



## Business Agenda Items

<b>I.</b> Call to Order	6:00 p.m.
<b>II.</b> Pledge of Allegiance	6:01 p.m.
<b>III.</b> Scholarship Recipient Award Ceremony	6:15 p.m.
<b>IV.</b> Roll Call/Establishment of Quorum	6:16 p.m.
<b>V.</b> Proof of Notice of Meeting	6:17 p.m.
<b>VI.</b> Approval of Minutes from the Preceding <b>Meeting of the Delegates</b> April 16, 2024	6:18 p.m.
<b>VII.</b> Member Forum   <i>Sign-up in advance; 3-minute time limit</i>	6:19 p.m.
<b>VIII.</b> Board of Directors Report	6:25 p.m.
<b>IX.</b> Board of Directors Comments	6:30 p.m.
<b>X.</b> General Manager Report   <i>Mike Bailey</i>	6:40 p.m.
<b>XI.</b> Department Updates Aquatics   <i>Tyler Kurapkat</i>	6:45 p.m.
<b>XII.</b> Continued/New Business	6:50 p.m.
<b>XIII.</b> Delegate Forum   <i>Sign-up in advance; 3-minute time limit</i>	6:52 p.m.
<b>XIV.</b> Adjournment	7:00 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, June 18, 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](mailto:theresa.hill@hrcaonline.org). The Board Working Session, Delegate Meeting, Board of Directors Meeting, and all other HRCA Committee Meetings are open to our members.*



# Delegate Meeting Minutes

April 16, 2024

6:00 p.m.

Southridge Rec Center

---

**Agenda item:** Guest Speaker **Presenter:** Stephanie Stanley

Stephanie Stanley, HRMD, presented a PowerPoint outlining the following:

An update on the events that HRMD and HRCA are partnered with

An update on the Highlands Ranch Senior Center and the expansion of senior programming.

Information regarding new pickleball courts that are in the works and Toepfer Park, which HRMD is beginning design on.

Proposed website changes and updates that brings HRMD into accessibility compliance.

Upcoming events throughout the Spring.

---

**Agenda item:** Call to Order **Presenter:** Monica Wasden

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

---

**Agenda item:** Pledge of Allegiance **Presenter:** Monica Wasden

President Wasden led the meeting in the Pledge of Allegiance.

---

**Agenda item:** Roll Call/Establishment of Quorum **Presenter:** Theresa Hill

**Conclusions:**

A quorum was established; 21,707 of 31,934 lots were present.

---

**Agenda item:** Proof of Notice of Meeting **Presenter:** Jim Allen

Jim Allen confirmed the Proof of Notice of Meeting.

---

**Agenda item:** Approval of Minutes for the Meeting of the Delegates for the November 14, 2023, Meeting **Presenter:** Monica Wasden

**Conclusions:**

February 2024 minutes were approved—motioned by Dennis Epperly, representing District 2, and seconded by Colin Campbell, representing District 115. Motion carried.

---

**Agenda item:** Member Forum **Presenter:** N/A

**Discussion:**

None

---

**Agenda item:** Board of Directors Report

**Presenter:** Monica Wasden

**Conclusions:**

President Wasden presented a PowerPoint. Within the report:

2024 Delegate Election results.

Welcomed newly elected and returning Delegates. Thanked all Delegate representatives who were departing.

An update on the Board Vision Retreat held on Friday, April 5.

Shared information regarding Board positions – Monica Wasden, President, Todd Landgrave and Dan DeBacco, Vice Presidents, Jim Allen, Secretary, and Leo Stegman, Treasurer.

---

**Agenda item:** Board of Director Comments

**Presenter:** Board of Directors

**Conclusions:**

Leo Stegman: Shared his excitement to serve as an HRCA Board Member.

---

**Agenda item:** General Manager Report

**Presenter:** Mike Bailey

**Conclusions:**

Mike Bailey presented a PowerPoint. Within his report:

He welcomed all new Delegates to the meeting and thanked all HRCA volunteers for their efforts.

He thanked Theresa Hill and Kelly Garlutz for their efforts on the Board and Delegate election.

---

**Agenda item:** Department Updates

**Presenter:** Mark Giebel

**Conclusions:**

Mark Giebel presented a PowerPoint. Within his report:

Information about Delegate tours of the Backcountry.

The 15-year celebration of the Backcountry being opened in 2009 and the history of the Backcountry's beginnings.

The three pillars of Backcountry, conservation, education and recreation.

An update of the current status of the Backcountry, highlighting the health of wildlife habitats.

Information regarding Backcountry staffing.

Annakate Hein shared about Backcountry programs, including environmental education and why the Backcountry hosts Camp Backcountry, Wild Roots, and Equine Programs.

Lindsey McKissick shared about the Backcountry 501c3 mission and vision, programs, and future planning.

Mark Gunther presented a PowerPoint. Within his report:

Updates on the Eastridge hot tub, Southridge patio, Westridge and Northridge outdoor pool cabanas.

Status of the Westridge annual facility closure and other upcoming closures.

Status of the outdoor pool openings for May 24, 2024.

---

**Agenda item:** Continued Business

**Presenter:** N/A

**Discussion:**

None

---

**Agenda item:** New Business

**Presenter:** N/A

**Discussion:**

None

---

**Agenda item:** Delegate Forum

**Presenter:** Delegates

**Discussion:**

Ginger Nixt | District 91: Shared her frustrations regarding the construction at Quebec and Lincoln, and asked people not to cut through Settlers Village sub-association.

---

**Agenda item:** Adjournment

**Presenter:** Monica Wasden

**Conclusions:**

Motioned by Dennis Epperly, representing District 2, and seconded by Greg Herman, representing District 17. The Meeting of the Delegates was adjourned at 6:51 p.m.

Respectfully submitted,

---

*Jim Allen, Secretary*



## 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 April 2024
  - Approval of Architectural Review Committee Minutes from April 2024
  - Approval of the Finance Committee Minutes from March 2024
  - Approval of Catherine Landauer appointment to the Architectural Review Committee
  - Approval of Architectural Review Committee Member Annual Reappointments
  - Approval of Design Review Committee Member Annual Reappointments
  - Approval of Finance Committee Member Annual Reappointments
- V. Member Forum
- VI. Director Comments
- VII. Committee Reports
  - Delegate Meeting
  - Finance Committee:
    - Review and approval of the April 2024 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, June 18, 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](mailto:theresa.hill@hrcaonline.org). The Board Working Session, Delegate Meeting, Board of Directors Meeting, and all other HRCA Committee Meetings are open to our members.*



# Board Meeting Minutes

**Agenda item:** Call to Order **Presenter:** Monica Wasden

**Conclusions:**

The meeting was called to order at 7:03 p.m.

**Agenda item:** Establishment of Quorum/Roll Call **Presenter:** Jim Allen

**Conclusions:**

A quorum was established. Directors Jim Allen, Dan DeBacco, Leo Stegman and Monica Wasden were present. Director 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:** Monica Wasden

**Action Items:**

- Approval of Board Meeting Minutes of Action from March 2024
- Approval of Architectural Review Committee Minutes from March 2024
- Approval of the Finance Committee Minutes from February 2024
- Approval of Architectural Review Committee Applicant Dawn Keating
- Approval of Architectural Review Committee Applicant Jeff Buttermore
- Approval of the Residential Improvement Guidelines

**Discussions:**

The board requested to remove Jim Allen's name from the Adjournment section of the March 2024 minutes. Monica Wasden's name will be inserted, as Jim was not present at the March 2024 meeting.

**Conclusions:**

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

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

**Discussions:** None

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

**Discussions:**

Jim Allen: Commented on the initial interactions with the new Board of Directors and how positive they have been.

Monica Wasden: Thanked staff for the presentations made at the Vision Retreat on April 5.

Dan DeBacco: Also commented on his excitement about the new Board of Directors.

---

**Agenda item:** Committee Reports **Presenter:** N/A

**Discussions:**

Delegate Meeting: None

Finance Committee: Brice Kahler presented the March 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:**

A Motion was made by Leo Stegman and seconded by Dan DeBacco to approve the March 2024 HRCA financials as presented. Motion carried.

---

**Agenda item:** General Manager Report **Presenter:** Mike Bailey

**Discussions:**

General Manager Mike Bailey commented on the following:

Recognized Stephanie Stanley from HRMD for being at the meeting and for their continued partnership with HRCA.

Thanked Mark Gunther and his staff for persevering during a busy season.

Shared his excitement of the first ever Employee Engagement Survey and that HRCA is a great staffing position.

Informed the Board of Directors regarding potential rebranding within the Marketing Department.

---

**Agenda item:** Continued Business **Presenter:** N/A

**Discussions:** None

---

**Agenda item:** New Business **Presenter:** N/A

**Discussions:** None

---

**Agenda item:** Delegate Forum **Presenter:** N/A

**Discussions:**

Dennis Epperly | District 2: Had a question regarding the HRCA/HRMD joint meeting.

---

**Agenda item::** Adjournment **Presenter:** Monica Wasden

**Conclusions:**

Leo Stegman, Dan DeBacco. The Board of Directors Meeting was adjourned at 7:18 p.m.

Respectfully submitted,

---

*Jim Allen, Secretary*





# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## ARCHITECTURAL REVIEW COMMITTEE

DATE: April 3, 2024

### MEETING MINUTES

#### I. CALL TO ORDER

The meeting was called to order at 5:33 p.m.

Member Name	Present	Absent	Excused
Elizabeth Bryant	✓		
Jeff Rohr	✓		
Laura Eicher			✓ **
Patricia Callies	✓		

Also in attendance:

Woody Bryant – Presiding Party

Jayma Wessling - Administrator

\*\* Laura Eicher provided her proxy vote to Patricia Callies

#### II. RESIDENTIAL APPOINTMENTS:

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

1. **10174 Bentwood – Paint**
  - a. The Committee unanimously voted to approve an alternate color.
2. **2285 Wynterbrook – Xeriscaping/Artificial Turf**
  - a. The Committee unanimously voted to approve.
3. **241 Philips Peak - Addition**
  - a. The Committee unanimously voted to approve.
4. **537 Arden Cir – Paint**
  - a. The Committee unanimously voted to approve.
5. **10102 Brady Pl - Deck**
  - a. The Committee unanimously voted to conditionally approve.
6. **9170 Lark Sparrow Trl – Paint**
  - a. The Committee voted three (3) in favor, one (1) opposed to deny.
7. **1494 Sunset Ridge Rd – Lighting & Security**
  - a. The Committee unanimously voted to conditionally approve.
8. **7039 Newhall Dr – Clips**
  - a. The Committee unanimously voted to conditionally approve.
9. **2553 Cherryvale – Balcony**
  - a. The Committee unanimously voted to conditionally approve.
10. **674 Sage Cir – Paint**
  - a. The Committee unanimously voted to approve.

#### IV. DISCUSSION

With no further business, the regular meeting adjourned at 6:17 p.m.

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



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## ARCHITECTURAL REVIEW COMMITTEE

DATE: April 17, 2024

### MEETING MINUTES

#### I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. and the Minutes from April 3, 2024, were unanimously approved.

Member Name	Present	Absent	Excused
Elizabeth Bryant	✓		
Jeff Rohr	✓		
Laura Eicher	✓		
Patricia Callies	✓		
Jeff Buttermore	✓		
Dawn Keating			✓

Woody Bryant – Presiding Party  
Jayma Wessling - Administrator

Elite Landscape – Contractor for 1280 Brettonwood Way  
Steve Smythe – Contractor for 10242 Cedaridge

#### II. RESIDENTIAL APPOINTMENTS

##### 1. 1280 Brettonwood Way – Accessory Building

a. The Committee voted unanimously to postpone the decision pending further information.

##### 2. 10242 Cedaridge - Addition

a. The Committee voted unanimously to postpone the decision pending further information.

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

##### 1. 5117 Tuscany Pl - Addition

a. The Committee unanimously voted to approve.

##### 2. 9467 Cove Creek Dr – Commercial Vehicle

a. The Committee unanimously voted to approve.

##### 3. 10266 Bentwood Ct – Commercial Vehicle

a. The Committee voted four (4) in favor with one (1) opposed resulting in an approval.

##### 4. 9178 Roadrunner – Commercial Vehicle

a. The Committee unanimously voted to approve.

##### 5. 9586 Painted Canyon Cir -German Schmear

a. The Committee unanimously voted to approve.

##### 6. 1117 Southbury Ct - Paint

a. The Committee unanimously voted to approve.

##### 7. 1287 Sunnyside St - Paving

a. The Committee unanimously voted to deny.

##### 8. 502 Longfellow Ln – Garage Door

a. The Committee unanimously voted to conditionally approve.

##### 9. 10640 Wagon Box - Lighting

a. The Committee unanimously voted to deny.



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## **IV. DISCUSSION**

1. Packet provided to the new volunteer.
2. Overview of RIGs updates.

With no further business, the regular meeting adjourned at 7:38 p.m.



# HIGHLANDS RANCH

## COMMUNITY ASSOCIATION

### Minutes

**March 18, 2024, Finance Committee Meeting**  
**Highlands Ranch Community Association, Inc.**  
**Eastridge Recreation Center**

#### **FC Members Present:**

Dan DeBacco  
Ron Welk  
Jennifer Harris  
Leighton Stephenson  
Mikell Wilcox  
Michael Flower

#### **FC Members Absent:**

Shane Callahan  
Homar Alvarado

#### **Staff Members Present:**

Brice Kahler, CFO  
Emily Arnold, Accounting Manager  
Mike Bailey, General Manager

#### **Board Members and Visitors Present:**

Monica Wasden, Board Member  
Leo Stegman  
Todd Landgrave  
Christine McLeod, Audit Partner, Haynie and Company  
Whitney Rosenfeld, Audit Manager, Haynie and Company  
Jeremy Jones, Audit Senior, Haynie and Company

1. The Finance Committee meeting was called to order at 6:00 p.m. A quorum of the Finance Committee was present.
2. The Finance Committee reviewed the February 19, 2024, Finance Committee meeting minutes.

**A motion was made to approve the February 19, 2024, HRCA Finance Committee meeting minutes as presented. The motion was approved with two abstentions.**

**Motion: Mikell Wilcox      Second: Michael Flower**

- Christine McLeod, Audit Partner with Haynie and Company (“Haynie”), and Whitney Rosenfeld, Audit Manager, Haynie, presented a PowerPoint on the 2023 audit report and findings. Haynie issued an unmodified (i.e. “clean”) opinion on the financial statements of HRCA for the year ended December 31, 2023. Haynie conducted their audit in accordance with generally accepted auditing standards. They encountered no disagreements with management, nor encountered difficulties when performing the audit. Christine thanked Brice and the accounting staff for their involvement in the audit. There were no material changes from the draft December financials reviewed at the January 15, 2024, Finance Committee meeting and the final audited financials.

**A motion was made to approve the December 31, 2023, Highlands Ranch Community Association Audited Financial Statements. The motion was approved unanimously.**

**Motion: Michael Flower                      Second: Ron Welk**

- Brice Kahler next noted that there were no material changes to the January 31, 2024, HRCA Financial Statements subsequent to the discussion at the February 19, 2024, Finance Committee meeting. No vote was taken at the February meeting since the prior year audit was not complete.

**A motion was made to recommend that the HRCA Finance Committee accept the January 31, 2024, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

**Motion: Leighton Stephenson              Second: Jennifer Harris**

- The Finance Committee next reviewed and discussed the February 29, 2024, HRCA Financial Statements. The actual to budget favorable/unfavorable variances were identified, explained, and discussed for consolidated financials and each operating fund. Consolidated net revenues are up 36% over budget.

**A motion was made that the HRCA Finance Committee accept the February 29, 2024, Highlands Ranch Community Association Financial Statements. The motion was approved unanimously.**

**Motion: Jennifer Harris                      Second: Mikell Wilcox**

With no further business, the meeting was adjourned.

Respectfully Submitted,

Emily Arnold, Accounting Manager



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## COMMITTEE APPLICATION FORM

First Name: Cathlene Last Name: Landauer  
 Home Phone #: 6193168507 Email Address: landauercb99@gmail.com  
 Address: 10203 Woodrose Ln  
 City: Highlands Ranch, CO Zip Code: 80129

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?

\_\_\_\_\_

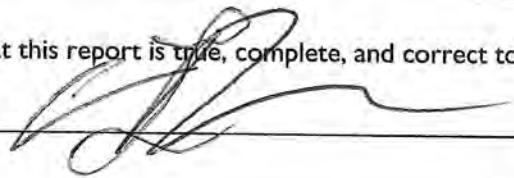
8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?  
 I have experience volunteering on committees in our PTO. I am a Project Manager and part owner of a home renovation company.

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:  Date: 4/23/2024

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

**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.

Signature

  
Cathlene Landauer  
Print Name

Date

4/24/2024

Subject: Letter of Interest for the open position on the Architectural Review Committee

To whom it may concern,

I am writing to express my sincere interest in the Architectural Review Committee (ARC) position, as advertised. With a deep-seated passion for architectural integrity and a keen eye for detail, I am excited about the opportunity to contribute to the enhancement and preservation of our community's aesthetic appeal.

As a homeowner myself, I understand the significance of maintaining the charm and uniformity of our residential properties. I firmly believe that every architectural decision made contributes not only to the value of individual homes but also to the overall ambiance of our neighborhood.

My background in construction and technical project management has equipped me with a comprehensive understanding of the intricacies involved in home improvement projects. From conceptualization to execution, I have been involved in various aspects of residential renovations, ensuring that each project adheres to the highest standards of quality and compliance.

Moreover, I am well-versed in interpreting architectural plans and specifications, a skill essential for conducting thorough reviews of homeowner submissions. My attention to detail and commitment to upholding community guidelines make me a suitable candidate for the responsibilities associated with the ARC.

Beyond technical proficiency, I bring to the table a collaborative mindset and a dedication to fostering positive relationships within our community. I understand the importance of effective communication and diplomacy in addressing homeowner concerns while upholding the ARC's mandate to enforce community covenants.

Joining the ARC presents an exciting opportunity for me to combine my professional expertise with my passion for community service. I am eager to contribute my skills and insights to ensure that our neighborhood continues to thrive aesthetically while maintaining the values we hold dear.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the ARC in more detail.

Very Respectfully,

Cathlene Landauer

[Landauercb99@gmail.com](mailto:Landauercb99@gmail.com)

6193168507



## Overview

With a strong drive for continuous improvement and a focus on achieving project goals, I bring over two decades of experience in the IT sector, holding various roles that have honed my skills. My expertise in systems and technology, coupled with my adept interpersonal abilities, has enabled me to emerge as an innovative leader within the industry. I hold a Master of Science in Information Systems Management (MSISM) from National University, which I completed in 2015. Additionally, I have pursued further professional development through certifications such as Project Management Professional (PMP), Kanban, and SCRUM Master. These qualifications attest to my commitment to staying current with industry best practices.

## Relevant Education, Training, and Certifications

- Master of Science in Information Systems Management (MSISM), National University, 2015
- Project Management Professional (PMP) Certification (\*Valid till 2026)
- Kanban Certification
- Certified SCRUM Master (CSM)
- ITIL Foundations Certification
- Information Management for Leaders
- Risk Management/Mitigation

## Work Experience / Technical Knowledge and Expertise

## Experience:

**Applied Future Technologies, INC****OCT/2020 - Current****IT Project Manager****M-F 8am-5pm Hybrid On-Site/Remote Fulltime 40HRS/WK***Currently assigned to the Project Management Office PMO Task Order*

- Provided Project Management support to the ePlanning program with a focus on modernization to eNEPA. Tasks involved in this project encompassed creating a database for requirements, acquisition documentation development (ex. PWS), evaluating data using the National Reporting System (NRS/OAS), identifying and documenting data to be corrected, documenting NEPA Register features in need of update, and updating communication plans in addition to ensuring the completion of all tasks and deliverables within the scope of project requirements.
- Provided Project Management support to the Resource Use Decision and Determination (RUDD) project team. This involved creating a communications plan to validate the requirements of the current prototype, developing a strategic business plan, and integrating it into the directorate's modernization strategy, in addition to ensuring the completion of all tasks and deliverables within the scope of project requirements.
- Provided support completing intake assessments for the Charge Card support system and presented results to the Enterprise Solutions Board (ESB).
- Managed a team of nine individuals in roles such as Business Analyst, SharePoint Developers, Project Managers, and Systems Analyst for projects outside of my direct assignment in a matrix-managed structure. Provided supervision, coaching, performance management/evaluations, and specialized training to these team members as needed.
- Facilitated communications, meetings, and planning efforts to achieve multiple objectives, documenting all activities in meeting minutes.
- Provided support developing and organizing HQ580 technical documentation to support an enterprise centralized document storage space for all technical notes, system operating procedures, CSOMs and other procedures.

*Previously assigned to the BLM Systems Engineering Branch Coordination Office (OC380)*

- Provided Project Management support to various infrastructure, enterprise sysadmin and system engineering projects listed:
  - AZURE Cloud Environment Creation
  - Updating the Distributed File System (DFS)
  - Enterprise Internet Service Provided EIS Migration from Verizon to Lumen
  - MAC OS Services Implementation
  - Encryption Enforcement (Policy Enforcement)
  - Login Script Standardization
  - SPARC UNIX Server Migration to LINUX Servers
  - KMS, RDS Licensing and WSUS Service Updates
  - BLM LAN 2 LAN (L2L) Updates
- Managed the completion of all tasks and deliverables within the scope of project requirements.
- Facilitated communications, meetings, and planning efforts to complete multiple objectives.
- Development of various project reports, as well as remedy ticket reports for BLM Leadership using Power BI integrated with MS project.

*Previously assigned to the Department of the Interior ITSM Seamless Customer Support System (SCSS) Task Order.*

- I supervised 5 sub teams with distinct goals to support the department of the interior in establishing an enterprise ticketing system that all agencies (BLM, OCIO, BOR, BIA, NPS, USGS, BOEM, BSEE, etc) will adopt for providing technical assistance to government employees. These teams accomplished their goals, advancing the project through the development stages. As the concluding project manager for this assignment, I am pleased with the enduring success and ongoing progress of the initiative.

**Experience and Qualifications Highlights**

- ✓ Held Previous Security Clearances at various levels
- ✓ Intelligence Analysis and Presentation Skills
- ✓ Data Analysis Skills
- ✓ Leadership and Teamwork Skills
- ✓ In-depth Technical Experience
- ✓ Expert in analysis and communications

- *Communications (Purple)*: This team was responsible for creating and distributing all communications material. I collaborated with the team to create a comprehensive communications plan. Subsequently, the team produced various communications that were sent to users, stakeholders, and other relevant parties. As part of their efforts, the team organized a naming competition, which resulted in the selection of the name Bison Support System (BSS) for use by all bureaus within the Department of the Interior, including BLM.
- *Process Standardization (Orange)*: This team successfully established a standardized process, including Tier Support levels, a glossary of terms, and a password reset procedure, which gained unanimous agreement from all agencies within the department. This achievement is particularly noteworthy considering the challenges of reaching consensus among these individuals.
- *Acquisitions (Green)*: This team was tasked with generating the essential documentation needed for the federal contracting acquisitions process, with the objective of securing a developer to commence the development of the enterprise Bison Support System (BSS).
- *Community of Practice (Blue)*: This team successfully created a charter for a specialized community of practice (COP) focused on service management within the department. This charter outlined the schedule for meetings, responsibilities for managing the website, MS Teams Space, Stream Channel, and the internal shared email inbox (SMcop@). The community of practice has continued to thrive and is still active as of 2024.
- *Tool Standardization (Yellow)* : This team established the technical and functional criteria that the chosen enterprise ticketing system must meet in order to be compatible with all agencies in the department.

## Applied Future Technologies, INC Business Analyst

SEP/2016 – OCT/2020

M-F 8am-5pm Hybrid On-Site Fulltime 40HRS/WK

*Assigned to the System, Engineering, Technical, Analysis (SETA) contract for Bureau of Land Management; supporting WO-200/300 Task Order.*

- In my initial role as a BA, I was tasked with assisting in the development of the Human Resources Case Management System (HRIMS). My responsibilities included analyzing business requirements related to benefits and retirement cases, as well as researching available tools to address these needs. After exploring different options, we found that the Federal HR Navigator software, which the bureau was already utilizing, offered sufficient functionality to meet our requirements.
- Served as a BA for the evaluation of the Utah Mineral Tracking System (MTS). My main goal was to analyze requirements in order to produce a comprehensive package for developers to create an inspection module that mimics the functions of the state-funded Mineral Tracking system used exclusively in Utah for overseeing compliance inspections on different mining sites. Additionally, I relayed the identified requirements to the Mineral Lands Realty System (MLRS) development team, who utilized them as the foundation for developing the inspection module requirement within MLRS.
- I provided analysis assistance by reviewing CPIC budgets for upcoming IT projects and conducted meetings with project leads to gather budget expectations for projects to be implemented in the System Engineering directorate.
- Collaborated with users to develop, review, and finalize several BLM Remedy IT Helpdesk ticketing workflows, ensuring their readiness for production. These workflows, specifically designed for Human Resources, are currently in use as remedy workflows.
- Provided assistance as a Business Analyst for the LR2000 to GIS project, focusing on pinpointing transactional data with GIS content in the LR2000 system; the GIS analyst then processed the GIS data to create a geospatial map illustrating the land use details from the LR2000 Land Management System.
- I provided support for the SDARTT/DIRT project under the WO 300 directorate, focusing on creating a new data standard named Surface Disturbance. The main objective was to translate area disturbance restrictions into a map displaying the limits of surface disturbance permitted in a specific region. This geospatial data layer would aid in identifying disturbance areas and setting disturbance caps based on Resource Management Plans (RMPs) designed to safeguard natural resources and endangered species like Sage Grouse
- Analyzed business processes within the BLM organization and made recommendations for solutions or improvements that can be accomplished through new technology or alternative uses of existing technology.
- Acted as liaison between business stakeholders, such as management, customers, or end users. Conducted Workshops, meetings, interviews and virtual sessions to gather user requirements for system development projects.
- Analyzed and communicated stakeholder needs by translating business requirements into software requirements using Use Case, User Stories & BPMN modeling tools and techniques to communicate business requirements for new systems.
- Used techniques such as sampling, model building and structured analysis, to ensure the solution is efficient, cost-effective and financially feasible
- Develop and maintain business/technical requirements MRL/RTM tools for traceability from development to testing and validation phase.

## Source Gas Desktop Analyst II

APR/2014 - FEB/2016

M-F 8am-5pm Fulltime 40HRS/WK

*Provided second level desktop support to all company personnel to setup, configure, troubleshoot, analyze, and repair computer systems.*

- Set up and configured new systems, new applications, and upgrades.
- Responded to tickets, troubleshoot, and resolved problems in a timely manner.
- Supported the enterprise-wide implementation of software installation of applications and systems that serve multiple organizational levels. Interacted with network and telecommunications support team and presented detailed documentation.
- Participated in weekly assessments and evaluations of IT and telecommunications assessments and evaluations.

- Successful execution of my job duties required attention to detail, customer service, oral communication skills (via verbal, phone, presentation, training, etc.) and independent problem solving.
- Developed and maintained company IT policies and procedures.
- Managed user account information, permissions, and rights, including groups using Microsoft Exchange.
- Performed system administrator duties by creating/disabling user account information, managing permissions, and Distribution group generation using Microsoft Exchange and Active Directory
- My team received a Source Gas Exceptional Teamwork award for efforts executed during a complete IT hardware/network reconfiguration over three-week period. Contributed by sacrificing extra time and manpower outside business hours to be present in order to execute the tasks in a timely and efficient manner.

### U.S. Department of Homeland Security (Homeland Security Investigations) Investigative Assistant

**AUG/2011 - FEB/2014**  
**M-F 7am-5pm Fulltime 40HRS/WK**

*Provided administrative and analysis support for criminal investigations.*

- Performed a wide variety of interrelated and/or nonstandard investigative support work.
- Prepared investigative reports to assist agents with investigations such as Drug Destruction Letters, Administrative subpoenas, Court orders, Drug Analysis reports, etc.
- Received training in legal aspects of investigation and expert testimony for trial cases.
- Assisted with search warrant execution and on-site evidence handling procedures.
- Used computers with office applications to perform operations or to prepare complex investigative documents containing tables or graphs.
- Participated and followed evidence handling directives in accordance with the rules of evidence handling applicable in criminal court.
- Applied knowledge of the laws and regulations enforced regarding investigations.
- Assisted with procurement and analysis of criminal intelligence data by searching databases for birth and/or death records.
- Assisted with the generation of Parole paperwork in order for agents to take defendants who are under arrest and not US citizens to the proper detention facilities.
- Completed fingerprint cards, sent disposition information to FBI.
- Assisted investigators by verifying facts about detainees and running checks in databases to provide expansive background history on the individual of interest.
- Ensured signed statements, affidavits and documentary evidence were included in reports and case records.
- Participated, under supervision, in surveillance operations.
- Assisted Intel Research Specialist with analysis to include the generation of charts that represent key criminal components of drug trafficking organizations.
- Granted access and frequently utilized the following databases in support of investigative activities TECS, CIS, NCIC, NLETS, Penlink, Palantir, Clear, ATS, ENFORCE, EAGLE, ARJIS, DICE, COPLINK, INS, Calphoto, TCSG, CLAIMS, EARM, TLO, etc.
- Provided investigative, administrative and logistical support to multiple federal agents

### Knight Networking, INC Information Technology SME Consultant

**FEB/2013 - SEP/2013**  
**M-F PartTime 20HRS/WK**

*Provided expert knowledge in assisting Knight Networking with bid for government contracts as a consultant.*

- Contracted by client to gain expert knowledge I possess in reference to creating a network infrastructure that utilize multiple telecommunication technologies (Satellite, TCP/IP, UDP, Serial, VPN, radio wave, etc).
- Collaborated with staff at all levels of the client organization.
- Provided technical knowledge and expertise as requested.
- Developed documentation for bids on government contracts.
- Worked with this client and customers to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations.
- Participated and presented my contributions during oral boards on behalf of the client. This involved making a clear and convincing oral presentation to the individuals awarding the contracts. This included listening to others, understanding nonverbal cues, and responding appropriately.

### Tactical Engineering and Analysis, INC Systems Analyst / Field Engineer

**JUN/2006 –OCT/2010**  
**M-F 8am-5pm Remote Fulltime 40HRS/WK**

*Granted SECRET Level Clearance. As Ballistic Missile Defense (BMD) Test Director / Tactical Data Link (TDL) Analyst led a team of personnel in the pre-test planning, test execution, and post-test analysis for BMC4I Interoperability to meet BMDS mission objectives and requirements in support of Missile Defense Agency.*

- Experienced in supporting System Operation and Verification Test (SOVT), Installation and Check Out (INCO), Validation and Verification Testing (V&V), and live operations for multiple TCP/IP communication types such as Multicast, Unicast, and Satellite network architectures.
- Expert at management and integration of Tactical Data Links: Link 11A, Link 11B, Link 16, Link 4A, NILE/Link 22, Satellite-TDL A, Satellite-TDL J, Multicast-TDL J, Unicast-TDL J, Joint Range Extension Application Protocol A/B/C, Cooperative Engagement Capability, and Extremely High Frequency Medium Data Rate, Time Division Multiple Access Interface Processor.
- Knowledge of IT system monitoring methods, UNIX/LINUX/Windows operating systems, LAN and WAN networks, telecommunications equipment, and related software.
- Experienced with Cisco CCNA, Network +, A + concepts such as OSI model, OSPF, router configuration, network establishment, hardware and software manipulation, communications protocols, etc.
- Experience with configuring and operating NIPRnet
- Possess expert knowledge of the Common Data Link Monitoring System (CDLMS), Air Defense System Integrator (ADSI), AEGIS Weapon Suite, Network, System Integration and Test Environment, Joint Range Extension Gateway, Joint Analysis Display Environment, Automated Digital Network System, Integrated Shipboard Network System and various external communications equipment.
- Experienced with acceptance test, defect analysis and testing, integration testing, system test, and requirement verification.
- Experience extracting data from test sessions, analyzing data, and presenting findings to large data analysis working groups.

### **United States Navy – Enlisted Petty Officer 2<sup>nd</sup> Class (E-5) ESWS Cryptologic Technician Collection Specialist (CTR)**

**JUN/2002 – JUN/2006**

*Various 50/60+ HRS a Week*

*Honorably Discharged, Cleared to Top Secret/SCI with polygraph SSBI. Provided cryptologic support, training, and equipment to naval surface forces with direct support to fleet operations and joint commanders.*

- Mission Manager for International Crime and Narcotics (ICN) Mission. Supervised and trained 25 personnel to analyze, correlate and disseminate intelligence information in support of counter-narcotics and crime prevention efforts. Provided in-depth analysis of over 10,000 targets via complex digital communications signals which provide critical intelligence information to regional commanders.
- Assisted with communication architecture establishment and provided access availability planning and acquisition in accordance with (IAW) the DoD standards, procedures, and guidelines in support of multiple battle group objectives.
- Extensive experience and use of Global Command and Control System (GCCS)-Maritime (M)
- Certified and trained with Sun Solaris, ACCES, BGPHEs, BUSHOG, WEDLOCK, SSEE INC E, TRDF, CDF, GCCS-M, node networks, servers, modems, multiplexers, patch panel and Microsoft PowerPoint, Excel and Word. Utilized JWICS, SIPRNET, and NMCI.
- Recognized as the 2005 Sailor of The Year by the Naval Information Operation Command (NIOC) for leadership efforts during the ICN mission. Was given an early promote (EP) performance rating this same year, which is the highest a sailor can receive and that gave me the opportunity to take the next advancement test a year early.

### **Technologies:**

- **Operating Systems** – Windows, Unix, Linux, IOS, and Android
  - **Software Languages & Databases** – MySQL, OAS, Microsoft .NET, Visual Basic, and C++
  - **Development Tools** – ArcPro, ArcGIS, ArcMap, Visual Studio, Android Studio, ER Studio and Erwin
  - **Other Software** – Microsoft Office (Teams, Word, Excel, PowerPoint, Outlook, Project, Access, Power BI & Visio), Internet Explorer, Google Chrome, Edge, Filmora, MS Exchange, Remote Desktop, Avaya Technologies, Sharepoint Developer, and JIRA.
- Other Skills** – Organization Skills, Teamwork, Leadership, Communication, Management, Community Development, Team Building, Presentation Skills, and Interpersonal Relationship Skills.

### **Awards/Recognitions:**

- Rock-Star Award Recognition – 2021 (ASRC Federal)
- Rock-Star Award Recognition – 2017 (ASRC Federal)
- Exceptional Teamwork Award - 2015 (Source Gas)
- Exceptional Teamwork Award - 2014 (Source Gas)
- Appreciation Award – 2014 (DHS, Homeland Security Investigations (HSI))
- Certificate of Appreciation (FTG-05) – 2009 (Missile Defense Agency (MDA) / Combined Test Force (CTF))
- Certificate of Appreciation (GTD-03) – 2009 (Missile Defense Agency (MDA))
- Certificate of Appreciation (BMD/FTM-11a) – 2008 (Missile Defense Agency (MDA)/ Combined Test Force (CTF))

- Letter of Appreciation (BMD/Stellar Demon) – 2008 (*Aegis Ballistic Missile Defense (BMD)*)
- Certificate of Appreciation (FTG-03a) – 2008 (*Missile Defense Agency (MDA)/ Combined Test Force (CTF)*)
- Certificate of Appreciation (Glory Trip - 197) – 2008 (*Missile Defense Agency (MDA)/ Combined Test Force (CTF)*)
- SSC Pacific Center Team Achievement Award (FTM-14) – 2008 (*Space and Naval Warfare Systems Command (SPAWAR)*)
- Tactical Engineering and Analysis (TEA) Letter of Appreciation/Recognition (*TEA, INC*)
- Award 2005 Sailor of the Year – 2006 (*Naval Operations Command (NIOC)*)

## Architectural Review Committee Reappointments 2024

### Architectural Review Committee

Elizabeth Bryant

Jeff Rohr

Patricia Callies

Jeff Buttermore

Dawn Keating



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## COMMITTEE APPLICATION FORM

First Name: Dawn

Last Name: Keating

Home Phone #: (303) 596-0656

Email Address: dkfit@icloud.com

Address: 4652 Fenwood Drive

City: Highlands Ranch, CO

Zip Code: 80130

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?

ARC as of April 2024

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

I am very active in our community. I am a PCP & a delegate for both county and state in 2022 & 2024. I am also a HRCA delegate. I love living and playing in HRCA.

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: Dawn M Keating Date 5/11/24

For office use only:

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

**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.

Dawn M Keating  
Signature

Dawn Keating  
Print Name

5/11/24  
Date





# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## COMMITTEE APPLICATION FORM

First Name: Elizabeth

Last Name: Bryant

Home Phone #: 3038803367

Email Address: ebryant9475@gmail.com

Address: 9674 Adelaide Circle

City: HR, CO

Zip Code: 80130

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 ARC

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?

ARC March 2022

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

Former HRCA employee/ Residential coordinator 2013 to 2020

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: \_\_\_\_\_ Date \_\_\_\_\_

For office use only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application

Resume

Letter of Interest

COI Disclosure



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## COMMITTEE APPLICATION FORM

First Name: Jeff

Last Name: Buttermore

Home Phone #: (303)908-0946

Email Address: jbutterm@gmail.com

Address: 8961 Miners Drive

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?

Joined ARC this year

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?  
Previous served on board for high rise building. Served as chair for engineering group.

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:  Date 5/14/24

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

## COMMITTEE APPLICATION FORM

First Name: Jeff

Last Name: Rohr

Home Phone #: (720) 785-3986

Email Address: rohdsden@gmail.com

Address: 9971 Cottoncreek Dr

City: Highlands Ranch, CO

Zip Code: 80130

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?

ARC and Delegate

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

Delegate for 5 years. ARC member for 3 years

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:  Date 05/09/2024

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



**COMMITTEE APPLICATION FORM**

First Name: Patricia Last Name: Callies  
Home Phone #: 303-570-9706 Email Address: pattycallies@gmail.com  
Address: 2211 Ashwood Lane  
City: Highlands Ranch, CO Zip Code: 80129

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?

Architectural Committee

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

Currently on architectural committee, 15 years construction defect litigation paralegal, 20 years in design field as faux finisher working with construction companies and designers on new and remodel builds

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: PCall Date: 5/10/2024

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

## Design Review Committee Reappointments 2024

### Design Review Committee

Greg Banks  
Michael Burmeister  
Ariel Madlambayan  
Kyle Matthews  
Zell Cantrell  
Erik Okland



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## COMMITTEE APPLICATION FORM

First Name: Ariel

Last Name: Madlambayan

Home Phone #: 720-770-0474

Email Address: am.arkitekt@gmail.com

Address: 9957 Macalister Trail

City: Highlands Ranch, CO

Zip Code: 80129

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?

DRC/2017 to present

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

I have been a Highlands Ranch resident since 1998 and began serving on the DRC in 2017. I am a practicing architect and feel that my experience can continue to benefit the review process that HRCA has implemented for our community. I would like to continue to serve on the DRC.

9. Please attach a current resume.

On file.

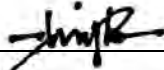
10. Please attach a letter of interest or statement of qualifications and experience indicating (a) why you are interested in serving on this committee (b) state how your background, experience, qualifications, and education are best suited to serving on the committee, and (c) why you should be considered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

On file.

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

On file.

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

Signature:  Date 5/9/2024

For office use only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application

Resume

Letter of Interest

COI Disclosure



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## COMMITTEE APPLICATION FORM

First Name: ERIK Last Name: OKLAND  
 Home Phone #: 720 431 2342 Email Address: erik.okland@okland-arch.com  
 Address: 10814 HICKORY RIDGE ST  
 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?  
DRC

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

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: [Signature] Date 5/13

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

## COMMITTEE APPLICATION FORM

First Name: GREG

Last Name: BANKS

Home Phone #: 720.534.1310

Email Address: greg.a.banks@comcast.net

Address: 9730 Adelaide Court

City: Highlands Ranch, CO Zip Code: 80130

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?

Development Review Committee (Current Member)

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

I have been a resident of Highlands Ranch since 2005.  
I have been a member of the HRCA DRC consecutively for several years.

9. Please attach a current resume. This document is on file.

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. This document is on file.

11. Please fill out the attached disclosure statement for the Conflict of Interest Policy. This document is on file.

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

Signature: GREG BANKS Date 5/17/2024  
DocuSigned by:  
3BA3B29494F2437  
GREG BANKS

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

## COMMITTEE APPLICATION FORM

First Name: Kyle

Last Name: Matthews

Home Phone #: 720-323-1493

Email Address: kyle@justarchitectureanddesign.com

Address: 9815 Westbury ct

City: Highlands Ranch, CO Zip Code: 80129

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?

Currently on DRC

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

I am an architect, I regularly interact with development committees throughout the United States and have lived in HR for 17 years. I love our community but also see the need for continual upkeep as we are newly built out.

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:  Date 5/13/24

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

## COMMITTEE APPLICATION FORM

First Name: Michael

Last Name: Burmeister

Home Phone #: 703-328-1401

Email Address: burmeisterm06@gmail.com

Address: 10212 Nickolas Ave

City: Highlands Ranch, CO

Zip Code: 80130

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?

Development Review Committee, term just ending

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

With over 20 years experience as a staff officer supporting agency planning and operations, I am used to working in a team. I graduated from the Highlands Ranch Citizens academy and served on the DRC for one term and as an Election Judge. I am invested in the 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: *Michael Burmeister* Date: 10 May 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

## COMMITTEE APPLICATION FORM

First Name: Zell

Last Name: Cantrell

Home Phone #: 303-437-4948

Email Address: zcantrell3@gmail.com

Address: 8751 Mallard Place

City: HR, 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?

HRCA DRC

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

Real Estate Development design and construction professional that has lived in HR for almost 24 years. Member of the DRC for 8 years, Chaired DRC for last 4 years +/-.

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: Zell Cantrell Date May 13, 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

## Finance Committee Reappointments 2024

### Finance Committee

Jennifer Harris  
Shane Callahan  
Ron Welk  
Mikel Wilcox  
Michael Flower  
Homar Alvarado  
Leighton Stephenson



### COMMITTEE APPLICATION FORM

First Name: Homar Last Name: Alvarado  
Home Phone #: 720-539-3720 Email Address: homar.alvarado@gmail.com  
Address: 6552 Yale Drive  
City: Highlands Ranch, CO Zip Code: 80130

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?  
Finance Committee, since late 2023

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?  
Educated and experienced in government body budgeting, contracting, and work execution. Hold an undergrad degree in the same and a master's in business.

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: H. Alvarado Digitally signed by H. Alvarado  
Date: 2024.05.17 09:22:07 -06'00' Date 5/16/2024

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

## COMMITTEE APPLICATION FORM

First Name: Jennifer

Last Name: Harris

Home Phone #: 7209888420

Email Address: jennifer1harris@hotmail.com

Address: 518 English Sparrow Tr

City: Highlands Ranch, CO Zip Code: 80129

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?  
finance

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?  
graduate of citizens academy 2024, HRCA delegate & returning finance committee

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: Jennifer Harris Date 3-18-24

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

## COMMITTEE APPLICATION FORM

First Name: Leighton Last Name: Stephenson

Home Phone #: 408 202 5827 Email Address: leighton.stephenson@yahoo.com

Address: 493 Meadowleaf Lane

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?  
Finance Committee (Currently)

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA?  
 CFO, Controller, Board Member for HOA

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: [Handwritten Signature] Date 3/16/24

For office use only:

Received by: \_\_\_\_\_ Date:

\_\_\_\_\_

Application

Resume

Letter of Interest

COI Disclosure





# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## COMMITTEE APPLICATION FORM

First Name: Michael Last Name: Flower  
 Home Phone #: 303-956-9777 Email Address: mikeaf2000@comcast.net  
 Address: 10066 Wyecliff Drive  
 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?

Finance Committee 2023 - present

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

HRCA Finance Committee; Former HRCA Delegate; Volunteer Accountant - The Right Step, Inc.  
 Board Member and Treasurer - Friends of the Highlands Ranch Senior Center

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: *Michael A. Flower* Date 03/18/24

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

## COMMITTEE APPLICATION FORM

First Name: Mikell

Last Name: Wilcox

Home Phone #: 760-774-1677

Email Address: mikell.e.wilcox@gmail.com

Address: 2157 Maple Pl

City: Highlands Ranch, CO

Zip Code: 80129

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?

Finance Committee

8. Summarize your background and community involvement. What if any qualifications do you possess that might be an asset to the HRCA? 3+ years on finance committee, owns accounting firm

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: [Signature] Date 3/18/24

For office use only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application

Resume

Letter of Interest

COI Disclosure



# HIGHLANDS RANCH COMMUNITY ASSOCIATION

## COMMITTEE APPLICATION FORM

First Name: Ron

Last Name: Welk

Home Phone #: 303-356-3433

Email Address: rrwelk02@gmail.com

Address: 8926 Hunters Way

City: Highlands Ranch, CO

Zip Code: 80129

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?

Finance Committee since 2015

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

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: e52c7af0ee18    Digitally signed by 538ffa3c-2a52-4d29-af3e-e52c7af0ee18    Date: 2024.03.17 15:31:15 -06'00'    Date: MARCH 14, 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

## COMMITTEE APPLICATION FORM

First Name: Shane

Last Name: Callahan

Home Phone #: 303-881-4361

Email Address: Shane@EWPAdvisor.com

Address: 10700 Stonington St

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?

Finance Committee- January 2023 - Present

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

*I am a Certified Financial Planner and business owner. I have lived in Highlands Ranch since 2005. I utilize most of the facilities including all the rec centers, pools,*

9. Please attach a current resume. *Backcountry area including the archery ranges.*

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: *[Signature]* Date 05/17/2017

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