-
107	KATIE PETITO (HR Golf Course)	X		579	579	-	-	-	-	-
108	MIKE MILLINGTON	X		208	208	-	-	-	-	-
109	ANGELA STEGMAN (Backcountry)	X		1,252	1,252	-	-	-	-	-
110	MARK DICKEKSON (Stonebury)			87	-	-	-	-	-	-
111	MIKE WOODLAND (Firelight)	X		1,863	1,863	-	-	-	-	-
112	PATIE MCGUINNESS (Highland Walk)	X		298	298	-	-	-	-	-
113	FRANK IMPINNA	P		517	-	517	-	-	-	-
114	CLAY KARR (The Hearsh)	X		1,652	1,652	-	-	-	-	-
115	COLIN CAMPBELL (Brownstones)	X		359	359	-	-	-	-	-
116	ROBERT STRAUSS (Tresana)	X		557	557	-	-	-	-	-
120	VACANT (Clock Tower Residences)			318	-	-	-	-	-	-
121	ROBERT BLACKINGTON			200	-	-	-	-	-	-
200	VACANT (Commercial District)			396	-	-	-	-	-	-
212	VACANT (Stoneybridge)			77	-	-	-	-	-	-
213	KAREN BURCH (Palomino Park)			523	-	-	-	-	-	-
TOTAL				31,934	19,055	3,272	-	-	-	-
QUORUM 50% +1				15,968				22,327	72%	

# Meeting of the Board

07.16.24

Southridge – Wildcat



**HIGHLANDS  
RANCH**  
COMMUNITY ASSOCIATION

## Agenda

- 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 June 2024
  - Approval of Architectural Review Committee Minutes from June 2024
  - Approval of the Design Review Committee Minutes from June 2024
  - Approval of Jenna Nyguen appointment to the Design Review Committee
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
  - Delegate Meeting
  - Finance Committee: Review and approval of the May and June Financials
- VIII. General Manager Report
- IX. Continued Business
- X. New Business
- XI. Delegate Forum
- XII. Adjournment

The Board of Directors Meeting follows immediately upon adjournment of the Delegate Meeting.  
The Next Delegate and Board meeting will be held on Tuesday, August 20, 2024.





HIGHLANDS RANCH  
COMMUNITY ASSOCIATION

# Meeting of the Board Minutes

Minutes from June 18, 2024



HIGHLANDS  
RANCH  
COMMUNITY ASSOCIATION

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**Agenda item:** Call to Order

**Presenter:** Monica Wasden

**Conclusions:**

The meeting was called to order at 7:44 p.m.

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**Agenda item:** Establishment of Quorum/Roll Call

**Presenter:** Jim Allen

**Conclusions:**

A quorum was established. Directors Monica Wasden, Jim Allen, Leo Stegman, and Todd Landgrave were present. Dan DeBacco was excused.

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**Agenda item:** Proof of Notice of Meeting

**Presenter:** Jim Allen

**Conclusions:**

Jim Allen confirmed the Proof of Notice of Meeting.

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**Agenda item:** Consent Agenda

**Presenter:** Monica Wasden

**Action Items:**

- Approval of Board Meeting Minutes of Action from May 2024
- Approval of Architectural Review Committee Minutes from May 2024
- Approval of Design Review Committee Minutes from May 2024
- Approval of the Finance Committee Minutes from April 2024
- Approval of Dawn Vaughn appointment to the Design Review Committee



**Conclusions:**

A motion was made by Jim Allen and seconded by Leo Stegman to approve the Consent Agenda. Motion carried.

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**Agenda item:** Member Forum

**Presenter:** Members

**Discussions:**

None

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**Agenda item:** Director Comments

**Presenter:** Board of Directors

**Discussions:**

Todd Landgrave: Thanked Jamie Noebel for everything she has done for the community and HRCA.

Jim Allen: Shared his personal history with Jamie Noebel and thanked her for her friendship and service to the community.

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**Agenda item:** Committee Reports

**Presenter:** N/A

**Discussions:**

Delegate Meeting: Monica Wasden shared the Board will continue efforts to move forward with the County regarding Wildcat Regional Park.

Finance Committee: Brice Kahler presented the May 2024 Finances. He presented and discussed the HRCA balance sheet, cash flow statements, and income statements. Time was allotted for Q & A with the Board.

**Conclusions:**

Approval of the May finances will occur during the July 2024 Board Meeting.



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**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Discussions:**

General Manager Mike Bailey commented on the following:

Thanked Jamie Noebel for her service and congratulations on her retirement.

Mentioned that Cammie Ellis, Director of HR, has implored several trainings and meetings to see what can be done to further employee engagement.

HRCAs hosted an internal all-staff party this Saturday June 15 at Westridge and 268 people were there in attendance.

Spoke regarding the Wildcat Regional Park and that HRCAs is seeking letters of support from other community partners.

That staff is working on a plan for hosting the members from Reston Community in VA. They are tentatively scheduled to visit in one of the first few weeks of August.

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**Agenda item:** Continued Business

**Discussions:**

None

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**Agenda item:** New Business

**Discussions:**

None

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**Agenda item:** Delegate Forum

**Presenter:** Delegates

**Discussions:**

Colin Campbell | District 115: Asked for a clarification on expanding the online meetings. Monica commented on the process is not changing at this time. Colin asked for the Board to reconsider removing the proxy for the attendance to count.



Kurt Huffman | District 82: Commented on the 3:30 p.m. Board Working Session meeting time and how difficult it is for some to attend at that time. He requested meetings be recorded.

Pattie McGuinness | District 112: Inquired about the two topics of the executive sessions during June 2024.

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**Agenda item::** Adjournment

Monica Wasden

**Conclusions:**

The Board of Directors Meeting adjournment was motioned by Jim Allen, seconded by Todd Landrave. Meeting adjourned at 8:07 p.m.

**Respectfully submitted,**

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Jim Allen



# MEETING MINUTES

## ARCHITECTURAL REVIEW COMMITTEE

Meeting Date: Wednesday - June 05, 2024

### I. CALL TO ORDER

The meeting was **called to order** at **5:36 p.m.** by **J. Wessling (JW)**

Roll call was taken by JW, and a quorum was established.

Member Name	Present	Absent	Excused
Elizabeth <b>Bryant</b> (EB)	✓		
Jeff <b>Rohr</b> (JR)	✓		
Kate <b>Landauer</b> (KL)	✓		
Patricia <b>Callies</b> (PC)	✓		
Jeff <b>Buttermore</b> (JB)	✓		
Dawn <b>Keating</b> (DK)	✓		

**Also in attendance:**

Woody **Bryant** (WB), HRCA: Director of Community Improvement Services  
Jayma **Wessling** (JW), HRCA: Residential Coordinator

### II. REVIEW OF MINUTES

A. **Review of May 15, 2024 ARC Meeting Minutes.**

a. **DISCUSSION:**

- i. There was no discussion.
- ii. No corrections or revisions to the Meeting Minutes are necessary.

b. **ACTION:**

- i. A motion was made to **APPROVE** the May 15, 2024 Meeting Minutes **AS PRESENTED** by PC, seconded by EB.  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. Motion **PASSES**.

### III. RESIDENTIAL APPOINTMENTS

A. **5528 ABBEYWOOD** - Addition.

a. **DISCUSSION:**

- i. Proximity of other residences

b. **ACTION:**

- i. A motion was made by JR to **APPROVE** the submittal. Seconded by JB.  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. Motion **PASSES**.



Wednesday – June 05, 2024  
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#### **IV. NEW BUSINESS**

Architectural Reviews. The Committee Members reviewed the following submittals:

- A. **9208 SHADOWGLEN CT** – Addition
- a. **DISCUSSION:**
- i. Project was previously submitted, approval expired.
- b. **ACTION:**
- i. Motion (by: PC, 2nd by: JB) to **APPROVE**.  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
  - ii. Motion **PASSES**.
- B. **10869 RAINRIBBON RD** – Decks
- a. **DISCUSSION:**
- i. Railing on upper deck.
  - ii. Extension and accordion windows.
- b. **ACTION:**
- i. Motion (by: EB, 2nd by: PC) to **APPROVE**.  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
  - ii. Motion **PASSES**.
- C. **9908 AFTONWOOD** – Backyard Equipment
- a. **DISCUSSION:**
- i. Concerned with proximity of neighbors and view from street.
  - ii. No street view, and distance from property lines.
- b. **ACTION:**
- i. Motion (by: JB, 2nd by: EB) to **APPROVE**.  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
  - ii. Motion **PASSES**.
- D. **501 ARDEN CIR** – Commercial Vehicle
- a. **DISCUSSION:**
- i. Size and type of vehicle.
- b. **ACTION:**
- i. Motion (by: JB, 2nd by: LR) to **DENY**.  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
  - iii. Motion **PASSES**.
- E. **9765 AUTUMNWOOD** – Antenna
- a. **DISCUSSION:**
- i. This type of antenna is not allowed in residential areas.
  - ii. Only Commercial or Industrial areas.
- b. **ACTION:**
- i. Motion (by: DK, 2nd by: JR) to **DENY**.  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
  - ii. Motion **PASSES**.



Wednesday – June 05, 2024  
Page 3 of 6

- F. **9722 CLAIRTON** – Gate
- a. **DISCUSSION:**
    - i. Does not meet the fence/gate guidelines.
  - b. **ACTION:**
    - i. Motion (by: PC, 2nd by: EB) to **DENY**  
 **5** member(s) **Concur** | **1** member(s) **Dissent** | **0** member(s) **Abstain**.  
\* Minority felt all colors were acceptable.
    - ii. Motion **PASSES**.
- G. **2232 ASHWOOD** – Gate
- a. **DISCUSSION:**
    - i. Does not meet the fence/gate guidelines.
  - b. **ACTION:**
    - i. Motion (by: PC, 2nd by: DK) to **DENY**  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- H. **9836 CHATSWOOD** – Gates
- a. **DISCUSSION:** None.
  - b. **ACTION:**
    - i. Motion (by: DK, 2nd by: JR) to **APPROVE**  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- I. **6568 JACKSON** – Bat House
- a. **DISCUSSION:**
    - i. Necessity of pole with the large trees on site.
    - ii. Okay with concept of Bat House, but not on pole.
  - b. **ACTION:**
    - i. Motion (by: JR, 2nd by: EB) to **PARTIALLY APPROVAL**  
 **5** member(s) **Concur** | **1** member(s) **Dissent** | **0** member(s) **Abstain**.  
\* Minority was not in favor of the bat house.
    - ii. Motion **PASSES**.
- J. **7208 MOUNTAIN BRUSH** – Chicken Coop
- a. **DISCUSSION:** None.
  - b. **ACTION:**
    - i. Motion (by: LB, 2nd by: JR) to **APPROVE**.  
 **5** member(s) **Concur** | **1** member(s) **Dissent** | **0** member(s) **Abstain**.  
\* Minority was not in favor of chicken/chicken coop because of proximity to neighbor's home.
    - ii. Motion **PASSES**.



Wednesday – June 05, 2024  
Page 4 of 6

- K. **9883 FOXHILL CIR** – Driveway Expansion
- a. **DISCUSSION:**
    - i. Level of driveway, drainage, and height.
  - b. **ACTION:**
    - i. Motion (by: JR, 2nd by: DK) to **DENY WITHOUT PREJUDICE**. Further information must be provided that address the items discussed above.
      - 6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
      - 0** member(s) **Dissent**.
    - ii. Motion **PASSES**.
- L. **9347 LARKSPARROW TRL** – Cedar Soffits
- a. **DISCUSSION:** None.
  - b. **ACTION: DISCUSSION:** None.
    - i. Motion (by: PC, 2nd by: JR) to **APPROVE**
      - 6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- M. **9947 FALCON CREEK DR** – Trim Paint
- a. **DISCUSSION:**
    - i. Color is too bright
  - b. **ACTION:**
    - i. Motion (by: PC, 2nd by: DK) to **DENY**
      - 6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- N. **10758 SOUTHAVEN** – Paint Stone
- a. **DISCUSSION:** None.
  - b. **ACTION:**
    - i. Motion (by: EB, 2nd by: DK) to **APPROVE**
      - 6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- O. **9641 MILLSTONE** – Paint
- a. **DISCUSSION:**
    - i. Color is too bright
  - b. **ACTION:**
    - i. Motion (by: EB, 2nd by: DK) to **DENY**
      - 6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.





Wednesday – June 05, 2024  
Page 5 of 6

- P. **5125 ASHFORD CIR** – Shed
- a. **DISCUSSION:**
    - i. The requested height is more than the allowable height of 8’6”.
  - b. **ACTION:**
    - i. Motion (by: JB, 2nd by: JR) to **CONDITIONAL APPROVAL**. Conditional that design is revised so that height does not exceed 8’6”.
      - 6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- Q. **9705 MOSS ROSE CIR** – Shed
- a. **DISCUSSION:** None.
  - b. **ACTION:**
    - i. Motion (by: EB, 2nd by: JR) to **APPROVE**.
      - 5** member(s) **Concur** | **1** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- R. **1767 JULES CT** – Commercial Vehicle
- a. **DISCUSSION:** None.
  - b. **ACTION:**
    - i. Motion (by: EB, 2nd by: PC) to **APPROVE**.
      - 6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.

## **V. STAFF COMMENTARY**

- A. Recent changes to the law now permits vegetable garden beds in front and side yards.
- B. Three pre-approved Coloroscape designs must be available for homeowners to select from. Submittal for compliance with the pre-approved design will be required; however, the plant selection/space/design, etc is pre-approved.
- C. Accessory Dwelling Unit legislature was signed into law by the Governor; however, the County and other local government entities are working out details.

## **VI. ADJOURNMENT**

- A. With no further business the **meeting was adjourned at 7:28 p.m.**



Wednesday - June 05, 2024  
Page 6 of 6

## **VII. APPROVAL OF THESE MEETING MINUTES**

- A. At the June 19, 2024 Architectural Review Committee Meeting, these minutes were reviewed.
- A motion was made by DK, seconded by JB to **Approve the Minutes as Presented**
  - 6 member(s) **Concur** | 0 member(s) **Dissent** | 0 member(s) **Abstain**.
- a. Motion **PASSES**.



# MEETING MINUTES

## ARCHITECTURAL REVIEW COMMITTEE

Meeting Date: Wednesday - June 19, 2024

### I. CALL TO ORDER

The meeting was **called to order** at **5:35 p.m.** by **J. Wessling (JW)**

Roll call was taken by JW, and a quorum was established.

Member Name	Present	Absent	Excused
Elizabeth <b>Bryant</b> (EB)	✓		
Jeff <b>Rohr</b> (JR)	✓		
Kate <b>Landauer</b> (KL)	✓*		
Patricia <b>Callies</b> (PC)	✓		
Jeff <b>Buttermore</b> (JB)	✓		
Dawn <b>Keating</b> (DK)	✓		

\* Arrived after meeting began, in §3 below.

#### Also in attendance:

Woody **Bryant** (WB), HRCA: Director of Community Improvement Services  
Jayma **Wessling** (JW), HRCA: Residential Coordinator

### II. REVIEW OF MINUTES

#### A. Review of **May 15, 2024 ARC Meeting Minutes.**

##### a. **DISCUSSION:**

- i. There was **no** discussion.
- ii. No **corrections** or revisions to the Meeting Minutes are necessary.

##### b. **ACTION:**

- i. A motion was made to **APPROVE** the June 5, 2024 Meeting Minutes **AS PRESENTED** by PC, seconded by EB.  
 **5** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. Motion **PASSES**.

### III. RESIDENTIAL APPOINTMENTS

#### A. **3229 ASTERBROOK WAY** - Coloradoscape/Xeriscape.

##### a. **DISCUSSION:**

- i. Recommend adding evergreen species plantings in front to provide "green" during winter.
- ii. Recommended review §3.16 of RIGs for suitable plantings, e.g., Mugho Pine, Rocky Mountain Juniper.

##### b. **ACTION:**

- i. A motion was made by DK to **APPROVE** the submittal. Seconded by EB.  
 **5** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
- ii. Motion **PASSES**.



Wednesday – June 19, 2024  
Page 2 of 4

- B. **6802 EDGEWOOD** – Japanese Garden in Front Yard (not on agenda).
  - a. **DISCUSSION:**
    - i. Recommended adding additional year-round green shrubbery to maintain color during the winter.
  - b. **ACTION:**
    - i. A motion was made by PC to **APPROVE** the submittal. Seconded by DK.  
 **5** member(s) **Concur** |  **0** member(s) **Dissent** |  **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- C. **10539 WAGON BOX CIRCLE** – Paint colors.
  - a. **DISCUSSION:**
    - i. Residence is within a sub-association that will also need to approve the selected colors (Tempe Star for Body).
  - b. **ACTION:**
    - i. A motion was made by PC to **APPROVE** the submittal. Seconded by EBB.  
 **5** member(s) **Concur** |  **0** member(s) **Dissent** |  **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.

#### **IV. NEW BUSINESS**

Architectural Reviews. The Committee Members reviewed the following submittals:

- A. **262 AGATE DRIVE** – Paint: Rock Bottom (Base), Morris Room Grey (Trim), Carnelian (Accent: Front door, side panel on each side of the front door, one beam superior to the front door).
  - a. **DISCUSSION:**
    - i. None.
  - b. **ACTION:**
    - i. Motion (by: PC, 2nd by: EB) to **APPROVE**.  
 **5** member(s) **Concur** |  **0** member(s) **Dissent** |  **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- B. **10179 BENTWOOD CIRCLE** – Paint: Web Gray (Base), High Reflective White (Trim), Maxi Teal (Accent: Front door, back door).
  - a. **DISCUSSION:**
    - i. None.
  - b. **ACTION:**
    - ii. Motion (by: PC, 2nd by: DK) to **APPROVE**.  
 **5** member(s) **Concur** |  **0** member(s) **Dissent** |  **0** member(s) **Abstain**.
    - iii. Motion **PASSES**.



Wednesday – June 19, 2024  
Page 3 of 4

- C. **7201 PALISIDE DRIVE** – Paint: Equestrian Green (Base), Cameo White (Trim).
- a. **DISCUSSION:**
    - i. The Equestrian Green is too "jewel toned."
  - b. **ACTION:**
    - i. Motion (by: JR, 2nd by: DK) to **DENY**  
 **5** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- D. **11076 VALLEYBROOK CIRCLE** – Paint: In The Navy (Base), Icicle (Trim), Cityscape (Accent: Front door and shutters).
- a. **DISCUSSION:**
    - i. Sub-Association approval is required.
    - ii. In The Navy is a color that is typically denied by the ARC.
  - b. **ACTION:**
    - i. Motion (by: JR, 2nd by: PC) to **DENY**  
 **4** member(s) **Concur** | **1** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- E. **601 MOUNTAIN CHICKADEE ROAD** – Fence Stain, non-standard color.
- a. **DISCUSSION:**
    - i. The "Super Deck Heart Redwood" oil-based stain is too red. Too far of a departure from the community standard "Highlands Ranch Fence Brown."
  - b. **ACTION:**
    - i. Motion (by: EB, 2nd by: PC) to **DENY**  
 **5** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- F. **9635 SILVERBERRY CIRCLE** – Front Yard Vinyl Arbors (2x).
- a. **DISCUSSION:**
    - i. CIS to provide Homeowner with a deadline to remove the currently installed items.
  - b. **ACTION:**
    - i. Motion (by: JR, 2nd by: PC) to **DENY**  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- G. **2843 PAINTED CANYON WAY** – Elevated playhouse constructed on tree stumps adjacent to home.
- a. **DISCUSSION:**
    - i. CIS to provide Homeowner with a deadline to remove the currently installed items and to remove the tree stumps to ground level.
  - b. **ACTION:**
    - i. Motion (by: EB, 2nd by: JR) to **DENY**  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.



Wednesday - June 19, 2024  
Page 4 of 4

- H. **10011 BLACKBIRD PLACE** - New concrete patio and hot tub.
  - a. **DISCUSSION:**
    - i. Concrete patio must be setback from the fence by two-feet per §2.54 of the RIGs.
  - b. **ACTION:**
    - i. Motion (by: JR, 2nd by: PC) to **APPROVE WITH CONDITIONS**  
 **6** member(s) **Concur** | **0** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.
- I. **9316 BELLEWOOD COURT** - Garage door screen.
  - a. **DISCUSSION:**
    - i. The garage door screen will be installed on the outside of the garage door and is temporary in nature. Attached to the outside framing of the garage door with pump pins and/or Velcro.
  - b. **ACTION:**
    - i. Motion (by: JB, 2nd by: JR) to **DENY**  
 **5** member(s) **Concur** | **1** member(s) **Dissent** | **0** member(s) **Abstain**.
    - ii. Motion **PASSES**.

**V. STAFF COMMENTARY**

A. None.

**VI. ADJOURNMENT**

A. With no further business the meeting was adjourned at 7:06 p.m.

**VII. APPROVAL OF THESE MEETING MINUTES**

- A. At the \_\_\_\_\_ Architectural Review Committee Meeting, these minutes were reviewed.
  - A motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_ to \_\_\_\_\_
  - \_\_\_\_\_ member(s) **Concur** | \_\_\_\_\_ member(s) **Dissent** | \_\_\_\_\_ member(s) **Abstain**.
- a. Motion \_\_\_\_\_.



# MEETING MINUTES

## DEVELOPMENT REVIEW COMMITTEE

Meeting Date: Wednesday – June 12, 2024

### I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by W. **Bryant**

Roll call was taken by W. **Bryant**, and a quorum was established.

Member Name	Present	Absent	Excused
Greg <b>Banks</b>	✓ *		
Michael <b>Burmeister</b>	✓		
Zell <b>Cantrell</b>	✓		
Ariel <b>Madlambayan</b>	✓		
Kyle <b>Matthews</b>	✓		
Erik <b>Okland</b>	✓		

*\* Arrived after Items I, II, and III were completed.*

#### Also in attendance:

- Ali **Hardaway**, COO: Out To Lunch Restaurant Group
- Graham **Taylor**, Director of RE: Out To Lunch Restaurant Group (via ZOOM)
- Danny **Robles**, Regional Director: Out To Lunch Restaurant Group
- Dave **Read**, Director of Culinary: Out To Lunch Restaurant Group
- Brandon **Wagner**, Denver Shade Company
- Woody **Bryant**, HRCA: Director of Community Improvement Services
- John **Mezger**, HRCA: Commercial Compliance Technician
- Dawn **Vaughn**, Resident, HRCA DRC Applicant

### II. PREVIOUS BUSINESS

#### A. Review of May 08, 2024 DRC Meeting Minutes.

##### a. DISCUSSION:

- i. There was no discussion.
- ii. No corrections or revisions to the Meeting Minutes are necessary.

##### b. ACTION:

- i. A motion was made to **APPROVE** the May 08, 2024 Meeting Minutes **AS PRESENTED** by K. **Matthews**, seconded by Z. **Cantrell**.
  - 5** member(s) **Concur**. Note: G. **Banks** was not in attendance for this vote.
  - 0** member(s) **Dissent**.
  - 0** member(s) **Abstain**.
- ii. Motion **PASSES**.



Wednesday - June 12, 2024  
Page 2 of 3

### **III. NEW BUSINESS**

---

- A. **Smokin Fins Outdoor Patio Enclosure** (PS2024-090, HR F149, 4<sup>th</sup> Amd, Lot 1C-2C-1).
- a. Presentation and Background Information by W. **Bryant**.
    - i. Reference Staff Memo to DRC dated 2024-06-12.
  - b. **DISCUSSION:**
    - i. Clarification of metal materials and colors to be used.
      1. Applicant noted that the storefront is an aluminum-framed pergola, matte black.
    - ii. Clarification of disposition of existing wall sconces.
      1. The existing wall sconces on this portion of the building will be removed. There are several sconce styles on the building, so the removal of the sconces will not detract from the aesthetics of the building. The removal of the sconces will also not adversely affect lighting along the sidewalk at the parking lot, which is illuminated by the site light poles that will remain (no changes are proposed within the parking area).
    - iii. Discussion on drainage and anticipated lighting.
      1. The pergola includes internal downspouts that will discharge drainage into the existing landscape islands between the patio area and the parking lot sidewalk. This is the area the current overland drainage flows to from the building. Interior lighting is being reviewed; however, it is likely to be "bistro style" lighting. No additional exterior lighting fixtures are located.
    - iv. Discussion about sidewalk being lost.
      1. There is no sidewalk area being lost. The area is currently an outdoor patio/seating area. The existing pedestrian way along the parking area is not impacted by this proposal.
    - v. Discussion about glass and the location of egress doors.
      1. There are egress doors on each of the "short ends" of the planned enclosure. The glass on these sides will not include the "guillotine" style glass used on the "long end" of the enclosure. The glass is proposed as single-pane glass without tinting.
    - vi. Discussion about east facing doors and snow/ice.
      1. The ownership team acknowledged the east facing snow/ice concern and noted that this area is currently shoveled and salted, when necessary. No change to operations is expected with the installation of the enclosure.
    - vii. Consensus that the addition is aesthetically pleasing and a welcome add-on to a popular restaurant





Wednesday – June 12, 2024  
Page 3 of 3

c. **ACTION:**

i. A motion was made by M. **Burmeister** to **APPROVE** the submittal.  
Seconded by A. **Madlambayan**.

- 5** member(s) **Concur.** Note: G. **Banks** was not in attendance for this vote.
- 0** member(s) **Dissent.**
- 0** member(s) **Abstain.**

ii. Motion **PASSES**.

**IV. NON-AGENDA RESIDENT COMMENTS**

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A. No “Non-Agenda Resident Comments” were offered.

**V. STAFF COMMENTARY**

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A. None.

**VI. ADJOURNMENT**

---

A. With no further business, a motion was made by Z. **Cantrell** to adjourn the meeting.  
Seconded by G. **Banks**.

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

B. Motion **PASSES**. The **meeting adjourned** at 6:27 p.m.

**VII. APPROVAL OF THESE MEETING MINUTES**

---

A. At the July 10, 2024 Development Review Committee Meeting, these minutes were reviewed.

a. A motion was made by A. **Madlambayan**, seconded by Z. **Cantrell** to **approve these minutes as presented**

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

b. Motion **PASSES**.



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## COMMITTEE APPLICATION FORM

First Name: Jenna

Last Name: Nygren

Home Phone #: 6302101272

Email Address: jenlnygren@gmail.com

Address: 9927 Saybrook Street

City: Highlands Ranch, CO

Zip Code: 80126

1. Are you a home owner in Highlands Ranch?  Yes  No

2. Please check the committee for which you are applying:

Architectural Committee     Development Review Committee     Finance Committee     Tribunal Hearings Panel  
Other \_\_\_\_\_

3. Will you have the time required to fulfill the duties of this position?  Yes  No

4. Are you able to attend the necessary meetings?  Yes  No

5. Have you volunteered for a HRCA Committee Before?  Yes  No

6. Do you currently hold a committee position?  Yes  No

7. If yes, which committee and when?  
\_\_\_\_\_

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?

I am passionate about sustainable landscaping practices as well as keeping our community beautiful. I have lots of ideas that could be an asset to the ARC committee, and as a first time homeowner am excited for the chance to become more involved in my community.

9. Please attach a current resume.

10. Please attach a letter of interest or statement of qualifications and experience indicating (a) why you are interested in serving on this committee (b) state how your background, experience, qualifications, and education are best suited to serving on the committee, and (c) why you should be considered for appointment.

11. Please fill out the attached disclosure statement for the Conflict of Interest Policy.

I certify that this report is true, complete, and correct to the best of my knowledge. (Please print and sign.)

Signature: Jenna Nygren Date 6/25/2024

For office use only:

Received by: _____	Date: _____
<input type="checkbox"/> Application	<input type="checkbox"/> Resume
<input type="checkbox"/> Letter of Interest	<input type="checkbox"/> COI Disclosure

Highlands Ranch Community Association  
Architectural Review Committee  
Highlands Ranch, CO

Dear ARC Members,

I am writing to express my interest in joining the Highlands Ranch Architectural Review Committee (ARC). Walking my dog throughout Highlands Ranch has deepened my appreciation for our community's diverse styles and landscapes, and as a creative and dedicated resident, I am eager to contribute to the ARC's work in maintaining and enhancing our neighborhood's aesthetic and environmental standards. Owning my first home here is one of my proudest accomplishments, and I wish to contribute to maintaining the beauty and appeal of our city.

My passion for this committee comes from a deep appreciation for thoughtful and sustainable community development. I am inspired by the ARC's promotion of drought-tolerant plantings and water conservation methods in landscaping. As we face environmental challenges, implementing sustainable practices like ColoradoScaping is vital for our community's long-term health and beauty.

In addition to my commitment to the ARC's mission, my career experience in sourcing and negotiation will be valuable in securing favorable rates for residents purchasing materials and plants for ColoradoScaping or other exterior design projects. This will make sustainable landscaping more accessible and affordable, foster a greener and more resilient community, and will also allow us to uplift local businesses and Highlands Ranch business owners.

I am fully committed to dedicating the time and effort needed to fulfill the responsibilities of an ARC member. My attention to detail and strong organizational skills will enable me to effectively review plan sets and submittals from homeowners, ensuring compliance with the HRCA Residential Improvement Guidelines and enforcing community covenants.

I am excited about the possibility of serving on the ARC and contributing to Highlands Ranch's improvement and sustainability. Thank you for considering my application. I look forward to discussing how my background, skills, and passion align with the ARC's goals.

Sincerely,

Jenna Nygren

# Jenna Nygren

jenlnygren@gmail.com   
630-210-1272 

## EXPERIENCE

### **BLUE DIAMOND GROWERS, Contract Manufacturing Lead (12/2021 - current)**

- Manage relationships with co-man partners, overseeing daily operations, measuring KPIs, and implementing process improvements to enhance service, quality, and cost-effectiveness
- Collaborate with cross-functional teams to drive innovation projects from conceptualization to commercialization, ensuring on time and on budget delivery
- Implemented over \$500k in cost savings initiatives while building out \$2MM savings pipeline
- Strategically source, qualify, and develop new co-man partnerships to ensure supply contingency and successful innovation launches

### **TYSON FOODS (12/2018 – 12/2021)**

#### **Manager Contract Manufacturing (2/2020)**

- Closely managed sku rationalization, renewed focus on hero skus, and write-off reduction resulting in multimillion-dollar profit growth on previously negative margin brand
- Optimized supply chain operations during challenging market conditions (meat shortages, labor shortages, COVID outbreaks)
- Acted as the primary contact and relationship manager for supplier locations, fostering strong partnerships and facilitating effective communication

#### **Associate Manager Contract Manufacturing (12/2018)**

- Managed over \$500 million dollars in spend across strategic brand portfolios
- Used keen attention to detail and creative problem solving to reduce write offs by \$500k and save 200k lbs of food from landfill in one year

### **McCAIN FOODS, Buyer – Contract Manufacturing (6/2017 – 12/2018)**

- Managed over \$55 million dollars in spend across the US, Canada, Europe, and Asia; responsible for company-wide Contract Manufacturing strategy creation and implementation
- Ideated and delivered over \$1 million in savings; created project pipeline of \$2.5 million over 2 years
- Partnered effectively with suppliers and internal partners across the globe
- Negotiated contract terms and pricing to deliver on company goals

### **TECHTRONIC INDUSTRIES, Field Sales and Marketing Representative (6/2016 – 7/2017)**

- Independently managed a \$5.4 million territory, performing sales and marketing activities to promote growth and market penetration on over a dozen core brands
- .....

## EDUCATION

### **University of Wisconsin-Madison, graduated in 3 years with Distinction**

Bachelor of Science in Economics and International Studies; German Certificate

.....

## SKILLS

- Contract negotiation: able to create mutually beneficial agreements for successful partnerships
- Strong interpersonal skills: capable of influencing and aligning multiple stakeholders
- In depth understanding of FSQA and processing requirements for food and bev manufacturing
- Computer skills: SAP, Microsoft Office, ARIBA

**Statement of Acknowledgment of Duties and Responsibilities  
of Directors, Delegates and Committee Members of  
the Highlands Ranch Community Association, Inc.**

I have received, read and understand the document entitled, " Duties and Responsibilities of Directors, Delegates and Committee Members of the Highlands Ranch Community Association, Inc.", a copy of which is attached hereto as Exhibit "A", and I agree to abide by and comply with same, including the guidelines set forth therein, in the course of fulfilling my duties as a director, delegate or committee member of HRCA.

Jenna Nygren

Signature

Jenna Nygren

Print Name

6/25/2024

Date

# Board of Directors 501c3 Special Quarterly

07.16.24

Southridge – Wildcat



HIGHLANDS  
RANCH  
COMMUNITY ASSOCIATION

## Agenda

- I. Call to Order
- II. Roll Call/Establishment of Quorum
- III. Proof of Notice of Meeting
- IV. Consent Agenda:
  - Approval of the Board of Directors 501c3 Special Quarterly Minutes from April 16, 2024
  - Approval of the 2024 2nd Quarter Financial Statements for HRCAA, HRCSF, HRBCEF
- V. Additional Business
- VI. Adjournment

# Board of Directors 501c3 Special Quarterly

Minutes from April 16, 2024



HIGHLANDS  
RANCH  
COMMUNITY ASSOCIATION

**Agenda item:** Call to Order

**Presenter:** Monica Wasden

**Conclusions:**

The meeting was called to order at 7:19 p.m.

---

**Agenda item:** Roll Call/Establishment of Quorum

**Presenter:** Jim Allen

**Conclusions:**

A quorum was established. Directors Jim Allen, Dan DeBacco, Leo Stegman, and Monica Wasden were present. Todd Landgrave was excused.

---

**Agenda item:** Proof of Notice of Meeting

**Presenter:** Jim Allen

**Conclusions:**

Jim Allen confirmed the Proof of Notice of Meeting.

---

**Agenda item:** Consent Agenda

**Presenter:** Board of Directors

Consent Agenda:

- Approval of the Board of Directors 501c3 Special Quarterly Minutes from January 16, 2024.
- Approval of the 2024 1<sup>st</sup> Quarter Financial Statements for HRCAA, HRCSF, and HRBCEF.

**Conclusions:**

A motion was made by Dan DeBacco and seconded by Jim Allen to accept the Consent Agenda. Motion carried.

---

**Agenda item:** Additional Business

**Presenter:** Board of Directors

**Discussion:**

None



HIGHLANDS  
RANCH  
COMMUNITY ASSOCIATION

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**Agenda item:** Adjournment

**Presenter:** Monica Wasden

**Conclusions:**

A motion for adjournment was made by Dan DeBacco, seconded by Leo Stegman. The 501(c)3 Board of Directors Special Quarterly Meeting was adjourned at 7:20 p.m.

**Respectfully submitted,**

-----  
*Jim Allen, Secretary*